



Council Agenda

Council Chambers
Windsor Town Hall
August 5, 2019



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor McAuliffe
3. PLEDGE OF ALLEGIANCE – Councilor McAuliffe
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Human Relations Commission
 - c) Metropolitan District Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Presentation by Riverfront Recapture (Town Manager)
 - b) *Approve collective bargaining contract with UPSEU (Town Manager)
 - c) *Resolution regarding Final Design of Day Hill Signal Project (Town Manager)
 - d) *Resolution to Name Windsor High School Varsity Baseball Field in Honor of Mr. Barry Chasen (Councilor McAuliffe)
 - e) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER



ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION.” (Town Manager)

- f) Set a public hearing for September 3, 2019 at 7:20 p.m. for a bond ordinance entitled, , “AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION.” (Town Manager)
- g) *Presentation on Wilson Redevelopment Opportunities (Town Manager)
- h) *Resolution of intent to remove appointed volunteer commission member (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the July 1, 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: August 5, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Presentation by Riverfront Recapture

Background

Since the early 1980's Riverfront Recapture, Inc., has had a bold vision and master plan to help reconnect the Hartford region to the Connecticut River. Part of the long-range vision has been to develop a multi-use trail from Hartford north to Windsor Center. Windsor has two segments of the multi-use trail in place already and plans for the remaining portion are included in the town's Plan of Conservation and Development and the unscheduled section of the Capital Improvements Plan.

Staff for Riverfront Recapture will provide a presentation on their efforts to pursue the northward expansion of the existing multi-use trail in Hartford's Riverside Park, as well as the vision for a new river-front park at the end of Meadow Road at the town line with Hartford.

Discussion/Analysis

Riverfront Recapture continues to pursue the acquisition of 60 acres of riverfront property on the Hartford / Windsor town line. 58 acres are in Hartford with the balance in Windsor. A Purchase and Sales Agreement has been agreed to between the property owner and Riverfront Recapture. Riverfront has funding commitments in place to make the purchase later this summer or fall. Riverfront Recapture is also in discussion with the State of Connecticut regarding potentially managing a portion of state-owned land which abuts the privately owned parcel.

Also, the city of Hartford has secured grants funds to extend the multi-use trail north from the Greater Hartford Jaycees Community Boathouse to the southern portion of the parcel they plan to acquire. Design and permitting work is underway. This leaves a segment of trail through the former farm as well as the need for a new bridge over Decker's Brook in order to connect with our existing trail south of East Barber Street.

Financial Impact

None

Other Board Action

None

Recommendations

This item is for informational purposes only. There is no specific action requested of the Town Council at this time.

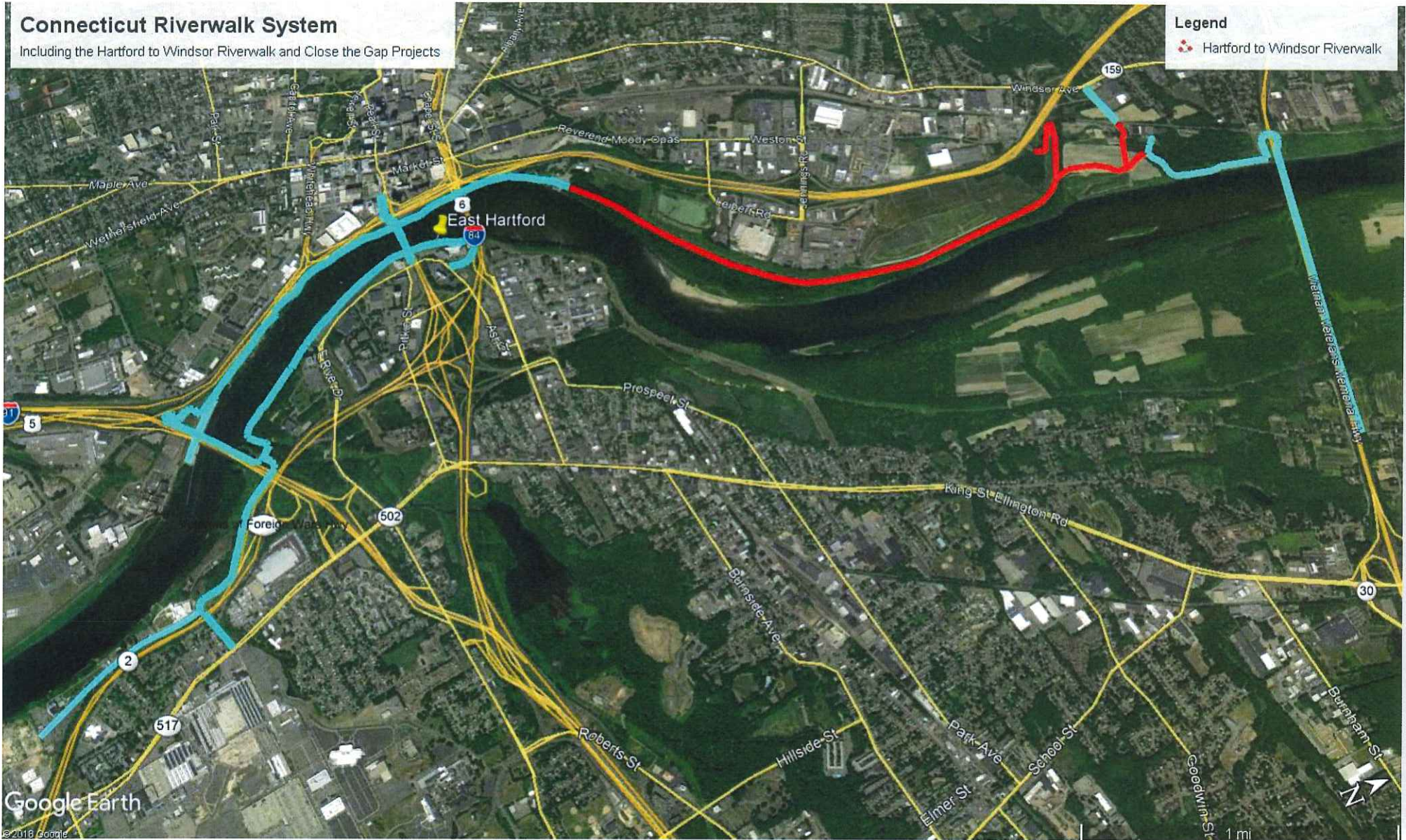
Attachments

Riverfront Recapture Presentation

RIVERFRONT PARK AND RIVERWALK DEVELOPMENT

TOWN OF WINDSOR
TOWN COUNCIL
AUGUST 5, 2019
RIVERFRONT RECAPTURE





Riverwalk Trail System: Current and Under Design



Private Property to be Acquired by Riverfront Recapture



Windsor State Meadows



Future Riverwalk and Cove



Park Development Goals:

- Riverwalk
- Cove
- Paddle sport center supporting crew, dragon boats, kayaks, canoes, and paddleboards.
- Future home of Riverfront Outdoors
- Wildlife conservation area; tree nursery; outdoor educational center; seasonal farmers' market; accessible fishing pier; open-air pavilion;
- Widespread community and economic impact
- Revenue generated by the park will support maintenance, operations and programs



Upper Area of Park



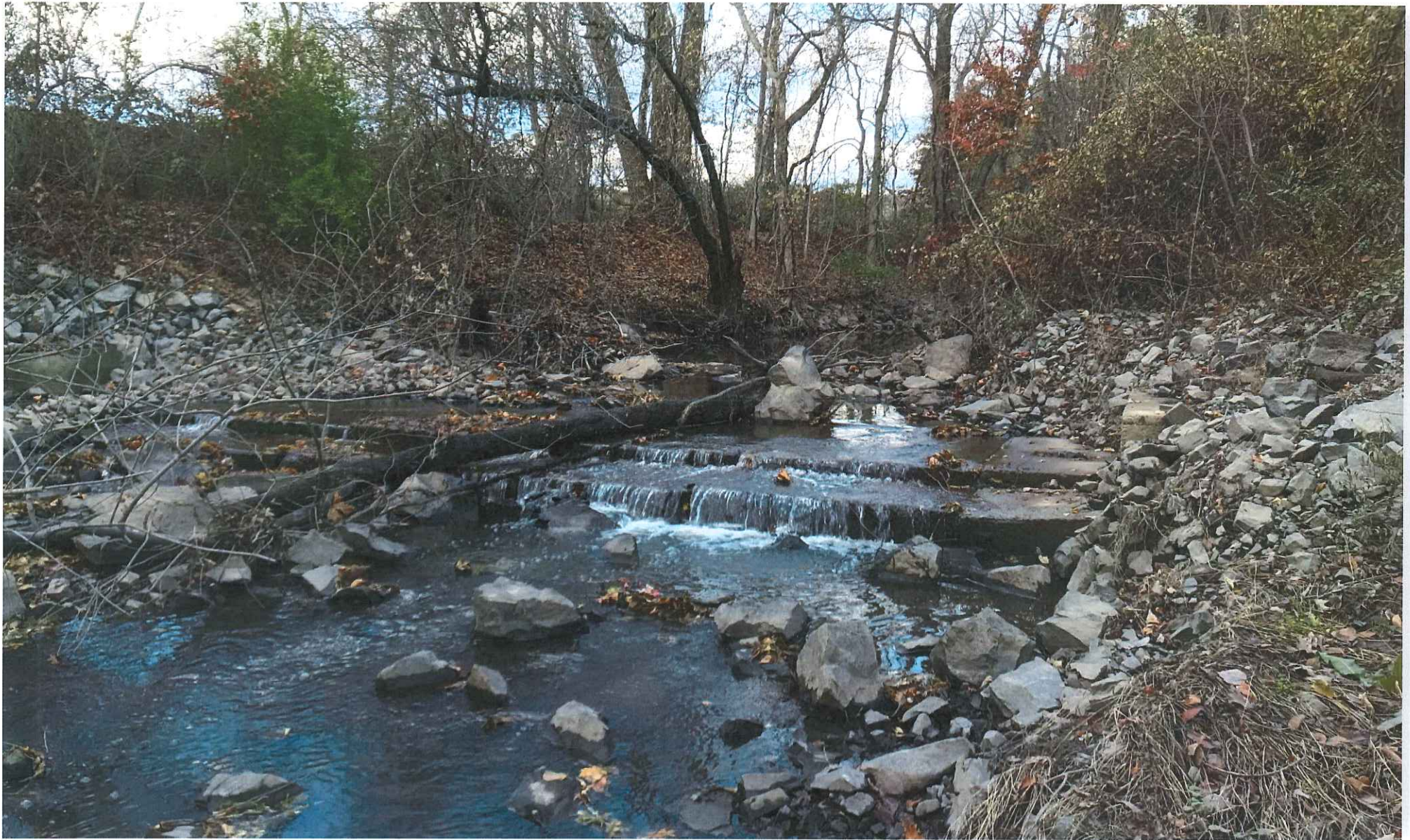
Meadow



Future Cove



Cove Inlet



Meadow Brook on South Side of Property



Decker's Brook on North Side of Property



Rendering of Future Riverwalk Crossing Park

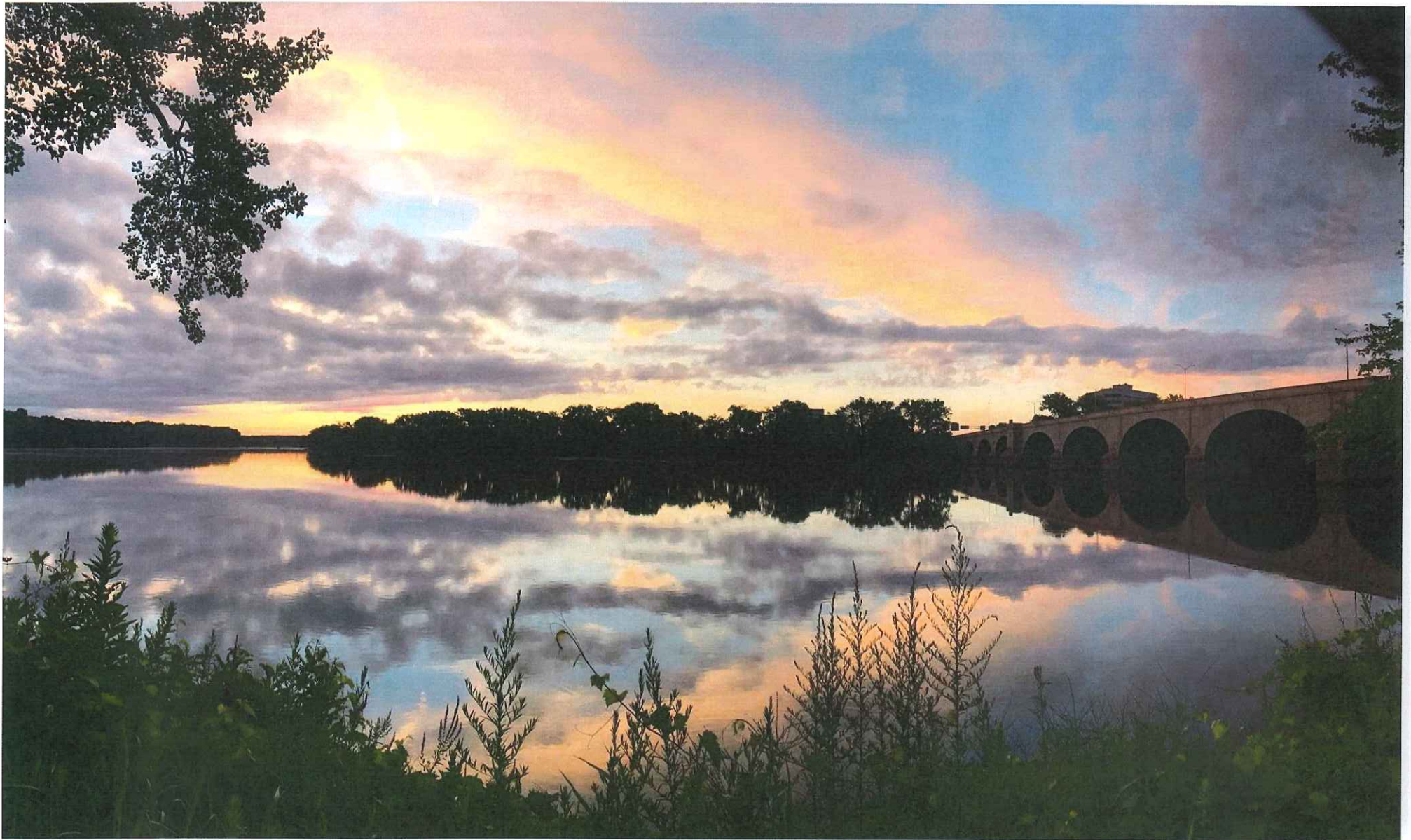


Windsor Riverwalk



Project Status

- Environmental Phase I, II & III complete on private property
- Environmental Phase I&II to be conducted on State property
- Funding secured for design, permitting, building demolition and preliminary development – foundation grants, State of Connecticut, and private contributions
- Seeking public funding for the Riverwalk construction and park access
- Seeking private funding for other park development and amenities




Questions?

