



Council Agenda

Council Chambers
Windsor Town Hall
May 6, 2019



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Tustin
3. PLEDGE OF ALLEGIANCE – Councilor Tustin
4. PROCLAMATIONS/AWARDS
 - a) Proclamation Declaring May 5, 2019 – May 11, 2019 as National Small Business Week
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Assessment Appeals
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Approve amendments to case worker, social worker, and social services coordinator position descriptions (Town Manager)
 - b) *Set a Public Hearing for June 3, 2019 at 7:20 p.m. (prevailing time) to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit Program (Town Manager)
 - c) *Introduce policy regarding naming of town property, buildings and parks (Councilmember McAuliffe)
 - d) *Approve resolution regarding State legislative proposals (Councilor Jepsen)



- e) Consider approving settlement in Jordan vs. Town of Windsor (Town Manager)
- f) Consider approving settlement in SCA Pharmaceuticals vs. Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the April 1, 2019 Public Hearing (fire & security bond ordinance)
- b) *Minutes of the April 1, 2019 Regular Town Council Meeting
- c) *Minutes of the April 3, 2019 Special Town Council Meeting
- e) *Minutes of the April 15, 2019 Special Town Council Meeting
- f) *Minutes of the April 17, 2019 Special Town Council Meeting
- g) *Minutes of the April 24, 2019 Special Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation (SCA Pharmaceuticals vs Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (Jordan vs Town of Windsor)
- c) Strategy and negotiations in respect to collective bargaining (Windsor Police Department Employees Association)

17. ADJOURNMENT

★Back-up included

Proclamation

*Designating May 5, 2019 – May 11, 2019 as
National Small Business Week in Windsor*

WHEREAS, America's progress has been driven by pioneers who think big, take risks and work hard; and,

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and,

WHEREAS, small business owners and Main Street businesses have energy and a passion for what they do; and,

WHEREAS, when we support small business, jobs are created and local communities preserve their unique culture; and,

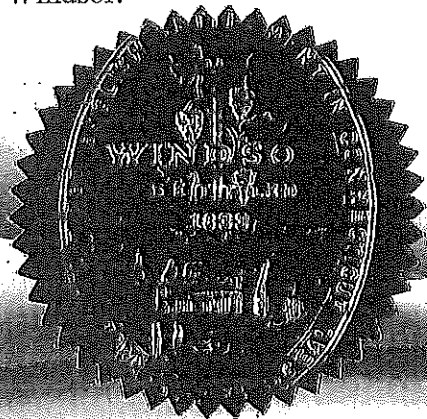
WHEREAS, because this country's 30 million small businesses create nearly two out of three net new jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and,

WHEREAS, National Small Business Week has been celebrated every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and,

WHEREAS, the Town of Windsor supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

***NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF
THE TOWN OF WINDSOR THAT:***

The week of May 5, 2019 - May 11, 2019 be declared as National Small Business Week in Windsor.



A handwritten signature in black ink, which appears to read 'Donald S. Trinks', is written over a horizontal line.


Donald S. Trinks
Mayor of Windsor
May 6, 2019

Agenda Item Summary

Date: May 6, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendments to job descriptions

Background

The Social Services Division of the Human Services Department includes the unaffiliated, full-time positions of Social Services Coordinator, Caseworker and Social Worker. The Social Services Coordinator position will become vacant at the beginning of August due to a retirement. It is customary for town staff to review the job description when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. While the Caseworker position is currently filled, the position of Social Worker is not as the job functions are not currently needed. All three positions have been reviewed by the Human Services Director and the Human Resources Director. Several changes are necessary for them to reflect the current duties and competencies of the positions.

Required "Competencies" have been added to the Caseworker and Social Worker positions to conform to the town's current format and the "Physical Demands and Work Environment" have been updated. Some terminology and duties have been updated to align with changes that have occurred over the years.

Discussion/Analysis

Social Services Coordinator

The main duties of the Social Services Coordinator position include performing a variety of routine and complex supervisory, administrative, and professional work in the planning, coordinating, and directing of the Town's social services programs for adults, seniors, families, and individuals with disabilities.

The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes. The most significant changes proposed to the job description are:

- Adding the duty to serve as the town's Municipal Agent for the Elderly. Each town is required by law to appoint a Municipal Agent for the Elderly who is responsible for providing seniors with information on available programs, referring elders to appropriate services, and helping them obtain the services they need.
- Clarifying that the position is responsible for recruiting, hiring, training, motivating, and evaluating staff.
- Adding additional competencies required of supervisory positions.

Social Worker

The main duties of the Social Worker position include performing routine and complex social work services for adults, seniors, families and individuals with disabilities.

The proposed changes are intended to more accurately reflect the duties of the position. The most significant changes are:

- Update and clarify General Purpose section.
- Clarifying the position is responsible for making home visits if needed and adds scheduling, managing caseload and associated databases responsibilities.
- Adding required “Competencies” to conform with the town’s current job description format.
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook) and the internet.
- Adding additional physical demands to align with the position.

Caseworker

The main duties of the Caseworker position include performing a range of routine to complex case work services as required to support and assist individual clients and families with personal, social, health, and economic needs.

The proposed changes are intended to more accurately reflect the duties of the position. The most significant changes proposed to the job description are:

- Update and clarify General Purpose section.
- Eliminates the responsibility for providing recreational services for senior housing residents as this is accomplished through Senior Services and Recreation.
- Adding required “Competencies” to conform with the town’s current job description format.
- Adding that a Master’s Degree in Social Work is a preferred educational requirement.
- Adding knowledge and skill in the use of MS Office applications (Excel, Word, Outlook) and the internet.
- Adding additional physical demands to align with the position.

Red-lined drafts showing the specific proposed changes to the job descriptions are attached.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE that the job descriptions for the positions of Social Services Coordinator, Social Worker and Caseworker be approved as presented.”

Attachments

Red-lined version of existing job descriptions

Current position descriptions

**Social Services
Coordinator
Job Description**

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Social Services Coordinator
Department: Human Services
Reports To: Director of Human Services
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: May 20019
Approved By: Town Council
Approved Date: ~~May 4, 2009~~ May 6, 2019

GENERAL PURPOSE

Position performs a variety of routine and complex supervisory, administrative, and professional work in the planning, coordinating, and directing of the Town's social service programs for adults, seniors, families, and individuals with disabilities. ~~This position is responsible for routine.~~ Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the Social Services Division staff. Provides daily supervision of staff, completes performance reviews, and makes recommendations to Department Director regarding performance of staff. Recruits, hires, trains, motivates and evaluates assigned staff and volunteers; reviews progress and directs changes as needed. Assists staff in the performance of their duties as needed.
- Prepares annual division budget; monitors revenues and expenditures in division to ensure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Provides professional advice to Department Directors as needed; acts as human services liaison to boards, commissions, educational institutions, government agencies, the media and community based groups; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets and prepares data for studies, reports and recommendations.
- Provides comprehensive intake, assessment and case management services for individuals and families who request help with a variety of personal problems, including financial assistance; mental illness; drug, alcohol, sexual and child abuse; stress; physical and mental disabilities, and other health problems.
- Refers clients to appropriate social services staff, social service agencies, school staff, community groups and private practitioners; coordinates and consults with other social service practitioners regarding client needs.
- Assists clients with financial, medical and housing applications; assists clients with managing Medicare, Medicaid and private insurance; coordinates and implements social, emotional, educational support groups, and veterans services.
- Provides case management services for senior housing residents; makes home visitations where appropriate to provide intake, assessment and brief counseling services.

- Prepares grant applications; administers private, local, state and Federal grant programs to meet human service needs; monitors grant payments and collections.
- Negotiates and administers human service contracts; monitors provider agency services.
- Attends agency or court hearings and provides testimony where required.
- Manages the Windsor Food Bank, ~~FEMA Funds~~, and the Windsor Fuel Bank and directs holiday food and gift programs for residents in need.
- May Pperforms a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, picking up supplies needed for activities, etc.
- Serve as Municipal Agent for the elderly.

ADDITIONAL DUTIES

- Serves as a member of various employee 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:

- Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.
- Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.
- Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Interpersonal Skills – Is tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Customer Service – Manages difficult or emotional customer situations; Responds

promptly to customer needs; Responds to requests for services and assistance with tact, fairness, respect and sensitivity; Meets commitments.

- Ethics – Adheres to both town and professional codes of ethics and conduct.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management - Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

Education and Experience

Master's degree in social work, gerontology or a related field, with five years of progressively responsible experience in human services; or any equivalent combination of education and training. Supervisory experience preferred.

Other Necessary Knowledge, Skills, and Abilities, and Qualifications

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must have good business math and reasoning skills. ~~Knowledge and skill in the use of Internet; spreadsheet software, word Processing software, and email.~~
- Ability to effectively assess a variety of personal or family problems; ability to successfully develop and implement progressive human service programs; ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to prepare clear and concise reports; ability to maintain confidences; ability to communicate effectively orally and in writing. Ability to effectively supervise staff in accordance with town policies and procedures.
- Thorough knowledge of human service programming, problems and practices; ~~good~~ knowledge of group dynamics and activities; ~~good~~ knowledge of referral resources and processes; ~~good~~ knowledge of local, state and Federal human services laws, regulations and policies; working knowledge of mental health and family counseling issues.
- ~~Skill in operation of listed tools and equipment; s~~Skill in crisis intervention; skill in assessment methods and techniques. ~~Ability to effectively assess a variety of personal or family problems; ability to successfully develop and implement progressive human service programs; ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to prepare clear and concise reports; ability to maintain confidences; ability to communicate effectively orally and in~~

~~writing. Ability to effectively supervise staff in accordance with town policies and procedures.~~

- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

~~Certificates, Licenses, Registrations~~ Special Requirements

Valid driver's license or ability to obtain one and good driving record.

TOOLS AND EQUIPMENT USED

Personal computer, ~~including word processing software~~; tape recorder; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email and M must be able to sit at work station for extended periods. Must have mobility sufficient to perform job duties including A ability to travel to other town buildings, clients homes for home visits, to court for hearings, or other locations as needed. Occasional ability to lift, carry and put away parcels weighing up to 20 pounds. ~~Must be able to communicate effectively in person and over the telephone with the public and coworkers.~~ Must be able to enter information into the computer and maintain manual records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually quiet. with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The 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.

Current Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Social Services Coordinator
Department: Human Services
Reports To: Director of Human Services
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: May 2009
Approved By: Town Council
Approved Date: May 4, 2009

GENERAL PURPOSE

Position performs a variety of routine and complex supervisory, administrative, and professional work in the planning, coordinating, and directing of the Town's social service programs for adults, seniors, families, and individuals with disabilities. This position is responsible for routine. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises the Social Services Division staff. Provides daily supervision of staff, completes performance reviews, and makes recommendations to Department Director regarding performance of staff.
- Prepares annual division budget; monitors revenues and expenditures in division to ensure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Provides professional advice to Department Directors as needed; acts as human services liaison to boards, commissions, educational institutions, government agencies, the media and community based groups; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Evaluates service needs and formulates short and long range plans to meet needs in all areas of responsibility; studies and standardizes procedures to improve efficiency and effectiveness of operations; gathers, interprets and prepares data for studies, reports and recommendations.
- Provides comprehensive intake, assessment and case management services for individuals and families who request help with a variety of personal problems, including financial assistance; mental illness; drug, alcohol, sexual and child abuse; stress; physical and mental disabilities, and other health problems.
- Refers clients to appropriate social services staff, social service agencies, school staff, community groups and private practitioners; coordinates and consults with other social service practitioners regarding client needs.
- Assists clients with financial, medical and housing applications; assists clients with managing Medicare, Medicaid and private insurance; coordinates and implements social, emotional, educational support groups.
- Provides case management services for senior housing residents; makes home visitations where appropriate to provide intake, assessment and brief counseling services.
- Prepares grant applications; administers private, local, state and Federal grant programs to meet human service needs; monitors grant payments and collections.

- Negotiates and administers human service contracts; monitors provider agency services.
- Attends agency or court hearings and provides testimony where required.
- Manages the Windsor Food Bank, FEMA Funds, and the Windsor Fuel Bank and directs holiday food and gift programs for residents in need.
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, picking up supplies needed for activities, etc.
- Serves as a member of various employee 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:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

QUALIFICATIONS

Education and Experience

Master's degree in social work, gerontology or a related field, with five years of progressively responsible experience in human services; or any equivalent combination of education and training. Supervisory experience preferred.

Other Skills, Abilities, and Qualifications

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must have good business math and reasoning skills. Knowledge and skill in the use of Internet; spreadsheet software, word Processing software, and email.

Thorough knowledge of human service programming, problems and practices; good knowledge of group dynamics and activities; good knowledge of referral resources and processes; good

knowledge of local, state and Federal human services laws, regulations and policies; working knowledge of mental health and family counseling issues. Skill in operation of listed tools and equipment; skill in crisis intervention; skill in assessment. Ability to effectively assess a variety of personal or family problems; ability to successfully develop and implement progressive human service programs; ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to prepare clear and concise reports; ability to maintain confidences; ability to communicate effectively orally and in writing. Ability to effectively supervise staff in accordance with town policies and procedures.

Certificates, Licenses, Registrations

Valid driver's license or ability to obtain one and good driving record.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; tape recorder; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

Must be able to sit at work station for extended periods. Ability to travel to other town buildings, clients homes for home visits, to court for hearings, or other locations as needed. Occasional ability to lift, carry and put away parcels weighing up to 20 pounds. Must be able to communicate effectively in person and over the telephone with the public and coworkers. Must be able to enter information into the computer and maintain manual records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually quiet.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The 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.

Effective Date: 5/5/09

Revision History: 9/00, 5/09

Caseworker Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Caseworker
Department: Human Services
Reporting To: Social Services Coordinator
FLSA Status: Exempt
Approved By: Town Council
Approved Date: ~~September 5, 2000~~ May 6, 2019

GENERAL PURPOSE

Performs a ~~variety of routine and to complex professional assessment, referral and other social work in the Town's social health programs.~~ case work services as required to support and assist individual clients and families with personal, social, health, and economic needs. Works with a multi-disciplinary team including educators and police officers. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct services, including; comprehensive intakes, ~~and assessments, case management, crisis (emergency) services, advocacy~~ services and coordination of services with other local area and regional service providers for individuals or families who request help with a variety of personal problems, including financial assistance; mental illness; drug, alcohol, sexual and child abuse; stress; physical and mental disabilities, and other health problems; inter-personal conflict; etc.
- ~~Refers clients to appropriate~~ Provides information and referral to community, municipal, state and federal agencies and programs, ~~social service agencies,~~ school staff, ~~community groups~~ and private practitioners; coordinates and consults with other social service practitioners regarding client needs.
- Assists clients with financial, medical and housing applications; assists clients with managing their Medicare, Medicaid and private insurance.
- Plans, facilitates and ~~Coordinates and implements weekly social and emotional~~ support groups and educational groups as needed to promote community engagement and wellness.
- ~~Provides case management services and recreational opportunities for senior housing residents.~~
- Assists with coordination and operation of Windsor Food and Fuel Bank as well as ~~coordinates the coordination and directs of~~ holiday food and gift drives for residents in need.
- Makes home visitations where appropriate to provide intake and assessment services.
- ~~Attends agency or court hearings and provides testimony where required.~~
- Schedules and manages ~~own~~ caseload within established guidelines; maintains timely and accurate work records in caseload management database; completes agency data collection and records requirements.; ~~monitors revenues and expenditures in assigned area to assure sound fiscal control; assists with the preparation of annual budget requests.~~
- Keeps current with regulatory and professional changes and advances and maintains linkages with organizations, agencies and businesses in the community.
- Responds to referrals from other town departments, members of the community and concerned citizens. Responds to crisis referrals by coordinating in a timely fashion with Protective

Services, the Police Department, Health Department, Mobile Crisis and other appropriate parties.

- Provides consultation services to groups; teaches workshops; makes presentations to community based organizations.
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, and picking up supplies needed for activities.

ADDITIONAL DUTIES

- ~~Provides consultation services to groups; teaches workshops; makes speeches; presents information to community based organizations.~~
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- May also serve as the municipal veterans services contact.
- Performs related work as required.

COMPETENCIES

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment
- Interpersonal Skills – Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written form and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Maintains confidentiality. Shows respect and sensitivity for cultural differences.
- 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.
- Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance with tact, fairness, respect and sensitivity. Meets commitments.
- Ethics – Adheres to both town and professional codes of ethics and conduct.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management – Demonstrates accuracy and thoroughness
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

TOWN OF WINDSOR POSITION DESCRIPTION

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in social work, counseling or a related field, with two years of experience in public social work; Masters Degree in Social Work preferred or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- ~~Good~~ General knowledge of social ~~work~~, economic and health problems; general knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; assessment methods and techniques; ~~good~~ general knowledge of referral resources and processes; ~~good knowledge of~~ local, state and federal laws, regulations and polices; working knowledge of mental health and family counseling resources.
- ~~Skill in operation of listed tools and equipment;~~ Skill in crisis intervention; skill in assessment methods and techniques.
- ~~Good~~ aAbility to assess a variety of personal or family problems; ~~good~~ ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to maintain detailed and accurate records and data; ability to maintain confidences; ability to work independently or as part of a team; ability to communicate effectively orally and in writing.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, ~~including word processing software~~; tape recorder; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email and must be able to sit for long periods of time. ~~sit and talk or hear. The employee is occasionally required to stand, and to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.~~ Must have mobility sufficient to perform job duties including ability to travel to other town buildings, make home visits, and travel to other locations as needed.

The employee must occasionally lift and/or move up to 205 pounds. Must be able to enter information into the computer and maintain manual records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in the work environment is usually quiet, with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The 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.

Current Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Caseworker
Department: Human Services
Reporting To: Social Services Coordinator
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of routine and complex professional assessment, referral and other social work in the Town's social health programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides comprehensive intake and assessment services for individuals or families who request help with a variety of personal problems, including financial assistance; mental illness; drug, alcohol, sexual and child abuse; stress; physical and mental disabilities, and other health problems; inter-personal conflict; etc.
- Refers clients to appropriate social service agencies, school staff, community groups and private practitioners; coordinates and consults with other social service practitioners regarding client needs.
- Assists clients with financial, medical and housing applications; assists clients with managing their Medicare, Medicaid and private insurance.
- Coordinates and implements weekly social and emotional support groups.
- Provides case management services and recreational opportunities for senior housing residents.
- Assists with coordination and operation of Windsor Food Bank as well as coordinates and directs holiday food and gift drives for residents in need.
- Makes home visitations where appropriate to provide intake and assessment services.
- Attends agency or court hearings and provides testimony where required.
- Schedules and manages own caseload within established guidelines; maintains timely and accurate work records; completes agency data collection and records requirements; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists with the preparation of annual budget requests.
- Keeps current with regulatory and professional changes and advances.
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, and picking up supplies needed for activities.

ADDITIONAL DUTIES

- Provides consultation services to groups; teaches workshops; makes speeches; presents information to community based organizations.
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in social work, counseling or a related field, with two years of experience in public social work; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Good knowledge of social work, and assessment methods and techniques; good knowledge of referral resources and processes; good knowledge of local, state and federal laws, regulations and polices; working knowledge of mental health and family counseling resources.
- Skill in operation of listed tools and equipment; skill in crisis intervention; skill in assessment.
- Good ability to assess a variety of personal or family problems; good ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to maintain detailed and accurate records and data; ability to maintain confidences; ability to work independently or as part of a team; ability to communicate effectively orally and in writing.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; tape recorder; calculator; copy and fax machine; phone; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, and to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually quiet.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The 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.

