



Council Agenda

**Council Chambers
Windsor Town Hall
June 3, 2019**



7:20 PM Public Hearing

To hear public comment on the Neighborhood Assistance Act (NAA) Tax Credit program

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Black-Burke
3. PLEDGE OF ALLEGIANCE – Councilor Black-Burke
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Historic District Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve proposed Facilities Naming Policy (Councilor McAuliffe)
 - b) *Approve proposed Capital Improvement Program for Fiscal Years 2020-2025 (Councilor McAuliffe)
12. NEW BUSINESS
 - a) *Approve applications for submittal under the Neighborhood Assistance Act Tax Credit Program (Town Manager)
 - b) *Approve tax suspense list (Town Manager)




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13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the May 20, 2019 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: June 3, 2019

To: Honorable Mayor and Members of the Town Council

Prepared by: Peter Souza, Town Manager 

Subject: Naming Policy for Public Buildings and Facilities

Background

Councilor McAuliffe introduced a request at the May 6, 2019 Town Council meeting for the Town Council to consider the possibility of adopting a policy or procedure related to naming public buildings and facilities. The item was referred to the Town Improvements Committee and they met on May 22, 2019 to review the previous draft policy.

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

As proposed, the Town Council would approve the naming of municipal property, buildings, parks and school buildings. The Board of Education would be responsible for approving the naming of any interior spaces and amenities inside school buildings.

Below are several elements of the proposed policy:

- Municipal property and buildings means real property including unimproved lands, buildings and structures -- 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 the Board of Education, where applicable, 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

The Town Improvements Committee met on May 22, 2019 to review the previously drafted policy. The Committee made several suggested changes which are outlined in the attached recommended policy.

Recommendations

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

“MOVE that the attached Naming Policy for Public Buildings and Facilities be approved.”

Attachments

Proposed Naming of Public Buildings and Facility Policy (red-lined version)

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~~ interior spaces and amenities within 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~~ an approved ~~Town Council's Special Projects~~ Committee for review and recommendation. Such recommendation shall state how the proposed name(s) meets 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, amenities 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: June 3, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2020-2025

Background

The proposed Capital Improvement Program (CIP) for FY 2020-2025, which includes project descriptions and projected costs by fiscal year, was reviewed by the Town Improvements Committee on May 22, 2019.

Discussion/Analysis

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, 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 projects (Goslee and Welch) have 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 the 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.

Financial Impact

The debt service ratios are inclusive of the voter approved Public Safety Complex project and the town-wide radio system, as well as the other potential referendum projects in the CIP. The financing assumptions used to calculate the debt service ratios include a combination of both long-term general obligation bonds and short-term notes. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvements Committee completed their review of the proposed CIP on March 13, 2019. The Committee voted to recommend to the Town Council that the proposed FY 2020-2025 CIP be approved with the Northwest Park parking lot improvements being planned for FY 23 instead of unscheduled.

The Town Improvements Committee met on May 22, 2019 to review the proposed CIP with town and school staff. The Committee did not recommend any changes to the CIP as proposed.

Recommendations

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

“MOVE that the proposed FY 2020-2025 Capital Improvements Plan be approved as presented.”

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2020-2025 Capital Improvement Program online at:

https://townofwindsorct.com/app/uploads/sites/12/2019/03/DRAFT_CIP_2020-2025.pdf

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2020							
pa Pavement Management Program	1,034,300	850,000		184,300			
pa Sidewalk and Curb Replacement Program	150,000	150,000					
sw Stormwater Management Improvements	324,800		324,800				
c Fleet and Public Works Equipment Replacement	680,000	680,000					
c Tree Replacement Program	25,000					25,000	¹
r Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way)	288,600		268,600				moved from FY19
r Island Road Street Reconstruction (Construction)	494,000		494,000				
r Construct Sidewalks - Local Roads Within 1 Mile of School	137,200		137,200				
c Historic Monument and Ancient Cemetery Preservation	50,000					50,000	¹
c Replace Stairway between Lenox Street and the Moorlands (Construction)	176,100		176,100				
r Deerfield Avenue Rehabilitation (Construction)	892,800			892,800			moved from FY23, due to LOTCIP funding (100% state funds)
c Electric Vehicle Charging Stations	28,100					28,100	¹ NEW - Capital Projects Assigned fund balance
c Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Design)	62,400					62,400	¹
c Town Facility Improvements - DPW Restrooms, Office and Mtg. Rm. Window Replacements (Const.)	316,700		316,700				
c Town Facility Improvements - Northwest Park Roof Replacements and Facility Repairs	373,500		373,500				
c Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	17,700					17,700	¹
c Town Facility Improvements - Wilson Fire Station HVAC Replacement (Design)	27,600					27,600	¹
c Town Facility Improvements - Roger Woicoff Oil Tank Removal & Boiler Conversion	100,000					100,000	² General Fund Reserve, NEW, tank must be removed in 2020
ps Poquonock Fire Station - Engine 7 Replacement Vehicle	887,120	500,000	387,120				Estimate reduced based on new quotes
rec Skate Park Improvements (Construction)	126,700		126,700				cost reduced from \$180k
r Town Center Redevelopment Broad Street Diet (Design)	150,000	150,000					Design phased, phase 2 in FY21, construction in FY22
l Landfill Leachate Management	83,200				83,200		
boe BOE - Kennedy School - HVAC System Upgrades (Phase 2)	424,200		411,700			12,500	¹ NEW, includes elements eliminated from FY18 project
boe BOE - Technology Equipment Upgrades	100,000	100,000					
boe BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement (Construction)	2,087,600		2,087,600				
boe BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Design)	97,000					97,000	¹
boe BOE - Poquonock School Parking Lot Improvements	525,720		525,720				
Subtotal FY 2020	9,640,340	2,430,000	5,629,740	1,077,100	83,200	420,300	
FY 2020 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2020	-	-	-	-	-	-	
GRAND TOTAL FY 2020	9,640,340	2,430,000	5,629,740	1,077,100	83,200	420,300	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$320,300)