Agenda Item Summary

Date: August 5, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Joshua Kelly, Management Analyst
Amelia Bliss, Director of Human Resources
Don Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: United Public Service Employees Union (UPSEU) Public Safety Dispatchers
Collective Bargaining Agreement

Background

The collective bargaining contract with the United Public Service Employees Union (UPSEU) Public Safety Dispatchers expired on June 30, 2019. Negotiations have largely been centered on health coverage and wages. Management and the dispatchers have come to an agreement for a contract that runs from July 1, 2019 through June 30, 2021. Members of the employee association have ratified the proposed agreement and the Town Council is now being requested to approve the contract.

Discussion/Analysis

Active Employee Health Insurance

The proposed contract includes changes to health insurance plans including:

- Increasing the current employees' share of the health insurance premium contribution from 20% to 20.5% effective July 1, 2019, and to 21% effective July 1, 2020.
- Eliminating coverage for gastric bypass related procedures and limiting infertility treatment to the state-mandated level of coverage.
- Eliminating coverage for domestic partners.

Wages and Salary Schedule

A market study was conducted comparing the current salary ranges to those in similar sized departments in our geographic area. Based on the study, the Town and the bargaining unit have agreed to a 2.25% wage increase for both FY 20 and FY 21.

Contractual language changes

The Union Security language changes are proposed based on a Supreme Court decision related to public sector union fees for employees who choose not to become a member of the union.

Financial Impact

The cost of the proposed wage increases on a year-over-year basis are shown below. Please note that the figures include cost of step increases for two employees not yet at the top of the pay plan.

Dispatchers			
General Wage Increase			
	% Increase	Wages Received	Change from Prior Year
FY 19 ~ Base		\$515,055	
FY 20	2.25%	\$533,975	\$18,920
FY 21	2.25%	\$545,990	\$12,014

Other Board Action

None

Recommendations

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

“MOVE to approve the collective bargaining agreement between the Town of Windsor and UPSEU Local 424, Unit 10 for the period of July 1, 2019 through June 30, 2021.”

Attachments

UPSEU Local 424, Unit 10 Collective Bargaining Agreement 7/1/19 to 6/30/21

Collective Bargaining Agreement

By and Between

Town of Windsor

and



UNITED PUBLIC SERVICE EMPLOYEES UNION

WINDSOR DISPATCHERS

Local 424 - Unit 10

July 1, ~~2016~~ 2019 through June 30, ~~2019~~ 2021

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ARTICLE I. MANAGEMENT RIGHTS

SECTION 1.1. Management Rights. Except as specifically abridged or modified by this Agreement, the Town, through its Chief Executive or his or her designee, solely, has and will continue to retain, whether exercised or not, all of the rights, powers, and authority heretofore existing, and responsibilities to direct the affairs of the Town in all of its various aspects and to manage and direct its employees, including but not limited to the following: Determine the standards of services to be offered by the Town; determine the standard of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; issue and enforce rules and regulations; maintain the efficiency of governmental operations; determine the methods, means and personnel by which the Town's operations are to be conducted; determine the content of job classifications; exercise complete control and discretion over its organization and the technology of performing its work; plan, direct, control and determine all the operations and services of the Town, to assign overtime; discipline, suspend, demote and discharge employees for just cause; change or eliminate existing methods, equipment or facilities; and fulfill all of its legal responsibilities. The above rights, responsibility, and prerogatives are inherent in the Town Manager by virtue of statutory and charter provisions and cannot be subject to any grievance or arbitration proceeding except as specifically provided for in this Agreement.

ARTICLE II. RECOGNITION

SECTION 2.0. The Employer hereby recognizes the Union as the exclusive collective bargaining representative for the purpose of collective bargaining with respect to wages, hours, and other conditions of employment for all of the employees included in the collective bargaining unit certified by the State of Connecticut Labor Department in Case No. 2005-MBA-293, Decision #4026.

SECTION 2.1. The Union, its officers and members shall not intimidate or coerce employees into joining or remaining members of the Union; and the Town shall not intimidate or coerce employees for purposes of not joining the Union.

SECTION 2.2. Definitions. The terms hereinafter set forth shall have the following meanings:

1. "Union" shall mean the United Public Service Employees Union Local 424-Unit 10.
2. "Employer" shall mean the Town of Windsor.
3. "Employee" shall mean a member of the bargaining unit represented by the Union.
4. "Regular Full-time Employee" shall mean an employee normally scheduled to work at least a five (5) day week totaling at least forty (40) hours.

5. "Part-time Employee" shall mean an employee normally scheduled to work less than a five (5) day week totaling less than forty (40) hours per week and is employed at least 120 days per year.

SECTION 2.3. Union Security

All present employees and all employees hired after the date this Agreement is signed, shall be entitled to become and remain members of the Union.

~~a. Payment of either the Agency Fee or Union dues as set forth below shall be a condition of employment.~~

~~The Union agrees that it will not request the Employer to discharge or suspend a bargaining unit employee for any reason other than the failure by such employee to remit the agency service fee as provided in Section 2, below, or the Union dues and uniform assessments levied against all Union members, and as set forth in Section 2 hereof. The Union agrees to deliver a notice in writing to the Employer and to the employee when an employee is in default in the payment of his/her agency service fee or Union dues or assessments. Any such request by the Union that the Employer discharge or suspend such employee because of said default shall not become effective until thirty (30) calendar days have expired from the delivery of such notice to the Employer and to such employee. The tender to the Union of the amount of the delinquency within such thirty (30) day period shall automatically and fully cure the default of such employee and the Union shall, upon receipt of such remittance, promptly notify the Employer thereof.~~

~~Failure by the employee to cure such default within such time shall be conclusively presumed to be just cause for his/her immediate dismissal or suspension as so requested by the Union and the Employer forthwith shall take all steps necessary to dismiss or suspend said employee.~~

~~b. Every employee covered by this Agreement must, for the life of this Agreement after the grace period described in Section 2 below, satisfy an obligation to the Union as the unit's exclusive bargaining representative. Under this Agreement, employees must choose one of the two ways of satisfying this obligation, as described below. Every employee has the right to make this choice free of interference, restraint or coercion:~~

~~i. Full Union membership: The employee chooses to join the Union as a full member, is subject to all rights and duties accorded members, and, as a condition of employment, must pay the full initiation fee (if applicable) and uniform periodic dues charged by the Union;~~

~~ii. Agency Fee payer: The employee does not become a full member of the Union, and thus is not entitled to the full range of rights and duties of the Union membership; further, the employee informs the Union that he/she objects to the Union's spending part of the dues and fees collected under this~~

~~Agreement for activities not germane to its role as the exclusive bargaining representative; this employee must, as a condition of continued employment, pay the percentage of fees and uniform, periodic dues used for activities germane to the Union's status as the Unit's exclusive bargaining representative. The Union must provide the employee with information about its expenditures and this employee may challenge the Union's information.~~

- ~~e. — Each employee covered by this Agreement, who is not a full member of the Union on the effective date of this Agreement (or hire date, if applicable), has the right to a "grace period" of twenty-nine (29) days in which to choose his/her status. Thus:
 - ~~i. — For all employees who are in the unit and are not full Union members on the effective date of this Agreement (or the Agreement's date of execution, whichever is later), their chosen status, and their obligation to pay dues and fees, shall begin on the thirtieth (30th) day after the effective date of this Agreement (or the Agreement's date of execution, whichever is later).~~
 - ~~ii. — For all new employees who are hired into the unit during the Agreement's life and are not full Union members on the date of hire, their chosen status, and their obligation to pay dues and fees, shall also begin on the thirtieth (30th) day after their date of hire (or the Agreement's date of execution, whichever is later).~~~~
- ~~d. — Employees in the unit who are full Union members on this Agreement's effective date or, if hired during this Agreement's life, on their date of hire, do not receive the grace period. For these full Union members, their obligation to the Union is continuous and is not affected by this Agreement, although they are free to change their status.~~
- ~~e. — Employees may elect to change their chosen status upon appropriate written notice to the Union once per year in the month of June. Such change will take effect in the first pay period in August.~~

SECTION 2.4. -Check-Off. ~~The Town agrees to deduct union membership dues and/or fees as may be allowed by the law once weekly from the pay of those employees who individually and in writing authorize such deductions.~~

~~The Town will deduct from wages of each employee, who individually certifies in writing to the Town that they authorize such deductions, the uniform dues hereafter levied by the Union in accordance with its Constitution and By-Laws. Such authorization, forwarded to the Finance Director in a form approved by the Labor Commissioner, shall be effective as soon as practicable, which will ordinarily be the pay date following the receipt of the authorization.~~

SECTION 2.5. - Deduction Period. The Town will remit once each month on or before the last day of the month in which such deductions are made, together with the list of employees from whose wages these sums have been deducted, a copy of said deductions to the Union. Such dues deductions shall continue for the duration of this Agreement and any extension thereof unless revoked by the employee. ~~.-All sums so deducted shall be remitted to the duly authorized Financial Officer of the Union no later than the end of the calendar month in which the deductions are made.~~ If for any reason a deduction was not made from the pay of an employee who has authorized such deduction(s), a sufficient amount will be deducted in the first pay period in which the employee has sufficient funds due him/her to bring his/her deductions up to date. ~~The sum, which represents such Union dues deductions, shall be certified to the Town as constituting such by the duly authorized Financial Officer of the Union. If a sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deduction shall not be increased or decreased until thirty (30) days written notice of such change has been received by the Town from the Duly authorized Financial Officer of the Union.~~

SECTION 2.6. - Indemnification. The Union agrees to indemnify the Town for any loss or damages arising from the operation of this Article. It is also agreed that neither any employee nor the Union shall have any claim against the Town for any deductions made or not made, as the case may be, unless a claim of error is made, in writing, to the Town within thirty (30) calendar days after the date such deductions were or should have been made.

SECTION 2.7. - Union Financial Officer. The Union will inform the Town of the name and title of the Union official responsible for all matters relating to dues.

SECTION 2.8. Within ten (10) working days of an employee's hire date, the Town shall provide the Unit President and the UPSEU Labor Relations Representative with the following information about newly hired bargaining unit members: first and last name; work location; pay rate; and work phone number and email address.

SECTION 2.9. The Town shall permit the Union or Unit Officer to meet with new employees hired into the bargaining unit during the first thirty (30) calendar days of employment with the Town.

ARTICLE III. SENIORITY

SECTION 3.0. Seniority shall be determined by the length of full-time service of a regular employee from his/her full time date of hire. The Town will maintain a seniority list which shall be revised as of January 1st each year and a copy furnished to the Union no later than February 1st. Any errors in said seniority list shall be brought to the Town's attention within thirty (30) calendar days, the list shall be deemed accurate except for those errors of which the Town has been timely notified.

SECTION 3.1. All new full-time employees covered by this Agreement shall serve a minimum probationary period of six (6) months, except that in any individual situation the Employer may, at its sole discretion, extend the probationary period to twelve (12) months. If the probationary period is extended beyond six (6) months, the Employer shall provide the employee with the reason(s) for the extension. The probationary period shall be deemed successfully completed upon notification by the Town. During the probationary period, the full-time employee shall have no seniority rights or rights granted by ARTICLE XII of this Agreement. Upon successful completion of the probationary period, the employee's seniority shall date back to the employee's date of hire for the regular full-time position.

All non-full-time employees who are members of the bargaining unit shall serve a probationary period until such time as the employee is approved to work the dispatch position "solo". Prior to approval to "solo" by the Chief of Police, the Chief of Police may terminate the employment of any such non-full-time dispatcher and said dispatcher shall have no right to the grievance procedure.

SECTION 3.2. An employee's seniority will be broken and cease when he/she:

- a. Quits;
- b. Retires;
- c. Is discharged for just cause;
- d. Obtains a leave of absence by false or misleading statements;
- e. Exceeds a leave of absence without a satisfactory explanation to the Employer;
- f. Fails to report to work within ten (10) working days after notice of recall;
- g. Accepts employment elsewhere while on a leave of absence;
- h. Is laid off for a consecutive period equal to his/her seniority or a period of eighteen (18) months, whichever is less.

SECTION 3.3. Promotions and Vacancies. Should the Town determine to fill a vacant or new position in the bargaining unit, such position shall be posted for a period of five (5) working days on bulletin boards to be provided for such purpose. The Town shall make reasonable effort to fill such positions as soon as possible.

ARTICLE IV. HOURS OF WORK

SECTION 4.0. The regular work week for all full-time employees covered by this Agreement shall normally consist of five (5) consecutive days on, followed by two (2) consecutive days off, eight (8) hours each day.

SECTION 4.1. Work shifts are as follows:

C Shift 2300-0700
A Shift 0700-1500
B Shift 1500-2300

The Employer shall retain the right to adjust this schedule in the interest of the Town.

SECTION 4.2. Thirty (30) minutes shall be allowed for mealtime, and when a dispatcher is on his/her mealtime, the on-duty supervisor shall see that the dispatching function is performed either by a member of this unit or otherwise. The thirty (30) minute mealtime may be extended to forty-five (45) minutes provided the dispatcher uses the mealtime to engage in a physical fitness workout in the Department gym and there is sufficient desk coverage to be determined by the shift supervisor.

SECTION 4.3. The bid will be posted every four months and must be completed no less than three (3) weeks prior to the start of the bid. Employees shall be entitled to bid their shift preference for each month within the four-month bid cycle based on seniority. The four-month bid period will start on the first Sunday of January, May, and September.

SECTION 4.4. Employees shall be entitled to swap their shift(s) on single day, multiple day or weekly basis. Employees are responsible for finding shift swap replacements. Such shift swap requests must be reduced to an approved form and submitted to the Supervisor twenty-four (24) hours prior to the swap for approval by the Chief of Police or his/her designee.

Such swap(s) shall not incur any additional cost to the Town. No employee shall be eligible, except in a dire emergency, to work an overtime shift if it results in his/her working more than sixteen (16) consecutive hours.

No employee shall be ordered in to work an overtime shift if it results in the employee working more than sixteen (16) hours in a twenty-four (24) hour period or thirty-two (32) hours in a forty-eight (48) hour period. No employee shall work more than forty (40) hours of overtime in a week, except in a dire emergency.

ARTICLE V. OVERTIME

SECTION 5.0. Employees shall be compensated at a rate of time and one-half for all time actually worked in excess of eight (8) hours in a single shift or a total of forty (40) hours in a week. Effective with the signing of this Agreement, all leave except sick leave and compensatory time shall be counted as time worked in the computation of overtime.

SECTION 5.1. Employees shall be required to work overtime unless excused by the shift supervisor. If it becomes necessary to schedule overtime (which shall not include regular shifts filled by non-bargaining unit personnel), the shift that becomes vacant will be offered as follows:

- 1st To full time dispatchers who are on a scheduled day off on the day of the vacant shift by order of seniority;
- 2nd To full time dispatchers who are coming off working their regularly scheduled shift just prior to the beginning of the vacant shift by order of seniority;
- 3rd To all other full-time dispatchers by seniority;
- 4th To part time dispatchers in order of seniority;
- 5th To desk qualified Police Officers.