Social Worker Job Description

**TOWN OF WINDSOR
POSITION DESCRIPTION**

Class Job Title: Social Worker
Group: ~~Health and Welfare~~ **Department:** Human Services
Reports To: Social Services Coordinator
FLSA Status: Exempt
Approved By: Town Council
Approved Date: ~~September 5, 2000~~ May 6, 2019

GENERAL PURPOSE

Performs ~~a variety of~~ routine ~~and to~~ complex professional assessment, social services to children and families, referral and direct social work in administering human service programs for adults, seniors, families, and individuals with disabilities. Works with a multi-disciplinary team including educators and police officers. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~Provides a~~ Assessment of individual, family, and community needs; ~~provid~~ ession of direct client services to a diverse caseload and ~~the administ~~ ersation of various programs and community services in the areas of case management, crisis intervention and information and referral.
- Interviews individuals and families to determine areas of assistance by assessing resources, strengths, and other assets; ~~makes home visits~~; coordinates parent forums and behavioral contracts.
- Promotes client self-sufficiency by interviewing clients in order to ascertain the nature of their problem(s), develops effective treatment plans and provides appropriate counseling, advocacy and referral to community services and resources.
- Works with police and educators in various social work capacities; disseminates information about violence prevention strategies and programs.
- Assists and/or advocates for clients in gaining access to services by providing information and referral to specialized service systems.
- Makes home visits where appropriate to provide intake and assessment services.
- Alleviates potentially dangerous situations and ensures individuals' basic needs are met by responding to crisis situations with effective intervention and immediate response.
- Addresses community needs by developing appropriate programs, program guidelines and eligibility criteria.
- Schedules and manages caseload within established guidelines; maintains timely and accurate work records in caseload management database; completes agency data collection and records requirements.
- Provides consultation services to groups; teaches workshops, makes presentations to community based organizations.
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, and picking up supplies needed for activities.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees and local, state and regional organizations and agencies;
- ~~Provides consultation services to groups; teaches workshops, makes speeches; presents information to community-based organizations.~~
- Performs related work as required.

COMPETENCIES

- Problem Solving – Identifies and resolves problems in a timely manner: gathers and analyzes information skillfully: exhibits sound and accurate judgment.
- Interpersonal Skills – Is respectful with the ability to establish effective working relationships with staff, community organizations, government agencies and the public. Ability to express ideas effectively in oral and written form and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Maintains confidentiality. Shows respect and sensitivity for cultural differences.
- 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.
- Customer Service – Manages difficult or emotional customer situations: responds promptly to customer needs: responds to requests for services and assistance with tact, fairness, respect and sensitivity. Meets commitments.
- Ethics – Adheres to both town and professional codes of ethics and conduct.
- Attendance/Punctuality – Is consistently at work and on time: Ensures work responsibilities are covered when absent: arrives at meetings and appointments on time.
- Quality Management – Demonstrates accuracy and thoroughness
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Master’s degree in Social Work with five years of experience in the social work field; or
- Any equivalent combination of education and training.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the objectives, principles, and practices of social work and case management; Ability to negotiate effective solutions to disputes; skill in interviewing, listening, eliciting information and evaluating client problems and concerns; skill in brief assessment, short-term counseling and development of effective individualized case management plans; unity needs, preparing program proposals, and developing implementation plans that include eligibility criteria and program guidelines.

- ~~Skill in operation of listed tools and equipment; knowledge good knowledge of referral resources and processes.~~
- ~~Good a~~ Ability to assess a variety of personal and/or family problems; ~~good~~ ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to maintain detailed and accurate records and data; ability to maintain confidences; ability to work independently or as part of a team; ability to communicate effectively orally and in writing.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements:

- Valid ~~Connecticut~~ driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, ~~including word processing software~~; calculator, copy and fax machine; phone; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email and must be able to sit for long periods of time. ~~sit and talk or hear. The employee is occasionally required to stand, and to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Must have mobility sufficient to perform job duties including ability to travel to other town buildings, make home visits, and travel to other locations as needed.~~ The employee must occasionally lift and/or move up to 205 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.

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Current Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Class Title: Social Worker
Group: Health and Welfare
Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of routine and complex professional social services to children and families. Works with a multi-disciplinary team including educators and police officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides assessment of individual, family, and community needs, provision of direct client services to a diverse caseload and the administration of various programs and community services in the areas of case management, crisis intervention and information and referral.
- Interviews individuals and families to determine areas of assistance by assessing resources, strengths, and other assets; makes home visits, coordinates parent forums and behavioral contracts.
- Promotes client self-sufficiency by interviewing clients in order to ascertain the nature of their problem(s), develops effective treatment plans and provides appropriate counseling, advocacy and referral to community services and resources.
- Works with police and educators in various social work capacities; disseminates information about violence prevention strategies and programs.
- Assists and/or advocates for clients in gaining access to services by providing information and referral to specialized service systems.
- Alleviates potentially dangerous situations and ensures individuals' basic needs are met by responding to crisis situations with effective intervention and immediate response.
- Addresses community needs by developing appropriate programs, program guidelines and eligibility criteria.
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, and picking up supplies needed for activities.

ADDITIONAL DUTIES

- Participates in meetings, seminars and training sessions; serves as a member of various employee committees and local, state and regional organizations and agencies;
- Provides consultation services to groups; teaches workshops, makes speeches; presents information to community based organizations.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Master's degree in Social Work with five years of experience in the social work field; or
- Any equivalent combination of education and training.

Necessary Knowledge, Skills, and Abilities:

- Thorough knowledge of the objectives, principles, and practices of social work and case management; Ability to negotiate effective solutions to disputes; skill in interviewing, listening, eliciting information and evaluating client problems and concerns; skill in brief assessment, short-term counseling and development of effective individualized case management plans; unity needs, preparing program proposals, and developing implementation plans that include eligibility criteria and program guidelines.
- Skill in operation of listed tools and equipment; good knowledge of referral resources and processes.
- Good ability to assess a variety of personal or family problems; good ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to maintain detailed and accurate records and data; ability to maintain confidences; ability to work independently or as part of a team; ability to communicate effectively orally and in writing.

Special Requirements:

- Valid Connecticut driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; automobile.


PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

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- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
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Agenda Item Summary

Date: May 6, 2019
To: Honorable Mayor and Members of the Town Council
Prepared by: James Burke, Economic Development Director
Reviewed by: Peter Souza, Town Manager 
Subject: 2019 Neighborhood Assistance Act (NAA) Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn a 100% tax credit.

A municipality's role in the program is limited to: 1) marketing the program, 2) holding a public hearing to allow for comment on all applications, 3) having the town's governing body act upon all applications, and 4) submitting all approved applications to the Department of Revenue Services.

Discussion/Analysis

Organizations that have participated in the recent past include CRIS Radio, Windsor Police Cadets, Saint Gabriel School and Madina Academy.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2019 application round must be submitted to the Office of Community Development by close of business day on May 24, 2019. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting that a public hearing be set for the evening of June 3, 2019 and that the list of submitted and eligible applicants be placed on the Council agenda for consideration at that same time. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2019.

Financial Impact

The cost to the Town of Windsor to participate in the NAA program is minimal. Costs are limited to mailings, copies, a legal notice and minimal staff time.

Recommendation


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

“MOVE that a Public Hearing be set for June 3, 2019 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services.”

Agenda Item Summary

Date: May 6, 2019

To: Honorable Mayor and Members of the Town Council

Prepared by: Peter Souza, Town Manager 

Subject: Naming of Public Buildings and Facilities

Background

Councilor McAuliffe has requested the Town Council consider the possibility of adopting a policy or procedure related to naming public buildings and facilities. This topic was last considered in the 2003 to 2004 timeframe, when staff was requested to research information relative to naming public buildings and facilities. At that time, staff prepared a draft facilities naming policy which was reviewed by the Joint Town Council/Board of Education Committee and the Council's Town Improvement Committee. The committees reviewed the draft document and provided input but the Town Council did not formally consider or act on the draft policy.

Discussion/Analysis

The draft policy outlined basic principles, a process by which the Town Council would designate by resolution the names of town facilities, naming of particular features of a building or park, along with parameters for renaming facilities and corporate sponsorships or naming rights.

As drafted, the Town Council would approve the naming of all municipal property, buildings and parks. The Board of Education would be responsible for approving the naming of all public school buildings and facilities.

Below are several elements of the previously drafted policy:

- Municipal property and buildings means all real property including unimproved lands, buildings and structures owned by the Town--including but not limited to--dedicated parkland, open space, recreational facilities, operations facilities and administrative office buildings and school buildings.
- Preference would be given to naming facilities after significant geographical, neighborhood and historical elements. The Town Council and/or Board of Education may wish to acknowledge the activities and significant contributions made by individuals to the town.
- Names should give a sense of place, continuity, belonging and celebrate distinguishing characteristics and the uniqueness of Windsor; maintain a long-standing identification with the residents of Windsor; be understandable to the majority of Windsor residents and shall not be discriminatory, derogatory or political in nature.
- Corporate sponsorship or naming rights may be considered when a corporation or business contributes financially to town programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. Corporate sponsorships or naming rights would require a signed agreement which includes a sunset clause and specific parameters

as to how the sponsor may utilize the Town of Windsor's name and/or logo as well as how the corporate name or advertising brand will be used.

- There is also a provision that would allow a facility or any portion of a facility to be renamed if an individual is convicted of a felony or brings ill repute on the community. Similar language would be included in any corporate sponsorship or naming rights agreements.

Financial Impact

None is projected.

Other Board Action

None

Recommendations

If the Town Council concurs, it is recommended the topic be referred to a Town Council committee for further review and consideration.

Attachments

Draft Naming of Public Buildings and Facility Policy

NAMING OF TOWN PROPERTY, BUILDINGS AND PARKS

Section I - Policy Statement

It is the policy of the Town of Windsor that the Town Council shall approve the naming of all municipal property, buildings and parks. The Board of Education shall be responsible for approving the naming of all public school buildings and facilities.

Preference shall be given to naming facilities after significant geographical, neighborhood and historical elements. On occasion, the Town Council and/or Board of Education may wish to acknowledge the activities and significant contributions made by individuals to the town through the use of various naming options.

Municipal property and buildings means: all real property including unimproved lands, buildings and structures owned by the Town--including but not limited to--dedicated parkland, open space, recreational facilities, operations facilities and administrative office buildings and school buildings.

Names should give a sense of place, continuity, belonging and celebrate distinguishing characteristics and uniqueness of Windsor. Names should maintain a long-standing identification with the residents of Windsor. Names shall be understandable to the majority of Windsor residents. Names shall not be discriminatory, derogatory or political in nature.

Section II - Naming Principles. It is the policy of the Town of Windsor to choose names for municipal property, buildings, and parks based upon the facility's relationship to the following:

- A) The area or neighborhood in which the property or building is located;
- B) natural or geological feature;
- C) an historical name related to Windsor's heritage and/or historical folklore;
- D) a person of international, national or state significance; or
- E) an individual to recognize:
 - 1) particular activities and significant contributions to the Windsor community and/or
 - 2) outstanding financial contributions made toward the development and/or enhancement of a property or building. (minimum 35% of total project value)

Section III - Designation of Name by Town Council. The Town Council shall designate by resolution the names of town facilities. The process for naming or renaming a town building or facility may be initiated by submitting a written proposal to the Town Manager stating how the proposed name(s) meet the criteria in Section II.. The Town Manager shall transmit the request to the Town Council, which upon receipt may be referred to the Town Council's Special Projects Committee for review and recommendation. Such recommendation shall state how the proposed name(s) meet the criteria in Section II. Public input shall be sought during the review process. If a contest

or competition is to be held to determine the name of a building, park or facility the Town Manager or their designee shall recommend to the Town Council guidelines and rules for the contest.

Section IV - Naming of Interior Features or Facilities. The interior features and/or facilities of a building or park may have names other than that of the entire building or park. These names are subject to the criteria designated in Section II and the selection process outlined in Section III

Section V – Naming Options for Recognition of Donations. In addition to the option of naming an entire building or facility, other appropriate ways of recognizing donations include but are not limited to the following: internal facility/room naming, outdoor plaza, the dedication of plaques at a facility such as the use of donor plaque boards or the purchase of park features such as trees, benches and picnic tables. Recognition methods will be consistent with the significance of the contribution and the following guidelines

- 5% of project cost - Donor Plaque Board
- 10% of project cost - Naming of an interior or exterior feature/amenity
- 20% of project cost - Naming of room
- 35% of project cost – Naming of entire building/facility

Section VI - Renaming Procedure. A name once selected for building, park or any part thereof should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Options to re-naming of an entire building or property could include: adding another new name to the existing name; or sub-dividing or portioning off a particular property or feature to be given a new name or sub name; or placing the names of an organization or individuals on a plaque to recognize their contributions if it is found that it is inappropriate to name a particular property or building in its entirety.

If at any time after a facility or any portion thereof has been named on behalf of an individual and that individual is convicted of a felony or brings ill repute on the community, the facility or portion thereof may be renamed utilizing the procedures set in this policy.


Section VII – Corporate Sponsorships. Corporate sponsorship or naming rights may be considered when a corporation or business contributes either financially or in-kind to town programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. The town reserves the right to reject offers of corporate sponsorship and or naming rights. Corporate sponsorships or naming rights require a signed agreement which includes a sunset clause and specific parameters as to how the sponsor may utilize the Town of Windsor's name and/or logo as well as how the corporate name or advertising brand will be used.

Agenda Item Summary

Date: May 6, 2019

To: Honorable Mayor and Members of the Town Council

Prepared by: Joshua Kelly, Town Manager's Intern

Reviewed by: Peter Souza, Town Manager 

Subject: Discuss State Legislative Proposals

Background

Councilmember Jepsen has requested the Town Council discuss and consider adopting a resolution supporting legislative initiative HB 7082 and opposing legislative proposal HB 7280 as well proposals related to requiring municipalities contribute towards the State of Connecticut Teachers Retirement Fund. Outlined below is the current status of each proposal as well as a link to the Connecticut General Assembly for additional details.

Discussion/Analysis

HB 7082 – An Act Concerning the Inclusion of African-American Studies in the Public School Curriculum – (Hyperlink: <https://bit.ly/2EUhfyz>)

Goal: To include African-American studies in the social studies component of the public school curriculum, as the current curriculum lacks a full, comprehensive take on African-American history.

Action Taken: Substitute document was considered by State Education Committee, and that committee voted unanimously to issue a joint favorable report in support of the bill on March 25, 2019. Added to the House Calendar, item number 368.

HB 7280 – An Act Concerning Support for Transportation Infrastructure and the Creation of the Connecticut Transportation Finance Authority. (Hyperlink: <https://bit.ly/2Ve64un>)

Goal: To require the Commissioner of Transportation to submit a tolling proposal to the General Assembly and create the Connecticut Transportation Finance Authority.

Action Taken: Substitute document was considered by State Transportation Committee, and that committee voted to issue a joint favorable report in support of the bill on March 20, 2019. The vote was 23 in favor and 13 against with no abstentions. Added to the House Calendar as item number 317.

Governor's Proposed Shift of Teacher Retirement Fund Financial Burden from State to Municipalities

Goal: To reduce the state's budget by requiring municipal governments to contribute at least 25% of the normal teachers' pension costs each year. The proposal will also require towns with teachers' salaries higher than the median to pay an additional percentage while lowering required contributions for priority school districts.

Action Taken: Public Hearings held by State Appropriations Committee between February 26 and March 7, 2019. Committee voted to issue a joint favorable report in support of the bill as a whole (HB 7148) on April 30. 32 voted in favor and 17 voted against the item. The bill will be added to the House Calendar in the near future.

Three other proposed bills Councilor Jepsen had requested to be considered for discussion by Town Council were not moved out of committee and therefore it is unlikely that further action will be taken on these proposals. A summary of those initiatives are below:

HB 5473 – An Act Concerning the Cost of Emergency Response Services on Limited Access Highways. (Hyperlink: <https://bit.ly/2GYJwol>)

Goal: To support volunteer fire companies by mitigating the cost of providing emergency response services on limited access highways.

Action Taken: Public Hearing held by State Appropriations Committee on April 5, 2019. The committee has not voted to further this bill for consideration by the full general assembly, *and it is unlikely that further action will be taken on this issue by the regular 2019 legislative session.*

SB 1120 – An Act Concerning the Mill Rate for Real Property and Motor Vehicles Owned by Certain Utility Companies and Establishing a Property Tax Exemption for Certain Items Warehoused in the State by such Companies. (Hyperlink: <https://bit.ly/2Y02tgf>)

Goal: To establish a uniform mill rate of fifteen mills for real property and motor vehicles established by certain utility companies, and to provide a property tax exemption for certain wires, poles, pipes, or other fixtures warehoused in the state until such items are installed or used in the state.

Action Taken: Public Hearing held by State Finance, Revenue, and Bonding Committee on April 5, 2019. The committee has not voted to further this bill for consideration by the full general assembly, *and it is unlikely that further action will be taken on this issue by the regular 2019 legislative session.*

SB 1139 – An Act Eliminating Property Tax on Certain Motor Vehicles and Adjusting the Uniform Property Assessment Rate (Hyperlink: <https://bit.ly/2vzltWJ>)

Goal: To eliminate the property tax on all non-rented motor vehicles, to adjust the uniform property assessment rate, and to provide municipalities with state aid grants in lieu of the property tax on non-rented motor vehicles.

Action Taken: Public Hearing held by State Finance, Revenue, and Bonding Committee on April 25, 2019. The committee has not voted to further this bill for consideration by the full general assembly, *and it is unlikely that further action will be taken on this issue by the regular 2019 legislative session unless it is part of final budget negotiations between the General Assembly and the Governor.*

Attachments

OLR Bill Analysis on HB 7082 – An Act Concerning the Inclusion of African-American Studies in the Public School Curriculum.

OLR Bill Analysis on HB 7280 – An Act Concerning Support for Transportation Infrastructure and the Creation of the Connecticut Transportation Finance Authority.

No OLR analyses generated or available on HB 5473, SB 1120, or SB 1139, as these items have not presently been moved forward by their respective committees.

OLR Bill Analysis

sHB 7082

AN ACT CONCERNING THE INCLUSION OF AFRICAN-AMERICAN STUDIES IN THE PUBLIC SCHOOL CURRICULUM.

SUMMARY

This bill adds African-American studies to the required courses of study for public schools and requires all local and regional boards of education ("boards") to include this topic in their curriculum beginning with the 2019-20 school year.

It also:

1. makes African-American studies a one-credit requirement for high school graduation, starting with the graduating class of 2023 (the current 8th grade class);
2. requires the State Department of Education (SDE), by July 1, 2020, to develop the curriculum for a one-credit course in African-American studies that will count as one credit for high school graduation; and
3. requires the State Board of Education (SBE), by July 1, 2020, to develop and adopt a model curriculum for grades kindergarten through eight that is in accordance with the required program of instruction for all schools and includes African-American studies within and among various subject matter areas.

EFFECTIVE DATE: July 1, 2019, except the provisions regarding SDE developing the one-credit course and the SBE adopting a model curriculum are effective upon passage.

§§ 1 & 2 — AFRICAN-AMERICAN STUDIES AS PART OF THE REQUIRED COURSES OF STUDY

The bill adds African-American studies to the required courses of

study for public schools. By law, the required courses of study includes arts; language arts, including reading and writing; mathematics; physical education; science; and social studies, including citizenship, economics, geography, government, and history. Also included are career education; consumer education; and health and safety, including human growth and development, nutrition, and first aid.

Under current law, SBE must assist and encourage boards to include African-American history, among a number of subjects, in their courses of study. The bill changes the reference from African-American history to African-American studies.

The bill requires all boards to include African-American studies in their curriculum beginning with the 2019-20 school year. In developing and implementing the new curriculum, the bill allows the boards to (1) use existing and appropriate public or private materials, personnel, and other resources, including curriculum material that SBE must make available under the bill, and (2) accept gifts, grants, and donations, including in-kind donations.

§§ 3-5 — HIGH SCHOOL GRADUATION REQUIREMENT

The bill makes African-American studies a one-credit requirement for high school graduation starting with the graduating class of 2023 (the current 8th grade class). Under the bill, the course may count towards any of the high school course requirements, which are in six categories, to reach the required 25 credits. By law, these categories include no fewer than (1) nine credits in the humanities, including civics and the arts; (2) nine credits in science, technology, engineering and mathematics; (3) one credit in physical education and wellness; (4) one credit in health and safety education; (5) one credit in world languages; and (6) a one credit mastery-based diploma assessment.

The bill requires SDE, by July 1, 2020, to develop the curriculum for the bill's one-credit high school graduation requirement course in African-American studies. In developing and implementing the course curriculum, the department may use existing and appropriate public

or private materials, personnel, and other resources, including the curriculum materials SDE must make available to school districts under the bill (see § 1).

By law, there are a number of ways, outside of the standard grade nine through 12 window, that a board of education may grant credits that satisfy the graduation requirements. These exceptions include (1) successful completion of a language course taken in grades six, seven, or eight; (2) successful completion of summer coursework at an accredited institution of higher education; and (3) by achieving a passing grade on an education commissioner-approved subject area proficiency exam. The bill adds to this list the successful completion of an African-American studies course as developed under the bill.