² General Fund Reserve (Total = \$100,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2021							
pa Pavement Management Program	1,059,300	875,000		184,300			
pa Sidewalk and Curb Replacement Program	150,000	150,000					
c Fleet and Public Works Equipment Replacement	700,000	700,000					
pa Pavement Resurfacing at Town Facilities & Schools	243,600		243,600				funding in odd years
r Wilson Route 159 Corridor Enhancement Program (Phase I)	1,006,300			1,006,300			moved from FY20
c Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Construction)	2,253,800		2,253,800				
c Town Facility Improvements - Luddy House and Carriage House Windows and Doors Replacement	126,400					126,400 ¹	
c Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	250,000	250,000					
c Town Facility Improvements - Wilson Fire Station HVAC Replacement (Construction)	250,000	250,000					
c Town Facility Improvements - Data Centers Storage	120,000					120,000 ¹	*Should be completed by Dec. 2021
ps Wilson Fire Station - Engine 22 Replacement Vehicle	1,035,700		1,035,700				
r Broad Street Signal Modifications and "Road Diet" (Design) Phase II (Phase I \$150,000 in FY20)	160,000	160,000					Design phased, phase 1 in FY20, construction in FY22
rec Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Designs)	200,000		200,000				
rec Athletic Field Improvements - Sage Park Middle School West Field Improvements (Design)	92,800					92,800 ¹	
l Landfill Leachate Management	1,406,100				1,406,100		
boe BOE - Technology Equipment Upgrades	100,000	100,000					
Subtotal FY 2021	9,154,000	2,485,000	3,733,100	1,190,600	1,406,100	339,200	
FY 2021 Projects Anticipated to Require Voter Approval							
boe BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction)	3,053,000	-	3,053,000	-	-	-	
Subtotal FY 2021	3,053,000	-	3,053,000	-	-	-	
GRAND TOTAL FY 2021	12,207,000	2,485,000	6,786,100	1,190,600	1,406,100	339,200	

¹ Capital Projects Fund Assigned Balance (Total = \$339,200)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2022							
pa Pavement Management Program	1,084,300	900,000		184,300			
pa Sidewalk and Curb Replacement Program	150,000	150,000					
sw Stormwater Management Improvements	269,000		269,000				
c Fleet and Public Works Equipment Replacement	725,000	725,000					
c Tree Replacement Program	30,000					30,000	¹
c Historic Monument and Ancient Cemetery Preservation	50,000					50,000	² General Fund Reserve
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,049,800			1,049,800			moved from FY21
r Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way)	232,800		232,800				moved from FY20
r River Street Roadway Rehabilitation (Poconoct to Old River, Construction)	618,300		618,300				
r Construct Sidewalks - Local Roads Within 1 Mile of School	150,800		150,800				
r Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	51,500					51,500	¹
c Town Facility Improvements - Small Facilities Heating Systems Upgrades	159,500		159,500				
r Broad Street Signal Modifications and "Road Diet" (Construction)	4,252,000		850,400	3,401,600			
rec Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,734,200		1,734,200				
ps Public Safety Equipment Fund	500,000	500,000					
boa BOE - Technology Equipment Upgrades	100,000	100,000					
boa BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	100,000	100,000					
boa BOE - Clover Street School - Partial Roof Replacement (Design)	157,500					157,500	¹ scope slightly modified, construction moved from unsch. to FY25
Subtotal FY 2022	11,414,700	2,475,000	4,015,000	4,635,700	-	289,000	
FY 2022 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2022	-	-	-	-	-	-	
GRAND TOTAL FY 2022	11,414,700	2,475,000	4,015,000	4,635,700	-	289,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$239,000)

² General Fund Reserve (Total = \$50,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2023							
pa Pavement Management Program	1,084,300	900,000		184,300			
pa Sidewalk and Curb Replacement Program	175,000	175,000					
sw Stormwater Management Improvements	274,000		274,000				
c Fleet and Public Works Equipment Replacement	725,000	725,000					
pa Pavement Resurfacing at Town Facilities & Schools	261,900		261,900				funding in odd years
r Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	664,300		664,300				construction remains unscheduled
r Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	368,500		368,500				
c Town Facility Improvements - LP Wilson Boiler Replacement (Design)	102,900	75,000				27,900	²
c Town Facility Improvements - Install Security System Cameras	163,900		163,900				
c Town Facility Improvements - Northwest Park Parking Lot Renovations	192,300		192,300				
r Palisado Avenue Corridor Improvements and Wall Repairs (Design)	132,800		132,800				
rec Athletic Field Improvements - Sharshon Park Improvements (Design)	96,400					96,400	¹
ps Wilson Fire Station - Replace Brush Truck	210,000	210,000					
ps Public Safety Equipment Fund	290,000	290,000					
boe BOE - Technology Equipment Upgrades	100,000	100,000					
boe BOE - Sage Park Middle School - Classroom Air Conditioning	1,916,400		1,916,400				NEW, first floor
boe BOE - Windsor High School - Roof Restoration (Design)	122,800					122,800	¹
Subtotal FY 2023	6,880,500	2,475,000	3,974,100	184,300	-	247,100	
FY 2023 Projects Anticipated to Require Voter Approval							
rec Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,654,000	-	3,654,000	-	-	-	
Subtotal FY 2023	3,654,000	-	3,654,000	-	-	-	
GRAND TOTAL FY 2023	10,534,500	2,475,000	7,628,100	184,300	-	247,100	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$219,200)