In the event that the open shift cannot be filled using this procedure, the least senior dispatcher coming off shift will be ordered to work the first 4 hours of the empty shift and the least senior dispatcher coming on shift will be ordered to work the second 4 hours of the open shift. In the event that an on-coming dispatcher cannot be reached, the least senior dispatcher coming off will be ordered to work the entire open shift. If ordering the least senior dispatcher will result in that dispatcher working more than 16 consecutive hours, the more senior dispatcher will be ordered to work the open shift.

When a vacancy occurs which is less than two hours in duration, the Town is not required to offer the time as an open shift and has the right to fill that vacancy with reassigned non-bargaining unit personnel.

Dispatchers given preference by this procedure for a vacant overtime shift will be entitled to the shift over dispatchers with a lesser preference and will be entitled to take the shift from the dispatcher with lesser preference (bumping). Bumping will be allowed provided that at least eight (8) hours notice has been given to the dispatcher being bumped. The dispatcher taking the shift must immediately inform a supervisor of the change. Bumping will not be allowed if the vacant shift is less than eight (8) hours from the time that the vacancy occurs.

Any full-time employee ordered to work outside his/her regular shift hours shall be compensated at the rate of time and one-half for all such hours worked.

Notwithstanding the foregoing, regular full-time shifts vacant due to a full-time dispatcher taking vacation of five (5) consecutive work days or more may be filled by part-time dispatchers by the

Chief of Police or his/her designee using part-time dispatchers first. If full time dispatchers are needed, the procedure set forth above will be used.

SECTION 5.2. When a regular full-time employee, after departing from his/her regularly scheduled shift, is officially ordered to report back to work, he/she shall be compensated at the applicable rate from the time he/she is notified to report to work, provided he/she reported no later than one-half hour after such notification, and that the reason for the call-back was not due to the error or omission of the employee. If an employee is officially ordered to report back to work for mandatory training and/or meetings, he/she shall receive a minimum of four (4) hours compensation at the straight time rate or one and one-half times his/her regular rate of pay for all hours actually worked, whichever is greater.

SECTION 5.3. Full-time Bargaining unit members hired on or before July 1, 2011 may earn up to a maximum of eighty (80) hours of compensatory time, which may not be replenished, in each calendar year. Full-time Bargaining unit members hired after July 1, 2011 may earn a maximum of forty (40) hours of compensatory time, which may not be replenished, in each calendar year. The Town shall have the right to use non-bargaining unit employees to provide dispatching coverage whenever a bargaining unit member uses these compensatory hours. If a bargaining unit member is ordered to work an overtime shift, the employee will be able to earn up to a maximum of sixteen (16) additional hours of compensatory time above the eighty (80) or forty (40) hour limit set forth in this section.

SECTION 5.4. Bargaining unit members assigned as training officers shall earn fifteen (15) minutes of compensatory time, or straight time pay, per shift while training. Should the compensatory time earned while training cause the employee to exceed the allowable compensatory time limit specified in Section 5.3, the member will be allowed to accrue compensatory time above the limit for compensatory time earned, for these training shifts only.

SECTION 5.5. Full-time Bargaining unit members hired prior to July 1, 2011 shall be credited with the following leave time each year:

At the beginning of the 10th year -8 hours

At the beginning of the 15th year-16 hours

The foregoing leave time will be credited to the member's Dispatcher Leave Time account on each July 1 st prior to the member's hiring anniversary date. If upon the crediting of the above amounts, those amounts plus the member's compensatory time exceeds the 80-hour limit set forth above, the member shall have 90 days to bring the number of compensatory hours below the limit. or shall be paid a sufficient number of hours of the leave time (at straight time pay) to bring the member below the limit.

SECTION 5.6. Bargaining unit members hired after July 1, 2011 shall not be eligible for Dispatcher Leave as described in SECTION 5.5.

ARTICLE VI. HOLIDAYS

SECTION 6.0. Each full-time member of the bargaining unit may take twelve (12) of the following days as holidays:

New Year's Day	Labor Day
Martin L. King Day	Yom Kippur
Presidents Day	Veterans Day
Good Friday	Thanksgiving Day
Easter Sunday	Friday following Thanksgiving Day
Memorial Day	Day before Christmas
Independence Day	Christmas Day

SECTION 6.1. Each full-time Bargaining unit member may choose nine (9) holidays from Section 6.0 each year. For these holidays, each full-time employee will be compensated in accordance with one and only one of the following, as applicable:

- a. Employees who are not scheduled to work on a holiday, and who do not work on that holiday, shall receive his/her regular weekly pay plus eight (8) hours of straight time pay, or upon approval by the Chief, eight (8) hours of compensatory time.
- b. Employees who are not scheduled to work on a holiday, but who do work on that holiday by choice, shall receive his/her regular weekly pay plus eight (8) hours of straight time pay (or eight (8) hours of compensatory time upon the Chiefs approval, in lieu thereof), plus pay at the rate of one and one-half times their regular rate for all hours actually worked on that holiday.
- c. Employees who are not scheduled to work on a holiday, but who are ordered to work on that holiday shall receive their regular weekly pay plus eight (8) hours of straight time pay (or eight (8) hours of compensatory time upon approval of the Chief, in lieu thereof), plus pay at a rate of two times their regular pay for all hours actually worked on that holiday.
- d. Employees who are scheduled to work on a holiday and who do work on that holiday shall receive their regular weekly pay and shall receive an additional twelve (12) hours of straight time pay, or upon approval of the Chief, twelve (12) hours of compensatory time in lieu thereof.
- e. Employees scheduled to work on a holiday, but who do not work that holiday, shall treat that day as a holiday and receive no additional compensation for that day.

SECTION 6.2. Each full-time Bargaining unit member must choose three (3) holidays from Section 6.1. For these holidays, each full-time bargaining unit member will be compensated in accordance with one and only one of the following, as applicable:

- a. Employees who are scheduled off on the holiday may elect to receive eight (8) hours of pay at straight time or take another day off at a later time, but before the end of the fiscal year in which the holiday occurs.
- b. Employees who are scheduled off on the holiday and who work that day will be paid overtime in accordance with Article v., Overtime.
- c. Employees who are scheduled to work a selected holiday and who work that day will be paid their regular pay for the day and receive eight (8) hours of pay at straight time or take a day off at a later time, but before the end of the fiscal year in which the holiday occurs.

SECTION 6.3. There shall be no pyramiding of overtime under this Article or any other Article in this Collective Bargaining Agreement.

SECTION 6.4. For information on holiday pay during disability leave see Section 8.6.

ARTICLE VII. VACATIONS

SECTION 7.0. Regular full-time employees who have successfully completed their probationary period are eligible for vacation leave as follows:

- a.

<u>Length of Continuous Service</u>	<u>Earned Vacation Leave</u>
Up to and including 5th year of service	10 days/year
6 years up to and including the 10 th year	15 days/year
Beginning the 11th year of service and beyond	20 days/year

- b. Regular full-time employees hired after July 1, 2015 are eligible for vacation leave as follows:

<u>Length of Continuous Service</u>	<u>Vacation Leave</u>
Up to and including 5th year of service	10 days/year
6 years up to and including the 15 th year	15 days/year
Beginning the 16th year of service and beyond	20 days/year

Part-time employees who become full-time employees will receive credit pro-rata for all part-time service. The credit shall be based on the number of hours worked per year divided by 2080 hours for a maximum look back period of ten (10) years.

SECTION 7.1. Maximum Accumulation of Vacation Leave. A regular full-time employee may accumulate vacation leave up to the following maximum limits:

Up to and including 5 th year of service	15 days
6 years up to and including 10 th year	22.5 days
Beginning the 11 th year of service and beyond	30 days

SECTION 7.2. A full-time employee may take earned vacation leave during the year upon approval by the Town. No employee shall take vacation leave of less than one-half (1/2) of his/her normal workday.

SECTION 7.3. Leave Requests. Requested dates for vacation leave may be granted by the Chief or his/her designee with due consideration of the wishes of the employee and the needs of the Department. The Town retains the right to limit the number of employees taking vacation leave at the same time. Whenever there is a conflict in requested vacation dates, preference shall be given to employees according to seniority, except that once an employee has received written approval of requested vacation dates, those dates may not be pre-empted by another employee.

Short notice leave requests (other than sick leave) are requests that are submitted less than forty-eight (48) hours prior to the start of the shift in which the employee is requesting to use leave. Such requests, when the 48-hour notice period occurs outside the immediate supervisor's normal work schedule, may be submitted to the on duty patrol supervisor. If necessary, the on duty patrol supervisor will attempt to fill the overtime in order to grant the leave request. The patrol supervisor will follow the overtime rules listed in section 5.1 through step 4 (Dispatchers only). Police officers will not be utilized for short notice leave requests. No dispatcher will be ordered to fill a short notice leave request. Nothing in this section shall be interpreted to require the town to grant leave requests that are deemed to conflict with the needs of the department as determined by the police chief or his designee.

SECTION 7.4. A full-time employee who becomes ill while on vacation leave may not charge such illness to sick leave except upon written authorization of the Chief or his/her designee.

SECTION 7.5. When a full-time employee is out for more than three (3) weeks on disability leave (as described in Section 8.5), the employee's vacation leave accrual will cease until the employee returns to work.

SECTION 7.6. Any accrued vacation pay due an employee at the time of separation from Town service, regardless of reason, shall be paid in a lump sum up to the maximum allowed under section 7.1 of this agreement. In the event of the death of the employee, the employee's estate shall receive any accrued vacation pay.

ARTICLE VIII. LEAVE PROVISIONS

SECTION 8.0 - SICK LEAVE

Each regular full-time and regular part-time employee whose normal work week is twenty (20) hours or more shall be eligible for sick leave with pay during and after his/her probationary period according to the following:

<u>Years of Continuous Service</u>	<u>Work Days at Full Pay Per Year</u>
Up to 2 years	5
2 years and over	10

New employees shall be eligible for sick leave at a rate of five (5) days per year from date of hire to the following July 1 on a pro-rated basis. Sick leave eligibility will be computed on a fiscal year basis each July 1. Once the employee has reached his/her second anniversary, he/she will be eligible for sick leave at a rate of ten (10) days per year from the second anniversary date to the following July 1 on a pro-rated basis. Sick leave will be renewed annually on July 1. Sick leave shall not accrue from year to year except to the extent of fifty percent (50%) of unused sick leave to a maximum of five (5) days carried into the next Fiscal year. Therefore, there shall be a maximum of ten (10) or fifteen (15) days of sick leave available in any fiscal year depending on the employee's number of years of service. Sick leave may be taken in half-day increments.

SECTION 8.1. Sick leave may be allowed by the department head for the following purposes:

- a. Personal illness, physical incapacity or bodily injury or disease not covered by workers' compensation.
- b. Enforced quarantine in accordance with public health regulations.
- c. To meet medical and dental appointments in excess of two hours duration when an employee has made reasonable efforts to secure appointments outside his/her normal working hours, provided, except in the case of an emergency, the department head is notified and approves at least one day in advance of the day on which the absence occurs. If the employee is away from the work site for more than two hours, the employee will be charged a minimum of 1/2 day sick leave.
- d. Illness or physical incapacity in the employee's immediate family, requiring his/her personal attention and resulting from causes beyond his/her control, up to a maximum of three days per year. Additional days off may be granted in the discretion of the Chief of Police or his/her designee.

SECTION 8.2. In the event of any indication of abuse of sick leave privileges, the Town may investigate any absence for which such sick leave is requested.

The Town may require proof of illness for authorized sick leave. In the judgment of the department head, proof of sick leave may include a doctor's certificate or other proof of illness from the employee's physician indicating the nature and duration of the illness. Proof of illness will not normally be needed for absences of less than three (3) days unless required by the department head. For absences of three (3) days or more, proof of illness will normally be required.

In cases where the Union and the Town agree that a problem exists, the Union leadership agrees to work with the Town in counseling employees who are found to be abusing the sick leave benefit.

SECTION 8.3. On the first day of absence from work due to illness, the employee shall report his/her illness to his/her supervisor no later than the beginning of his/her scheduled work assignment, except that where a relief employee is required, such report must be made at least one hour prior to the beginning of his/her scheduled work assignment. If an employee is absent for more than one day, he/she must notify his/her supervisor on each day of the absence, or must initially notify the supervisor of the intended date of return. Nothing in this Section shall preclude the payment of sick leave to an employee who cannot comply with provisions of this Section due to extenuating circumstances. The Town shall have the right to use part-time dispatchers or other qualified personnel to perform dispatching duties when an employee is out on sick leave, notwithstanding any other provision of this Agreement.

SECTION 8.4. -DISABILITY LEAVE

Sick leave benefits shall be supplemented by the Town disability income plan and shall be paid in accordance with the disability insurance policy in effect on the date of this Agreement. Each regular full-time employee and regular part-time employee whose normal work week is twenty (20) hours or more shall be eligible for disability income benefits in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Work Days at 90% of Reg. Pay</u>	<u>Work Days at 2/3 of Reg. Pay</u>
6 months up to but not including 2 years	0	255
2 years up to but not including 5 years	5	245
5 years up to but not including 10 years	20	230
10 years up to but not including 15 years	50	200
15 years and over	120	130

SECTION 8.5. Disability income payments begin the fourth day of absence due to an off-the-job accident and on the sixth day due to illness. An employee is eligible to receive payments under the disability income pay provided he/she has completed six months employment with the Town and is in work status at the completion of his/her six months employment. While it is not necessary to be confined in a hospital, the employee must be under a doctor's care in order to be eligible.

SECTION 8.6. The length of disability payments is limited to 52 weeks. When a holiday occurs during the absence of an employee who is on disability leave and receiving disability benefits from the Town, the Town shall supplement the payment so the employee receives 100% of their regular pay for that holiday. There will be no banking of holidays that occur during disability leave.

SECTION 8.7. These provisions are subject to normal rules and regulations prescribed by the insurance company.

Section 8.8 -WORKER'S COMPENSATION

Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident, injury, or occupational disease that occurred while the employee was engaged in the performance of his/her duties. Employees of the Town are covered by worker's compensation insurance. The Town, in case of injury leave, shall supplement the payments of the insurance company so that the employee will receive his/her net regular pay during his/her absence, for a period not to exceed six months. In the case of injuries causing temporary disability and for absences of three days or less, the Town shall pay the employee's regular salary for such period since payments are not made under worker's compensation insurance for such accidents.

SECTION 8.9. All payments on worker's compensation leave shall be made subject to the same rules and regulations as worker's compensation insurance. If workers' compensation coverage is denied, the Town shall not be required to pay worker's compensation leave pay. Lost time under worker's compensation leave shall not be charged to vacation or sick leave accruals. The Town reserves the right to change workers' compensation insurance carrier or to self-insure.

SECTION 8.10 -BEREAVEMENT LEAVE Each regular employee who works twenty (20) or more hours per week shall be granted bereavement leave up to three days by the Chief when death occurs in the employee's or spouse's immediate family. For the purpose of this rule, "immediate family" shall include only: father, mother, sister, brother, wife, husband, children, grandparents, grandchildren, aunts or uncles by blood, marriage or adoption, and anyone who is domiciled in the employee's household. Two additional days of leave may be granted in the discretion of the Chief or his/her designee.