§ 6 — MODEL K-8 CURRICULUM

The bill requires SBE, by July 1, 2020, to develop and adopt a model curriculum for grades kindergarten through eight, in accordance with required courses of study for all schools, and include African-American studies within and among various subject matter areas. SBE must make the model curriculum available on SDE's website.

SDE must also provide, for the 2020-21 school year and upon a local board of education's request, technical assistance and training to implement the kindergarten through grade eight curriculum.

BACKGROUND

Related Bill

sHB 7083, favorably reported by the Education Committee, makes the same required course of study, board of education curriculum requirement, and high school graduation course requirement for Puerto Rican and Latino studies.

COMMITTEE ACTION

Education Committee

Joint Favorable Substitute

Yea 35 Nay 0 (03/25/2019)

HB 7280

OLR Bill Analysis

sHB 7280

***AN ACT CONCERNING SUPPORT FOR TRANSPORTATION
INFRASTRUCTURE AND THE CREATION OF THE CONNECTICUT
TRANSPORTATION FINANCE AUTHORITY.***

SUMMARY

The bill establishes a two-step process for authorizing tolling, requiring the Department of Transportation (DOT) to develop a toll proposal and submit it to the legislature for final approval. After a proposal is approved, the bill authorizes DOT to build, maintain, and operate tolls on I-95, I-91, I-84, and Route 15. Under the bill, a proposal is (1) approved upon a majority vote of both houses or (2) deemed approved if the legislature does not vote within the required timeframe.

The bill also creates the quasi-public Connecticut Transportation Finance Authority (CTFA), the purposes of which are to (1) establish and adjust toll rates, (2) establish a Connecticut Transportation Infrastructure Bank, and (3) approve specified transportation plans. It establishes a 13-member board to govern CTFA and gives it general powers to operate as a quasi-public agency, including the power to issue bonds and hire staff, who are state employees for collective bargaining purposes. It requires the authority to adopt written procedures establishing toll rates, which must vary based on the time of day or anticipated traffic congestion and include toll discounts or exemptions for certain users, among other things. CTFA must set the rates to cover at least the cost of (1) tolled highway construction, maintenance, operation, and improvement and (2) debt service on obligations related to such highways.

The bill includes toll implementation and administration provisions (§§ 3-8), which cover contracting and procurement, toll collection and revenue, enforcement and penalties, data privacy, system

interoperability, and agency regulations. Under the bill, toll revenue must be deposited into the Special Transportation Fund (STF) and spent only as federal law allows.

Lastly, the bill reduces the motor fuels tax rate over a five-year period after the start of electronic tolls, when certain conditions are met.

EFFECTIVE DATE: Upon passage

§ 2 — TOLL DEVELOPMENT AND PROPOSAL

This bill requires DOT to:

1. conduct studies and satisfy other conditions required under the National Environmental Policy Act (NEPA) (see BACKGROUND) in order to develop electronic tolling systems on state highways;
2. procure a program manager and any other necessary consultants to help develop toll systems; and
3. develop a tolling proposal, to the bill's specifications, and submit it to the legislature for approval.

Proposal Contents and Considerations

The proposal DOT prepares must implement tolling on I-95, I-91, I-84, and portions of Route 15, and may implement tolling on other limited access highways if the DOT commissioner determines that doing so is necessary and he provides his rationale for such determination. The proposal must also:

1. identify the specific locations where the proposed tolls may be charged (i.e., toll gantries);
2. include the (a) toll rates that may be charged, including the use of value pricing and discounts, if any, and (b) time periods for peak and off-peak travel; and
3. estimate the toll system's capital and operating costs.

In developing the proposal, the DOT commissioner must consider discounts, income tax credits, and toll account credits for (1) state residents, (2) people with a transponder or similar device issued by DOT or its toll operator, (3) frequent users of the tolled highways, (4) individuals with low incomes, and (5) high-occupancy vehicles. The department must also consider phasing in the toll system's operation and, in consultation with the economic and community development commissioner, ways to help small businesses impacted by tolls.

Legislative Approval Process

Under the bill, the DOT commissioner must file the toll proposal with the House and Senate clerks. The Transportation Committee must hold an informational hearing on the proposal (1) within 10 days after the filing or (2) if it is filed when the legislature is not in session, within 10 days after the first day of the next regular session. During the hearing, the committee must receive comments from the public.

Within 15 days after the Transportation Committee holds this hearing, the legislature must vote to approve or reject the proposal. The proposal is:

1. approved, if a majority in both houses votes to approve;
2. rejected, if a majority in either house votes to reject; or
3. deemed approved, if both houses do not vote within the 15-day timeframe.

Under the bill, the 15-day timeframe does not end unless the legislature is in regular session. If the session adjourns before the 15th day and the legislature has not acted on the proposal, the proposal is deemed filed on the first day of the next regular session.

The bill allows the DOT commissioner to revise the proposal if it is rejected by the legislature. After revising it, he must submit it to the House and Senate clerks, and it follows the same approval process as for the initial proposal.

Federal Approval

Under the bill, once a toll proposal is approved or deemed approved, the DOT commissioner must submit the proposal to the Federal Highway Administration (FHWA). The bill prohibits him from submitting a tolling proposal to the FHWA unless it is approved or deemed approved.

Under federal law, DOT may not implement tolls until it receives federal approval and executes a tolling agreement with the FHWA (see BACKGROUND).

§§ 1 & 3-8 — TOLL IMPLEMENTATION AND ADMINISTRATION

After a tolling proposal is approved or deemed approved, the bill authorizes DOT to construct, maintain, and operate electronic tolling systems on I-95, I-91, I-84, and portions of Route 15. (If the approved tolling proposal were to include additional limited access highways, it is unclear whether the bill allows DOT to implement tolls on those highways.) It also allows DOT to contract with a private entity to operate the toll systems (i.e., a toll operator).

Under the bill, an “electronic tolling system” is an electronic system used for recording, monitoring, collecting, and paying tolls. It includes video toll transaction systems, transponders or other electronic transaction or payment technology devices.

Tolling Agreements and Authorizations

Under the bill, DOT may:

1. enter into tolling agreements with the FHWA and other related agreements with other governmental entities to carry out its duties under the bill;
2. procure, retain, and spend money for technical, traffic, revenue, financial, legal, and other types of consultants and experts to help develop, implement, operate, and maintain tolls; and
3. procure, retain, and spend funds for toll operators, vendors, suppliers, designers, engineers, software designers, installers,

contractors, customer service personnel, and other personnel, and for other equipment, material, staff, and service to help develop and implement the tolling system.

The bill specifically authorizes DOT to enter into agreements for any of the services described above pursuant to an open, competitive process, which the bill does not define. (Existing federal and state law establishes extensive procedures for procuring consultants and other contractors for transportation projects. Presumably, DOT must follow these procedures for toll-related contracting and procurement.)

The bill authorizes DOT and the Department of Motor Vehicles (DMV), either jointly or separately, to enter into reciprocal agreements with other states and jurisdictions, and with toll operators in other states, to share information on out-of-state vehicle owners who have used a tolled highway, including the name and address of the vehicle owner and the vehicle's make and license plate number. DOT, DMV, and the toll operator may enter into agreements with other states, jurisdictions, and toll operators to efficiently collect tolls from out-of-state residents.

Toll Collection and Revenue Use

After a tolling proposal is approved or deemed approved, the bill allows DOT to collect tolls on the highways specified in the proposal. Under the bill, toll rates are set and adjusted by the CTFA (see below).

Toll revenue, as well as any revenue from penalties for toll nonpayment, evasion, and other toll-related violations, (1) must be deposited into the STF, (2) cannot be commingled with other funds and revenues, and (3) must be spent only as federal law allows (see BACKGROUND).

Public Notice

The bill requires DOT, before beginning construction on an electronic tolling system on any highway or portion of a highway, to hold a public informational meeting in the general vicinity of the proposed toll corridor to receive comments on the proposed toll.

DOT also must erect and maintain signs in advance of a tolled highway to notify drivers (1) that a toll will be charged on the highway and (2) how to pay the toll.

Tax Exemption

Under the bill, tolls are exempt from tax by the state, municipalities, and all other political subdivisions or special districts authorized to levy taxes.

Enforcement Procedures and Penalties

The bill requires that anyone who contests the amount of a toll or associated charges be given an opportunity for a hearing with DOT in accordance with the Uniform Administrative Procedure Act. Under the bill, the department, after notice and a hearing, may impose the following civil penalties for violations of the regulations related to toll nonpayment, toll evasion, or any related fees: (1) up to \$25 for a first violation, (2) up to \$50 for a second violation, and (3) up to \$100 for a third or subsequent violation.

DOT may impose the penalty on a vehicle's (1) driver, (2) owner or lessee, if the vehicle was operated by someone else with the owner's or lessee's permission, or (3) lessor. A copy of a motor vehicle rental agreement, lease, or other contract or affidavit identifying the lessee at the time of the tolling transaction is prima facie evidence that the person named in the agreement was operating the vehicle at all relevant times related to the toll. The bill requires vehicle lessors to cooperate with DOT or the toll operator in providing any information about the lessee that DOT or the toll operator requests from the lessor's record (presumably, the lease agreement or contract).

DMV must provide DOT and the toll operator any information it needs to collect tolls and enforce penalties for nonpayment, toll evasion, or other violations, including information on the vehicle owner's name and address and the vehicle's make and license plate number.

Privacy Provisions

Release of Toll Customer Information. The bill prohibits DOT or any toll operator from selling or using toll customer information or other data for any commercial purpose that is unrelated to charging, collecting, and enforcing tolls and related administrative fees and penalties. But it allows DOT to release, for DOT-authorized research purposes, toll customer data that does not directly or indirectly identify a toll customer.

The bill exempts toll customer information and data from disclosure under the Freedom of Information Act. It also specifically subjects toll operators to existing requirements for state contractors who receive confidential information.

Destruction of Records. Except as required by law or an administrative or court proceeding, all information relating to a toll customer's specific transaction or to a "toll customer account" that specifically identifies the toll customer must be destroyed within a specified timeframe.

In the case of a specific transaction, this information must be destroyed within one year after the tolling transaction or toll collection, whichever is later. In the case of a customer account, such information must be destroyed within one year after the collection of all tolls and fees the customer incurred, whether through normal processes, enforcement, or the account's closing. "Toll customer account" apparently refers to a billing account the customer establishes.

Toll System Interoperability

The bill requires that a tolling system be interoperable with other electronic tolling systems in the state and comply with all state and federal interoperability requirements and standards, including system technology and fund transfers. (Interoperability refers to the ability of computer systems to exchange and use information.) The DOT and DMV commissioners must consult with the administrative services commissioner to ensure coordination and compatibility of information system technology and data.

The bill specifies that, for purposes of interoperability, state laws on state information and telecommunications systems and state purchasing and printing do not apply to electronic tolling systems.

Implementing Regulations

The bill requires the DOT commissioner to adopt implementing regulations. The regulations may cover (1) protecting and appropriately limiting access to toll customer information and other data the department collects, receives, maintains, archives, accesses, and discloses and (2) specifying how a transponder or similar device must be located in or on a vehicle entering a tolling system, if the system uses such devices.

The bill also requires the DMV commissioner, in consultation with the DOT commissioner, to adopt regulations to carry out DMV's responsibilities under the bill. The regulations must include restrictions on issuing registrations to vehicle owners who owe tolls or administrative charges or penalties for late payment or toll evasion.

§ 9 — MOTOR FUELS TAX REDUCTION

The bill requires the state treasurer to notify the Department of Revenue Services (DRS) commissioner, in writing, when he determines that the STF's resources exceed three times the estimated payments on debt service owed on state obligations incurred for transportation purposes. (It is unclear whether this means annual estimated debt service payments or total debt service payments.)

It also requires the DOT commissioner to notify the DRS commissioner, in writing, of the date electronic tolling systems start. (Presumably, this is the date a toll system begins operating and collecting tolls.) He must do this within 15 days after such date.

Under the bill, the DRS commissioner must lower the motor fuels tax rate by one cent beginning the first full fiscal year that follows the later of the two required notices, and in each of the following four fiscal years. (It is unclear whether this requires the commissioner to lower the tax rate by one cent for a five-year period or one cent each

year, for a total five cent reduction. It is also unclear whether the reduced rate remains in place after the five-year period or reverts to its current level.)

Under the bill, DRS must calculate the applicable tax rate per gallon of fuel sold or used in the state and provide notice of the tax rate for each fiscal year to each distributor; the policy and management secretary; and the Finance, Revenue and Bonding Committee chairpersons and ranking members.

§§ 10-17 — CONNECTICUT TRANSPORTATION FINANCE AUTHORITY (CTFA)

The bill establishes the CTFA as a public instrumentality and political subdivision of the state created to perform an essential public and government function. Its purposes are to (1) approve specified transportation plans, (2) establish a Connecticut Transportation Infrastructure Bank (CTIB), and (3) establish and adjust toll rates.

Under the bill, CTFA is a quasi-public agency, not a state department, institution, or agency, and is subject to the statutory procedural, operating, and reporting requirements for quasi-public agencies, including lobbying restrictions and an ethics code.

It has perpetual succession as long as any of its obligations are outstanding and until it is terminated by law. Termination does not affect outstanding contractual obligations. Its rights and properties vest in the state when it lawfully terminates.

Powers

To accomplish its purposes, the bill gives CTFA the following general powers to function as a quasi-public authority:

1. have perpetual succession as a body and adopt bylaws;
2. adopt and alter an official seal;
3. maintain one or more offices;
4. sue and be sued;

5. issue bonds, bond anticipation notes, and other obligations;
6. receive, from any source, aid or contributions of money, labor, property, or other things of value (including state or federal grants or gifts) and use such contributions to carry out its purpose, subject to the conditions upon which the contributions were made;
7. borrow money for working capital;
8. use consultants, attorneys, and appraisers;
9. enter into contracts and agreements, including those necessary to establish the CTIB and for professional services provided by financial consultants, bond counsel, underwriters, and technical specialists;
10. acquire, lease, manage, and dispose of real and personal property and enter into agreements with respect to such property (the bill specifies that real property transactions are not subject to any approval, reviews, or regulations applicable to state property under state law);
11. purchase insurance for its property, other assets, and employees;
12. account for and audit authority funds and any recipients of authority funds;
13. establish advisory committees to assist in accomplishing its duties;
14. pursue public-private partnerships for the design, development, operation, or maintenance of transportation systems, transit-oriented development, and related infrastructure; and
15. do all things necessary or convenient to carry out its purpose and powers.

The bill also authorizes CTFA to employ staff as necessary and specifies that they are state employees, and CTFA is an employer,

under the state's collective bargaining law. CTFA may establish and modify personnel policies, including those relating to employee hiring, compensation, promotion, retirement, and collective bargaining, which must be in accordance with state employee collective bargaining laws.

Transportation Plan Approval

Under the bill, CTFA must approve the statewide transportation improvement plan, the five-year transportation capital plan, and the long-range transportation plan developed by DOT. Before approving any transportation plan, the CTFA must (1) evaluate whether the plans assure the development and maintenance of an adequate, safe, and efficient transportation system that meets the state's present and future transportation needs and (2) assess the plans' impact on economic development, transit-oriented development, housing development, access to employment, the environment, and the specific needs of different geographic areas of the state.

Connecticut Transportation Infrastructure Bank (CTIB)

Under the bill, the CTFA must establish the CTIB to assist in financing transportation projects by providing loans and other financial assistance to public and private entities to improve transportation infrastructure in the state. This includes acquiring, removing, constructing, equipping, reconstructing, repairing, rehabilitating, and improving highways, bridges, commuter and freight railways, transit and intermodal systems, airports and aeronautic facilities, ports, harbors, and navigable waterways.

The bill establishes a Connecticut Transportation Infrastructure Bank Fund within the CTFA. It allows the fund to receive any funds the law requires to be deposited into it, including principal and interest loan payments, investment earnings, bond funds, and any federal funds available to the state for infrastructure improvement. Any balance in the fund must be carried forward to the next fiscal year.

The fund's resources must be used by CTFA for expenditures that promote transportation infrastructure project investment.

Expenditures may include:

1. providing low interest loans or other financial assistance to finance all or part of the costs incurred for acquiring, removing, constructing, equipping, reconstructing, repairing, rehabilitating, and improving transportation infrastructure projects;
2. reimbursing operating expenses, including administrative expenses incurred by the authority; and
3. capital costs the CTFA incurs in connection with operating the fund, other permitted CTIB activities, grants, direct or equity investments, contracts, or other actions that support infrastructure projects in the state.

Toll Rate Setting

Upon the approval of DOT's tolling proposal, the bill authorizes the CTFA to set and adjust toll rates on the highways specified in the proposal. CTFA must set the toll rates to provide sufficient funding to cover specified costs, but it may consider the availability of funds from other sources in doing so. Under the bill, the revenue generated by tolls, plus such other available funding, must cover at least the following:

1. costs related to owning, maintaining, repairing, rebuilding, improving, rehabilitating, using, administering, controlling, and operating tolled highways;
2. the principal, interest, and any redemption premium on notes or bonds relating to the tolled highways, as they become due and payable; and
3. creating and maintaining reserves established under laws on state highways and bridges to operate and maintain the tolled highways.

Before setting or adjusting toll rates, CTFA must hold at least one public hearing.

The bill requires the CTFA to adopt written procedures, in accordance with quasi-public notice requirements, establishing:

1. variable toll rates that consider the day of the week and level of traffic congestion or anticipated congestion;
2. different fees depending on the type of vehicle, including its size, weight, occupancy, or number of axles;
3. discounts or toll customer account credits for people with transponders or other similar device issued by DOT or a toll operator;
4. exemptions for certain types of vehicles, including (a) state-owned or -leased vehicles, (b) vehicles used by law enforcement, firefighters, or emergency medical personnel (c) public transit vehicles, and (d) high occupancy vehicles;
5. surcharges, premiums, or additional fees on users without a valid transponder or similar technology; and
6. administrative charges and penalties for toll late payment and toll evasion, which may not exceed \$25 for a first violation, \$50 for a second violation, and \$100 for a third and subsequent violations.

Governance

The CTFA is governed by a 13-member board of directors, comprised of the following members:

1. three senators, one each appointed by the president pro tempore, majority leader, and minority leader;
2. three House members, one each appointed by the speaker, the majority leader, and the minority leader;
3. the transportation, economic development, energy and environmental protection, and housing commissioners (or their designees);

4. the treasurer or his designee; and
5. two members appointed by the governor.

Under the bill, board members who are legislators serve for the term for which they are elected, and gubernatorial appointees serve four-year terms. Vacancies must be filled for the unexpired term by the original appointing authority. Board members may be removed, at the appointing authority's discretion, for inefficiency, misfeasance, malfeasance, or willful neglect of duty.

The bill prohibits legislative members and members appointed by the governor from designating a representative to perform their duties in their absence.

Chairpersons and Executive Director. The bill requires that the board select from among its members (1) its chairperson, who serves a two-year term, and (2) vice chairperson and any other officers it deems necessary.

The chairperson, with board approval, must appoint the CTFA's executive director. The executive director is (1) an employee of CTFA, (2) paid a salary determined by the board, and (3) responsible for supervising the CTFA's administrative affairs and technical activities according to the board's direction.

Board Deliberations. Seven board members, at least three of whom must be legislators, constitute a quorum, and the board can act by a majority of those present.

Conflicts of Interest. Board members may be privately employed or engage in a business or profession, subject to state ethics and conflict of interest laws, rules, and regulations. Under the bill, it is not a conflict of interest for a trustee, director, partner, or officer of any person, firm, or corporation, or any person with a financial interest in the person, firm, or corporation, to serve as a director, provided he or she complies with applicable state ethics laws.

Written Procedures. The bill requires the CTFA board to adopt

written procedures for:

1. adopting an annual budget and plan of operations, which must require board approval before either can take effect;
2. hiring, dismissing, promoting, and paying employees, including an affirmative action policy and a requirement for board approval before a position may be created or a vacancy filled;
3. acquiring real and personal property and personal services, which must require board approval for any non-budgeted expenditure that exceeds an amount the board determines;
4. contracting for financial, legal, bond underwriting, and other professional services, which must require the board to solicit proposals at least once every three years for these services;
5. issuing and retiring bonds and other authority obligations;
6. awarding grants, loans, and other financial assistance, which must include eligibility criteria, the application process, and the role of CTFA staff and board; and
7. using surplus funds to the extent authorized under the bill.