² LPW Building Fund (Total = \$27,900)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2024							
pa Pavement Management Program	1,084,300	900,000		184,300			
pa Sidewalk and Curb Replacement Program	200,000	200,000					
sw Stormwater Management Improvements	324,000		324,000				
c Fleet and Public Works Equipment Replacement	750,000	750,000					
c Tree Replacement Program	35,000					35,000 ¹	
r Construct Sidewalks - Local Roads Within 1 Mile of School	164,400		164,400				
Historic Monument and Ancient Cemetery Preservation	100,000					100,000 ¹	new phase to incl. remaining work from consultant recommendations moved from FY23, const. unscheduled
r Street Reconstruction - Basswood Road (Design)	170,300		170,300				
c Town Facility Improvements - LP Wilson Boiler Replacement (Construction)	1,333,200		1,333,200				
c Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Design)	24,300					24,300 ¹	NEW, construction unscheduled
rec Athletic Field Improvements - Clover Street School Field Improvements (Design)	77,700					77,700 ¹	Construction unscheduled
ps Public Safety Equipment Fund	500,000	500,000					
boe BOE - Technology Equipment Upgrades	125,000	125,000					
boe BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,320,500		1,320,500				
boe BOE - Sage Park Middle School - Heating Systems Replacement (Design)	146,000		146,000				NEW, construction unscheduled
boe BOE - Windsor High School - HVAC Roof Top Unit Replacements (Design)	66,500					66,500 ¹	construction unscheduled
boe BOE - L.P. Wilson - ADA Code and Restroom Renovations (Design)	36,500					36,500 ¹	construction unscheduled
Subtotal FY 2024	6,457,700	2,475,000	3,458,400	184,300	-	340,000	
FY 2024 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2024	-	-	-	-	-	-	
GRAND TOTAL FY 2024	6,457,700	2,475,000	3,458,400	184,300	-	340,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$340,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2025							
pa Pavement Management Program	1,084,300	900,000		184,300			GF increased by \$25k
pa Sidewalk and Curb Replacement Program	200,000	200,000					GF increased by \$25k
rec Athletic Field Master Plan Implementation - Sharshon Park Improvements (Construction)	657,700		657,700				moved from FY 23
r Construct Sidewalks Along Arterial Roads (Design)	63,000					63,000 ¹	moved from FY 23
c Fleet and Public Works Equipment Replacement	750,000	750,000					GF increased by \$25k
pa Pavement Resurfacing at Town Facilities & Schools	280,100		280,100				funding in odd years
r Street Rehabilitation - International Drive (Construction)	1,048,000		1,048,000				moved from FY24
I91 Ramp Modification at I-91 & Route 75/Day Hill Road	74,406,000			74,406,000			moved from FY24
c Town Facility Improvements - Town Hall Roof Preservation	128,500		115,800			12,700 ¹	NEW
ps Public Safety Equipment Fund	500,000	500,000					
boe BOE - WHS Field House Renovation (Design)	31,600					31,600 ¹	NEW, construction unscheduled
boe BOE - Technology Equipment Upgrades	150,000	150,000					
boe BOE - Clover Street School - Partial Roof Replacement (Construction)	2,196,500		2,196,500				scope revised slightly, const. previously unscheduled
Subtotal FY 2025	81,495,700	2,500,000	4,298,100	74,590,300	-	107,300	
FY 2025 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2025	-	-	-	-	-	-	
GRAND TOTAL FY 2025	81,495,700	2,500,000	4,298,100	74,590,300	-	107,300	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$107,300)							
	131,749,940	14,840,000	31,815,440	81,862,300	1,489,300	1,742,900	