SECTION 8.11 -JURY DUTY Regular full-time employees shall be granted leave of absence with pay for required jury duty. In such cases, the employee shall receive that portion of his/her regular net salary which will, together with the jury pay, equal his/her regular net pay for the same period. The employee shall notify his/her department head of the scheduled jury duty in advance.

SECTION 8.12 -MILITARY LEAVE A regular full-time employee participating in field training required by the Military Reserves or National Guard shall be entitled to absent himself/herself from his/her own duties while engaged in such required field training. No such employee shall be subjected to any loss or reduction of vacation privileges. The period of absence in any calendar

year shall not exceed thirty (30) calendar days. During this period, the compensation paid to the employee for such leave of absence shall be the difference between his/her compensation for military service as evidenced by an official military statement listing his/her rank, pay, and allowances and the amount of salary or wages due as an employee of the Town. If the compensation for military service is equal to or greater than the salary or wages due as a Town employee for the period covered by such military leave, then no payment shall be made, except that normal payroll deductions for insurance purposes shall be paid by the Town during such leave. The Town Manager may allow an employee to be absent for more than 30 calendar days on military leave, by allowing the employee to use vacation time, or authorized leave without pay. An employee participating in such military training shall give his/her department head sufficient advance notice. The Town will comply with USERRA requirements regarding military leave.

SECTION 8.13 -PERSONAL LEAVE Each full-time bargaining unit member shall receive two (2) personal leave days which must be used during the fiscal year and not carried over. Requests for Personal Leave shall be submitted in accordance with Section 7.3.

In addition, employees may earn additional personal leave days by maintaining an exemplary attendance record throughout the fiscal year. If an employee uses either no or very little sick leave, disability leave, or injury leave during the fiscal year, he will earn additional personal leave days according to the following schedule:

<u>Days Absent</u>	<u>Additional Personal Days Earned</u>
0 days	3 days
8-16 hours	2 days
17-32 hours	1 day

SECTION 8.14 -EMPLOYEE BIRTHDAY Employees hired prior to July 1, 2011 shall be granted their birthday off with pay, or may choose to receive eight (8) hours of compensatory time in lieu of taking the day off. Employees whose birthday falls on their regularly scheduled day-off will receive eight (8) hours of compensatory time in lieu of their birthday off. Employees will notify their supervisor of their intention to take a birthday off or earn compensatory time under this section in the same time frames as for taking vacation leave.

Bargaining unit members hired after July 1, 2011 shall not be eligible for the birthday holiday.

ARTICLE IX. WAGES AND BENEFITS

SECTION 9.0.

- a. Effective and retroactive to July 1, ~~2016~~2019, all bargaining unit members shall receive a two and ~~one-half~~one-quarter (~~2.50~~2.25%) percent salary increase, in accordance with Appendix A-~~1~~.

- b. Effective July 1, ~~2017~~2020, all bargaining unit member shall receive a two and one-quarter percent (~~2.00~~2.25%) salary increase, in accordance with Appendix A-1.
- ~~c. Effective July 1, 2018, all bargaining unit members shall receive a one and one half (1.50%) percent salary increase, in accordance with Appendix A-1.~~
- ~~d. Wages for part-time bargaining unit member are set for the in Appendix A-2~~
- e.c. The Town has the right to implement payment of wages on a bi-weekly basis.

SECTION 9.1. Full-time employees who have not reached the maximum step on the salary schedule shall be eligible to receive a step increase each year on the annual anniversary of the completion of their probationary period. The Chief or his/her designee may deny a step increase for employees who are not performing satisfactorily. The denial shall be in writing to the employee and a copy sent to the Union setting forth the reasons for the denial.

SECTION 9.2. No full-time employee shall lose any seniority rights because of any military service including service in the National Guard or Organized Reserves. On return from military service, a full-time employee shall be reinstated to his/her former job, provided that he/she reports for duty within ninety (90) days of his/her discharge from military service.

SECTION 9.3. LONGEVITY Employees hired prior to July 1, 2011 shall earn longevity pay on the employee's full-time anniversary hiring date. Longevity is to be determined on the basis of total years of continuous full-time service in Town employment in any position based on the following schedule:

SECTION 9.4. Longevity pay for the term of this agreement shall be paid as follows:

<u>CONTINUOUS YEARS OF FULL-TIME SERVICE</u>	<u>TOTAL ANNUAL LONGEVITY PAY</u>
6 YEARS BUT LESS THAN 10 YEARS	\$325
10 YEARS BUT LESS THAN 15 YEARS	\$375
15 YEARS BUT LESS THAN 20 YEARS	\$450
20 YEARS OR MORE	\$550

Employees hired after July 1, 2011 are not eligible for longevity payments.

ARTICLE X. INSURANCE

Effective the first day of the month following ratification of this Agreement, the following insurance benefits shall apply:

SECTION 10.0. HOSPITALIZATION AND MEDICAL PLAN. Regular full-time employees in the bargaining unit are eligible to subscribe to the Town's hospitalization and medical insurance plan upon appointment. Enrollment in the Town's hospital and medical insurance plan shall be open to all eligible full-time employees and their dependents. The hospitalization plan for eligible

bargaining unit members hired prior to ~~ratification February 6, 2017 of this agreement~~ shall be Anthem Blue Cross Preferred Provider Plan (PPO), the Anthem Blue Care Health Maintenance Organization (HMO) and the Anthem Lumenos High Deductible Health Care Plan (HDHP). Benefits provided under these plans shall be those prescribed by the contracts in force.

The medical and hospitalization plan for bargaining unit members hired after ~~ratification February 6, 2017 of this agreement~~ shall be the Lumenos High Deductible Health Care Plan as set forth in Appendix B-~~43~~.

The Town reserves the right to implement cost-containment procedures including but not limited to: second surgical opinions, out-patient testing, limited weekend hospital admissions, discharge planning, and admission planning services. The Town will provide sufficient notice to employees before such procedures are implemented, and the employee will bear no greater cost for medical services if the cost containment policies are followed. If not followed, the employee shall incur a cost of up to \$200 for hospital charges plus 25% of physician charges up to \$200.

Effective as soon as possible following ratification, the Town shall implement medical insurance plan changes as described in Appendix B-1 and B-2.

(Language still relevant? If not, delete highlighted language above)

SECTION 10.1. COST SHARING.

Effective July 1, 2018, for all full-time bargaining unit employees, the Town shall pay 80% of the full premium cost for the PPO insurance plan with prescription coverage, or the HMO insurance plan with prescription coverage, for the subscribing employee and his/her eligible dependents and the employee will pay 20%.

Effective ~~July 1, 2015~~ January 1, 2020, for all full-time Bargaining unit employees, the Town shall pay ~~81-79.5~~ % of the full premium cost for the PPO insurance plan with prescription coverage or the HMO insurance plan with prescription coverage for the subscribing employee and his/her eligible dependents and the employee will pay ~~19~~ 20.5 %.

Effective July 1, ~~2017~~ 2020, for all full-time bargaining unit employees, the Town shall pay ~~80.579~~ % of the full premium cost for the PPO insurance plan with prescription coverage, or the HMO insurance plan with prescription coverage, for the subscribing employee and his/her eligible dependents and the employee will pay ~~19.521~~ %

~~Effective July 1, 2018, for all full-time bargaining unit employees, the Town shall pay 80% of the full premium cost for the PPO insurance plan with prescription coverage, or the HMO insurance plan with prescription coverage, for the subscribing employee and his/her eligible dependents and the employee will pay 20%~~ Notwithstanding the foregoing, effective July 1, 2015, for employees selecting, or required to select, the Lumenos High Deductible Health Care Plan, the Town shall

pay 84% of the full premium cost for the coverage, excluding dental coverage under Section 10.3, for each subscribing employee and his/her eligible dependents and the employee shall pay 16%.

The Lumenos High Deductible Health Care Plan shall have a \$2,000 (single)/4,000 (double and family) annual deductible. ~~Effective July 1, 2015, and annually thereafter, for~~ For each employee ~~who selects~~ selecting the Lumenos High Deductible Health Care Plan, the Town shall deposit fifty percent (50%) of the annual deductible (\$1,000/2,000) into the employee's HSA account. For employees enrolling in the plan during the middle of a plan year, the town's annual contribution to the deductible will be prorated and deposited upon the employee's enrollment in the plan.

SECTION 10.2 Effective as soon as possible following ratification of this Agreement, the health insurance and prescription plan design shall be as set forth in Appendix B-1 and B-2, attached hereto.

SECTION 10.3 DENTAL PLAN. Regular full-time employees are eligible to subscribe to the Town's dental plan upon appointment. Enrollment in the Town's dental plan shall be open to all eligible full-time employees and their dependents. The dental plan for eligible full-time employees shall be the Connecticut Blue Cross Full Service Plan for Dental Care. Benefits provided under the plan shall be those prescribed by the Connecticut Blue Cross contract in force. The Town shall pay 89 % of the full premium for each regular full-time subscribing employee. The employee shall bear the remaining 11 % of the premium cost. Employees electing to cover dependents shall pay the full cost of such dependent coverage.

SECTION 10.4 The Town has the option of providing hospitalization, medical and dental coverage through Blue Cross/Blue Shield for those electing Blue Cross/Blue Shield, or through another plan that provides equivalent benefits and substantially similar services. If the Town chooses to implement this option during the term of the Agreement, the Town will notify the Union prior to its implementation.

It is agreed that the purpose of such negotiation is to assure that the proposed change provides for equivalent benefits and substantially similar services, and the Union agrees not to seek improvements in its benefits or services during such negotiations. Nothing herein shall prevent the Town and Union from agreeing to improve such benefits and services by mutual agreement.

During the term of this contract, the Town shall have the right to offer additional health insurance plans with such conditions as the Town determines. Nothing in said Plan(s) shall affect coverages or premium-sharing under the Blue Cross/Blue Shield Plans presently in effect.

Coordination of Benefits. The Town may require each employee who is covered by a double or family medical plan to submit written information on the spouse's employer-provided medical insurance coverages. The purpose of such information is to reduce duplication of coverage and thus reduce premium increases.

SECTION 10.5. Health insurance benefits may be reopened by the Town upon thirty (30) days advance notice to the Union to discuss and negotiate changes to health insurance made or proposed on a Town-wide basis with the Town's other bargaining units.

SECTION 10.6 -NONCONTRIBUTORY GROUP LIFE TERM LIFE INSURANCE. Regular full-time employees who have completed six (6) months employment shall be eligible to subscribe to the Town's noncontributory group life insurance plan. The life insurance is payable to the employee's designated beneficiary in the event of the employee's death from any cause. The insurance benefit is based upon one and one-half times employee's annual base earnings rounded up to the next \$1,000 amount to a maximum of \$50,000.00. The Town shall pay the full premium for each eligible employee.

Benefits shall be paid in accordance with the life insurance contract in force. Eligible full-time employees who are separated from the Town service shall have the privilege to convert the noncontributory group term life insurance to an individual policy in accordance with the life insurance contract in force.

SECTION 10.7 -CONTRIBUTORY GROUP TERM LIFE INSURANCE. Regular full-time employees who have completed six (6) months employment shall be eligible to subscribe to the Town's contributory group term life insurance plan. The contributory group term life insurance is payable to the employee's designated beneficiary in the event of the employee's death from any cause. The schedule of insurance benefits is based upon the employee's annual base earnings rounded up to the next higher \$1,000 amount. Benefits shall be paid in accordance with the life insurance contract in force.

The subscribing full-time employee shall pay the full contributory group term life insurance premium. The employee's premium shall be waived if total disability occurs before his/her 60th birthday. Subscribing full-time employees who are separated from the Town service shall have the privilege to convert the contributory group term life insurance to an individual policy in accordance with the life insurance contract in force.

SECTION 10.8 ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE. Regular full-time employees who have completed six (6) months employment shall be covered by the Town's accidental loss of life, limb or sight insurance plan. Coverage is for the employee only in case of an off-duty accident. Benefits rendered under this plan shall be in accordance with the contract in force. The Town shall pay for the full accidental life insurance premium of each eligible employee.

SECTION 10.9 Regular full-time employees working less than forty (40) hours per week but more than twenty (20) hours per week will receive Town-funded medical, dental, in accordance with the number of hours worked. For example, an employee working thirty (30) hours per week will have 75% of the amount otherwise payable by the Town. Such employees may purchase the balance of their insurance premiums through a payroll deduction.

SECTION 10.10. The Town shall make available to full-time employees who wish to elect a Section 125 IRC Plan.

SECTION 10.11 -RETIREMENT COVERAGE. The Town's health insurance plan shall continue in effect following the retirement of the subscribing employee, in accordance with Article X., provided that the employee is at least 55 years of age, has completed at least ten years of Town service, and was hired prior to July 1, 2016. Employees hired after July 1, 2016, must be at least 55 years of age and have completed at least fifteen years of Town service to be eligible to continue the Town's health insurance plan in accordance with the provisions of Article X.

1) Spousal Coverage -The Town will also pay the cost of providing health coverage for the retiree's spouse in accordance with section 10.12 below, as follows.

a. Employees who were hired prior to July 1, 2016 must be members of the Town of Windsor Retirement Plan, and:

- 1) be at least 55 years of age and retire with 30 years of Town service as defined in the Town's retirement plan; or
- 2) be at least 65 years of age with at least 10 years of Town service as defined by the Town's retirement plan.

b. Employees who were hired on or after July 1, 2016 must be members of the Town of Windsor Retirement Plan, and:

- 1) be at least 55 years of age with 30 years of Town service as defined in the Town's retirement plan; or
- 2) be at least 65 years of age with at least 15 years of Town service as defined by the Town's retirement plan.

* This provision only applies to the employee's spouse at the time of retirement. The Town will not continue to pay the cost of providing health insurance for the employee's spouse if the employee and spouse get divorced or if the spouse becomes eligible for coverage under his/her employer's benefit plan.

2) Dental Coverage -The Town will provide dental insurance for subscribing employees who take normal retirement from Town service as defined above in Section 10.11 and in accordance with Sections 10.12 below. Retired employees may purchase dependent dental coverage, the full cost of which will be charged to the employee.

SECTION 10.12. Insurance Details -The hospital and medical insurance plan shall be the plan(s) available to current employees at any given time, as it may change from time to time.

For employees hired prior to January 1, 2007, for health and dental insurance the Town and retiree premium sharing shall be that which is in effect for current employees (for the plan selected by the retiree) at any given time, as it may change from time to time, to a maximum retiree share of twenty five (25%) percent of the premium. For dental coverage, the retired employee may elect to continue spousal coverage and the retired employee shall pay the full premium for spousal coverage.

For retirees who were hired after January 1, 2007, and before July 1, 2011, for health and dental insurance the Town and retiree premium sharing shall be that which is in effect for current employees (for the plan selected by the retiree) at any given time, as it may change from time to time, to a maximum retiree share of twenty five (25%) percent of the premium for the retiree coverage only and forty percent (40%) of the premium for the retiree's spouse at the time of retirement. For dental coverage, the retired employee may elect to continue spousal coverage and the retired employee shall pay the full premium for spousal coverage.