CTFA must follow the same notice requirements quasi-public agencies follow before adopting its procedures.

BACKGROUND

National Environmental Policy Act (NEPA)

NEPA requires federal agencies to consider the environmental effects of their proposals and actions, including the projects they fund (42 U.S.C § 4321 et seq.). Federal regulations specify the basic requirements for making decisions under NEPA, which include (1) assessing social, economic, and environmental impacts; (2) analyzing project alternatives; (3) considering appropriate impact mitigation; and (4) providing opportunities for public participation (40 C.F.R. §§ 1500-1508).

Tolling and Federal Law

Although states are free to toll roads, bridges, and tunnels built without federal funds, federal law limits the imposition of tolls on existing federal-aid highways, especially interstate highways. But recent federal laws have expanded states' abilities to allow tolling in certain instances, such as when building new interstate routes or when adding a new lane to an existing interstate highway (23 U.S.C. § 129).

Federal law also has several pilot programs, such as the Value Pricing Pilot Program, in which participating states use "congestion pricing" to try to manage traffic flow and reduce traffic congestion. (Congestion pricing is the practice of charging higher tolls when traffic is heaviest and lower or no tolls at other times.) Connecticut is eligible to toll under the Value Pricing Pilot Program.

Toll Revenue Restrictions

Under federal law, toll revenue must be used first on the facility being tolled, including (1) debt service for the tolled road; (2) a reasonable return on investment of any private person financing the road; (3) road maintenance, operating, and improvement costs; and (4) if applicable, payments that the entity that controls tolling revenue owes to another party under a public-private partnership agreement (23 U.S.C. § 129(a)(3)(A)).

If the public authority with jurisdiction over the toll road has met the annual financial obligations related to the toll road and certifies that the road is adequately maintained, any additional toll revenue may be used for other roads and other uses allowed under federal highway law (e.g., maintenance and improvement of other highways, congestion mitigation and air quality improvements, and highway safety initiatives).

Special Transportation Fund and the "Lockbox"

The STF is a dedicated fund used to finance the state's transportation infrastructure program and operate DOT and DMV (CGS § 13b-68). The law requires specified tax revenue (e.g., fuel taxes and a portion of sales and use tax revenue) and various transportation-

related fees, fines, and charges to be credited to the STF. By law, STF revenue is pledged to Special Tax Obligation (STO) bonds issued for transportation projects through DOT's capital program (CGS §§ 13b-74 to 13b-77), and its resources must be used first to pay off STO bond debt service.

Both the state constitution and the general statutes contain a "lockbox" provision, which preserves the STF as a perpetual fund; requires that the fund be used exclusively for transportation purposes, including paying transportation-related debt; and requires that any funding sources directed to the STF by law continue to be directed there, as long as the law authorizes the state to collect or receive them (Conn. Const., art. III § 19; CGS § 13b-68(b)).

Related Bills

SB 423 and HB 7202, both favorably reported by the Transportation Committee, authorize tolls on I-95, I-91, I-84, and portions of Route 15.

SB 70 (File 255), favorably reported by the Banking Committee, establishes a Connecticut Infrastructure Bank.

COMMITTEE ACTION

Transportation Committee

Joint Favorable

Yea 23 Nay 13 (03/20/2019)

Town Council
Resignations/Appointments/Reappointments
May 6, 2019

Resignations

None

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

None

Names submitted for consideration of appointment

None

April 1, 2019

**Public Hearing
minutes**

**TOWN OF WINDSOR
TOWN COUNCIL
Council Chambers
Windsor Town Hall
April 1, 2019
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:02 p.m. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

- THE FY 2019-2020 BUDGET AS PROPOSED BY THE TOWN MANAGER

2) PUBLIC COMMENT

Coralee Jones, 1171 Matianuck Avenue, recalled that last year citizens were good stewards and voted to approve expenditures for the new public safety buildings, updates to the school buildings, and open space. She has two concerns about this year's proposed budget—the Board of Education's proposed budget increase and the state government. She fears that Democrats are so desperate for money that they will tax everything they can think of and then still decrease funding to the towns. Ms. Jones asked that the Council stay on top of the state's plans, decrease the Board of Education budget, and decrease the town budget by reducing or delaying certain town expenditures. She also asked the Council to seriously look into whether or not we should continue to support the Caring Connection.

Linda Alexander, 155 Fieldstone Drive, expressed appreciation for last week's budget presentation and the online budget tools like the calculator. Using the calculator, she was able to see that spending increases made up most of her tax increase and not revaluation. Ms. Jones summarized an article she read about Windsor Locks schools and feels that Windsor is having similar issues—elected officials are reluctant to put the brakes on spending and cuts to the Board of Education budget are designed to trigger emotional responses from parents. She also noted that last year, a vice principal was added without budget approval. She agreed with Ms. Jones that year after year, the Board of Education always needs more. Overall, it's a culture of spending and balancing it with increased taxes even though some citizens are struggling with water bills, utility bills, and this year people are concerned about the governor implementing tolls. Adult daycare, another emotional issue, is a nice service, but Ms. Alexander

would like to see it be rolled into the senior center rather than be two separate entities because year after year they need a subsidy. She asked the Council to look for other similar cuts as well.

John Dunn, 15 Strawberry Hill, voiced concerns about funding Other Post Employment Benefits (OPEB) and asked if there was an accelerated plan to add money to the fund. Mr. Dunn also asked when, if ever, it will be fully funded. He noted that it appears the town will be spending the whole gain from the grand list in one year. Mr. Dunn stated that the Board of Education budget is likely higher than the operating budget of many countries and is more than twice the total operations budget for the whole town. Lastly, Mr. Dunn asked if any of the town departments or Board of Education use a zero-based budgeting to create their budget.

Paul Panos, 48 Brookview Road, recommended trying to lower the mill rate to below 30 over the next few years. He stated that the tendency of many town councils is to try and please various groups, support public school spending increases, and provide subsidized housing, but made the point that tax money is not charity money. Mr. Panos stated that the mill rate decreasing from 32.96 to 32.44 is not very much for a revaluation year. He spoke about surrounding towns with very high mill rates and how it is a slippery slope because the grand list doesn't go up as much and it becomes increasingly unsustainable the higher it goes.

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:16 p.m.

Respectfully Submitted,

Erin Rand
Clerk of the Town Council

April 1, 2019

**Regular meeting
minutes**

**TOWN OF WINDSOR
COUNCIL CHAMBERS
WINDSOR TOWN HALL
April 1, 2019
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 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

Deputy Mayor Terranova led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Deputy Mayor Terranova led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation recognizing April 2019 as Fair Housing Awareness Month

Deputy Mayor Terranova read the Fair Housing Awareness Month Proclamation aloud.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Coralee Jones, 1171 Matianuck Avenue, spoke about tolls and wonders what the impact will be on residential roads. She stated that the state representatives are in favor of the tolls because it is a way to fund the transportation account that they keep raiding to use toward the general fund. Ms. Jones asked the Council to stay in touch with state representatives about what they think the impact is going to be to the residents of Windsor.

Linda Alexander, 155 Fieldstone Drive, stated that not all state representatives are in favor of tolls. Tami Zawistowski and John Kissel are against implementing tolls in Connecticut and appreciate what the impact would be. These two representatives are pointing out that if the plan in place had been followed and the state hadn't raided the fund or diverted it in the first place, the money would be there to fix the roads and bridges. She advised citizens to go online and get information, to message her, and read her letter in the Windsor Journal published last week. If citizens agree that tolls would be a bad idea, she encouraged them to contact their local representatives. She also advised contacting these local representatives regarding other concerns like new taxes on junk food, sugary drinks and over-the-counter medication.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Leonard Lockhart, BOE President, reported the following:

- The 13th annual senior citizen breakfast hosted by Superintendent Dr. Craig Cooke will be held on Friday, May 10, 2019 from 8:30 AM – 10 AM in the Windsor High School Library. Senior Citizens wishing to attend should R.S.V.P. to the superintendent's office by calling 860-687-2000 extension 1236.
- The school district is engaged in developing a profile of a Windsor High School graduate. A profile of a graduate looks at the skills, abilities, and competencies to be developed in a student such as written and oral communication skills. The BOE has received input from local business leaders, teachers, and staff and will continue to involve the community in the conversation.
- Local scholarship applications are now available on the district website. The deadline for applications is Monday, April 15th at 3 p.m. Last year over \$115,000 in scholarship money was awarded to Windsor students.
- The "Night of Jazz" concert will be held at Windsor High School on Monday, April 29, 2019 at 7 p.m.
- There will be a joint PTO budget Mmeeting on Wednesday, April 24, 2019 beginning at 6 p.m. in the Sage Park Library. Superintendent Dr. Cooke, BOE President Leonard Lockhart, Vice President David Furie and Director of Business Services Danielle Batchelder will present and answer questions.
- In order to better serve families registering for Kindergarten or applying for preschool, the Windsor Public Schools Registration Office will be open until 6 p.m. April 25, May 9, and May 23. The office is located in the L.P. Wilson Community Center at 601 Matianuck Avenue.
- The BOE will receive the Connecticut Association of Boards of Education (CABE) Bonnie B. Carney Communications Award of Excellence. Lydia Tedone from the CABE Board of Directors will present the award at the April 16 meeting.
- The Windsor Education Foundation presented their 2019 grants to the school district on March 19. \$12,241 was provided to fund innovative projects and programs not covered in the general operating budget.

Councilor Black-Burke thanked Mr. Lockhart for implementing the evening registration hours and wondered if Saturdays could be offered as well. Mr. Lockhart said that he only knew of the Thursday evening hours.

Councilor O'Reilly asked if the number of students attending Windsor Public Schools is increasing year over year. Mr. Lockhart answered that yes, it is steadily increasing. Mr. Lockhart added that Windsor is more successful in competing with the magnet schools at the middle and high school levels and they are winning students back.

Councilor O'Reilly asked if the preschool program is filled to capacity. Mr. Lockhart responded that there are over 150 applications for only 60 seats. They prioritize economic and special education factors when filling the spots.

b) Conservation Commission

Anne Beaudin, Chair, extended thanks to the Council for its support of open space and farmland conservation initiatives. As part of the commission's mission to educate the public, they conducted inventory and made recommendations. They also hosted forums, published articles, and provided local access presentations. Recently, Jennifer Siskind from Food and Water Watch came before the commission to express concerns and support the statewide ban on fracking waste. Education forums include "The Last Straw" regarding plastics, "Tapping Into Your Water and Wallet" with Save Our Water CT, a third that will highlight bio-gardens and health, and a fourth topic to be determined.

Ms. Beaudin is also a board member of the Connecticut Association of Conservation and Inlands Wetlands Commissions representing Hartford county. She worked on and attended its conference last year and the keynote speech was about climate change and how it affects the northeast, which she feels everyone should be aware of. There were also workshops about preserving public land, open space, wildlife habitats, invasive plants, aquatic plants, and a drone demonstration. On behalf of herself, Neill Sachdev, Colette Yeich, Lea Chayes, Nigel Pepin, Dominic DeCarlo and James Klase, she stated that it is an honor to serve the town and its citizens and that they appreciate the services of Tom Hazel.

Councilor McAuliffe thanked Ms. Beaudin for her service and asked her to clarify what she meant by doing inventory. Ms. Beaudin responded that the commission identifies open space and farmland that is left in town.

c) Metropolitan District Commission (MDC)

John Avedisian reported the following:

- Household hazardous waste collection will be June 1, 2019 from 8 a.m. until 1 p.m. at 1222 Poquonock Avenue.
- The MDC will offer a summer internship from June 4-30, 2019.
- The MDC is looking for 12 high school students from the eight member towns to participate in a "Learn and Earn" program. Spots will go to non-member towns if not filled by member towns. Applications are due by May 1st.
- Operation Fuel will ask citizens to donate money in order to help people who cannot pay their bills. Right now the system is being tested and should help the community.
- As of January 2019, the Nepaug and Barkhamstead Reservoirs are at 99% capacity totaling 39.8 billion gallons of water, which equals a 22 month supply.
- The average daily water treatment production is down to 42.6 million gallons per day from 46.99 million gallons per day. Water usage is going down due to conservation.
- The MDC pays the government \$685,000 per year for storage space in the Colbrook Reservoir, which holds about 10 billion gallons of water. It is really never used so the MDC is trying to figure out a way of giving it back to the government.
- There is a sewer user ad valorem working group meeting in late April and they will have a final report.
- As of January 25, 2019, Niagara has used 14,255,000 gallons of water.
- The fee for drinking water for the Department of Public Health will be going up, but probably won't exceed \$4. It will go directly to the state.

- The Department of Energy and Environmental Protection (DEEP) sent a letter to the board that they will not be paying the money owed to the MDC. The MDC plans to bring DEEP to court and shut off sewage services to them just like any other non-paying customer.
- Another big factor of concern is that a tunnel is being constructed and is at contract stage four and five, but without the projected \$13 million in funding from DEEP, the MDC cannot proceed with the project. If the Environmental Protection Agency says they must go forward, it will cost all eight member towns a lot of money. The MDC has been speaking with senators, the governor and whoever else they can speak with to get the funding for the tunnel because that project really needs to move forward.

Councilor Govoni asked what it would take to get the water reservoirs to 100% full. Mr. Avedisian said they have to dump millions of gallons per day for fish and water downstream, so it will always be slightly below 100%.

Councilor Jepsen asked about proposed legislation that would allow the MDC to take over stormwater management in its member towns and wondered if that was something the board voted to pursue or if it was done without their knowledge. Mr. Avedisian said that it was discussed at a meeting that he was not at, but felt that it was done the wrong way and it should have been brought to the towns and the board for their approval. Councilor Jepsen again asked if the board voted on it and Mr. Avedisian said the lawyers put it together and went for it and it's been taken care of, but he can't answer any more than that. He did note that the board was not happy about it.

7) TOWN MANAGER'S REPORT

Chamber of Commerce Auction

The Windsor Chamber of Commerce's auction will take place on Friday, April 5, 2019 from 6 PM to 11 PM at Maneeley's Banquet Facility in South Windsor. The proceeds from this event will help support First Town Downtown, Windsor Food and Fuel Bank and the Chamber of Commerce. Tickets are \$45 per person. For more information, to purchase tickets or to make a donation, please call 860-688-5165.

Metropolitan District Commission Summer internship

The Metropolitan District Commission is offering a paid internship/summer employment program for high school students from member towns called the "Learn and Earn" program. This program is designed to expose high school students to the public water and sanitary sewer treatment industries. I've provided this information to the school superintendent and Windsor High School administration so they can identify interested students. Applications must be made through the local high school and completed by May 1, 2019.

Street Sweeping

The street sweeping program has begun. It is expected that the sweeping will be complete by mid-June, weather permitting.

This year, the sweeping will begin in the Rainbow, Walden Meadow and Prospect Hill neighborhoods. The order of the neighborhoods to be swept changes each year so that one

neighborhood is not always swept first or swept last. Please see the town's website for the planned order at <https://townofwindsorct.com/public-works/2019-street-sweeping-schedule/>.

Metropolitan District Commission Repairs

The Metropolitan District Commission started work today to replace 2 pressure valves on Prospect Hill Road. The first valve was scheduled to be completed today. Work on the second valve is scheduled for tomorrow, Tuesday, April 2, 2019.

The Metropolitan District Commission set up a traffic pattern that allowed the waterline work to be done in a safe manner. Unfortunately there were delays and detours during the course of the day.

The traffic pattern on Tuesday will be one-way alternating. I appreciate the residents' patience while the Metropolitan District Commission completes the repair work.

Eagle Scout Project Along River Trail in Windsor Center

An eagle scout candidate, James Farooque, has begun work on installing fitness, or exercise stations, along a portion of the town's center river trail/walk. There will be approximately a half dozen stations with various configurations. As part of his project planning, James has been working closely with Tom Hazel, our Inland Wetlands Agent / Environmental Planner.

I look forward to James, his fellow troop members and community volunteers completing the project and enhancing the river trail which is a highly used community amenity.

Town Forester Retirement

I'd like to thank Jim Govoni for his dedicated commitment to the town. I wish him well in his retirement after 38 years of service with the town Department of Public Works.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly thanked Councilor Govoni for his years of service to the town. He then noted that we are in the midst of budget season and urged citizens to come out and voice their support or opposition to town services and to not take for granted that budget allocations will be the same for next year as they were for this year.

Councilor Wilkos thanked Councilor Govoni for his incredible work with the town. He then thanked the citizens who came out to speak about the budget. He noted that it is important for council members to get a pulse on the town and appreciates hearing from citizens. He then spoke about the tolls being a big deal for Windsor and feels that Windsor would have much more traffic on roads parallel to I-91 like Palisado Avenue and Poquonock Avenue. He feels that elected leaders want tolls as a source of revenue but suggested that other avenues be explored for citizens in affected towns to be able to save money, perhaps on income tax. He also noted that if tolls are implemented, the money needs to be entered into a lockbox where it will not ever be used elsewhere.

Councilor Black-Burke congratulated Councilor Govoni and told him to enjoy retirement. She also shared that this past Saturday, Alpha Theta Omega Sorority had an event at the town

library and a beautiful proclamation was read from the town. She thanked Mayor Trinks and said it was a great event. She then reiterated that the Council would like to hear from citizens and asked them to come out and speak about the budget.

Councilor Govoni said that there are a lot of questions and misinformation regarding the tolls and other things coming from the state like the lack of payment to the MDC and cigarette revenue being redirected. He said that we have to have the facts straight in order to make informed decisions. He also made the point that our volunteer fire department goes up to I91 often. If one of the fire trucks gets hit, who replaces it? He then suggested that a portion of the money from the tolls come back to the town to maintain the fire apparatus.

Councilor McAuliffe walked through the river trail this weekend and saw James Farooque and others working on his Eagle Scout project and congratulated him for all of his hard work. Councilor McAuliffe also attended a vigil for the New Zealand mosque shooting victims sponsored by the Human Relation Commission and said they did a great job. He then asked residents to come out and vote and noted that voter turnout is very low. People are active when it's a fall election but this budget impacts the town more than anything. He then thanked Councilor Govoni for his service to the town and called him one of the hardest working people he knows.

Councilor Tustin congratulated Councilor Govoni for his time with the town and said that he looked up to him and that he will be greatly missed.

Deputy Mayor Terranova congratulated Councilor Govoni and hopes that he enjoys his retirement. She stated that he has left some big shoes to fill.

Councilor Jepsen reminisced about his time knowing Councilor Govoni and stated that his mentor would be proud of him.

Mayor Trinks congratulated Councilor Govoni on his retirement and thanked him for everything he's done for the town. He spoke about the crowd at town hall the day before to remember the victims from New Zealand. He noted the positive interaction and open dialogue a group of Loomis Chaffee and Madina Academy students had at the event and stated that there were some extraordinary youth speakers.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – None.

10) ORDINANCES – None.

11) UNFINISHED BUSINESS – None.

12) NEW BUSINESS

a) Presentation of FY 2019-2020 budget as proposed by the Town Manager

Town Manager Souza provided a presentation on the proposed FY2019-FY2020 budget.

Councilor Wilkos asked what the numbers would be if the town is not responsible for the \$191,000 toward the state teachers retirement. Town Manager Souza stated that it brings the expenditures increase down to 3% and the budgetary tax impact to 1.9%.

Councilor Jepsen stated the budgetary tax increase is essentially the increase it would have been if there were no revaluation.

Councilor O'Reilly stated that the 5% property value increase in the grand list seems like a large increase. Town Manager Souza noted that it is a large increase due to the revaluation. Some years are less than 1% and others are over 2%. Five years ago, there was actually a 5% decrease in revaluation between 2008-2013. \$30 million of this increase is related to economic development growth and \$110 million is due to revaluation and assessment.