List of Unscheduled Projects FY20-25 CIP

	<u>Estimated Cost*</u>	
Road Reconstruction/Transportation System Projects		
Archer Road Safety Improvements	656,500	
Audible Pedestrian Crosswalk Signals	30,000	
Baker Hollow Road - Street Reconstruction	1,563,700	
Basswood Road - Street Reconstruction (Construction)	1,697,300	
Construct Sidewalks Along Arterial Roads	4,450,400	
Construct Sidewalks Along Collector Roads	4,643,400	
Construct Sidewalks Within 1 Mile of Schools	25,817,400	
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,313,500	
Day Hill Road Capacity - Right Turn Lanes	271,000	
Day Hill Road Pedestrian Circulation Enhancements	37,900	
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,112,200	
Intersection Improvements at Capen Street and Sage Park Road	278,900	
Palisado Avenue Corridor Improvements and Wall Repair (Construction)	1,844,200	
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,179,000	
Pond Road/Indian Hill Road - Street Reconstruction	2,285,000	
Rainbow Road - Street Reconstruction	4,307,500	
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	852,700	
Route 305 Corridor Improvements	8,117,400	
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	233,700	
Traffic Signal at Windsor Avenue and Corey Street	515,700	
	<u>69,207,400</u>	Subtotal
Community Facilities and Assets		
Reconstruct Pleasant Street Boat Launch	475,000	
Silver Birch Pond Improvements	145,800	
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	2,907,100	
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Const.)	97,200	NEW, design in FY24
Town Facility Improvements - Chaffee House Roof Replacement	213,200	
Town Facility Improvements - Clover Street School Field Improvements (Construction)	499,500	
Town Facility Improvements - L.P. Wilson Kitchen Renovation	50,000	NEW
Town Facility Improvements - L.P. Wilson Gymnasium Air Conditioning	436,500	NEW
Town Facility Improvements - Luddy House Fire Protection Installation	116,900	
Town Facility Improvements - Milo Peck Lighting Retrofit Upgrades	164,400	
Town Facility Improvements - Milo Peck Restroom Renovations	579,800	
Town Facility Improvements - Outdoor Pool Improvements (Veterans Pool Renovation)	3,114,400	
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	259,900	
Town Facility Improvements - Roger Wolcott HVAC, Restrooms & Windows Repl.	2,725,200	
Town Facility Improvements - Roger Wolcott Partial Roof Replacement (Construction)	240,200	NEW
Town Facility Improvements - Roger Wolcott Roof Replacement	1,607,800	
Town Facility Improvements - Windsor Volunteer Ambulance Windows Repl.	36,000	
Town Center Parking Garage	13,833,400	
Veterans Memorial Cemetery Expansion & Enhancements	148,700	
Windsor High School - Tennis Courts Restoration	870,900	NEW
Wilson Firehouse Renovations	61,800	
	<u>28,583,700</u>	Subtotal

	<u>Estimated Cost*</u>	
Pavement Management		
Ongoing	-	
	<u>-</u>	Subtotal
Public Safety		
Additional Fire Hydrants	965,400	
Poquonock Fire Station - Replace Ladder Truck	1,413,500	
Poquonock Fire Station - Rescue Pumper 8	976,200	
Public Safety Complex - Engine 1 Replacement Vehicle	990,800	
Hayden Station Fire House - Utility/Mobile Cascade Vehicle	186,200	
Rainbow Fire Station - Engine Tanker Replacement	975,900	
	<u>5,508,000</u>	Subtotal
Park Improvements		
Northwest Park Activity Pavilion	273,700	
Athletic Field Improvements - Clover Street (Construction)	499,500	
Athletic Field Improvements - Fitch Park	534,700	
Athletic Field Improvements - Northwest Park	247,900	
Athletic Field Improvements - Welch Park	188,100	
Riverfront Trail Project - Windsor Center to E. Barber	2,953,600	
Windsor-Bloomfield Landfill Future Use Planning	201,000	
	<u>4,898,500</u>	Subtotal
Stormwater Management Improvements		
Repair Culvert and Stream Bed at River Street (Const.)	535,600	design in FY24
	<u>535,600</u>	Subtotal
Board of Education		
Windsor High School - HVAC Improvements (Construction)	320,600	
Oliver Ellsworth School - Code Compliance Upgrades	263,500	NEW, design in FY24
Sage Park Middle School - Heating Systems Repl. (Const.)	2,801,600	
Windsor High School - Roof Restoration (Construction)	1,614,300	Design in FY24
Windsor High School - Field House (Construction)	488,400	Design in FY25
L.P. Wilson - ADA Code and Restroom Renovations (Const.)	663,400	
School Windows Replacement	963,400	
	<u>7,115,200</u>	Subtotal


* Estimate in current dollars: includes 20% contingency and 1.5% bonding costs

Agenda Item Summary

Date: June 3, 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 Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit Program, established by the Connecticut General Assembly, offers non-profit and municipal organizations an opportunity to enhance their fundraising capabilities by offering tax credits to eligible corporations. Corporate donors receive a tax credit against their state corporate tax liability in an amount equal to 60% of their contributions or, in the event the proposed activity is an eligible energy conservation project, equal to 100% of their contribution. All applications are subject to approval by the local governing body, subsequent to a requisite public hearing to allow for public comment. Applications are ultimately reviewed by the Connecticut Department of Revenue Services as well.

The program has several statutory limitations, including the following:

- Businesses are limited to a tax credit of \$150,000 annually
- Non-profits may receive up to \$150,000 in contributions annually
- The minimum contribution on which a tax credit may be granted is \$250
- The program has a \$5,000,000 overall cap, which if exceeded, results in proration of approved donations

Discussion/Analysis

The Office of Community Development issued media releases and sent email notices to non-profit organizations in an effort to ensure that eligible organizations are aware of the NAA program. In addition, the public hearing was duly noticed.

The applications received this year include the following:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 18,500	2019 Program Sponsorship
St. Damien of Molokai Parish Corp, DBA Gabriel School	\$ 150,000	2019 Energy Conservation Program

Financial Impact

The dollar amounts listed on the previous page for each applicant are essentially fundraising goals for participating organizations. It is up to the applicants to secure donations from corporate sponsors using the NAA Tax Credit Program as a financial inducement. The cost for the town to participate is minimal, essentially limited to promotion of the program, publication of a legal notice for the public hearing, and minimal staff time.

Other Board Action

None

Recommendation

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

“MOVE that the attached resolution approving applications for participation in the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services be approved.”