For retirees who were hired on or after July 1, 2011, for health and dental insurance the Town and retiree premium sharing shall be that which is in effect for current employees (for the plan selected by the retiree) at any given time, as it may change from time to time for the retired employee only. Their spouse at the time of retirement may elect to continue the health and dental coverage at their own expense at the Town's group premium rate. The retiree and/or spouse shall remit to the Town the costs of this coverage on a monthly basis.

No such contribution shall be made if other insurance coverage is available or becomes available to the retiree through another employer or through his/her spouse's ~~or civil union partner's~~ employer. To be eligible for benefits hereunder, each retiree shall declare annually in writing under penalties of perjury that he/she does not have coverage available by completing the form required by the town. If no such written declaration is received, the Town shall be permitted to drop the coverage of retiree and spouse after due notice of such elimination of coverage is sent to the retiree and spouse's last known address by certified mail, return receipt requested. When coverage is no longer available to the retiree or his/her spouse, the retiree and spouse may re-enroll in coverage provided by the town as indicated above.

When the retiree and/or spouse become Medicare eligible, Medicare will become the primary insurance and the retiree and spouse will be eligible to enroll in the Medicare supplement plan/s offered to retirees at that time.

Section 10.13. Wellness Program. The Town may, during the term of this agreement, institute a wellness program, which program may include monetary and other incentives. The Town may terminate or modify said wellness program and/or incentives at its discretion.

ARTICLE XI. UNIFORMS

SECTION 11.0. The Town shall provide at its cost all civilian dispatchers who are required to work in uniforms the required uniform. The Town shall pay for the dry cleaning of issued clothing, except shirts, provided such service is performed by a Town-approved cleaner.

ARTICLE XII. SEPARATIONS AND DISCIPLINARY ACTIONS

SECTION 12.0. Employees who separate from Town service in good standing shall receive payment for all earned salary and vacation leave, subject to deduction for any indebtedness due the Town.

SECTION 12.1. Order of Layoffs. In the event it becomes necessary to layoff full-time employees, it shall be done in inverse order of seniority with the Town. Full-time employees subject to layoff shall be notified in writing two (2) calendar weeks prior to the effective date, but in an emergency advance notice may not be required.

SECTION 12.2. At any time during the probationary period, the Town Manager or his/her designee may remove an employee whose performance does not meet the required standards.

SECTION 12.3. An employee may be separated for disability when he/she cannot adequately perform the full duties of his/her position because of physical or mental impairment. Action may be initiated by the employee, his/her legal representative, or the Town, but in all cases must be supported by adequate medical evidence. The Town may require an examination at its expense and performed by a physician of its choice.

SECTION 12.4. The Town may discipline or terminate an employee for just cause. In the case of a termination, within 48 hours, exclusive of Saturday, Sunday, or holidays, the Town Manager and the employee shall be furnished with a written statement of such action specifically setting forth the reasons for the action and the appeals procedure. Any regular employee dismissed or disciplined shall have the right to file a grievance as provided in this Agreement. If the employee fails to file a grievance, the action of the department head or appointing authority shall be effective on the date specified.

SECTION 12.5 Records. All records of verbal reprimands shall be removed from the personnel file after six (6) months. Records of written reprimands shall be removed from the personnel file after two (2) years. Records of suspension of ten (10) days or less shall be removed from the personnel file after three (3) years. Should an officer be subject to subsequent disciplinary action, any records removed may be used to show progressive discipline. If no discipline other than oral reprimands for a period of 5 years, prior discipline cannot be used to show progressive discipline. This shall not apply to discipline resulting in a served suspension of 5 days or more.

SECTION 12.6. Handling of Citizen Complaints.

Any formal complaint by a person against a bargaining unit member shall be duly sworn to and signed by the complainant. If the person refuses to sign the complaint, the complaint shall be received and the refusal to sign shall be noted.

The above does not preclude the Chief of Police from initiating a departmental investigation upon the receipt of any type of complaint if he/she determines it to be in the best interest of the Police

Department and/or the bargaining unit member involved. The investigation of a-complaint must be handled in an expeditious manner by the Chief of Police and be concluded within thirty (30) days of the filing of the complaint. The thirty (30) day time period may be extended for unusual circumstances (i.e. witness may be out of town or incapacitated in a hospital, etc.). When the investigation has been concluded, the member involved shall be notified of the outcome.

ARTICLE XIII. GRIEVANCE PROCEDURE

SECTION 13.0. The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible in order to expedite the settlement of the grievances.

SECTION 13.1. A grievance, for purposes of this procedure, shall be considered to be an employee or Union complaint concerned with matters contained in this Agreement dealing specifically with:

- a. Discharge, suspension or other disciplinary action; or
- b. Matters relative to interpretation and application of the articles and sections of this Agreement.

SECTION 13.2. Procedure. The Union shall have available the following grievance procedure on behalf of any employee who feels aggrieved concerning wages, hours, or conditions of employment or on any matter under this Agreement excepting the wage scale itself set forth herein. Time limits specified below may be extended by mutual agreement if by the nature of the grievance such is required.

Step 1. Any grievance shall be submitted in writing to the Chief of Police within ten (10) working days of the occurrence which gives rise to the grievance. In the text of the grievance, the grieving party will document that he did discuss the issue at hand with his/her supervisor, or the supervisor giving rise to the grievance, prior to the written submission. The Chief of Police or his/her designee shall render a decision within ten (10) working days of receipt of the grievance.

Step 2. If the grievant is not satisfied with the disposition of the grievance at Step 1, it shall be presented in writing to the Town Manager or his/her designee within ten (10) working days of receipt of the decision at Step 1. The Town Manager or his/her designee shall render a decision on the grievance within ten (10) working days of receipt of the grievance. Either party shall be granted a ten (10) working day extension provided written notification of such extension is received within the time frame of this Step.

Step 3. In the event the grievance is not resolved by Step 2, the Union may, within thirty (30) working days of the Town Manager's decision, submit the grievance to mediation and arbitration by the State Board of Mediation and Arbitration in accordance with its usual

rules and procedures, at the same time notifying the Town's Human Resources Office of the submission.

SECTION 13.3. Time limits provided herein may be extended by written agreement of the parties.

SECTION 13.4. Any individual employee may present a grievance to his/her Employer and have the grievance adjusted, without intervention of the Union, provided the Employee first gives notification in writing to the Union with a copy to the Director of Personnel. and the adjustment shall not be inconsistent with the terms of the collective bargaining agreement. The Union shall be given prompt notice of the adjustment from the Employer.

ARTICLE XIV. ARBITRATION PROCEDURE

SECTION 14.1. The jurisdiction and authority of the arbitrator and his/her award shall be confined to the interpretation of the provision or provisions of this Agreement in dispute between the Union and the Employer. The arbitrator shall have no authority to modify, amend, revise, add to or subtract from any of the terms of this Agreement.

SECTION 14.2. The award of the arbitrator shall be final and binding upon all parties to this Agreement.

SECTION 14.3. Expenses, including the fees and expenses of the arbitrator shall be borne equally by the Town and the Union.

ARTICLE XV. CONTINUITY OF WORK

SECTION 15.0. The Town agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union agrees that during the term of this Agreement, it will not authorize, sanction or condone any strike, slowdown, or interruption of work.

ARTICLE XVI. NON-DISCRIMINATION

SECTION 16.0. Neither the Employer nor the Union shall discriminate against any employee ~~because of~~ due to any Federal or State of Connecticut protected class including race, religion, sex, age, color, national origin, political affiliation or physical disability other than a bona-fide condition of employment.

ARTICLE XVII. BULLETIN BOARDS

SECTION 17.0. The Employer will permit the use of a Bulletin Board for the posting of notices relating to Union business.

ARTICLE XVIII. TRAINING

SECTION 18.0. The Town shall provide stress management classes and/or instruction as it is provided to other employees of the Town.

SECTION 18.1. All authorized time spent by dispatch personnel in in-service training shall be counted as time worked in the computation of overtime. There shall be a minimum training call-out of four (4) hours and a maximum training time of eight (8) hours per session. Any authorized expenses incurred by employees in connection with assigned training will be reimbursed by the Town. "Call out" is work off-duty, non-contiguous to the employee's regular work schedule.

SECTION 18.2. The Town shall provide certified First Aid and CPR training, which will be mandatory, to all civilian dispatchers as well as re-certification as needed. The Town will develop an emergency medical dispatch system and provide appropriate training to all dispatchers under Section 18.1, above.

ARTICLE XIX. MISCELLANEOUS

SECTION 19.0 -Notices -Eligibility. All notices of Dispatcher Training to which the Department intends to send someone shall be posted, when possible, at least two (2) weeks prior to said training dates. All Dispatchers have the right to request that they attend when enrollment permits.

SECTION 19.1. -Position Classifications. Copies of all present, new or amended position classifications for positions covered by this Agreement shall be forwarded to the Union.

SECTION 19.2. -Insurance Contracts. The Union has the right to receive copies of the insurance contracts covering dispatcher personnel.

SECTION 19.3. -Town Council Agendas. The secretary of the Union shall receive the agenda of all Town Council meetings.

SECTION 19.4. -Information Meetings. The Town and the Union Executive Board will, at the request of either party, schedule an information meeting to be held once each month. Members of the Union Executive Board shall attend such meeting without loss of pay if such meetings are scheduled during the regular working hours of the employees involved. At such meeting the Union's opinions will be welcome in all matters affecting the dispatching function.

SECTION 19.5. During the term of this Agreement, the Town shall furnish the Union with an up-to-date list of members of the bargaining unit. When a new employee is hired in the bargaining unit, the Town shall notify the Union and furnish the Union with the name, date of employment, classification and rate of pay of the new employee. When the employment of an employee in the

bargaining unit terminates, the Town shall notify the Union and furnish the name and date of termination of the employee.

SECTION 19.6. The Town shall provide a copy of this Agreement to each employee presently employed and to each new employee upon employment.

SECTION 19.7. There shall be no alteration, variation, no amendment of the terms and conditions of this Agreement, unless made and agreed to in writing by both parties. Any agreement must be ratified by the Union membership.

SECTION 19.8. The Union's Business Representative shall be permitted to visit specific job sites where bargaining unit members are employed provided such visits are at normal business hours and do not interfere with the operation of the department. It is agreed that the Union Business Representative will report to the Shift Supervisor before talking to bargaining unit members.

SECTION 19.9. The Town of Windsor agrees to continue in full force for the duration of this Agreement, those benefits and practices which are mandatory subjects of bargaining, previously granted to and enjoyed by the members of the bargaining unit but which may not be specifically mentioned herein.

SECTION 19.10. For part-time members of the bargaining unit, the Town of Windsor shall continue all present working conditions and benefits, except as specifically modified by the terms of this Agreement.

SECTION 19.11. Retirement Plans. The Town of Windsor Employee Retirement Plans as enacted and modified herein is incorporated herein by reference as part of this Agreement.

A. The Town of Windsor Employees' Defined Benefit Pension Plan shall be modified as follows:

~~1. Effective July 1, 2016, the employee contribution shall be increased from 4.50% to 4.75%.~~

~~2~~1. Effective July 1, 2018, the employee contribution shall be ~~increased to~~ 5.00%.

~~3~~2. Employees hired on or after November 1, 2012, shall not be eligible to participate in the defined benefit pension plan.

B. Employees hired on or after November 1, 2012, shall participate in the Town of Windsor Defined Contribution Plan, which shall require the Town and the Employee to each contribute ~~five (5%) percent of the employee's earnings.~~ Effective February 6, 2017 ~~upon~~

~~ratification,~~ the town and employee shall contribute five and one-half (5.50%) of the employee's earnings.

The Town has the option of providing the Defined Contribution Plan through ICMA-~~IRC~~ or through another plan that provides substantially similar benefits and services. If the Town chooses to implement this option during the term of this Agreement, the Town will notify the Union prior to implementation.

SECTION 19.12 Mileage Allowance. If employee is required to use his or her personal vehicle for town business, there shall be a mileage allowance equal to the business travel IRS mileage allowance per mile.

ARTICLE XX. SAVING CLAUSE

SECTION 20.0. If any section, sentence, clause or phrase of this Agreement shall be held for any reason to be inoperative, void, or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provisions herein, shall become inoperative or fail by reason of the validity of any other portion or provision and the parties do hereby declare that they would have severally approved of the adopted provisions contained herein, separately and apart from the other. The parties agree to immediately negotiate a substitute for the invalidated article, section, sentence, clause or phrase.

ARTICLE XXI. ENTIRE AGREEMENT

SECTION 21.0. This Agreement constitutes the complete and entire Agreement between the parties for its term. The parties acknowledge that during the negotiations which resulted in this Agreement. each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining , and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement Therefore, it is understood and agreed that this Agreement may not be reopened for change in its items or addition of new subject matters except by mutual agreement or as required by law. In the event that any portion of this Agreement is declared invalid by a court, such invalidity shall not affect the remainder of this Agreement.

ARTICLE XXII. DURATION

SECTION 22.0. This Agreement shall be effective ~~the 1 day of July, 2016~~ July 1, 2019 , unless specifically mentioned otherwise herein, and shall remain in full force and effect until June 30, ~~2019~~ 2021, and thereafter shall continue in effect from year to year, except it may be amended at any time by mutual agreement or upon the termination date of said Agreement by giving the other party not less than one hundred fifty (150) days, nor more than one hundred eighty (180) days written notice of intention to propose amendments.

During any future periods of negotiations where there is no collective bargaining contract in force, the expired contract shall continue in full force and effect. In addition, eligible step increases shall be continued only for those regular employees employed as of the date of the contract signing.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of ~~February~~ _____, ~~2017~~ 2019.