Councilor McAuliffe asked about the acceptable range of debt service and Town Manager Souza stated that the Town Council's set range is between 6-8%, but for credit rating agencies, it can be up to 10% of the operating budget.

b) Introduce Draft FY 2020- FY 2025 Capital Improvements Plan (CIP)

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

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Below are a few highlights of the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects for each year. The proposed 6-year CIP cycle includes two projects that would require voter approval due to their estimated costs. These projects are:
 - Town Facility Improvements – Outdoor Pool Facilities
 - BOE – Sage Park Middle School – Energy Efficiency Upgrades (Construction)

- The 6-year CIP includes approximately \$10.2 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6-year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$6.5 million. Of the total \$16.7 million included for the asset management of town roadways, \$5.4 million is expected to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, and inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$16.6 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance. The latter source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.
- Outdoor Pool Facilities project (Goslee and Welch) has the design phase in FY 21 and construction phase in FY 23. Renovation to Veterans Pool is currently unscheduled. These projects may require voter referendum depending on the scope of work and phasing approach.
- An annual General Fund appropriation of \$500,000 is proposed to be dedicated to Public Safety projects to reduce long-term borrowing. Projects include replacement of fire apparatus and fire station HVAC system replacements.
- Several large projects at Sage Park Middle School totaling \$7.3 million are incorporated in the 6-year period and an additional \$2.8 million is in unscheduled. Projects range from roof replacement, heating and mechanical equipment replacements to installation of air-conditioning systems.
- A new BOE project is installing air-conditioning in portions of JFK Elementary not included in the FY 18 project. Design funds for renovations to the Field House at Sage Park/O'Brien Field are also included in FY 25.

c) Approve amendments to Accountant and Assistant Finance Director position descriptions

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job descriptions for the Accountant and Assistant Finance Director positions be amended and approved as presented.

Amelia Bliss, Human Resources Director, gave an outline of the changes as follows:

Accountant

The section related to "Reports To" has been changed from Finance Director to Assistant Finance Director to better align with the functions the Assistant Finance Director is responsible for overseeing. The Assistant Finance Director position oversees the maintenance of the comprehensive general and subsidiary ledgers including the posting of journal entries, reconciliations and internal controls related to these processes. The position also oversees the chart of accounts. The Accountant position performs the general and subsidiary ledger journal entries and maintains the chart of accounts on a regular basis, so it is more efficient for the

Assistant Finance Director, who is responsible for the oversight of these functions, to supervise the employee responsible for performing them.

The section related to "Essential Duties and Responsibilities" has been updated for clarification and additional responsibilities.

Assistant Finance Director

The only proposed change to the Assistant Finance Director job description is to add supervisory responsibility over the Accountant position.

Motion Passed 9-0-0

- d) Approve amendments to Community Development Coordinator position description

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job descriptions for the position of Community Development Specialist be approved as presented.

Amelia Bliss, Human Resources Director, stated the primary duties of the Community Development Specialist position includes administration of the town's community development activities including loan programs, grant preparation and compliance and technical and professional support for the town's economic development program.

The proposed changes are intended to more accurately reflect the duties of the position. A red-lined draft showing the specific changes is attached. The most significant changes proposed to the job description are:

- Changing the title to reflect the elimination of supervisory and management responsibilities
- Removing supervisory and management duties
- Adding duties supporting the economic development program, including maintaining records, assisting with business development and redevelopment efforts.

Councilor Black-Burke asked if this position is the person responsible for looking for and writing grants for the town. Mr. Burke responded that they will primarily be responsible for writing the Community Development Block Grant application but may occasionally work on other Community Development grants.

Councilor Black-Burke asked who is responsible for seeking out other grants. Town Manager Souza responded that each department has a responsibility to seek out their own grants.

Councilor Wilkos noted that when looking at the red-lined version of the job description, there seems to be a significantly lower level of responsibilities and asked if we can bring them in at a lower pay grade or possibly even eliminate the position. Jim Bourke, Director of Economic Development, stated that he doesn't believe that the department can function without this position.

Councilor Govoni asked if the position is grant funded and Town Manager Souza responded that it had been, but now the grant pays for contracting services associated with it.

Motion Passed 8-0-1 (Councilor Black-Burke opposed)

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor O'Reilly, seconded by Councilor Tustin to accept the resignation of Donna Grossman from the Commission on Aging & Persons with Disabilities.

Motion Passed 9-0-0

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the March 18, 2019 Public Hearing

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the unapproved minutes of the March 18, 2019 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the March 18, 2019 Regular Town Council meeting

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the unapproved minutes of the March 18, 2019 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

16) EXECUTIVE SESSION – None.

17) ADJOURNMENT

MOVED by Councilor Wilkos, seconded by Councilor McAuliffe to adjourn the meeting at 9:17 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council

April 3, 2019

**Special meeting
minutes**



**TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 3, 2019
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:35 p.m.

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

2) BOARD OF EDUCATION

Board of Education (BOE) President, Leonard Lockhart; BOE Vice-President, David Furie; Superintendent of Schools, Dr. Craig Cooke; and BOE Business Manager, Danielle Batchelder presented the proposed budget for Fiscal Year 2020.

Leonard Lockhart began the presentation by stating the mission of the Windsor Public Schools is "to develop the genius of every child and create life-long learners." They then presented the proposed FY 20 budget, with the following highlights:

- The proposed FY 20 budget represents an increase of \$1,844,561, or 2.67% over 2018/2019. 2.2% of this increase is due to fixed costs.
- Estimated Revenues include \$11,547,663 from the Educational Cost Sharing Grant, \$1,500,000 from Special Education Excess Cost & Tuition, and \$582,729 from the Alliance Grant among others.
- Enrollment is increasing steadily each year. In October 2016 there were 3,186 students and in October 2018 there were 3,269 students enrolled. The public schools are seeing children return from magnet and private schools at the middle and high school levels.
- Contractual obligations for all six bargaining units increased \$1,025,224, but includes estimated retirement savings of \$300,000.
- This year will be year three of a five year transportation contract. There is an overall increase in transportation costs of \$268,515.
- The LED lighting upgrade will save the district between \$50,000 and \$70,000 per year.
- Program additions include various "additions with reductions" to staffing changes, a high school business teacher, a speech and language pathologist, major maintenance to the Sage Park science labs, elementary summer program expansions, and additional math tutors for grades K-2 totaling \$327,000 or 0.47% of the budget increase.
- Various additional requests were not factored into the budget in order to keep the budget increase low.
- The budget absorbs various costs that other towns have shifted onto parents including no charge Advanced Placement testing, PSAT test, SAT test preparation, athletics, music programs, and "late bus" transportation for after school in grades 6-12.



Town Council Special meeting
April 3, 2019

Councilor McAuliffe thanked staff and BOE members for their presentation. He then asked for a breakdown of the 114 projected new students. He asked if some are returning from private and magnet schools or are they new to town. Dr. Cooke responded that, typically over a summer, we see 20-30 new students return from magnet schools and another 20 new students coming into the district. We presently have 3,300 students. The town also gets yearly projections of enrollment from the New England School Development Council.

Councilor Jepsen thanked staff and Board of Education members for the presentation and their work on teacher contracts this year. He was happy not to see any step freezes while still coming in with the 2.67% budget increase. He said that he was impressed and feels they did a great job.

Councilor Jepsen asked how many total speech pathologists work in the district. Ms. Batchelder responded that there are currently 8.5 FTEs (full-time equivalents) throughout the district. Dr. Cooke added that the district is required to give speech services to any child over three years old. Some of the earlier identification and work has not been happening as often because the "Birth to Three" program is struggling so that all falls on the district. He then stated that there are currently 160 applications for 30 seats for the preschool program for next year. The criteria via the state grant gives preference for special education, English language learners, and low-income students.

Councilor Jepsen asked about Special Education costs and noted that spending went up by \$1 million, yet reimbursement went down. Ms. Batchelder responded that the state uses a formula for the excess cost grant and the amount the town pays is about 78% of the excess cost. She also noted that each year the state tries to save money by pushing more and more of that cost back onto the towns.

Councilor Jepsen asked for more information regarding the elimination of a teaching position to add a fourth vice principal at the high school. Dr. Cooke responded that they had been seeing the effect of two previous reductions and the principal came to Dr. Cooke to say that they really needed the fourth vice principal in order to function. There was a neutral cost with the retirement of a teacher and there have been less complaints and concerns that reach the principal. More geofencing and technological work has been done like adding the "Stopit!" program. PPTs require administrators to sit in on them and there are a lot of special education students, so he feels that it is money well spent. They have been able to handle it on the teaching end because the position that was eliminated was a credit recovery teacher and other staff took that on.

Councilor O'Reilly asked if the Office of Family and Community Partnership is fully funded through the Hartford Foundation for Public Giving. Dr. Cooke replied that the \$300,000 they give covers the two salaries in that office and various initiatives. They have expanded the office to include registration and function as kind of a welcoming center.

Councilor O'Reilly asked why the two math tutors were not included in the actual budget. Mr. Lockhart stated that each board member had priorities and nobody really got everything that



they wanted, but priorities were met and the BOE was able to pass the budget 9-0. All BOE members felt it the budget had the right priorities, but may not have been as aggressive as some wanted.

Mr. Furie, Vice President of BOE, added that the approved budget was specifically what Dr. Cooke proposed in order to move the district forward and meet the needs of the children. He feels that the district hit it out of the park.

Councilor McAuliffe asked about transportation cost increases and if the contract is a fixed dollar amount for each year. Ms. Batchelder responded that Dattco's proposal had a set dollar amount for the 5 years. The town was coming off of a less expensive contract but really needed better quality and safety, so they worked with Dattco to stagger the increases. Ms. Batchelder said that the buses added GPS and cameras without any charge and they are committed to the district and are looking to stay. She stated that they are getting back what they are paying for.

Mayor Trinks asked if any of our speech pathologists go to the magnet schools. Dr. Cooke responded that they do not go to the magnet school. The schools bill the towns for these services. However, the speech pathologists do go to parochial schools.

Councilor Wilkos asked if there was any surplus from last year. He was reviewing the Human Resources staffing update document and there are many resignations and wondered if there are savings from getting new staff at lower pay. Dr. Cooke stated that each year over the last five years it has been built into the budget. There is a \$300,000 savings that was taken directly off of contractual costs in the budget.

Councilor Jepsen asked if there are in-house substitutes in addition to the Kelly services. Dr. Cooke responded that each building has its own substitutes that come in every day. It has been difficult to keep full-time substitutes in place considering the good job market.

Mayor Trinks concluded that the Council is satisfied with the budget and that the BOE would not have to return as scheduled for April 15th.

3) REVENUES

Jim Bourke, Finance Director for the Town of Windsor, provided a brief overview of the current fiscal year revenue projections and the proposed FY 20 revenue budget.

For Fiscal Year 2019, the adopted budget totals \$115,219,930. We are estimating revenues for this year to be approximately \$1.4M more than budgeted which assumes no use of opening cash.

- We expect to achieve favorable results in the overall general property tax category due to favorable collections from the current levy as well as interim motor vehicle taxes.



- Building permits, conveyance fees and interest income are expected to provide additional revenue as compared to budgeted amounts.
- State grants in lieu of taxes (as well as special education tuition from other towns) are also anticipated to provide additional revenue as compared to budgeted amounts.
- We anticipate collecting less revenue than budgeted from Special Education Excess Costs reimbursements.

For Fiscal Year 2020, the proposed General Fund revenue budget totals \$118,864,040. This budget is an increase of approximately 3.2% over the FY 19 adopted budget (\$3.6M). Most of the town's revenue will come from two main sources—the General Property Tax is expected to contribute approximately 85% and State Aid for Schools is expected to contribute 11%. We are proposing to use \$900,000 from opening cash, which is the same level as the current fiscal year.

- We are using guidance from Governor Lamont's proposed budget for our State Aid revenue categories.
- Interest income is projected to increase for FY 20 due to continuing positive interest rate projections.
- We are projecting increases in conveyance fees and cell tower lease revenues.
- We are projecting decreased revenue from Special Education Excess Cost reimbursements.
- Total non-tax revenue for FY 20 is \$19.3M or approximately 3.2% more than what was budgeted in FY 19.

Councilor Wilkos asked what the significant change in permit revenue was due to. Mr. Bourke responded that there was a large amount of revenue from the Great Pond and Verizon projects. Councilor Jepsen asked about more revenue from those. Town Manager Souza stated that the next phase of permitting will perhaps be in FY 21.

Councilor Jepsen asked about special education tuition revenue just over \$25,000. Mr. Bourke responded that they took a conservative approach as it has fluctuated quite a bit in the past 3-5 years. In FY 18 they budgeted \$100,000 and only actually received around \$46,000.

4) PUBLIC WORKS

Bob Jarvis, Director of Public Works/Town Engineer, gave the presentation. Whit Przech, Building and Facilities Manager and Ed Wagner, Public Works Operations Manager were also in attendance to present the FY 20 budget for the Department of Public Works and Engineering.

The mission of the Department of Public Works and Engineering is to manage and maintain the town's infrastructure, public facilities, equipment, parks, and the landfill to make a positive difference in the quality of life for residents and businesses of Windsor.

- FY 19 General Fund Expenditures are expected to be under budget by \$109,960 or 1.8% due to savings in Personal Services and Energy and Utility costs.



- The FY 20 General Fund budget reflects an increase of \$196,120 or 3.1% over FY 19 mostly due to Personal Services.

Councilor O'Reilly asked about overseeing the design work of the new public safety complex. Mr. Jarvis responded that they have hired an architect and it is not a significant drain on the department's staff or resources.

Councilor Jepsen asked about the \$50,000 that was left in an account that was used for leased space in a garage. Town Manager Souza responded that funds left over from the sale of the property on Mechanic Street have been used to cover utilities at 100 Addison Road over the past 18 months. The budget will start to use General Fund dollars and incrementally decrease the use of the 03 account or the Council can redirect the money as they see fit. Councilor Jepsen then asked if the utilities would be split between the Public Works and the Police Department. Town Manager Souza stated that ideally, they could implement submetering into the design in order to allow each department to pay the utilities from their own budgets.

5) LANDFILL ENTERPRISE FUND

Mark Goossens, Solid Waste Manager for the Town of Windsor, and Bob Jarvis, Director of Public Works/Town Engineer presented the proposed FY 20 budget for the Landfill Enterprise Funds with the following highlights:

- FY 19 revenue was budgeted at \$610,000 and is estimated to be \$798,200 due to interest earnings of \$350,000 and the receipt of a state grant for \$448,200.
- The FY 19 net loss was budgeted at \$1,379,330 and is estimated to come in under budget at \$1,354,920.
- FY 20 is budgeted to have a total revenue of \$699,000 between interest income and the state grant.
- FY 20 is budgeted to have a net loss of \$1,318,770 with an end of year balance of \$22,397,553 in retained earnings.

Councilor Jepsen asked what will happen to the 3.8 employees when the landfill is fully capped. Mr. Goossens responded that they may be used for post-closure maintenance of the site. Town Manager Souza stated that via the union contracts, those employees can move elsewhere in public works. There are a number of expected retirements, so the timing of it all will be a factor in what happens. Perhaps the town will hold a position vacant for a certain amount of time.

Councilor O'Reilly asked if the landfill gas is being used to generate electricity. Mr. Goossens responded that it is not. They applied to do that type of program, but the longer the waste is deposited, the less gas is emitted, so there is not enough flow to use.

Councilor McAuliffe noticed an improvement in odor issues. Mr. Goossens noted that this is also a function of less gases being emitted but also, there is a negative pressure in the landfill so if a cap was popped, air would go in and not out of the system.



Councilor Jepsen asked for an update on DEEP. Mr. Goossens stated that due to the natural iron in the soil being a concern, the DEEP approached the town with a concept that instead of leaching water into the wetlands, it will be piped out into the Farmington River.

Mayor Trinks asked if the \$22,397,553 in the retained earnings is enough to do all of the maintenance and closure work. Mr. Goossens responded that it's hard to predict, but it should be enough for quite a long time.

Councilor Wilkos asked if there was still a demo pit or if it is a transfer station only. Mr. Goossens replied that two of the five bays go offsite with bulky waste such as mattresses and sofas, but three of the bays are still deposited within the landfill because it is easy to crush and grade. They expect the air space to be depleted in the near future, between this July and September, depending on intake.

Councilor Tustin remembered last year speaking about potential savings using an alternative capping source that wasn't approved yet and wondered if we are now using that. Mr. Goossens responded that they are, and it's saving \$1.2 million in hauling and screening costs.

6) RESIDENT TRANSFER STATION ENTERPRISE FUND

Bob Jarvis, Director of Public Works/Town Engineer and Mark Goossens, Solid Waste Manager for the Town of Windsor, presented the proposed FY 20 budget for the Residential Transfer Station Enterprise Fund.

- The facility is open approximately 32 hours per week and is available exclusively to residents of Windsor and Bloomfield.
- The FY 20 budget proposes to continue all current services.
- Materials that can be recycled include electronics, scrap metals, textiles, appliances, propane tanks, tires, waste oils, leaves, brush, mattresses and paint products.
- The "take it or leave it" facility continues to be popular among residents.
- Total revenue for FY 19 will be approximately \$26,970 more than budgeted due to an increase in construction and demolition materials.
- Total expenses for FY 19 are estimated to be \$2,240 under budget due to lower disposal costs.
- The proposed FY 20 budget reflects a deficit of \$36,170 due to the one time installation expense for the new MSW compactor, which is designed to lower costs in the long term.

Councilor Jepsen asked if they will be raising rates. Town Manager Souza responded that they are proposing rate increases that can be found on page G-26 of the budget book.

Councilor Wilkos asked about the mattress and paint recycling program. Mr. Goossens replied that it is as strong as ever. Councilor Wilkos said it's significant not seeing these things on the side of the road, aesthetically it's nice.



7) ADULT DAY CARE ENTERPRISE FUND

Cheryl Rosenbaum, Director of Caring Connection, presented the proposed FY 20 budget for the Adult Day Care Enterprise Fund as follows:

The FY 20 proposed budget can be found on page S-9 in the budget book. The Caring Connection is a medical model center. The center offers patrons personal care, socialization, therapeutic recreation, and therapists as ordered by physicians.

- The FY 19 loss is predicted to be \$136,290 despite efforts in marketing and decreased expenditures in personal services.
- The FY 20 revenues are projected to be \$50,500 or 12.2% lower than FY 19 based on the current average daily census.
- Operating expenditures are expected to decrease by \$21,760 or 4.4% due to decreases in food costs and personal services.
- The FY 20 budget is projected to reflect a \$114,770 loss.

Councilor Wilkos asked how many clients are from Windsor. Ms. Rosenbaum responded that 38% are from Windsor. They also have clients from Hartford, Bloomfield, Windsor Locks, Vernon, East Granby, Granby, and South Windsor. Councilor Wilkos asked why people from other towns are attending in Windsor and what the average length of time clients continue the service is. Ms. Rosenbaum responded that more people are researching and finding the facility and the only other town that has an adult day care is Vernon, but one client from Vernon still chose Windsor. She also stated that the oldest client has been there since 2009. A few have attended since 2011 with the large majority of clients being there from 2-4 years.

Councilor O'Reilly asked how revenue is received. Ms. Rosenbaum responded that currently, it is a 50% split between self-pay and Connecticut Community Care Inc. (CCCI) clients. Councilor O'Reilly asked how they are charged. Ms. Rosenbaum responded that self-pay is per day and Medicaid is different. Town Manager Souza added that CCCI is stable with slight increases and private pay costs about \$81.60 per day with a proposed increase to \$85 and a half-day increase from \$50 to \$55.

Ms. Rosenbaum noted that in a recent report, the average day care charge has gone up 9.5% and the half day has risen 8.6%. The proposed rates will be a bit lower. Ms. Rosenbaum sees this as an attraction to people seeking the program. Councilor O'Reilly asked how the new rate was determined. Ms. Rosenbaum responded that she called local programs to do a comparison and proposed a reasonable rate.

Councilor McAuliffe asked how many individuals they are serving now. Ms. Rosenbaum responded that they have 34 in the census right now.

Councilor Jepsen noted that if the program were eliminated, the town would still be on the hook for \$106,000 but for \$126,770, the program could continue for another year. Deputy Mayor Terranova added that if the program closed there would also be unemployment costs.



Mayor Trinks asked how many square feet the Caring Connection occupies. Town Manager Souza responded that he would get back to him with that number.

Councilor McAuliffe clarified that there will be a \$114,000 shortfall in total for 34 attendees so that equals about \$3,000 per person.