Attachments

Resolution

WINDSOR TOWN COUNCIL

NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM

RESOLUTION

WHEREAS, the State of Connecticut, acting through its Department of Revenue Services, administers a program authorized by the state legislature entitled the Neighborhood Assistance Act (NAA) Tax Credit Program which provides corporations with tax liability in the State of Connecticut an opportunity to receive tax credits for donations made to participating municipal and tax-exempt organizations; and


WHEREAS, in order to utilize the NAA Program eligible municipal and non-profit organizations must first secure the approval of the local governing body in a town served by the applicant; and

WHEREAS, the organizations listed below have submitted applications for assistance in the NAA Program and the Town Council believes that the proposed activities are in the best interests of Windsor's residents;

NOW THEREFORE BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL that the following applications for participation in the 2019 Neighborhood Assistance Act Tax Credit Program are hereby approved:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 18,500	2019 Program Sponsorship
St. Damien of Molokai Parish Corp, DBA Gabriel School	\$ 150,000	2019 Energy Conservation Program

Agenda Item Summary

Date: June 3, 2019
To: Honorable Mayor and Members of the Town Council
Prepared By: Cathleen Elliot, CCMC, Tax Collector
Reviewed By: Peter Souza, Town Manager 
Subject: Suspense List

Background

In accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2015 Grand List that are considered not collectable. Also included is one account from a prior Grand List which was added on after its respective list had been suspended and is still showing as an active account.

Discussion/Analysis

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean we cannot collect if the taxpayer appears or is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

Financial Impact

The accounts receivable will be \$170,561.06 less.

Recommendations

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

“MOVE that \$170,561.06 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.”

OCTOBER 1, 2014	-	\$	199.34
OCTOBER 1, 2015	-	\$	170,361.72

Attachments

Suspense List Recap

SUSPENSE LIST RECAP

OCTOBER 1, 2014	SUPPLEMENTAL MV 1 ACCOUNT	\$ 199.34
OCTOBER 1, 2015	PERSONAL PROPERTY 35 ACCOUNTS	\$ 14,450.65
OCTOBER 1, 2015	MOTOR VEHICLE 687 ACCOUNTS	\$ 122,227.36
OCTOBER 1, 2015	SUPPLEMENTAL MV 235 ACCOUNTS	\$ 33,683.71
	TOTAL 950 ACCOUNTS	\$ 170,561.06

Town Council
Resignations/Appointments/Reappointments
June 3, 2019

Resignations

None

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

A. One Democratic Member

Commission on Aging & Persons with Disabilities

Three Year Unexpired Term to expire January 31, 2020 or until a successor is appointed

(Donna Grossman – resigned – VACANT)

“MOVE to appoint Kathryn Roby as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year unexpired term to expire January 31, 2020 or until a successor is appointed.”

B. One Republican Member

Conservation Commission

Five Year Term to expire November 30, 2024 or until a successor is appointed

(Samuel Hinckley – resigned – VACANT)

“MOVE to appoint Brian Canoni as a Republican member to the Conservation Commission for a five year term to expire November 30, 2024 or until a successor is appointed.”

C. One Republican Member

Hartford Area Cable Television Advisory Council

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

(Charles Jackson)

“MOVE to reappoint Charles Jackson as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2020 or until a successor is appointed.”

D. One *Republican* Member

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2023 or until a successor is appointed

(Marlene Towers)

“MOVE to reappoint Marlene Towers as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2023 or until a successor is appointed.”

E. One *Democratic* Member

Youth Commission

Three Year Unexpired Term to expire September 30, 2020 or until a successor is appointed

(Kelly Hosein – resigned – VACANT)

“MOVE to appoint Melissa Richards as a Democratic member to the Youth Commission for a three year unexpired term to expire September 30, 2020 or until a successor is appointed.”

F. One *Democratic* Member

Youth Commission

Three Year Term to expire January 30, 2022 or until a successor is appointed

(Russell Sills)

“MOVE to reappoint Russell Sills as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2022 or until a successor is appointed.”

Names submitted for consideration of appointment

None



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
May 20, 2019
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 p.m.

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

Councilor Black-Burke was absent.

2) PRAYER

Councilor Wilkos led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation Declaring May 19, 2019 – May 25, 2019 as National Public Works Week

Councilor Govoni read the proclamation declaring May 19, 2019 – May 25, 2019 as National Public Works Week. Mr. Bob Jarvis, Town Engineer and Director of Public Works accepted the proclamation.

5) PUBLIC COMMUNICATIONS AND PETITIONS – None.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

- a) Board of Education

Maryam Khan, Secretary, reported the following:

- The 13th annual senior citizen breakfast hosted by Superintendent Dr. Craig Cooke was a huge success. Approximately 100 seniors were treated to

breakfast, received tours of the school, and heard the Windsor High School Jazz ensemble.

- The district is working to develop the profile of a graduate, which would include an overview of the skills and competencies a graduate should have--for example, written and oral communication skills. Various members of the community have been involved in this project and there is also an online forum to gather input on the district's website.
- Graduation for the Windsor High School Class of 2019 will be held Thursday, June 13, 2019 at 6:30 p.m. at the Bushnell.
- The last day of school for students will be Friday, June 13, 2019.
- On Wednesday, May 29 there will be a fashion show in the Windsor High School auditorium followed by an art show from 7:00 p.m. to 8:30 p.m. in the Windsor High School library.
- The interview process for the new principal of Oliver Ellsworth is underway. The board is expected to vote on a finalist on June 10.
- The school registration office at L.P. Wilson Community Center is open Monday through Friday from 8:00 a.m. until 4:00 p.m. It will remain open until 6:00 p.m. on Thursday, May 23.

b) Public Building Commission (PBC)

Rich Hazelton, Public Building Commission, gave an overview of PBC projects as follows:

Safety Complex - Police and Fire Station Design

At the last meeting, the PBC received an update on the police station project from the architect, Kaestle Boos. The completed site plan was reviewed. Exterior and interior finishes were presented and reviewed. 3-D renderings of selected interior spaces were viewed. The PBC will be receiving completed construction drawings at its next meeting on May 28 for approval.