FOR THE UNITED PUBLIC
SERVICE EMPLOYEES UNION,
LOCAL 424, UNIT 10

FOR THE TOWN OF WINDSOR

Kevin E. Boyle, UPSEU President

Peter Souza, Town Manager

UPSEU Employee Representative

APPENDIX A – PAY PLANS

Appendix A
Wage Charts

Full time Civilian Dispatcher			
	Salary Effective July 1, 2018	Effective/ Retroactive to July 1, 2019	Effective July 1, 2020
		2.25% GWI	2.25% GWI
Entry / Step 1	\$53,129.00	\$54,324.40	\$55,546.70
Step 2	\$56,519.00	\$57,790.68	\$59,090.97
Step 3	\$59,598.00	\$60,938.96	\$62,310.08
Step 4	\$62,677.00	\$64,087.23	\$65,529.20
Step 5	\$65,754.00	\$67,233.47	\$68,746.22

Part time Civilian Dispatcher			
	Hourly Rate Effective July 1, 2018	Effective/ Retroactive to July 1, 2019	Effective July 1, 2020
		2.25% GWI	2.25% GWI
Entry / Starting	\$20.03	\$20.48	\$20.94
<u>Step 1:</u> Solo Status	\$25.01	\$25.57	\$26.15
<u>Step 2:</u> Solo +500 hours	\$27.53	\$28.15	\$28.78
<u>Step 3:</u> Step 2 + 500 hours	\$30.00	\$30.68	\$31.37

APPENDIX B
HEALTH INSURANCE

B-1 – Health and Rx Plan Prior Authorizations and Coverage Changes

B-2 – Health Insurance Plan Summary effective 8/1/19

B- 3 – Lumenos Health Savings Account Plan Summary

APPENDIX B-1

Effective 2/1/2015 as soon as possible following ratification, the Town shall implement the following medical insurance plan changes:

1. High Cost Diagnostics Quality Management Program – Prior authorization will be required for the following non-emergency outpatient imaging services; CT, CAT, MRI, MRA, PET, SPECT. No other radiology services furnished by a participating provider (such as x-rays, mammograms, or ultrasounds) will require prior authorization. The radiology services rendered in an emergency room or rendered in an inpatient setting will not be subject to the prior authorization requirements.
2. Physical and Occupational Therapy Services – After the initial outpatient therapy visit and evaluation, future visits will require prior authorization.
2. Prescription Plan Utilization Management -
 - a. Prior authorization – will be required for specific medications, the doctor will be required to answer a few questions to determine if the patient meets the clinical criteria for the medication. If yes, the Rx is authorized; if no, other questions are asked including, will another Rx work (generic or preferred).
 - b. Step therapy – before an Rx is authorized for specialty medication, questions are asked to ensure other medications in the same drug classification have been found to be ineffective (generic, preferred brand). This ensures clinically appropriate use of specialty medications. If other medications in the same drug classification have not been used and found to be ineffective, this may be required prior to receiving authorization for non-preferred or specialty medications.
 - c. Duration Quantity Management – Ensures prescribing is being done according to manufacturer’s recommendations and clinical criteria.

Effective as soon as possible following ratification of this agreement, the Town shall implement the following medical insurance plan changes:

1. Remove initial, adjustment, or revision gastric bypass procedures from covered benefits. This includes, but is not limited to, and is subject to medical guidelines updates from the medical administrator, full or partial gastroenterostomy, gastroplasty, gastroenterostomy and/or placement/adjustment/removal of gastric bands. Current employees who, as of July 1, 2019, have already undergone gastric surgery shall remain eligible for this benefit.
2. Domestic partners are no longer eligible for insurance benefits under the Town of Windsor’s benefit plans.
- ~~3.~~ The health and prescription benefit plans will limit infertility treatment to the state mandated benefit.

Town of Windsor Health Plan Comparison

APPENDIX B-2

DISPATCHERS

Effective: ~~7/1/17~~ 8/1/19

	CENTURY PREFERRED 008053-044/045 HBP 001	BLUE CARE PLUS 1 008053-044/045 HBP 002
Costshares	<p>In-Network services subject to copays Out-of-Network services subject to deductible and coinsurance</p> <p>Copay - \$35 Office Visit, \$40 Specialist Office Visit \$125 Emergency Room (waived if admitted), \$75 Urgent Care Centers \$200 Outpatient Surgery, Inpatient \$175 per day \$525 per stay/\$1,575 maximum per calendar year <u>\$100 Ambulatory Surgery Copay</u> Out of Network Deductible - \$600/\$1,000/\$1,400 Cost Share Maximum \$1,600/\$2,800/\$4,000 Lifetime Maximum In-Network - Unlimited</p>	<p>Copay - \$35 Office Visit, \$40 Specialist Office Visit \$125 Emergency Room (waived if admitted), \$75 Urgent Care Centers 20% DME, Prosthetics Copay</p> <p>\$200 Outpatient Surgery, Inpatient \$175 per day \$525 per stay/\$1,575 maximum per calendar year</p> <p>Lifetime Maximum In-Network - Unlimited</p>
Preventive Care		
Pediatric	<p>No Copay Covered according to age-based schedule Out of Network - subject to deductible and co-in</p>	<p>No Copay Covered according to age-based schedule</p>
Adult	<p>No Copay Covered according to age-based schedule Out of Network - subject to deductible and co-in</p>	<p>No Copay Covered according to age-based schedule</p>
Vision	<p>\$40 Copay Covered once every two years Out of Network - subject to deductible and co-in</p>	<p>No Copay Covered once every 24 months</p>
Hearing	<p>No Copay Covered once every two years as part of routine exam</p>	<p>No Copay Screening part of physical exam</p>
Gynecological	<p>No Copay Covered once per year Out of Network - subject to deductible and co-in</p>	<p>No Copay Covered once every year</p>
Medical Services		
Medical Office Visit	<p>\$35 Copay - PCP; \$40 Copay - Specialist Out of Network - subject to deductible and co-in</p>	<p>\$35 Copay - PCP \$40 Copay - Specialist</p>
Outpatient PT/OT/ST/Chiro	<p>No Charge 50 Combined visits per member per calendar year (for PT/OT/Chiro) <u>PT/OT subject to prior authorization</u></p>	<p>\$40 Copay Unlimited visits subject to medical necessity <u>PT/OT subject to prior authorization</u></p>
Allergy Services	<p>\$40 Copay for office visits and testing No copay for injections 80 visits in 3 years Out-of-Network deductible and coinsurance</p>	<p>\$40 Copay for office visits and testing No copay for injections maximum benefit - 60 visits in 2 years</p>
Diagnostic Lab & X-ray	<p>Covered Out-of-Network deductible and coinsurance <u>Out patient, non-emergency high-cost diagnostics subject to prior auth.</u></p>	<p>Covered <u>Out patient, non-emergency high-cost diagnostics subject to prior auth.</u></p>
Inpatient Medical Services	<p>Covered Out-of-Network deductible and coinsurance</p>	<p>Covered</p>
Surgery Fees	<p>Covered Out-of-Network deductible and coinsurance</p>	<p>Covered</p>
Office Surgery	<p>Covered</p>	<p>Covered</p>
Outpatient Mental Health/ Substance Abuse	<p>\$40 specialist copay Out-of-Network deductible and coinsurance</p>	<p>\$40 specialist copay</p>
Emergency Care		
Emergency Room	<p>\$125 Copay (waived if admitted)</p>	<p>\$125 Copay (waived if admitted)</p>
Urgent Care	<p>\$75 Copay Urgent Care Network must be utilized for coverage</p>	<p>\$75 Copay Urgent Care Network must be utilized for coverage</p>
Ambulance	<p>Covered</p>	<p>Covered</p>

**Town of Windsor
Health Plan Comparison**

APPENDIX B-2

DISPATCHERS

Effective: ~~7/1/17~~ 8/1/19

	CENTURY PREFERRED 008053-044/045 HBP 001	BLUE CARE PLUS I 008053-044/045 HBP 002
Inpatient Hospital	Pre-certification required	All hospital admissions require pre-cert
General/Medical/ Surgical/Maternity (Semi-private)	Per Admission Copay Inpatient \$175 per day \$525 per stay Out-of-Network deductible and coinsurance	Covered Per Admission Copay (above) Inpatient \$175 per day \$525 per stay
Ancillary Services (Medication, Supplies)	Covered Out-of-Network deductible and coinsurance	Covered
Psychiatric	Per Admission Copay Inpatient \$175 per day \$525 per stay Out-of-Network deductible and coinsurance	Per Admission Copay Inpatient \$175 per day \$525 per stay
Substance Abuse/ Detox	Per Admission Copay Inpatient \$150 per day \$450 per stay Out-of-Network deductible and coinsurance	Per Admission Copay Inpatient \$150 per day \$450 per stay
Rehabilitative	Covered up to 60 days per condition Per Admission Copay Inpatient \$175 per day \$525 per stay Out-of-Network deductible and coinsurance	Covered up to 60 days per condition Per Admission Copay Inpatient \$175 per day \$525 per stay
Skilled Nursing Facility	Covered up to 120 days per calendar year Per Admission Copay Inpatient \$175 per day \$525 per stay Out-of-Network deductible and coinsurance	Covered up to 90 days per calendar year Per Admission Copay Inpatient \$175 per day \$525 per stay
Hospice	Covered up to 60 days In-network Per Admission Copay (above) Out-of-Network deductible and coinsurance	Covered
Outpatient Hospital		In-network \$200 Copay Covered
Outpatient Surgery Facility Charges	In-network \$200 Copay Out-of-Network deductible and coinsurance	
Diagnostic Lab & X-ray	Covered Out-of-Network deductible and coinsurance	Covered; Dx X-ray subject to copay when performed in hospital as standalone procedure
Pre-Admission Testing	Covered Out-of-Network deductible and coinsurance	Covered
Other Services		
Durable Medical Equipment	Covered Out-of-Network deductible and coinsurance	20% coinsurance up to \$1,000 per calendar year Unlimited for specific items of DME
Prosthetics	Covered Out-of-Network deductible and coinsurance	20% coinsurance to \$1000 maximum per calendar year (Replacement requires prior authorization)
Home Health Care	200 visits per calendar year Out-of-Network deductible and coinsurance	Covered (Prior Authorization Required)
Medco Prescription (Prior auth, Step Therapy, and DQM)	Retail 30 dsy -\$10 generic/\$25 form. brand/\$45 nonform. Brand Mail Order \$20 generic/\$50 form. brand/\$90 nonform. brand Mail Order mandatory after 1st 90 days (upon 1st refill)	Retail 30 dsy -\$10 generic/\$25 form. brand/\$45 nonform. brand Mail Order \$20 generic/\$50 form. brand/\$90 nonform. brand Mail Order mandatory after 1st 90 days (upon 1st refill)



Lumenos HSA Plan Summary

The Lumenos[®] HSA plan is designed to empower you to take control of your health, as well as the dollars you spend on your health care. This plan gives you the benefits you would receive from a typical health plan, plus health care dollars to spend your way. And you'll have access to personalized services and online tools to help you reach your health potential.

Your Lumenos HSA Plan

First -- Use your HSA to pay for covered services:

Health Savings Account

With the Lumenos Health Savings Account (HSA), you can contribute pre-tax dollars to your HSA account. Others may also contribute dollars to your account. You can use these dollars to help meet your annual deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement.

Contributions to Your HSA

For 2017, contributions can be made to your HSA up to the following:

\$3,400	individual coverage
\$6,750	family coverage

Note: These limits apply to all combined contributions from any source including HSA dollars from incentives.

Earn More Money for Your Account

What's special about your Lumenos HSA plan is that you may earn additional funds for your health account through the Healthy Rewards Incentive program.

To receive funds earned through the Healthy Rewards program, you must have an open HSA with Mellon Bank or with another bank through which your employer is sponsoring your HSA.

Healthy Rewards

If you do this:

Future Moms	
Healthy Lifestyles Online	
Enroll in ConditionCare	
Graduate from ConditionCare	

You can earn this in your HSA:

up to \$200
up to \$150
\$100
\$200

Some eligibility requirements apply. See page 2 for program descriptions.

Plus -- To help you stay healthy, use:

Preventive Care

100% coverage for nationally recommended services. Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits.

Preventive Care

No deductions from the HSA or out-of-pocket costs for you as long as you receive your preventive care from an in-network provider. If you choose to go to an out-of-network provider, your deductible or Traditional Health Coverage benefits will apply.

Then --

Your Bridge Responsibility

The Bridge is an amount you pay out of your pocket until you meet your annual deductible responsibility. Your bridge amount will vary depending on how many of your HSA dollars, if any, you choose to spend to help you meet your annual deductible responsibility. If you contribute HSA dollars up to the amount of your deductible and use them, your Bridge will equal \$0.

HSA dollars spent on covered services plus your Bridge responsibility add up to your annual deductible responsibility.

Health Account + Bridge = Deductible

Bridge

Your Bridge responsibility will vary.

Annual Deductible Responsibility

\$2,000	individual coverage
\$4,000	family coverage

If Needed --

Traditional Health Coverage

Your Traditional Health Coverage begins after you have met your Bridge responsibility.

Traditional Health Coverage

After your bridge, the plan pays:

100% for in-network providers	80% for out-of-network providers
-------------------------------	----------------------------------

Additional Protection

For your protection, the total amount you spend out of your pocket is limited. Once you spend that amount, the plan pays 100% of the cost for covered services for the remainder of the plan year.

Annual Out-of-Pocket Maximum

In-Network Providers:	Out-of-Network Providers:
\$5,000 individual coverage	\$5,000 individual coverage
\$6,850 family coverage	\$10,000 family coverage

Your annual out-of-pocket maximum consists of funds you spend from your HSA, your Bridge responsibility, your cost share amounts and cross accumulate.

If you have questions, please call toll-free 1-888-224-4896.



Lumenos HSA Plan Summary

Healthy Rewards Program

Your employer will provide you with additional health care dollars in your HSA for the following:

Future Moms: Individualized obstetric support for expectant high-risk and non-high-risk mothers. Members can earn up to a \$200 Future Mom's incentive. This includes three milestones: \$100 initial enrollment, \$50 Interim, and \$50 postpartum; timing and rules apply.

Healthy Lifestyles Online: Each adult family member can earn up to \$150 each year. Members earn a \$50 incentive at each 3,000, 5,000 and 10,000 point milestone. Your employees can quickly achieve their first milestone of 3,000 points by completing the Well-Being Assessment and setting up their Well-Being Plan.

Enroll in ConditionCare: (Incentive \$100) Disease management for prevalent, high-cost conditions (asthma, diabetes, chronic obstructive pulmonary disease, coronary artery disease and heart failure). Each family member can get one incentive per year. In the first year and later years, members must stay qualified to enroll and earn incentives. Members who have more than one health problem will enroll in one combined program — not separate ones for each condition.

Graduate from ConditionCare: (Incentive \$200) There's no limit to the number of family members that can graduate and earn the Incentive. Each family member can earn one credit per year. In the first year and later years, members must stay qualified to enroll, graduate and earn incentives. Members who have more than one health problem will graduate from one combined program — not separate ones for each condition.

To receive funds earned through Healthy Rewards, you must have an open HSA bank account or with another bank through which your employer is sponsoring your HSA.

Summary of Covered Services

Preventive Care

Anthem's Lumenos HSA plan covers preventive services recommended by the U.S. Preventive Services Task Force, the American Cancer Society, the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Pediatrics. The Preventive Care benefit includes screening tests, immunizations and counseling services designed to detect and treat medical conditions to prevent avoidable premature injury, illness and death.

All preventive services received from an in-network provider are covered at 100%, are not deducted from your HSA and do not apply to your deductible. If you see an out-of-network provider, then your deductible or out-of-network coinsurance responsibility will apply.

The following is a list of covered preventive care services:

Well Baby and Well Child Preventive Care

Office Visits through age 18; including preventive vision exams.

Screening Tests for vision, hearing, and lead exposure. Also includes pelvic exam, Pap test and contraceptive management for females who are age 18, or have been sexually active.

Immunizations:

Hepatitis A
Hepatitis B
Diphtheria, Tetanus, Pertussis (DtaP)
Varicella (chicken pox)
Influenza – flu shot
Pneumococcal Conjugate (pneumonia)
Human Papilloma Virus (HPV) – cervical cancer
H. Influenza type b
Polio
Measles, Mumps, Rubella (MMR)

Adult Preventive Care

Office Visits after age 18; including preventive vision exams.