8) CHILD DAY CARE ENTERPRISE FUND

Laura Casey, Director of Windsor Montessori School and Discovery Center, presented the proposed FY 20 budget for the Child Day Care Enterprise Fund as follows:

The Windsor Discovery Center and Montessori School located in the Milo Peck building provides Montessori services for children 6 weeks to five years of age and a before and after school program for students five to twelve years of age. The hours of operation are 6:45 a.m. to 6:00 p.m., Monday through Friday. During the school year, our services are utilized by approximately 98 families from 19 surrounding towns. Nineteen of our families have more than one child enrolled and 69% of our student body is made up of Windsor residents.

During the summer months, we offer 5 camp groupings with an average of 55 children per week from 18 months to 11-years of age. Our weekly theme-based summer programs participate in field trips, swimming, arts & crafts, group games and community service projects. The summer program's enrollment is 75% Windsor residents.

- In FY 19 we offered 84 enrollments from Infancy to Kindergarten and 26 in the before and after school program. For the second year in a row, our before and after school program had higher enrollment than budgeted.
- Attracting qualified staff has been extremely challenging. Recruiting and hiring qualified individuals moving forward may come at a higher cost as we compete with salaries offered by other centers in the region
- The FY 19 total expenses are estimated to come in \$12,300 or 1% lower than budget.
- The FY 19 total revenues are expected to come in \$7,450 less than budgeted resulting in an FY 19 overall loss of \$54,410.
- The FY 20 projected revenue is based on current enrollment patterns and a 1.5% fee increase per month across the program. In FY 20 we will offer the same full-time Infant program, full and ½ day Toddler Montessori programs, the Primary Montessori program for 60 children, and the before and after school program.
- The revenues combined with expenses results in a projected loss of \$74,150 for FY 20.

We continue to offer special events and activities for the children and families including intergenerational programs with the Caring Connection, trips to the library, educational programming at the Windsor Historical Society, parent education seminars, "special person" visiting days, winter and spring socials and field trips. The children and families also participated in several community service projects this year. We participated in Project Santa; collected candy for the troops; held a PJ Day for Connecticut Children's Medical Center and participated in a "Welly Walk" for the Muddy Puddles project.



Our marketing efforts for this year included:

- redesigning summer camp programs to increase enrollment
- working with marketing interns during the summer months and the January break to improve our social media presence and content
- outreach at a Windsor Chamber of Commerce business fair
- weekly tours for potential customers to build waiting lists
- advertising in the *There's A Lot to Do in Windsor* magazine
- adding parent testimonials to our website
- posting openings on our website

At this time, we have waiting lists for all four of our programs.

Deputy Mayor Terranova noted that next year's projected losses are higher due to personnel costs and wondered what other ways the loss can be made up. Ms. Casey responded that to break even, she would need six more full-time preschool students, but she has done the numbers on various scenarios and if she adds another class, the staffing costs would outweigh the additional revenue. She also noted that the significant waiting lists are within the younger programs, which considering the smaller student/teacher ratios, are more feeder programs than money makers.

Councilor Wilkos asked about projected higher energy costs. He noted that last year came in around \$14,000 and next year is budgeted at \$22,000 and wondered why. Ms. Casey replied that she followed recommended percentage increase guidelines for water, natural gas, and electricity costs but would look into it more specifically and get back to the Council.

9) ADJOURNMENT

MOVED by Deputy Mayor Terranova and seconded by Councilor Wilkos to adjourn the meeting at 8:59 p.m.

Motion passed 9-0-0

Respectfully Submitted,

Erin Rand
Recording Secretary

April 15, 2019

**Special meeting
minutes**



**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 15, 2019
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:33 p.m.

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

Councilor Nuchette Black-Burke arrived at 6:38 p.m.

2) INFORMATION SERVICES

Anna Posniak, Town Clerk gave an overview of the proposed FY 20 budget for Information Services as follows:

The overall FY 20 budget reflects an increase of \$25,820 or 4.0% as compared to the FY 19 budget due to the addition of a full-time position in the Town Clerk's office offset by a decrease in special revenue funds used to complete the lower archival room project. The FY 20 General Fund budget reflects an increase of \$48,810 or 9.9% due primarily to salary and benefits for the proposed full-time position and existing positions in the department as well as increases in software maintenance contracts. The salary and benefits for the proposed full-time position in the Clerk's office are offset by the elimination of part-time hours funded by the General Fund. A remaining .07 FTEs will be funded by special revenue funds to assist with customers during peak times such as dog licensing and elections.

Public Relations

Enita Jubrey, Assistant to the Town Manager, presented the public relations budget. She stated that the FY 20 budget reflects an increase of \$7,800 compared to FY19 due to personal services. She highlighted funding source tables and the chargebacks to other departments. Ms. Jubrey then spoke about Windsor's social media presence and noted there is a 30% increase in followers since this time last year. She stated that social media continues to be a valuable tool. This year, the department was able to focus on topics such as locking your cars, not hitting golf balls in our parks, winter storm tips, a video explaining how the budget process works, a caring connection advertisement, and "This is Windsor", a community spirit video that had over 2,300 views.



Deputy Mayor Terranova asked Ms. Posniak to speak about the shift of a part-time position to a full-time one in the clerk's office. Ms. Posniak responded that considering the strong job market, turnover has been quite high and they are hoping for a larger candidate pool if it's offered as a full-time position. Ms. Posniak stated that the position has turned over four times in three years and noted that it takes between one and one and a half years to train the person, so this amount of turnover has resulted in staff really not being fully trained lately.

Councilor Govoni supported the change. He stated that he uses the office frequently and it's nice if you need a birth certificate or death certificate to be able to get it an efficient manner. He has seen the amount of turnover recently and how it has affected the office.

3) HEALTH SERVICES

Dr. Michael Pepe, Director of Health Services and Mr. Matthew Brattoli, Registered Sanitarian, gave an overview of the proposed FY 20 for the Health Services budget as follows:

The overall FY 20 budget reflects a decrease of \$21,240 or 3.7% as compared with the FY 19 budget due primarily to Personal Services cost increases offset by the loss of the Bioterrorism Grant. The FY 20 General Fund budget reflects an increase of \$13,350 or 2.7% due primarily to salary and benefit cost increases.

The four program areas in this department are Inspection and Regulation, Disease Prevention and Control, Clinic Services, and Emergency Management. This year, sanitarians received additional training in order to be able to enforce new food codes beginning as of January 2020. During FY 20, the health department is planning to use social media platforms to market the various programs and services and to increase the department's visibility. They are also planning to add an emergency preparedness page on the town website.

Councilor McAuliffe asked how many employees are in the department. Dr. Pepe responded that there are four full-time and two part-time positions.

Councilor O'Reilly asked for more information about the head injury prevention program and wondered if it is unique to Windsor. Dr. Pepe responded that the department sells helmets at just about cost, at \$10 a piece, so it is a self-funded initiative. Town Manager Souza added that the program started nearly 20 years ago, and at the time, it was one of the first of its kind, but now many communities do it. Councilor O'Reilly called it a commendable initiative.

Councilor Wilkos asked for details about maintenance remediation activities and blighted properties. Dr. Pepe responded that when work is completed on an abandoned property, a lien is placed on it and when the money gets paid, it goes into an 03 account that stays funded through this revolving system. Town Manager Souza added that it was originally seeded with general fund dollars and now sustains itself.



Councilor Jepsen asked about the elimination of the Mass Dispensing Area (MDA) grant. Dr. Pepe responded that the state is requiring regionalization and the grant is to be eliminated. The department is still expected to plan updates and emergency operations, conduct surveys, and carry out other tasks involving man hours.

Deputy Mayor Terranova asked if the opioid prevention grant is expected to be continued or if it is a one-time thing. Dr. Pepe responded that as of right now, it is a one-time thing, but he hopes it continues. He was first made aware of it in February and it was awarded in March.

Deputy Mayor Terranova asked if there were any specific reasons that the number of mandatory reported diseases went up so much and asked if it was one disease in particular or many. Dr. Pepe responded that he attributed it to more reporting and testing going on. Nothing else jumps out about it when they look at the statistics.

Councilor Wilkos asked if the department actively seeks out blighted properties or if they wait until people call. Dr. Pepe responded that they are proactive and will write down an address if they notice something. Mr. Brattoli added they especially try to be proactive since it takes such a long time to do a full investigation, even a tree complaint can take months to resolve.

Councilor Govoni asked if there was an increase in calls for code enforcement. Dr. Pepe responded that yes, this time of year is their busy season.

Mayor Trinks asked if health inspections can be converted to a digital process that uses paperless software. Mr. Brattoli responded that right now, it is a three page document, but they would like to invest in iPads and digital software to make the whole process easier.

4) LIBRARY SERVICES

Ms. Gaye Rizzo, Director of Library Services, and Gabrielle Barnes, Wilson Branch Manager, gave a presentation on the proposed FY 20 Library Services budget as follows:

The overall FY 20 budget reflects an increase of \$41,240 or 2.4% due to Personal Services as well as installation of a fiber connection to the Wilson branch that will be purchased with Special Revenue grant funds from the Windsor Library Association and the State Library. The FY 20 General Fund budget reflects an increase of \$38,940 or 2.3% due primarily to salary and benefit costs. Currently the department has nine full-time and 36 part-time staff members.

Ms. Rizzo spoke about how libraries are more important now than ever and shared that this year:

- There were nearly 260,000 visits to the libraries, a little under 11,000 items were circulated electronically with about 4% of total circulation.
- Library patrons can use online databases to learn a language from Mango, get product information from Consumer Reports, and access Ancestry.com.



Town Council Special meeting
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- Over 16,000 patrons attended programming that emphasizes hands-on learning and interactive experiences including Little Picassos, the Mezzanine Makerspace, teen job coaching, adult gut health, and bring your gadgets to the geeks.
- The Wilson branch includes services like summer lunch, after school tutoring, and the six steps to starting a business workshop series. 750 volunteers contributed 3,350 hours last year.
- The libraries act as hubs for community gathering where patrons can send a fax, make a copy of a document, apply for a passport, get tax forms, have a college test proctored, or view an art display.
- Last year, 20,000 people attended 4,100 meetings.
- There are currently 46 internet-accessible desktop computers and 30 wireless licenses that were used nearly 50,000 times last year.

Goals for FY 20 include:

- Expanding Windsor High School student IDs to act as library cards
- Shelving materials differently to be more accessible
- Cross-training staff to work between departments and branches
- Creating space in the library for people to eat

Councilor O'Reilly asked if there is a way to monitor the 170 different magazine and newspaper subscriptions being used. Ms. Rizzo responded that physical copies are being checked out so the library tracks that independently and for the digital loans, they receive reports from Overdrive. All subscriptions are currently being used and if they were not, they would replace them with others.

Councilor O'Reilly asked about proctored exams. Ms. Rizzo explained that people can take college classes from out of state and take tests proctored by a librarian with an MLS degree. They are then submitted via USPS or electronically to the appropriate party.

Councilor O'Reilly asked why it is a goal to find a place for people to eat in the library. Ms. Rizzo explained that many people are there for several hours and would like to be able to eat. The tables outside are used often and they would like to add a designated indoor eating area as well.

Councilor Wilkos added that he has seen one library in southern Connecticut that had a little café area. He thanked Ms. Rizzo for running such a tight ship and said that it's not gone unnoticed. He hopes that the pay studies were able to help Ms. Rizzo retain staff. He also spoke about hearing many compliments about the Windsor libraries. Councilor Wilkos appreciated the anticipated increase in grant money and then thanked Ms. Rizzo for officially being the longest tenured employee in town.

Councilor McAuliffe asked if there is interest in bringing a third branch to town. Ms. Rizzo replied that she doesn't think so. She believes that people like to receive the full services of the main library and then the Wilson branch has its own unique offerings, but between the two, it is sufficient.



Councilor Jepsen asked what the fiber grant covers, if they would have to pay a monthly fee, and if that fee has been budgeted for. Ms. Rizzo responded that right now, the library pays both Frontier and Comcast so when they drop one of those services, that will help to pay the new bill.

5) HUMAN SERVICES

Anne Wakelin, Human Services Director; Sue Raggo, Social Services Coordinator; Rebecca Joyce, Senior Services Coordinator; and George Headley, Senior Services Transportation Coordinator gave an overview of the proposed FY 20 Human Services budget as follows:

The overall FY 20 budget reflects an increase of \$31,360 or 2.9% as compared to the FY 19 budget due primarily to salary and benefit cost increases. The FY 20 General Fund budget reflects an increase of \$32,860 or 3.8% primarily due to an increase in Personal Services. There are five full-time employees and 16 part-time employees that equates to 10.26 full-time employees.

Senior Services provides:

- A hot lunch program five days per week that serves an average of 47 guests per day.
- A fitness center with modern equipment that is open six days per week with both day and evening hours.
- A wide variety of clubs, exercise and dance classes, evening and weekend trips, and special events are offered throughout the year. Recently they expanded the outdoor adventures to include kayaking trips.
- Massage therapy, art classes, and pickle ball that continue to be very popular.
- Collaborations with area schools and businesses that contribute to a very comprehensive and active senior center.

The Transportation Unit provides:

- Transportation to medical appointments.
- Transportation to grocery stores, banks, hairdressers, and the Senior Center.
- A service that is essential for keeping seniors and people with disabilities independent, healthy, and actively engaged in the community.
- Service that is rated at 96% satisfaction for on time services by patrons.

Social Services provides:

- Casework and referral services.
- Support Services and Groups.
- Basic human needs programs like the Windsor Food Bank and Operation Fuel.
- Energy assistance to avoid electric, gas, or water shutoff.
- In calendar year 2018, 115 tons of food was distributed to more than 4,400 households from the food bank.
- Currently the food bank has 386 registered households, an increase over last year.



- In calendar year 2018, 31 households received financial assistance with water bills and 67 households received financial assistance to pay for electricity and gas to avoid shutoff.

All areas of Human Services rely on volunteers and this fiscal year, it's estimated that over 240 volunteers will contribute 15,000 hours to human services, saving about \$161,000.

Councilor O'Reilly noted that even though the economy is getting better, the demand for services seems to be increasing. Ms. Wakelin responded that as some residents get older, more of them require services. She added that families registered with the food bank has been pretty steady over the past three years, but there was an increase this year.

Councilor Jepsen asked who the dial-a-ride matching grant comes from. Mr. Headley responded that it comes from the state.

Councilor Jepsen asked how the transportation budget would be affected if the Caring Connection were to be shut down. Town Manager Souza responded that currently, the Caring Connection transfers about \$70,000 and approximately \$35,000 of that goes toward paying the Transportation Coordinator's salary. It is estimated that they would need \$35,000 in continued transfer without curtailing activity or cutting back hours. Overall there could be an impact.

Mayor Trinks asked if Social Services is 24 hours per day. Ms. Wakelin responded that after hours, it goes to the police department. The police department will email Social Services and the department will take care of it the next business day.

6) SAFETY SERVICES

Each department presented their individual budgets. For all the departments, the overall FY 20 budget reflects an increase of \$401,060 or 3.6% as compared to the FY 19 budget mostly due to Police Department Personal Services as a result of State Municipal Employee Retirement Fund increases and Fire Services Maintenance & Repairs. The FY 20 General Fund budget, including Town Support for Education, reflects an increase of \$429,060 or 4.1% primarily due to the same reasons and for funding a part-time community mental health clinician due to an expected expiration of a grant.

Police Department

Donald Melanson, Chief of Police; Tom Lepore, Captain; Christine Rogovich, Records Manager; and Executive Assistant, Suzanne Brannack, presented the following:

Nine new officers are now serving residents and two more will complete their training in FY 20. This will mark the first time the department has had full staffing levels in many years.

The FY 20 General Fund budget reflects an increase of \$376,460 or 4.0% compared to FY 20 due to personal services as a result of State Municipal Employee Retirement Fund increases



and funding a part-time community mental health clinician due to an expected expiration of a grant.

On August 6th the department will participate in 'national night out' to help build stronger police and community partnerships. They will also oversee the design, construction, and implementation of the new town-wide radio communication systems and the new police facility on Addison Road. Lastly, Chief Melanson wanted to recognize an individual who has been an integral part of the department and the town. On December 18, 1983, the Windsor Police Department hired 21-year-old Thomas Lepore with a starting salary of just over \$16,000. He served as a detective for three years, a sergeant for 11 years, and a police captain for the last 15 years. In June, he will be retiring after serving the town for over 35 years. His knowledge and experience has been invaluable and he has positively impacted the lives of countless people.

Councilor Black-Burke asked about security at the high school and wondered how many officers are assigned there. Chief Melanson responded that there is one officer dedicated to the high school and another one that serves the middle and elementary schools.

Councilor Govoni asked how the town will fund new items in the new public safety buildings. Town Manager Souza responded that the furnishings and equipment are built into the referendum dollar amount and includes cabling and technology. Desktops and servers will be reused in the new building based upon their expected life cycle.

Councilor O'Reilly asked about the increase in contribution to the town support for education from \$210,910 to a proposed \$226,140. Chief Melanson responded that it is related to personal services and contributions to pension funds.

Councilor O'Reilly asked what is town support for education, how they measure the success of that, and what do other towns do. Chief Melanson responded that it helps to reach younger age groups in town and it's hard to measure the outcomes, but anecdotally, there is a lot of support for it like the amount of youth that come back and remember the officers. It is also helpful when having to deal with a call at a home, children recognize officers as a friend.

Councilor Jepsen asked if more school resource officers would be better or worse. Chief Melanson responded that he feels more is better. There are many conversations that occur at every student level including stranger danger, what it's like to go to college, and staying home alone. He feels these officers provide many safety tips to children and families.

Councilor Jepsen asked about the private duty account and where funds are going. Chief Melanson responded that some funds go to costs associated with benefits, but it will also assist in buying two vehicles this year and purchase new technology.



Councilor Wilkos suggested bringing back the mandated ride along for elementary students as he feels that it helps children bond with and look at police differently. He also commended the department for returning \$300,000 back to the General Fund and congratulated Captain Lepore on his retirement.

Mayor Trinks asked if there is an evening detective shift now that the department is fully staffed. Chief Melanson responded that they have two detectives scheduled Monday through Friday during the evenings.

Councilor Black-Burke commended the police department for thinking about school and youth engagement and noted that it is super important given the national context.

Fire Department

Fire Chief, Bill Lewis; Fire Administrator, Paul Goldberg, and Assistant Chief Steve Bianchi presented the following:

The FY 19 General Fund is estimated to come in over budget by \$29,570 or 3% due to increased natural gas costs and an unanticipated mid-year increase by the Metropolitan District Commission (MDC) for fire hydrant maintenance. The MDC hit the department with higher costs and they are hoping to find savings or they will be forced not to purchase some equipment that was due to be replaced.

Recently, there have been several structure fires and some severe vehicle accidents. The department also responded to a call where an employee's arm was stuck in a piece of equipment. Connecticut OSHA applauded the efforts of the department and said that they did a very professional job.

Through the proactive efforts of the chief engineer, the fleet is running well. They will continue to participate in the CT Fire Chiefs' Association grant and there is a new recruitment and retention committee. The training committee has raised the bar on department-wide training and the members have dedicated many hours to the program. They are in the process of revising the department's rules and regulations and standard operating procedures. Right now membership remains stable at about 95 members and 12 junior firefighters. The members are between 18 and 70+ years old and many junior members become full members. They are watching daytime calls as staffing could become an issue.

A new computer program will assist in reports and general operations as well as increase efficiency in the Fire Marshal's office. The department has been unsuccessful in receiving federal grants as they are very competitive, but is hoping to replace their oldest apparatus faster than the Capital Improvements Plan (CIP) can accommodate. The department recently ordered a new engine for company four that should be ready by the end of the year. Chief Lewis ended the presentation by recognizing the unending dedication and professionalism of volunteers that help to save the town a lot of taxes each year.



Councilor Tustin asked which equipment would not be replaced due to the budget. Chief Lewis responded that the money would replace hoses, gear, and uniforms. Town Manager Souza noted that overall, safety services has savings from the police department so they may be able to ask for a transfer to cover costs. Councilor Tustin added that he doesn't want to see the department be short-changed.

Councilor Wilkos agreed that we should find the money to replace equipment as the MDC cost increases could not have been foreseen. He reinforced the idea that we should be receiving state and federal grants since we spend so much time on the highway. Chief Lewis explained that the state used to give volunteer departments \$100 every time they went onto the highway but have stopped doing that. He added that there are not many fire grants being offered through the state.