The PBC expects to bid this project during the month of July and award the project in late August or early September. At this time, the construction schedule for the police station is expected to last twelve months, which would place the relocation of the police department to 100 Addison Road in late 2020 or early 2021.

JFK Elementary School Replacement HVAC Systems

The new air conditioning systems are completely installed and have been 90% commissioned. The commissioning is scheduled to be completed this month. Once town staff receives all closeout documents, the PBC will close this project.

Town Hall Portico Restoration Project

The project is four weeks behind schedule due to asbestos being found in the original deck waterproofing membrane. The abatement of Hazmat took four weeks. Looking ahead, the new waterproofing membrane has been installed. The replacement cast stone components are scheduled to be shipped first week of June. These pieces and a new stamped concrete deck will be installed during the month of June.

Fire Security Systems

All of the replacement fire alarm systems have been installed. The Fire Marshal's office is continuing with their inspections of the installed systems. Once the Fire Marshal's office approves all of the installations and closeout documents are received, the PBC will close this project.

Poquonock School Air Conditioning Project

The contractor, Sav-Mor Cooling of Southington, CT, has started installation of the new classroom air-conditioning systems. They are currently working second shift until summer break begins. At this time, the schedule is for all classroom air-conditioning to be operational for the beginning of the fall school session. The systems in the cafeteria and gymnasium may not be completed by the first day of school session.

Windsor High School Pool House Replacement HVAC Unit

This project is now scheduled to begin on July 2 and to be completed in mid-August.

Sage Park Middle School Roof Design

The architect, Hibbard & Rosa, is scheduled to present the completed design drawings to the PBC at its next scheduled meeting. After the PBC approves the design, they will then be forwarded to the state, with supporting documents, for their approval of the design. The PBC now expects this project be scheduled for the summer of 2020.

DPW Building Renovation Design

The architect, Capital Studio, met on site last week with town staff to review progress drawings. This design work is expected to be completed during the summer.

Clover Street School Partial Roof Design

The PBC has reviewed and approved the drawings. The architect will proceed to register this project with the state for their review. Once the state receives documents from the Board of Education, assigns a project number, and it's been reviewed and approved for reimbursement, we will proceed to bid this project. We had expected this work to be scheduled for this summer. We will make all efforts to get this project completed this summer.

Northwest Park Nature Center Addition

The PBC awarded this project to McKinney Construction of Stafford Springs, CT. Construction has begun and the new foundation is in place. Framing has begun and is to be completed this week, weather permitting. We expect this project to be completed in June.

We are receiving bids for the re-siding of the other three sides of the Nature Center. The PBC expects to review bids at their next PBC meeting and award this phase.

Councilor McAuliffe asked if there are any budget issues considering the delays and abatement issues with the Portico Restoration project. Mr. Hazelton noted that the project had a healthy budget and that he was not aware of any changes so far.

c) Economic Development Commission

Mr. Randall Graff reported the following activity from the previous year:

- The commission approved one request for fixed assessment, granted to the Fabbrica, LLC project, which will invest over \$17 million in a manufacturing facility and create 140 new jobs.
- An annual review of the priority redevelopment properties was completed and the commission decided that no changes should be made to the report.
- The annual Business Breakfast, hosted with the Chamber of Commerce, will be this Wednesday, May 22. David Griggs, CEO of the MetroHartford Alliance will be speaking about the region's strategies for economic growth. David Rocha, owner of Fastpitch Nation Park at 1001 Day Hill Road, will be speaking regarding the facility's inaugural season. Members of the Town Council are encouraged to attend.
- Highlights from the past year include the construction of the Ford parts distribution center and expansions by Verizon Wireless, Fabbrica, and the Loomis Chaffee School.
- Great Pond Development phase one has been initiated and Fastpitch Nation was opened for business.
- New businesses to town include Homegoods, Wilson Woodworks, Dattco, National Tire Warehouse, and Reynolds Welding.

Councilor O'Reilly asked what role the commission had in the Great Pond development process. Town Manager Souza responded that the commission provided initial comment on the project about eight years ago and developed a revenue sharing agreement. The agreement, in a nutshell, declares that any real estate taxes and personal property taxes are 50% retained by the town and the other 50% services public infrastructure in that development.

7) TOWN MANAGER'S REPORT

National Public Works Week

I'd like to acknowledge the work and dedication of our Department of Public Works and Engineering employees. Every day the department positively impacts each and every citizen of our town. To highlight just a few of the department's responsibilities:

- maintain 27 athletic fields and play areas
- mow nearly 100 acres of turf and 47 miles of road sides
- maintain 150 miles of roads
- maintain and repair 92 miles of storm water piping and over 3,500 storm water basins
- care for our beautiful Veterans' Cemetery

Also, in partnership with the Windsor Schools, the department maintains over 2 million square feet of facilities in over two dozen buildings. The department also provides support to numerous community events ranging from the Shad Derby, voting poll set-up to Memorial Day ceremonies.