Screening Tests for vision and hearing, coronary artery disease, colorectal cancer, prostate cancer, diabetes, and osteoporosis. Also includes mammograms, as well as pelvic exams, Pap test and contraceptive management.

Immunizations:

Hepatitis A
Hepatitis B
Diphtheria, Tetanus, Pertussis (DtaP)
Varicella (chicken pox)
Influenza – flu shot
Pneumococcal Conjugate (pneumonia)
Human Papilloma Virus (HPV) – cervical cancer

If you have questions, please call toll-free 1-888-224-4896.



Lumenos HSA Plan Summary

Summary of Covered Services (Continued)

Medical Care

Anthem's Lumenos HSA plan covers a wide range of medical services to treat an illness or injury. You can use your available HSA funds to pay for these covered services. Once you spend up to your deductible amount for covered services, you will have Traditional Health Coverage available to help pay for additional covered services.

The following is a summary of covered medical services under Anthem's Lumenos HSA plan:

- Physician Office Visits
- Inpatient Hospital Services
- Outpatient Surgery Services
- Diagnostic X-rays/Lab Tests
- Emergency Hospital Services
- Inpatient and Outpatient Mental Health and Substance Abuse Services
- Maternity Care
- Chiropractic Care
- Prescription Drugs
- Home health care and hospice care
- Physical, Speech and Occupational Therapy Services
- Durable Medical Equipment

Some covered services may have limitations or other restrictions.* With Anthem's Lumenos HSA plan, the following services are limited:

- Skilled nursing facility services limited to 120 days per calendar year.
- Home health care services are limited to 200 visits per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT, OT, ST, and chiropractic services limited to 50 combined visits per member per calendar year.
- Inpatient hospitalizations require authorizations.
- Your Lumenos HSA plan includes an unlimited lifetime maximum for in- and out-of-network services.

* For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

Prescription Drugs – copay after deductible (when purchased from a network pharmacy*)

Retail (30 day supply)

\$10 Tier 1 copayment
 \$25 Tier 2 copayment
 \$40 Tier 3 copayment

Mail Order (90 day supply)

\$10 Tier 1 copayment
 \$50 Tier 2 copayment
 \$80 Tier 3 copayment

* For the out-of-network benefit, refer to the Traditional Health Coverage section.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

If you have questions, please call toll-free 1-888-224-4896.



Lumenos HSA Plan Summary

This summary is a brief outline of the benefits and coverage provided under the Lumenos plan. It is not intended to be a complete list of the benefits of the plan. This summary is for a full year in the Lumenos plan. If you join the plan mid-year or have a qualified change of status, your actual benefit levels may vary.

Additional limitations and exclusions may apply.



In Connecticut, Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans, Inc. In New Hampshire Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire, Inc. In Maine, Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of Maine, Inc., Independent licensees of the Blue Cross and Blue Shield Association. ® Registered marks Blue Cross and Blue Shield Association. ® LUMENOS is a registered trademark.


If you have questions, please call toll-free 1-888-224-4896.

Agenda Item Summary

Date: August 5, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Day Hill Road Adaptive Traffic Control Signal System Project - Final Design Phase Authorization

Background

Day Hill Road is the primary roadway that supports 11 million square feet of commercial and industrial facilities throughout the Day Hill Road Corridor. There are eleven (11) town-owned traffic signals along Day Hill Road and over 18,000 vehicles travel the corridor each day. The potential for issues related to roadway capacity, efficient traffic flow and the means of maintaining that efficiency into the future were recognized many years ago.

In 2009 the town commissioned a Day Hill Road Capacity Improvements study. Based on the results of that study, the Day Hill Road Adaptive Traffic Control Signal System study was performed in 2010. That study evaluated the feasibility and implementation of an intelligent traffic adaptive system for the corridor, with the ultimate goal to improve operating conditions and maximize capacity on Day Hill Road by installing an intelligent system that is reliable, easily maintainable and flexible for future expandability. Integration of adaptive signal technologies along the Day Hill Road Corridor will allow for signal timing adjustments to be made based on real time traffic conditions. These improvements will result in the more efficient movement of traffic throughout the corridor, thereby reducing traffic delays, fuel consumption, and hazardous air emissions.

The apparent benefits of an adaptive traffic control signal system prompted staff to apply for a grant to design and install those improvements under the Congestion Mitigation and Air Quality (CMAQ) Improvement Program. This is a federal program that funds transportation projects that contribute to the attainment or maintenance of National Ambient Air Quality Standards for ozone, carbon monoxide, and particulate matter. Connecticut receives federal CMAQ Improvement Program funds based on the population of the state and the severity of air quality problems.

The Town applied for the grant multiple times and in 2016, we were awarded \$1.32 million in federal funding from the Connecticut Department of Transportation (CT DOT) for improvements to the traffic signals along Day Hill Road. Cost estimates generated from the earlier studies and grant applications for the adaptive signal project were in the \$900,000 to \$1.32M range.

Discussion/Analysis

After a competitive, qualifications-based selection process, Milone & MacBroom, Inc. (MMI) was chosen to lead the design effort. The MMI design team includes a partnership with HDR Consulting, a firm which has considerable experience in the design of adaptive signal system technologies throughout the country. In May 2017 the town entered into an agreement with the

CT DOT by signing a Project Authorization Letter (PAL) for the design phase of the project. The PAL stipulated that the design phase is to be 100% funded by federal funds on a reimbursement basis, with a maximum reimbursement of \$165,000. Also, in May 2018 Council approved the funding for a Supplemental Project Authorization Letter to cover an increase of \$25,000 in design costs, to \$190,000. This amount would again be 100% funded by federal funds on a reimbursement basis.

The initial project cost estimate, defined in the grant application, was approximately \$1,320,000, including design costs. After completion of the Preliminary Design (PD) Phase of the project, the costs estimate is \$2,227,000. The PD estimate was prepared using CT DOT unit prices and their recommended contingencies and incidentals. The PD assumes the installation of fiber optic communication between signals. Improved vehicle detection systems have already been installed at two intersections, and this is not accounted for in the estimate. There is also a generous contingency and incidental amount of approximately \$540,000.

During the Final Design Phase, the designers will explore alternative methods of communication and will have the opportunity to refine some of the CT DOT standard items, such as contingencies and incidentals. We anticipate that this will have the effect of reducing the project cost estimate. In the event that the project cost estimate cannot be reduced to that of the grant amount, it may be necessary to reduce the scope of the grant-funded improvements. The design team will make recommendations for scope reduction, if required. This may include eliminating the grant-funded signal improvements west of Prospect Hill Road. These signals could be upgraded at a future date with an alternative means of funding.

The final design funding, approximately \$68,000, is subject to the recently announced Fixing America's Surface Transportation (FAST) Act Rescission. The FAST Act rescission applies to unobligated balances of projects, like the CMAQ project. If the Final Design funds are not obligated before September 1, 2019, they could be rescinded. In order for the CT DOT to obligate the funding for the Final Design Phase of the project, the town must provide a communication to the CT DOT supporting proceeding into that phase of design.

Financial Impact

There is no request for additional design funds.

Other Board Action

None.

Recommendations

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


“RESOLVED, that the town proceed into the Final Design Phase of the CMAQ-funded Adaptive Traffic Control Signal System project and that Peter Souza, Town Manager, be authorized to sign said resolution on behalf of the Town Council.”

Agenda Item Summary

Date: August 5, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Joshua Kelly, Management Analyst

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed Name for the High School Varsity Baseball Field

Background

On June 3, 2019, the Town Council unanimously adopted a naming policy for public buildings and facilities, which established a process by which the Town Council may designate, by resolution, the names of town facilities, including school buildings, and the names of particular features of a building or park.

A number of residents have asked that the Town Council consider designating the varsity baseball field at Windsor High School as “Chasen Field” or another related title in honor of the 28 seasons that Mr. Barry Chasen spent coaching the varsity baseball team and his many contributions to youth over the decades.

Councilmember McAuliffe has requested the Town Council consider a resolution that would recognize Mr. Chasen’s many years of contributions by naming the varsity baseball field in Mr. Chasen’s honor.

Discussion/Analysis

Mr. Chasen, through many years of commitment, devotion and dedication has been a strong advocate for youth baseball in Windsor and throughout the region. Mr. Chasen taught social studies at Windsor High School for over 36 years, retiring in 2006. He led the varsity baseball team for 28 total seasons, leading the program to 403 wins, ten league titles, two regional titles, and two state championships. He ultimately ended his career with a very strong .747 win percentage. Barry also coached football and basketball in Windsor. He coached more than 100 players who went on to play anywhere between the junior college level up to the NCAA Division I level. He coached five players who went on to play for professional organizations. He has continued his work in the realm of baseball long after his retirement, working with the Cal Ripken Jr. foundation as recently as 2012 in an effort to help build new fields for underserved youth in Hartford. Barry has received numerous other accolades for his work, many of which are noted in the attached biography.

According to the “Naming of Town Property, Buildings, and Park” policy recently adopted by the Council, it is the responsibility of the Town Council to decide the naming of this field. While the policy acknowledges a preference for naming facilities after geographical, neighborhood, and historic elements, it does allow for facilities to be named “to acknowledge the activities and significant contributions made by individuals to the town.”

The naming policy states that community input be sought regarding any proposal brought forward, therefore it is proposed that this item be introduced on August 5th and considered for final action on or after the Town Council's September 3, 2019 meeting. Also, please note the policy requires a two-thirds affirmative vote by the Town Council.

Financial Impact

Costs would be associated with adding signage at the field to reflect the designation in Mr. Chasen's honor.

Other Board Action

None

Recommendations

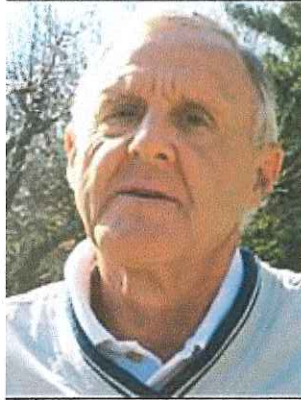
If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE, to introduce the following resolution for consideration at the Town Council's September 3, 2019 Regular Meeting;

‘BE IT RESOLVED, that the Windsor High School varsity baseball field be designated as Barry Chasen Field in honor of Mr. Barry Chasen for his significant leadership, dedication and commitment to the Windsor Warrior baseball program as head coach for over 28 seasons starting in 1975; and for his relentless advocacy and support of growing the sport of baseball through efforts such as bringing the *Reviving Baseball in Inner Cities* program (RBI) to Hartford, and serving the game as a youth baseball umpire.’

Attachments

Barry Chasen biography
Facility Naming Policy



Mr. Barry Chasen

Mr. Barry Chasen taught Social Studies at Windsor High School for 36 years, retiring in 2006

In 28 seasons at the helm, Barry led the Windsor Warriors baseball program to 403 wins, 10 league titles, 2 regional titles and 2 state championships.

Along with his 102 wins coaching summer baseball, Barry finished his coaching career with a record of 505 wins against only 171 losses, a .747 win percentage. Chasen began his coaching career at New London High as an assistant in football, basketball and baseball. He took over the Windsor baseball program in 1975 and led the Warriors to 27 state tournament appearances missing only once during his 28 year tenure. In 1979, following his 1st state title, Windsor finished the season ranked No. 3 in the national poll. His teams also won 40 straight regular season games from 1984 to 1986. They were crowned Battle Of The Windsors champion 6 times. Barry also coached football and basketball at Windsor – guiding the girls basketball team to a runner-up finish in the Class LL state championship in 1980. During his career, he has coached over 100 players who have gone on to play from the junior college level up to the NCAA Division I level – with 5 playing for professional organizations.

In his community, Chasen has been an advocate for growing the sport of baseball. In 2012, Barry worked tirelessly with city leaders to bring the Reviving Baseball in Inner Cities program (RBI) to Hartford. With the help of the Cal Ripken, Jr. Foundation, 3 new multi-sport synthetic turf fields were constructed for the 500+ youth participants. The program also conducts clinics put on by local colleges as well as professional teams.

The recipient of numerous coaching awards, Barry was named the American Baseball Coaches Association/Diamond Region I Coach of the Year in 1992 and 2000. Twice he was named the National High School Coaches Association Region I Coach of the Year and was also honored as the Connecticut High School Association Coach of the Year in 1986. Barry is a former recipient of the Gatorade Coaches Care Award, was named Easton Sports Collegiate Baseball Master Coach of the Year and a Hartford Courant 20th century Multi-sport Coach of the Century.

Chasen served as the Chairman for the Central Connecticut Conference from 1984-2004 and was a voting member of the Hartford Courant, Collegiate Baseball and Baseball America high school polls. He has also been the Secretary and a Consultant for the Connecticut High School Baseball Coaches Association. In his 41 years as an ABCA member, he was voted to serve as a State and Regional Chairman and was a member of the High School All-American and Coach of the Year committees. He is a Lifetime Member of the ABCA and was also an original member and the longtime Chairman of the ABCA High School Rules Committee. Barry has served the game of baseball as an umpire for over 50 years. He is a Past-President of the Hartford Chapter of the Connecticut Board Of Approved Baseball Umpires (CBOABU). Barry was the recipient of the 2007 Connecticut American Legion Umpire of the Year Award and has worked 8 NCAA Div. III Regionals and 15 Amateur World Series, including the Babe Ruth and Babe Ruth Senior World Series. In 2016, Barry was inducted into the ABCA Hall Of Fame He is also a member of the Connecticut High School Coaches Association Hall Of Fame, the Norwich, CT Sports Hall Of Fame, the New York Military Academy Hall Of Fame, the Windsor Diamond Club Hall Of Fame and the Windsor High School Athletics Hall Of Fame. Prior to his coaching career, Barry attended Marietta College in Ohio where he played for ABCA Hall Of Famer Don Schaly from 1966-1969. While playing baseball at the New York Military Academy, one of his teammates was none other than Donald Trump. Barry currently resides in Simsbury, CT with his wife, Joanne, son, Matt and their dog, Cooper.

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 interior spaces and amenities within public school buildings.

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 and require a two-thirds majority vote. 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 an approved Town Council 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.

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. All Town Council renaming resolutions will require a two-thirds majority vote.


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: August 5, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Authorization to Purchase a Fire Department Pumper

Background

The fire department currently uses four first-line pumper vehicles for emergency responses in town, each located in the primary firehouses. These pumpers vary in age from 26 years old to 13 years old. To ensure that response standards are maintained, a regular schedule of replacement is needed for fire apparatus. Using the National Fire Protection Association's (NFPA) 1901 guidelines, vehicles older than 15-20 years should be considered second-line apparatus and vehicles older than 25 years are recommended to be taken out of service.

Discussion/Analysis

The pumper vehicle planned to be replaced is currently assigned to the Wilson Firehouse and is a 1996 Pierce Pumper. This vehicle has a range of equipment with various firefighting capabilities. This vehicle responds to approximately 50% of the fires in town, equalling about 375 responses per year. This creates the need for a dependable, well-equipped and modern piece of apparatus. The equipment on the truck also is aging and is planned on being replaced.