Councilor O'Reilly asked if they anticipate that Windsor will have to hire full-time firefighters. Chief Lewis responded that they don't see that need at this point, but they are constantly monitoring it and looking toward that eventually. He added that most people in the state find it amazing that we have an all-volunteer department in a town of this size.

Councilor Govoni asked about new breathing apparatus. Chief Lewis responded that it has worked out very well. They used it last night at a fire and were able to refill the tanks quickly.

Windsor Volunteer Ambulance

Terrance Greaves, Deputy Chief of Operations for Windsor Volunteer Ambulance, presented the following.

FY 19 highlights include:

- Coordinating Project Santa that provides toys to low income families.
- First aid, CPR, and recertification courses were offered; classes can be viewed on the website.
- This past year ambulances responded to 3,629 calls. 1,500 transports required advanced life support and 732 required basic life support.
- The FY 19 budget is estimated to come in on budget and the FY 20 budget is expected not to increase over FY 19.

Councilor Tustin asked how many full-time employees there are. Mr. Greaves responded that there are eight and an additional 12 per-diem employees. Mr. Greaves also noted that they lose many employees to fire departments that offer pensions and health benefits.

Councilor Tustin asked how much turnover there has been in the last year. Mr. Greaves responded that they lost four employees in the past year; a big burden for a small agency as it takes 4-6 months to get someone from field training.



Councilor Tustin asked why there is no longer a cost from a backup commercial provider. Mr. Greaves responded that the department internalized it and has captured more calls. They only turned over 8% of calls to outside services which was previously at 15-16%.

Councilor O'Reilly asked if the department provides healthcare benefits and 401K. Mr. Greaves responded that they do, but municipal employees receive better healthcare benefits and a pension. Currently only six of the nine employees are taking the health benefits because of the cost.

7) RECREATION AND LEISURE SERVICES

Paul Norris, Director of Recreation and Leisure Services; Rich Henderson, Assistant Director of Recreation; Marilyn Smith, Northwest Park Manager; and Sarah Maffiolini, Youth Services Coordinator, gave an overview of the FY 20 Recreation and Leisure Services proposed budget as follows:

The overall FY 20 budget is expected to increase by \$132,840 or 5.9%, mostly due to Personal Services and Supplies associated with program offerings and is offset by user fees. The FY 20 General Fund budget is expected to increase by \$62,000 or 4.0% primarily due to Personal Services and Utilities. Increase in Personal Services reflects adjustments made to accommodate the raise in minimum wage and higher starting pay to summer lifeguards. Changes in FTEs reflect staffing changes to the Summer Camp program as well as the addition of a Northwest Park facility monitor and a tobacco museum intern.

Mr. Norris gave the following overview of the Recreation and Leisure Services budget:

He stated this service unit is responsible for developing an array of programs and services which positively enhance the quality of life in the community. The department is comprised of Recreation Services, Recreation Facilities, the Youth Services Bureau, and Northwest Park. Northwest Park is further divided into Northwest Park Education/Recreation Activities and Northwest Park Property Management.

Our drive is to help strengthen the daily fabric of each family and individual living in the Town of Windsor. The programs we offer connect people to each other in places that make them healthier and happier. We achieve this by consistently working with our partners like other town departments, school district staff and other outside agencies to evaluate, retool and reshape programs.

Three years ago, we developed a goal and strategy to improve and enhance the effectiveness of our operations and programs. We began increasing our engagement with program participants using social Media, and program evaluations. The process was slow and did not produce the data we were seeking, so we changed our plan.



Instead, each full-time staff member and part-time supervisor was tasked with connecting one-on-one with as many parents and program participants as possible and created a dialogue to determine what they needed, when, and how. This past fall, one-on-one meetings were held with all 45 school year part-time staff members and gathered their thoughts on what we do well and what we need to improve. With input from residents and staff we further developed and implemented new programs, program goals and outcomes.

During this past few years, we have invested in our part-time and seasonal staff by increasing training opportunities and incorporating them more into our daily decision-making. We focused on enhancing program content to reflect a more holistic approach to fun and learning. An example being the implementation of yoga and mindful meditation in summer camp and after school programs, offering more parenting programs and online recreation opportunities to the community. Our American Red Cross swim program was strengthened by increasing teaching effectiveness and restructuring the swim schedule to reflect parent needs.

FY19 was a banner year.

- The department presents 22 special events fostering community pride and friendships. Furthermore, approximately 3,000 nonperishable items are collected at these events and donated to the Windsor Food Bank.
- Summer Fun camp saw an increase in participation and a new partnership with the Hartford Yard Goats.
- Swim lessons were retooled and a greater emphasis was placed on staff training. At least 1/3 of summer swim staff are now Water Safety Instructor certified.
- A marketing collaboration with the Windsor School District was cemented, giving us more opportunity to reach children and youth.
- A new trail map was developed and the expansion of the Maple Sugarhouse was completed.
- New filtration systems were installed at Welch Pool and Goslee to be completed within the next few weeks.

In FY 20 we will look to redesign the accessible sensory trail at NWP, establish a community coalitional aimed at raising awareness of underage drinking and to prepare full-time recreation staff for appropriate professional certifications

For FY 20 approximately 30% of the department budget is derived from User Fees, private contributions or grants.

Councilor Govoni noted that User Fees of over \$500,000 is a lot of money and asked where it comes from. Mr. Norris responded that the fees are collected from everything from basketball, cooking programs, and renting athletic fields.

Councilor Black-Burke asked to hear more about the alcohol and substance abuse initiative. Mr. Norris stated that they are looking to develop a coalition that will work alongside the youth commission and identify types of programs and ways to better engage with youth regarding



underage drinking. The long-term goal is that the group will hopefully become a 501(c)(3) in order to apply for and receive grants.

Councilor Black-Burke asked about facilities management for 330 Windsor Avenue. Town Manager Souza responded that most of that money goes toward utilities, custodial and maintenance costs. The Caring Connection also contributes to that fund.

Councilor Govoni asked why User Fees for field use don't go directly toward maintaining them. Town Manager Souza responded that indirectly, they do, they go into a separate account and it is considered non-taxed other revenue.

Councilor Govoni asked if they will run the ropes course this year considering the change in employment. Mr. Norris noted that they may take time to develop a plan, but hopefully the new environmental educator will continue to do that and it should definitely be ready for next spring. They are also trying to decide whether or not to pay for inspections if they are not anticipating it being used this year.

Councilor Jepsen thanked the recreation department for offering swim lessons and asked what the breakdown is between the money being collected. It appears that about \$700,000 goes to the 03 account and about \$43,000 goes back to the General Fund. Councilor Jepsen noted that \$43,000 seems low. Mr. Norris responded that it is a combination of field use, summer swim usage, and indoor facilities. The loss of church rental groups created a big hit to the General Fund revenues, it was over \$20,000 alone. Mr. Norris responded that the Town Council has directed through the price guide what goes to the General Fund.

Mayor Trinks asked if there has been an impact study or analysis done on what will happen to the budget if the state increases the minimum wage. Mr. Norris responded that it will cost approximately \$4,300. In terms of 03 account money, camp staff, it will cost about \$5,000 this year. It will be roughly the same increases over the next three years. Town Manager Souza added that there will be compression costs to pay returning staff more than new staff will be making in order to retain them.

Councilor Wilkos asked how many campers will participate at Northwest Park. Mr. Norris said that they have a maximum of 468 spots and they have budgeted to maintain at least an 80% fill rate. Councilor Wilkos asked if costs have been raised on an annual basis. Mr. Norris responded that there has been, but they try not to increase the cost more than 5%.

Councilor Wilkos asked about warming shed fee increases. Mr. Norris said that despite the increases, they have about the same amount of bookings as usual.



8) ADJOURNMENT

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to adjourn the meeting at 8:27 p.m.

Motion passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council

April 17, 2019

**Special meeting
minutes**



**TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 17, 2019
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:35 P.M.

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

Councilor Govoni and Councilor Black-Burke were absent.

2) DEVELOPMENT SERVICES

Eric Barz, Town Planner; Bob Bolasevich, Fire Marshal; Jim Burke, Economic Development Director; and Bob Ruzzo, Building Official gave the following presentation:

The overall FY 20 budget reflects a \$26,730 or 2.0% increase as compared to the FY 19 budget primarily due to Personal Services.

In terms of FY 19 highlights, this past year has been a year of transition for the Planning Department, with the replacement of both the Assistant Town Planner and Planning Secretary. Economic Development received the Connecticut Main Street Center Keystone Award for setting the stage for Transit Oriented Development (TOD) in Windsor Center; obtained Federal Opportunity Zone designation for the Wilson neighborhood following a competitive application process; began a partnership with the CT Small Business Development Center and others to increase assistance to Windsor small businesses; and helped complete the first phase of a strategic marketing plan for the four Bradley Development League communities.

Construction has started on Great Pond apartments while construction and sales of new homes and town homes continues in Poquonock Villages, Verizon, Home Goods, and Dattco Bus Lines. The Ford Motor Company constructed 285,000 square feet of new commercial floor area; Wayfair, Fabrica, Home Goods, and NTW moved into existing vacant floor area; the Flamingo Inn was demolished and Suburban Propane's abandoned site has been cleaned up.

In response to the Complete Community Risk Assessment project, the Fire Marshal's Office conducted a comprehensive review and revision of the town ordinances resulting in the repeal and replacement of Chapter 6 of the Windsor Town Ordinances, addressing how fire safety services are provided in town and the prevention/risk reduction measures the town has chosen to address at the local level.



The Fire Marshal's Office continues to seek out and work with partners in safety and risk reduction and the Commission on Aging and Persons with Disabilities has requested an event on fall prevention.

Three large industrial projects totaling 555,000 square feet were approved in FY19, but have yet to be constructed. Other noteworthy planning projects include the comprehensive rewrite of the Great Pond Form-Based Code, rezoning the rear of Great Pond to allow industrial development, and the development of the Millbrook Open Space report with the Millbrook Open Space Steering Committee on its potential use and preservation, which was approved by the Town Council in February, 2019. In FY 20:

- The Planning Department will be updating and annotating the Subdivision Regulations to make them more user friendly. We will be collaborating with Information Technology to incorporate the updated historic survey into the public Geographic Information System (GIS) interface, making it accessible to homeowners.
- The Building Department will be instituting online building permitting. Together with the Fire Marshal's Office, we will be training for the implementation of the new Connecticut State codes.
- Economic Development will be developing a Small Business Information and Education program.
- The Building Department will take advantage of free State training and continue to educate residents and contractors of the changes resulting from the State of Connecticut adopting the 2018 State Building Code.
- The Building Department and Fire Marshal's office will be collaborating with the Health, Social Services, and Police Departments to develop a Hoarding Response Team to standardize response procedures. They will also be working with manufacturing and warehouse facilities to update hazardous materials records.

Councilor Jepsen noted that the total construction permits issued for FY 20 seems lower and asked what may cause that. Mr. Ruzzo responded that they use projections based on a four year average and throw out the outliers, as it is impossible to tell what's going to happen in the future.

Councilor Jepsen asked about the Great Pond project. Mr. Ruzzo responded that they have paid all of their fees, so they are not anticipating any more significant funds from them.

3) COMMUNITY DEVELOPMENT

Jim Burke, Economic Development Director, gave the following presentation:

For FY 20, the proposed budget shows an overall increase of \$2,730 or 0.8%. The General Fund portion will remain at the same level as the FY 19 budget.



The current year estimate reflects the program being staffed by 0.70 Full-Time Equivalents (FTEs) and a contracted housing rehab specialist. The FY 20 budget proposes that the program will be staffed by 1.50 FTEs and to have a contracted housing rehab specialist.

The proposed budget utilizes loan repayment monies as the non-General Fund source of funds. The primary goal of Community Development is neighborhood preservation. The Office of Community Development supports neighborhoods through such activities as housing rehabilitation, community facilities and infrastructure improvements, and small business loans. These activities have been funded primarily with grants and program income.

Community Development Office highlights for FY 19 include:

- Rehabilitation of 10 residential units
- Assisted another 10 households with applications to the Community Renewal Team, Capital for Change, and Habitat for Humanity for a variety of energy and accessibility related needs.
- Provided support to the Human Relations Commission with an expanding number of initiatives including a trip to the United Nations, three events for One Book One Windsor, two events for Black History Month, the annual Bridge Builders Awards, and outreach at town events and collaboration with other community organizations.
- Administered the Neighborhood Assistance Act (NAA) tax credit program that assisted local non-profit organizations to leverage over \$5,000 in corporate contributions.

Goals for FY 20 include:

- Continue the successful Housing Rehabilitation program utilizing revolving loan funds generated by repayment of prior loans.
- Leverage funds through Energize CT, Capital for Change and Habitat for Humanity for energy conservation and accessibility improvements to complement the town's housing rehabilitation program.
- Assist at least one business with a small business loan from revolving loan funds generated by repayment of prior business loans.

Deputy Mayor Terranova asked how much the small business loan program is being utilized. Mr. Burke responded that it has not been used that much, but now it has a balance that it is being advertised more and they are expecting it will be used more during the next year.

4) ADMINISTRATIVE SERVICES

Jim Bourke, Finance Director presented the following:

Administrative Services supports town operations by providing other departments with financial, personnel and information resources needed in order to deliver products and services to the community. Administrative Services also protects town assets and its personnel from risk of loss through risk management services.



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The overall FY 20 budget is expected to increase by \$67,590 or 2.8% and is primarily due to Personal Services. The FY 20 General Fund budget reflects an increase of \$90,230 or 3.9%, also due to Personal Services.

Finance Department

The Financial Accounting and Reporting department ensures the proper accounting of the town's financial records and provides fiscal and related services to employees, town departments and vendors. This department also keeps the Town Manager, staff, Town Council and the public informed of the overall fiscal status and performance of the town. One of our highlights in FY 19 was the implementation of an enhanced cash handling program. This program consisted of conducting cash handling audits of the internal departments, updating the cash handling policy and procedures, and conducting staff training. In addition to a live training presentation, training was accomplished through an in-house developed training video. These trainings will continue for any new staff that have a cash handling role. A refresher training course will be given for current staff on a periodic basis. One of our FY 20 goals is to implement direct deposit for our accounts payable vendor payments through ACH versus paying them with printed checks.

Human Resources

Human Resources Director, Amelia Bliss, gave the following overview of the FY 20 budget:

Human Resources has 3 full-time positions serving approximately 300 full-time, part-time, and seasonal employees. The department handles recruitment, benefits administration for employees and retirees, labor negotiations, compensation, training, and legal compliance related to employment.

The FY 19 highlights include planning and coordinating a leadership training for supervisors and department directors designed to strengthen leadership competencies including emotional intelligence, listening skills, and delegation; and coordinating implicit bias and inclusivity training that was presented to full-time and part-time employees.

In FY 20 the department will coordinate and participate in contract negotiations with the public works and clerical bargaining unit.

The FY 20 budget is increasing by \$11,540 or 2.6% as compared to the FY 19 budget due to an increase in funding for employee training budgeted in Services.

Information Technology

Information Technology Director, Frank Angelillo, presented the following:



The Information Technology Department manages and maintains the technology that connects the town's 10 buildings, two data centers, 250 users, mobile units and remote terminals.

Beyond day-to-day operations, FY19's highlighted theme was security. We strengthened remote access security and launched an ongoing end-user security awareness training program with real-time testing.

FY20 will have a safety services theme with the transition to a new radio system, planning of the new police facility, and transitioning to a new fire management system. All three will be heavily integrated with technology. It will put an increased emphasis on network uptime and complexity.

Risk Management

Risk Manager, Marty Maynard, presented the following:

Risk Management is responsible for the acquisition of all insurance for the Town, the Board of Education, the fire companies and the Fire Districts. Aside from insurance buying, Risk Management is also responsible for safety, security, and loss control.

We are now just rolling out a new tool in our Worker Compensation toolbox, Telemedicine, which will give authorized employees the ability to seek medical attention without going to a medical facility. They will now have the ability to reach one of our doctors through a smart phone or another computer device such as an Ipad. This should reduce wait time for these employees in which the doctor can diagnose, plan treatment and prescribe medications electronically. As we go further along, we will be introducing Telerehab. We are also working with our Third Party Administrator, FutureComp to introduce direct deposit through them to employees with lost time.

Assessor's office

Town Assessor, Larry Labarbera, gave the following overview of the FY 20 Assessor's office budget:

Through the Assessor's Office, the property valuation program determines and maintains accurate and equitable valuations of all property. This includes real and personal property as well as motor vehicles. We also provide for appropriate tax relief by administering various

The FY 20 budget reflects an increase of \$30,140 or 11.5% as compared to the FY 19 budget due primarily to personal service increases for existing employees as well as a new hire that will receive the town's health benefits.



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FY 2019 Highlights include:

- The October 1st, 2018 revaluation has been completed. The informal hearings were conducted in December and the Grand List was signed on January 31st. The Board of Assessment Appeals met in March with 63 taxpayers.
- There are no outstanding court appeals from prior years.
- Personal Property audits continued regarding prior assessment year accounts.
- In the last 5 years we have completed 6 audits per year resulting in an average of \$43,000 per year in new taxes.

FY 20 Goals and Objectives:

- Staffing will be one of the major goals in the upcoming fiscal year. The Assistant Assessor is retiring and a replacement will be recruited.
- Field work that is part of the 10-year revaluation requirement will be conducted along with our regular building permit visits and sales verification work.

Tax Collector

Tax Collector, Cathy Elliot, stated the following regarding the FY 20 budget:

The tax department is responsible for collecting property taxes which provide support for the educational system and town-wide municipal services. The tax office will collect over 84% of the town revenue this year. To accomplish this significant task, we will mail over 45,000 bills in a timely manner, keep accurate records of payments, and send delinquent notices several times per year – which can sometimes number as many as 8,000.

Over 50% of collections are through payments mailed directly to the tax office and by residents paying in-person. The other 50% is collected through bank and mortgage company payments and on-line credit card and ACH payments.

The next tax sale will be held on April 27, 2019. We have been highly successful using this avenue of collection in the past. In October, a preliminary listing of accounts fitting the tax sale criteria was created. Since that date, we have received over \$300,000 on these delinquent accounts. At this time, there remains 12 properties on the auction list owing approximately \$270,000 in taxes, interest, and fees.

In FY20 we will continue to monitor delinquent accounts in our efforts to work with taxpayers in bringing their accounts to a current status.

Councilor Wilkos spoke about the process of replacing employees and asked if the town tries to replace people and hire someone in a timely fashion or if there is often a gap. Mr. Labarbera responded that they will try to recruit a few months ahead of time if there is that option. Town



Manager Souza added that in general, if we know ahead of time about a retirement, we can plan a few months ahead of time but there may be a few weeks of a transition period.

Councilor Jepsen asked about the special revenue fund having \$20,800 in the tax collection department. Ms. Elliott responded that those are expenses expected to be incurred during the tax sale, but that money is usually recouped through the tax sale process. Tax sales occur every other year so it was not shown last year or projected for next year.

Councilor Jepsen asked what the balance of the insurance fund is and noted that we pay out \$30,000 every year. Mr. Bourke responded that in the risk management portion of the fund, the balance is about \$1.5 million and the amount has been trending up.

5) GENERAL GOVERNMENT

Linda Collins, Assistant Finance Director, presented the following:

The General Government budget makes up approximately 1% of the entire town budget and is comprised of 10 diverse town functions. They include activities for the town council and appointed boards and commissions as well as the operations of the Town Manager's Office. General Government also includes funding for, the Town Attorney, Treasurer, elections, the Greater Windsor Probate Court, Independent Audit, and Intergovernmental and Community Services.

The Fiscal 2020 General Government's General Fund proposed budget is approximately \$1,036,000 and reflects an increase of \$21,000 or 2.1% as compared to the Fiscal 2019 budget. Although some degree of increases or decreases are seen in every area, the majority of the increase is due to Personal Services in the Town Managers Office and for an anticipated presidential primary in Elections.

Deputy Mayor Terranova asked about increased costs for workers compensation. Town Manager Souza responded that in the past two years, there have been increases and there are anticipated increases for FY 20 as well.

Councilor Wilkos asked about cost increases in the Town Manager's office. Town Manager Souza responded that it is due to pension cost increases for himself and the executive secretary.