Once again, thank you to our 38 full-time employees and numerous part-time and seasonal employees that help keep our infrastructure, public spaces and buildings well maintained and cared for each and everyday.



Town of Windsor Memorial Day Observances

On Monday, May 27, 2019 a ceremony will be held at the Elm Grove Cemetery located in Poquonock beginning at 8:00 AM followed by a ceremony at Veteran's Cemetery at 9:00 AM. Following the ceremony at Veteran's Cemetery, the Memorial Day Parade will proceed to Windsor Town Hall via Poquonock Avenue for the Parade Marshal's address. The parade usually arrives in the center of town between 9:45 AM and 10:00 AM. The 10:00 AM ceremony at town hall will include a special flag ceremony performed by members of Boy Scout Troop 149.

In case of rain, there will be one single ceremony in the Town Hall Council Chambers at 10:00 AM. Detailed information on Windsor's Memorial Day observances can be found on the town's website at www.townofwindsorct.com. Contact Enita Jubrey at 860-285-1835 with any other questions.

Household Hazardous Waste Day

Windsor residents have the opportunity to dispose of household hazardous waste on Saturday, June 1, 2019 at the MDC Water Pollution Control Facility located at 1222 Poquonock Avenue from 8:00 AM to 1:00 PM.

Acceptable items include pesticides, lawn and pool chemicals, gas, kerosene, antifreeze, driveway sealer, cleaning products, florescent lights and mercury thermometers. Detailed information as well as alternate dates in neighboring communities is available on the MDC website at: themdc.com as well as the town's website at <http://www.townofwindsorct.com/announcements.php?id=621>.

Street Paving Schedule

The first phase of street repaving began last week and is expected to continue through next week. Contractors will be working on Faneuil, Barber, Broadview, Allen, East Wolcott, Norman and East Service Road. They will also be working on a portion of Matianuck from Bina to West Wolcott, and a portion of Rood from Matianuck to Green Manor. Motorists should expect some delays in these area.

Delinquent Property Tax Sale

Tax Collector, Cathy Elliot, and her staff conducted a successful tax sale on Saturday, April 27. The criteria for inclusion in the sale was 3 or more years delinquent on payment, or \$20,000 or more owed. There were 29 properties that met this criteria at the time of the original listing last October, with a total due of over \$550,000. The Tax Collector sent numerous delinquent notices to these property owners, and this was followed up by a letter from the Town Attorney if no response was received. The total amount collected since October and prior to the sale was \$343,650 as a result of these collection efforts. Of the original 29 properties, there were 9 properties for which the owners had not paid off or made arrangements for payment terms with the Tax Collector. All 9 of these properties were sold at auction.

From the start to completion of the tax sale process, over \$594,000 has been collected as a result of the efforts put forth by the Tax Office staff.

High Level Platforms at Existing Train Station

Staff and I recently met with the Connecticut DOT to discuss their continued design of high level passenger platforms at the existing train station to serve the Hartford line and Amtrak.

The east side platform will be increased in height by approximately 36" to 40". A new 50' long platform is proposed to be built on the west side of the tracks to the north of the current at-grade platform. These changes are required by the Federal Railroad Administration. Ticket vending machines will be installed on each side of the tracks.

The west side improvements will be located within land currently leased from Amtrak by the Hartford Transit District and the town. This may require a lease amendment to accommodate the newer construction.

On the east side, we are working with DOT to finalize easements and the proposed acquisition of a small strip of town-owned land on the east side of the tracks (approximately 1,600 square feet.) As previously reported, there is the need for an easement to be granted by the town to the DOT as the foundation of the east side platform will be on town-controlled land. To meet certain federal rail regulations, the DOT is proposing to purchase a small strip of town land along the length of the platform. The value of this land is likely to be less than \$10,000, so there is not the need for a town meeting.

Wayside Horns

The DOT is still planning to install 'wayside horns' at each crossing from Meadow Road to Central Street. The electronic wayside horn devices are designed to direct the warning signal to a more immediate area around the rail crossing rather than the current practice where the train engineer controls the horn and the noise can be heard from quite a distance from the railroad crossing.

The DOT currently has the horns operating at one crossing in Wallingford and one in Meriden.

One challenge with the wayside horn signal is its application in areas that have buildings very close to the crossing. The devices are directed at the roadways that intersect with the railroad tracks. The decibel level is set per federal regulations. So for Central Street and Mechanic Street, a horn(s) would need to be 'directed' south down Mechanic Street. This points the sound directly at the Windsor Station Apartments.

The DOT and staff will continue to discuss the wayside horn technology and its application in Windsor, as in the long run, it is important to try to mitigate the horn noise.

Councilor Govoni thanked Town Manager Souza for looking into the wayside horns, then asked what's going on over at Scranton Motors. Town Manager Souza responded that the property owner is in the early stages of preparing to demolish the existing structures and has been doing some environmental testing.

Councilor McAuliffe asked if the new platforms will eliminate any parking spaces. Town Manager Souza responded that as it is currently designed, it will not.

Councilor Jepsen stated that he is leery of the wayside horns and wonders how loud they will be. He then asked if Amtrak has eminent domain over the site. Town Manager Souza stated that the state does. Town Manager Souza also offered to invite the Department of Transportation to the town to have further conversations on the topic if necessary.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly thanked the citizens who came out to vote on the budget referendum.