Councilor Jepsen asked about mental health cost increases. Town Manager Souza responded that it is an ever-increasing demand and that there would have to be a large increase in full-time staff members in order to make any meaningful contribution to mental health services, so what we currently offer is more on the referral and information side. The town does make contributions to Community Health Resources and the North Central Regional Mental Health Board.



6) GENERAL SERVICES

Jim Bourke, Finance Director; Amelia Bliss, Human Resources Director; and Marty Maynard, Risk Manager, presented the following overview:

The FY 20 budget is proposed to increase by \$533,020 or 3.7%. This includes increased funding for capital projects in the amount of \$30,000, an increase in the MDC ad valorem sewer payment of \$237,800 as well as a planned increase for other post-employment benefits (OPEB) of \$105,000. Additionally for FY 20, an increase to the Caring Connection transfer in the amount of \$66,770 is proposed for the purpose of providing a balanced program budget.

The FY20 budget reflects an increase of approximately \$533,000 over the FY19 adopted budget.

Some major drivers in this budget consist of annual debt service, which is proposed to increase 3% over the FY19 budgeted amount. This has been the town council's policy target for the past several years, and is consistent with the Town's long-term strategy of using a 3% increase reserve funds as needed to pay debt service.

The General Fund allocation for capital projects is proposed to increase by \$30,000 and will fund pavement management projects, sidewalk repairs, fleet replacement, as well as technology upgrades for the Board of Education. It is also proposed to use some of these funds towards the purchase of public safety apparatus rather than borrow the full amount for that equipment.

The MDC payment for sewer services will increase approximately 6% or \$240,000 for FY20, and is based on the MDC's calendar year 2019 budget. This increase is mainly due to increases in MDC's personnel costs as well as their debt service.

The worker's compensation and liability Insurance budget is expected to increase \$36,000 or 1.6% as compared to the FY 19 budget. The increase is due to anticipated claims in the current year as well as for prior year claims.

The FY20 funding for costs associated with the next revaluation is proposed at \$20,000. The next revaluation will be for grand list year 10/1/2023 and will be applicable to the FY25 budget.

The FY20 budget for the town's contribution to long-term retiree health costs reflects a planned increase of \$150,000 (\$105,000 in general services and \$45,000 in Town Support for Education). FY20 will be the sixth year the town has contributed towards funding the town's long-term other post-employment obligations. The balance in the OPEB trust fund is projected to be approximately \$2.4 million on June 30, 2019. This amount consists of our contributions plus accumulated investment earnings.

For FY20, a transfer of \$126,770 is proposed from the operating budget to the Caring Connection to provide a balanced budget for that program.



Deputy Mayor Terranova asked for details about using the debt service fund balance this year and asked what the balance is. Mr. Bourke responded that the account has a balance of \$1.3 million and they are proposing to use about \$395,000 of that. The fund reserves help soften cost increases. Town Manager Souza added that they are currently finalizing the borrowing structure. They may borrow more long-term and less short-term notes to take advantage of lower interest rates.

Councilor Jepsen asked about premiums on short versus long term bonds. Town Manager Souza noted that they are similar in the current market. Councilor Jepsen asked how using short versus long-term borrowing affects the town's AAA credit rating score. Town Manager Souza responded that there are a lot of factors including the value of tax base and the unassigned fund balance. Bringing on additional debt doesn't necessarily put pressure on the rating but other metrics such as tax base may. Mr. Bourke added that one of the rating criterias is fiscal management and the agency has known about this for a long time as they have planned this for years.

7) INSURANCE INTERNAL SERVICE FUND

Amelia Bliss, Human Resources Director, gave the following overview:

This page reflects an overview of the cost for health, life, and disability insurance for active employees and health insurance for retirees. The active employee costs are budgeted in each department budget and the retiree costs are budgeted in the General Services budget.

For FY 20, the General Fund costs reflect a decrease of \$122,220 or 3.8% under the FY 19 budget. It's worth noting that although the FY 20 overall employee and retiree benefit budget is decreasing, the health insurance costs are increasing by \$117,700 or 3.7% based on medical claims trends and inflation. This increase is mitigated by a decrease in prescription, dental, life and disability costs due to better than expected claims experience.

The town continually seeks ways to mitigate the increasing cost of employee benefits. Self-insuring several of the benefit plans has been successful, as has negotiating changes to insurance benefits for our bargaining units and implementing changes for the unaffiliated employee group. Changes have also been made to retiree health insurance benefits. Now all retirees are required to take other coverage after retirement if it is available to them elsewhere. In FY 20 we will continue to explore ways to continue providing both competitive and cost effective benefits for employees and retirees.

Marty Maynard, Risk Manager presented the following:

The forecast for this coming fiscal year is in the single digit increases and it appears that it will continue to be a soft market. Carriers are not significantly raising premiums while conditions remain the same. We are doing an informal one year bid among the two carriers that insure municipalities in the State of CT and are recommending a 3-4% increase this coming year.



The Workers Compensation Fund is forecasted to be flat in FY 20 with the FY 19 fund with a small increase in the excess worker comp insurance. Although this year we have closed a number of claims, there are still some open claims which will cost us more money since they are older claims.

Councilor O'Reilly asked why workers compensation costs would be flat. Mr. Maynard responded that we are self-insured, so the money that we take in goes out to settlement of claims. The town is just looking to hold steady where we are.

Councilor Jepsen asked if the insurance and debt service funds have the same investment restrictions as the General Fund or if they are able to make more money on them. Mr. Bourke responded that there are the same restrictions. They are not allowed to aggressively invest it.

8) TOWN SUPPORT FOR EDUCATION

Linda Collins, Assistant Finance Director and Marty Maynard, Risk Manager, presented the overview as follows:

The FY 20 budget reflects an increase of \$317,980 or 6.1% more than the FY 19 budget mostly due to Retirement Services, which includes the Governor's proposed budget requiring towns to contribute to the state teachers' retirement plan. These increases are partly offset by a decrease in debt service.

Expenditures in this section provide funds to meet the cost of services that the town provides for the schools. These services include debt service, aid to private education, liability & workers comp costs, a portion of the Risk Manager's position, retirement costs, public work activities, youth protection services and additionally for FY 20 the proposed State Teachers Retirement contribution.

FY 20 is proposed to increase approximately \$318,000 or 6.1% as compared to the FY 19 budget. The majority of the increase is for retirement services, including the proposed State TRB contribution and additional funding for Other Post-Employment Benefits (OPEB).

Councilor O'Reilly asked about Madina Academy payout increases. Ms. Collins responded that last year they didn't have nursing services and this year they did so they got more.

Councilor O'Reilly asked about percentages for risk management and if they are calculated every year. Mr. Maynard responded that it is split evenly because injuries on the town side are more severe than the school system, so it is balanced by the total employees at the schools and severity of injuries for town employees.

Councilor Jepsen spoke of the variety of scenarios for budgeting the teacher's pension fund and whether it should be a part of the town or Board of Education budget. Town Manager Souza responded that if it was in either budget and those charges never materialized, those dollars



**Town Council Special meeting
April 17, 2019**

would be year-end carryover. Councilor Jepsen asked if we have any more information regarding whether to keep it in the budget or not. Town Manager Souza said that they have been wondering the same thing. Based upon the Connecticut Conference of Municipalities, their recommendation was that it would not involve municipalities, but given that the general assembly is in budget deliberations, it could also appear elsewhere. There is not a lot of new, additional information so it becomes a policy question about whether to include some or all of the \$190,000 in the budget.

9) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to cancel the Monday, April 22nd special meeting.

Councilors discussed the agenda for next week and asked town staff to make it known that public comment will be available on Wednesday, April 24, 2019.

Motion Passed 7-0-0 (Councilors Black-Burke and Govoni absent)

Councilor Jepsen MOVED and Councilor Wilkos seconded to adjourn the meeting at 7:49 p.m.

Motion Passed 7-0-0 (Councilors Black-Burke and Govoni absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council

April 24, 2019

**Special meeting
minutes**



**TOWN COUNCIL
SPECIAL MEETING
COUNCIL CHAMBERS
APRIL 24, 2019
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:38 p.m.

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

2) PUBLIC COMMENT

Kathleen Tracy, 4 On the Green, thanked everyone for their service to the town. She spoke in support of the budget, and as a former educator, she especially supported the education budget. She stated that the education budget could be even richer than what's being proposed as the student population has increased and the children should have rich experiences as they are our future.

Eric Weiner, 2308 Windsor Station Drive, thanked everyone for their hard work and noted that it was nice to see this process move along smoothly. He would love to see the council hold a bipartisan get out and vote campaign that all nine members can participate in rather than leave it as a partisan activity.

Susan Miller, 10 Ethan Drive, thanked the Council for their hard work. She came in support of the budget because Windsor is worth it. She spoke highly about her son's experience at Windsor High School and believes that the budget really makes a difference for each and every child.

John Dunn, 15 Strawberry Hill, highlighted that in the FY 20 proposed budget, debt service is the third largest expense in the General Fund. We are continuously paying for what has already been spent. He also read a newspaper article where it spoke about other towns working to spend less money as state aid has become more uncertain. The article noted that the average proposed property tax increase for next fiscal year is 1.9%. Mr. Dunn stated that Windsor is looking at about double that.

Coralee Jones, 1171 Matianuck Avenue, stated that meeting the needs of residents will be increasingly difficult as the state looks to implement numerous new taxes. Windsor

taxpayers made a commitment to various new buildings and making major needed upgrades to schools, but she asked the Council to look carefully for ways to reduce expenses. The Board of Education has the largest budget and therefore, the greatest opportunity for savings.

Paul Panos, 48 Brookview Road, spoke about the mill rate and how when it slides up, it gets towns into trouble. When it gets into the upper 30's, it effects the grand list and certain towns may be able to sustain something higher, but Windsor may really struggle. He asked councilors to have some forethought before getting into higher territory and believes that the time to lower it is now. He feels that the mill rate sliding up is scary and hopes we can work on a reduction in the budget this year, ideally to below 30.

Leonard Lockhart, 57 Columbia Road, came as a citizen to thank the Council for their services to the town, especially social services, public safety, and public works as these are critical areas to a great town atmosphere. He also came to speak as a Board of Education (BOE) President and thanked the Council for their support of Windsor public schools. He noted that the buildings could use improvements and is afraid that 'kicking the can down the road' may lead to building failure in the future. He stated that the BOE has been responsible, open to the public, let everyone have a say during the process, and through bipartisanship, the BOE passed the budget 9-0. He noted that the budget maintains what we have, but he would like to see us do better than maintain. Lastly, he stated that there is nothing to be cut and feels that cuts would be cutting from the bone.

Linda Alexander, 155 Fieldstone Drive, came to support the taxpayers; people who struggle to pay their taxes, utilities, and other expenses. There is never any shortage of things people would like to have or spend money on, but taxpayers have the same needs on an individual level. Houses go without painting, things go unrepaired because people don't have the money left. It is likely that the town will have to take on teacher pensions and this money has to come from the BOE. They have to find the money just as any other business would have to do. She is speaking in favor of fiscal responsibility and spending wisely. She asked the Council to produce something that people can afford to vote for.

Adam Gutcheon, 1121 Windsor Station Drive, strongly supports the proposed budget and the value of services that are provided by that taxation. As the economy has recovered and has come out of the period of deflation, he is concerned that the budget is too low. The three areas he feels need a boost are the economic development office, an assistant town manager that could have downstream effects, and most importantly the school system. He is very surprised to find that enrollment has been growing in terms of both kindergarten and students returning from magnet schools. The Board of Education recommended a data analyst position in the superintendent's office. Mr. Gutcheon supports that and said that it could provide a lot of value and more focused programming. He thanked the Council for keeping the attitude to one of stewardship.

3) APPROVE RESOLUTIONS RELATED TO GRANT APPLICATIONS FOR CLOVER STREET SCHOOL PARTIAL ROOF REPLACEMENT PROJECT

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to authorize the Superintendent of Schools to apply for school construction grant – partial roof replacement at Clover Street School, to appoint a Building Committee to oversee the Partial Roof Replacement project at Clover School and to authorize the town to prepare schematic drawings and specifications for the Partial Roof Replacement project at Clover Street School.

Town Manager Souza thanked the Council for adding this item to the agenda as this reimbursement grant has the potential to return approximately 48% of the estimated \$150,000 to replace this section of the roof.

Councilor Jepsen asked if it needs to be specified that the building committee will be the Public Building Commission. Town Manager Souza responded that under the current requirements of the grant application, it doesn't have to be named specifically.

Motions Passed 9-0-0

4) CAPITAL SPENDING

Town Manager Souza stated that the FY 20 Capital Improvement Program (CIP) is proposing to use \$2,430,000 from the General Fund, a \$30,000 increase over FY 19. It covers ongoing projects such as pavement management, sidewalk and curb replacement, and public safety fleet equipment, where inflation has caused a \$30,000 increase. \$100,000 will be used for technology upgrades in the schools. An underground oil tank at Roger Wolcott is reaching the end of its useful life and \$100,000 will be coming from the General Fund reserve to remove the tank and convert the boiler to natural gas. The Capital Improvement Program has been referred to the Town Improvements Committee for oversight.

Mayor Trinks asked about the tree replacement program. Town Manager Souza responded that they do it on alternating years.

Councilor Jepsen noted that there will be opportunities to speak about bonding projects over the next year so specifics can be discussed then. As far as the oil tank, he doesn't like to see General Fund money being used, but it has to happen, so he will go along with that as well.

5) PRICE GUIDE

Town Manager Souza stated that there is no formal presentation as the price guide has been discussed during other budget sessions. However, this time can be used as an opportunity for additional questions.

Councilor Jepsen noted that this year, it was helpful to go over these during each individual section and he appreciated that change.

6) PRELIMINARY DELIBERATIONS

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to take a five minute recess.

Motion Passed 9-0-0

FINAL MOTIONS:

Board of Education

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to accept the Board of Education's FY 20 proposed budget in the amount of \$70,913,360.

Motion Passed 9-0-0

Town Support for Education

MOVED by Councilor Black-Burke, seconded by Councilor Jepsen to reduce the Town Support for Education's FY 20 proposed budget in the amount of \$5,547,480 by \$100,000 to \$5,447,480.

Councilor Jepsen noted that they are reducing the budget allotted for the teachers' pension funds as the town still does not know whether or not they will have to pay it this year, but are leaving \$90,000 in there just in case.

Motion Passed 9-0-0

Safety Services

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen to accept the Safety Services' FY 20 proposed budget in the amount of \$10,764,580.

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

Recreation and Leisure Services

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to accept the Recreation and Leisure Services' FY 20 proposed budget in the amount of \$1,600,390.

Motion Passed 9-0-0

Human Services

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to accept the Human Services' FY 20 proposed budget in the amount of \$898,800.

Motion Passed 9-0-0

Health Services

MOVED by Councilor Tustin, seconded by Deputy Mayor Terranova to accept the Health Services' FY 20 proposed budget in the amount of \$508,150.

Motion Passed 9-0-0

Library Services

MOVED by Councilor Govoni, seconded by Deputy Mayor Terranova to accept the Library Services' FY 20 proposed budget in the amount of \$1,717,780.

Motion Passed 9-0-0

Development Services

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to accept the Development Services' FY 20 proposed budget in the amount of \$1,344,760.

Motion Passed 9-0-0

Community Development

MOVED by Councilor O'Reilly, seconded by Councilor Tustin to accept the Community Development's FY 20 proposed budget in the amount of \$103,800.

Motion Passed 9-0-0

Public Works and Engineering

MOVED by Councilor Black-Burke, seconded by Councilor Jepsen to reduce the Public Works and Engineering's FY 20 proposed budget in the amount of \$6,456,640 by \$8,000 to \$6,448,640.

Councilor Black-Burke noted that this motion reduces the energy and utility expenditures for public works by \$8,000 due to favorable pricing received from the Capitol Region Council of Governments' procurement process.

Motion Passed 9-0-0

Information Services

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen to accept the Information Services' FY 20 proposed budget in the amount of \$540,080.

Motion Passed 9-0-0

Administrative Services

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to accept the Administrative Services' FY 20 proposed budget in the amount of \$2,403,970.

Motion Passed 9-0-0

General Government

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to accept the General Government's FY 20 proposed budget in the amount of \$1,036,260.

Motion Passed 9-0-0

General Services

MOVED by Councilor Tustin, seconded by Deputy Mayor Terranova to reduce the General Services' FY 20 proposed budget in the amount of \$15,027,990 by \$37,000 to \$14,990,990 and furthermore increase the use of the debt service fund balance stated on page Q-2 from \$394,290 to \$570,000 to accommodate the revised debt financing structure for the Spring 2019 bond note issue.

Motion Passed 9-0-0

Expenditures

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to reduce the proposed total General Fund expenditures for the FY 20 proposed budget in the amount of \$118,864,040 by \$145,000 to \$118,719,040.

Motion Passed 9-0-0

Revenues

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to increase the Charge Current Services line item number 52517 Special Education Tuition from Other Towns by \$60,000.

Deputy Mayor Terranova noted that this adjustment is being made because over the past few years, we've underestimated this revenue and we're looking to make it align closer to what we've been able to recover from other towns.

Motion Passed 9-0-0

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to reduce the total revenue amount for the FY 20 proposed budget of \$118,864,040 by \$145,000 to \$118,719,040.

Deputy Mayor Terranova noted that the current levy is changing by \$205,000 from \$98,688,350 to \$98,483,350.

Motion Passed 9-0-0

Tax Collection Rate

MOVED by Councilor Wilkos, seconded by Deputy Mayor Terranova to accept the FY 20 proposed tax collection rate of 98.80%.

Motion Passed 9-0-0

Senior Tax Relief

MOVED by Councilor Govoni, seconded by Deputy Mayor Terranova to accept the Senior Tax Relief's FY 20 proposed budget in the amount of \$130,000.

Motion Passed 9-0-0

Landfill Enterprise Fund

MOVED by Councilor O'Reilly, seconded by Councilor McAuliffe to accept the Landfill Enterprise Fund's FY 20 proposed budget in the amount of \$2,017,770.

Motion Passed 9-0-0

Resident Transfer Enterprise Fund

MOVED by Councilor Black-Burke, seconded by Councilor Jepsen to accept the Resident Transfer Station Enterprise Fund's FY 20 proposed budget in the amount of \$306,940.

Motion Passed 9-0-0

Caring Connection Adult Day Care Center Enterprise Fund

MOVED by Councilor McAuliffe, seconded by Deputy Mayor Terranova to accept the Caring Connection Adult Day Care Center Enterprise fund's FY 20 proposed budget in the amount of \$477,070.

Motion Passed 9-0-0

Child Development Center

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to accept the Windsor Child Development Enterprise fund's FY 20 proposed budget in the amount of \$1,197,860.

Motion Passed 9-0-0

Price Guide

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to accept the FY 20 Price Guide as presented in appendix G of the proposed budget document.

Motion Passed 9-0-0

7) ADOPT FY 20 PROPOSED BUDGET

See 'Final Motions' under item 6

8) SET DATE FOR ANNUAL VOTE ON BUDGET REFERENDUM

MOVED by Councilor Tustin, seconded by Councilor McAuliffe that the annual vote on the budget be held on Tuesday, May 14, 2019 between the hours of 6:00 a.m. and 8:00 p.m. at all 7 polling locations.

Motion Passed 9-0-0



Councilor Jepsen asked what rate they ended up at. Town Manager Souza responded that in terms of the budgetary tax impact, FY 20 is 1.88% higher than FY 19 and on an expenditure basis, it is 3.04% greater than FY19.

Councilor O'Reilly asked if citizens could obtain absentee ballots for the referendum and Town Manager Souza responded that absentee ballots can be requested beginning this Friday.

On behalf of the entire Town Council, Mayor Trinks thanked the town staff and Town Manager Souza for the time, effort, and energy put into making this budget. He also thanked citizens for participating and asked that they also participate in the referendum.

Councilor Black-Burke stated that, as suggested in public comment, it would be great for all nine council members to support the budget in whatever way they can.

Deputy Mayor stated that there are still opportunities to gain information on the budget such as the community forums hosted by the League of Women Voters and CT Votes.

9) ADJOURNMENT

MOVED by Councilor Govoni, seconded by Councilor Black-Burke to adjourn the meeting at 8:27 p.m.

Motion passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council