Councilor Wilkos – None

Councilor Black-Burke – Absent

Councilor Govoni – None

Councilor McAuliffe stated that the Windsor Climate Action Group will be meeting at L.P. Wilson this Thursday, 5/23/19, from 7:00 p.m. - 9:00 p.m. and invited citizens and councilors to attend. The group had two electric cars in the Shad Derby parade and a booth on the green.

Councilor Tustin – None

Deputy Mayor Terranova - None

Councilor Jepsen – None

Mayor Trinks thanked citizens who took time to vote on the referendum.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee - Councilor O'Reilly stated that the committee met on May 8th to interview candidates and that it will be discussed during agenda item 13.

Health & Safety Committee – None

Finance Committee – Deputy Mayor Terranova stated that the committee will meet on Monday, June 10 to discuss year end business.

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported that the committee will be meeting this Wednesday.

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Set Mill Rate for FY 2020

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the tax rate for fiscal year beginning July 1, 2019 be set at 32.38 mills which reflects the October 2018 property valuation with a total estimated taxable grand list for FY 2020 of \$3,085,190,000.

The voters adopted the FY 2020 General Fund budget of \$118,719,040 on May 14, 2019. The mill rate needed to fund this budget is 32.38 mills.

Each individual property is uniquely impacted by the state-mandated property revaluation process as determined by the Town Assessor's Office per the October 1, 2018 valuation. The budgetary tax impact, which reflects changes in expenditures, non-tax revenue, and growth is 1.88%.

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

- b) Approve amendments to Clerk Typist II position description and approve Police Records Clerk position description

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the job descriptions for the positions of Police Records Clerk and Records and Information Clerk be approved as presented and the title of Records and Information Clerk be added to the bargaining unit pay plan and Clerk Typist II be removed.

Amelia Bliss, Human Resources Director, presented the following:

The position classification and pay plan for the Public Works and Clerical bargaining unit includes the position of Clerk Typist II. The position title of Police Records Clerk was added to this pay plan during the last negotiations in recognition of the specific nature of the position. These positions are classified in the same pay grade. Two bargaining unit employees working in the police department records division are currently classified in the Clerk Typist II position. Additionally, the recently created full-time position in the Town Clerk's office will also be classified as Clerk Typist II. Staff is proposing a new job description be created for Police Records Clerk to reflect the specific job duties related to police records. The Clerk Typist II job description has been reviewed and changes are being proposed to update the duties, competencies and terminology as they have changed over time. A change in the title from Clerk Typist II to Records and Information Clerk is also being recommended.

"Competencies" and "Physical Demands and Work Environment" have been added to both job descriptions to conform to the town's current format.

Police Records Clerk

The main duties of the Police Records Clerk position include preparing, screening, filing, and distributing law enforcement and public safety reports and records, entering information in the database, performing administrative duties and assisting customers on the phone and in

person. The proposed new job description is intended to more accurately reflect the specific duties of the position in the police department.

Records and Information Clerk

The main duties of the Records and Information Clerk include providing clerical support to a department or division under general supervision following established procedures including maintaining and managing records, files, and information, as well as assisting customers. The proposed changes are intended to more accurately reflect the duties of the position.

Councilor Jepsen asked if the records involved are paper based or electronic. Ms. Bliss responded that it is a mixture of both.

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

- c) Approve amendments to Assessor and Assistant Assessor position descriptions

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the job description for the positions of Assessor and Assistant Assessor be approved as presented.

The Assessor's Office includes the unaffiliated, full-time positions of Assessor and Assistant Assessor. The Assistant Assessor position will become vacant later this year 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. Both positions have been reviewed by the Finance Director, Assessor and the Human Resources Director. Some changes are necessary for them to reflect the current duties and competencies of the positions.

"Essential Duties and Responsibilities" and "General Purpose" of both positions have been updated and made more specific to ensure that each description accurately articulates the modern demands of the job. Some terminology has been updated to align with changes that have occurred over the years. Required "Competencies" have been added and the "Physical Demands and Work Environment" have been updated to conform to the town's current format.

Assessor

The main duties of the Assessor include planning, supervising, and evaluating town assessment activities; selecting and applying a combination of complex appraisal techniques necessary to the accurate and defensible determination of fair market value of all property; performing accounting and auditing procedures relating to those assessments. The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes.

Assistant Assessor

The main duties of the Assistant Assessor include inspecting and appraising real property under the direction of the Assessor; coordinating appraisal reviews and appeals before the Board of Assessment Appeals; interpreting state assessment statutes, local tax ordinance, and department rules and regulations for property taxpayers and the public. The proposed changes are intended to more accurately reflect the duties of the position.

Councilor Jepsen asked if the state has any guidelines or requirements for the assessor positions. Town Manager Souza responded that there are state certifications that will need to be obtained by the assessor, but entry requirements are set by the towns.

Councilor Jepsen asked about assessing town property being a red-lined item on the job description and wondered if we will still assess town property. Town Manager Souza noted that insurance companies will assess the properties on their own and that the assistant assessor typically does residential property and the assessor will do the commercial properties, hence why it was red-lined from the assistant assessor's job description.

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

13) RESIGNATIONS AND APPOINTMENTS

Councilor O'Reilly noted that there are three new members and three reappointments to be considered.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the May 6, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the May 6, 2019 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Councilor Tustin, seconded by Councilor O'Reilly to adjourn the meeting at 8:28 p.m.

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

Respectfully Submitted,

Erin Rand
Clerk of the Council