In 2018, the fire department created a committee to develop a town-wide apparatus specification. This specification was used in a bid solicitation late last year to purchase a pumper for the Hayden Station Firehouse. The result was the submission of a single proposal from Pierce Manufacturing Company. It is proposed to acquire this equipment through the nationwide intralocal cooperative purchasing program known as *HGACBuy*. This cooperative purchasing program is geared for use by municipalities, counties and state jurisdictions and has thousands of municipal users. By using this program, we have reduced the cost of the vehicle by \$6,300 as compared to , saved the time and labor of creating / implementing bid solicitation process and have stayed consistent with the fire department's standardization of the fleet. The new vehicle would be purchased from Pierce Manufacturing Company. Delivery of the vehicle is approximately 9-12 months from the time the contract is executed.

Financial Impact

The total purchase cost for a new pumper is \$840,000. Included in this cost is the price of the pumper and the equipment needed to meet both NFPA 1901's guidelines and what historically the fire department has used in the emergencies we respond to.

Proposed funding is a combination of bonding (\$340,000) and 'pay as you go' funding (\$500,000) which is included in the General Fund capital budget portion of the adopted FY 20 operating budget.

Bonding in the amount of \$340,000 is being requested. The average annual debt service based on a 20 year term and a 3.25% interest rate is \$22,800.

Other Board Action

None

Recommendations

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

1) Waive of the Reading

"RESOLVED, that the reading into the minutes of the text of the ordinance entitled "AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

2) Introduce Ordinance

"MOVE to introduce a bond ordinance entitled "AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION."

3) Set a Public Hearing

"RESOLVED that a Public Hearing be set for September 3rd, 2019 at 7:20 p.m. (prevailing local time) to act on a bond ordinance entitled "AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION."

And

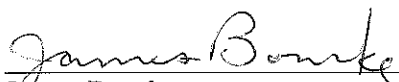
"BE IT FURTHER RESOLVED, that the town clerk is authorized and directed to post and publish notice of said Public Hearing."

Attachments

Bond Ordinance

Certification

I hereby certify that there is \$500,000 in the adopted Fiscal Year 2020 General Fund Capital budget to fund the above appropriation.



James Bourke
Finance Director

AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate EIGHT HUNDRED FORTY THOUSAND DOLLARS (\$840,000) for costs in connection with the replacement of a fire pumper engine through the purchase of a custom designed 2020 fire pumper truck, including necessary fire suppression equipment, forcible entry tools, ventilation equipment and other miscellaneous tools and equipment. The appropriation may be spent for the acquisition and installation of the new equipment and tools, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Fire Chief is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified. The appropriation shall be funded with \$500,000 included in the General Fund capital appropriation budget for fiscal year 2020, and \$340,000 from the proceeds of bonds and notes authorized pursuant to this Ordinance.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED FORTY THOUSAND DOLLARS (\$340,000) to finance, in part, the appropriation for the project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED FORTY THOUSAND DOLLARS (\$340,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount

not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised


Effective Date

Agenda Item Summary

Date: August 5, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Joshua Kelly, Management Analyst

Reviewed By: Peter Souza, Town Manager 

Subject: Wilson Opportunity Sites Summary Report

Background

As a first step in the possible redevelopment of the former Roger Wolcott School site and the vacant town-owned parcel at 458 Windsor Avenue, staff and an ad-hoc task team have been gathering and reviewing information from the community as to preferred land uses. The ad-hoc team was comprised of members of the Wilson/Deerfield Advisory Committee, Economic Development Commission, Redevelopment Agency and a representative from the Town Planning and Zoning Commission. A community drop-in meeting was held and an on-line survey was deployed as means of receiving input from the public on possible land uses and feedback on a handful of conceptual ideas.

The goal of this community-based process has been to help town staff provide the Town Council with one or more recommendations for each parcel as part of the Council's consideration relative to future use and potential disposition of these neighborhood and community assets.

Discussion/Analysis

Staff retained consulting services to assist in facilitating the process as well as to prepare a summary report entitled "Summary Report – Wilson Opportunity Sites". Outlined below are key elements from the report for each parcel.

Redevelopment Parcel (458 Windsor Avenue)

The preferred use for the Redevelopment Parcel is "mixed-use," a design that would allow for ground-level retail or office space while providing for housing in the space above. Other supported uses included residential townhouse development and preserving the land as open space/park for various community events and uses.

Key observations obtained from the committee's discussion on this parcel included the following:

- Building placement to frame the streetscape along Windsor Avenue was considered important.
- The buildings could be mixed use within one or more buildings (retail/office/etc. at street level with residential units above) and/or mixed use on the site (one or more buildings devoted to specific uses) but the mixed use element was considered important.
- Building design was a key consideration and the buildings should be smaller scale buildings presented to the street. Ideally, the buildings would have articulated facades (rather than flat or monolithic facades) and interesting rooflines. The buildings should relate well to each other, but identical design is not desired.
- Energy conservation and green building practices were supported.
- Open space / greenway along Deckers Brook should be retained.

Wolcott School Site (451 Windsor Avenue)

The recommended or preferred use for the Wolcott School Site was single-family housing or mixed-use. Renovating the existing building was also supported by survey respondents, but the Ad Hoc Committee did not favor this option due to projected costs to repair the building.

Key observations on the committee's discussion included the following:

- Building placement to frame the streetscape along Windsor Avenue was considered important. There was some mention of residential homes generously set back from (but facing) Windsor Avenue with a small park or landscaped area in front.
- The building on Windsor Avenue could be one large building or several smaller buildings provided all buildings improved the streetscape and enhanced the corner at East Wolcott Avenue.
- The buildings on Windsor Avenue could be mixed use within one or more buildings (retail/office/etc. at street level with residential units above.)
- Building design was considered to be a key consideration and the building(s) on Windsor Avenue should be a smaller scale and presented to the street. Ideally, the building(s) would have articulated facades (rather than flat or monolithic facades) and interesting rooflines. The buildings should relate well to each other, but identical design is not desired.
- Energy conservation and green building practices were supported.

The report outlined suggested next steps:

- Present the report to the Town Council and request guidance to staff regarding a possible developer solicitation process for these properties.
- Share the information from this exercise with potential developers and investment funds to help promote the appropriate development of these parcels. This may dovetail with the federal Opportunity Zone tax incentive program.
- Review the zoning of the properties and the Center Design Development District provisions to ensure they are up to date and supportive of the desired development options.
- Consider pre-development steps for the properties including:
 - For the school site - completion of an A-2 survey and pre-demo hazardous materials survey, and
 - For the Redevelopment Parcel - hold discussions with utilities and Connecticut DOT regarding easements impacting potential redevelopment.

Financial Impact

Initial costs would be incurred for completion of an A-2 Survey and pre-demo hazardous materials testing at the Wolcott School.

Other Board Action

None.

Recommendations

While the findings of the public input process are most helpful in understanding what residents would like to see on the town's properties, they are only one component in determining the best use. Other factors including physical feasibility, market support and financial feasibility also play a role. In addition, the town's fiscal goals and constraints must be considered.

At this time, staff is seeking guidance from the Council regarding the Wilson properties. First, with regard to the Redevelopment Parcel, a decision needs to be made if the site should be offered for redevelopment or retained and improved as public open space as suggested during the public outreach process. If the decision is for open space, then the town should establish a process for pursuing this option. If redevelopment is preferred, then staff should be directed to prepare a draft request for development proposals. Staff would also pursue discussions with utilities and the DOT regarding existing easements which impact potential development.

With regard to the Wolcott School site, staff recommends that the following pre-development steps be taken: 1) completion of an A-2 survey of the site and 2) completion of a pre-demo hazardous materials survey of the building. These actions will be useful for any development scenario for this site.

It is recommended that this item be referred to a council committee for further review and discussion concerning potential disposition and future uses of these neighborhood and community assets.

Attachments

“Summary Report – Wilson Opportunity Sites”

To: Jim Burke, Economic Development Director

From: Glenn Chalder, AICP
Peter Flinker

Date: July 26, 2019

Subject: **SUMMARY REPORT - Wilson Opportunity Sites**

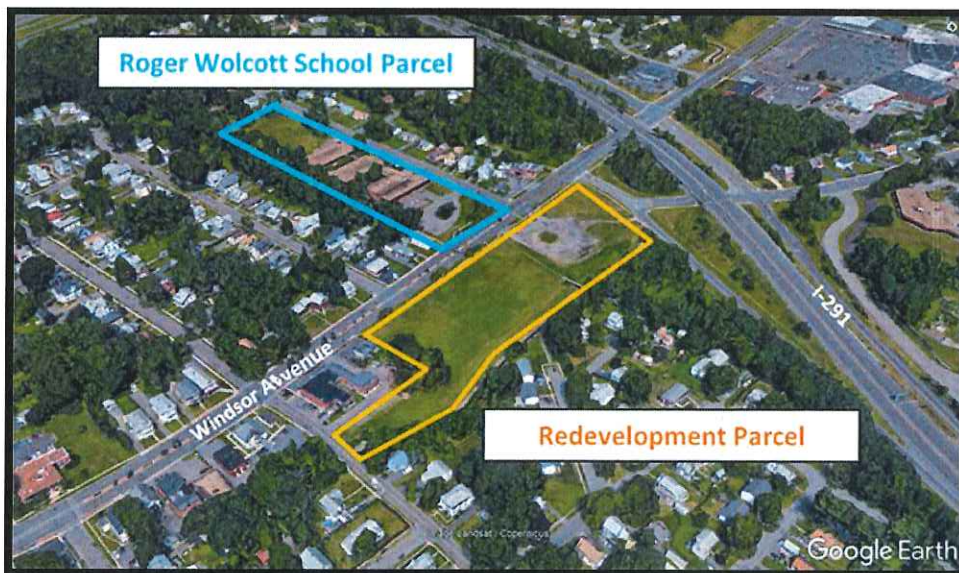
Overview

In May, you requested that Planimetrics / Dodson & Flinker help the Town of Windsor evaluate possible future uses for two Town-owned parcels located in the Wilson section of Windsor:

- 5.68 acres referred to as the “redevelopment parcel” located at 458 Windsor Avenue, and
- 4.71 acres containing the former Roger Wolcott School located at 451 Windsor Avenue.

The work involved interacting with an ad hoc committee comprised of representatives of several local boards and commissions and the Wilson neighborhood. In addition, a community “drop-in” meeting was conducted to provide an opportunity for additional community input.

This report summarizes the results of this work.



Overview Of Process

Hyperlinks to relevant documents in the appendix are contained below.

June 20 Kick-Off Meeting (Roger Wolcott School)

At the kick-off meeting of the Ad Hoc Committee, [participants](#) were introduced to each other, toured the building, and then discussed the [kick-off meeting materials](#) prepared for the meeting by Planimetrics / Dodson & Flinker.

After briefly reviewing the building's condition, operating cost and the \$4.5 million estimated repair cost, the meeting progressed to a discussion of possible uses for each of the sites.

Planimetrics / Dodson & Flinker agreed to prepare illustrations of these possible uses for a neighborhood meeting (and an on-line survey).

Preparation of Scenarios

Following the June 20 meeting, Dodson & Flinker prepared [five \(5\) possible scenarios for the redevelopment parcel site](#) and [five \(5\) possible scenarios for the Roger Wolcott School site](#) (10 scenarios total) to illustrate different development approaches and concepts. While these drawings presented concepts that do not comply with current zoning, the Ad Hoc Committee considered them to be reasonably feasible and appropriate for their setting.

Notification of Drop-In Meeting

Awareness of the neighborhood drop-in meeting was promoted by:

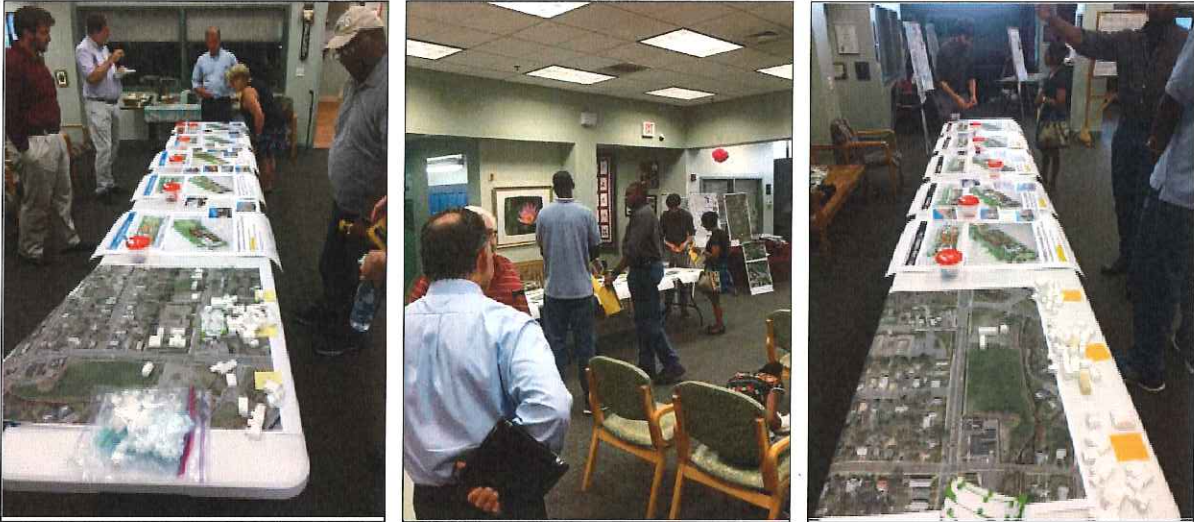
- Signs in the neighborhood
- Facebook posts
- Twitter posts
- Email notices
- Posters in the neighborhood
- Community television



July 10 Drop In Meeting (Caring Connection)

Attendees to the drop-in meeting at the Caring Connection were given a general overview of the purpose of the meeting and the layout of the room. Tables were set up on each side of the room presenting the five (5) scenarios for each of the sites. Facilitators were available at each table to explain concepts to people and answer any questions. A voting cup was provided next to each scenario for people to identify which scenarios they favored and did not favor. Each participant also received a feedback form to provide more comments.

Approximately 31 people attended the drop-in meeting. [Windsor Community Television \(Win-TV\)](#) prepared a program summarizing the exercises.



On-Line Survey Tabulation / Drop-In Meeting Tabulation

Following the meeting, Planimetrics prepared a [written report](#) summarizing the input received at the meeting from the voting cups, the feedback forms, and from facilitators.

In addition, Josh Kelly (Town of Windsor) prepared and administered an [on-line survey](#) requesting input on the same scenarios. Awareness of the survey was promoted through Facebook posts, Twitter posts, email notifications, and other methods. Over the course of six days, 195 people participated in the on-line survey.

July 17 Ad Hoc Committee Meeting (Caring Connection)

The Ad Hoc Committee convened again on July 17 to discuss the various scenarios for each site and review the feedback received from the community (both at the meeting and on-line).

The findings and recommendations of the Ad Hoc Committee are presented on the following pages.

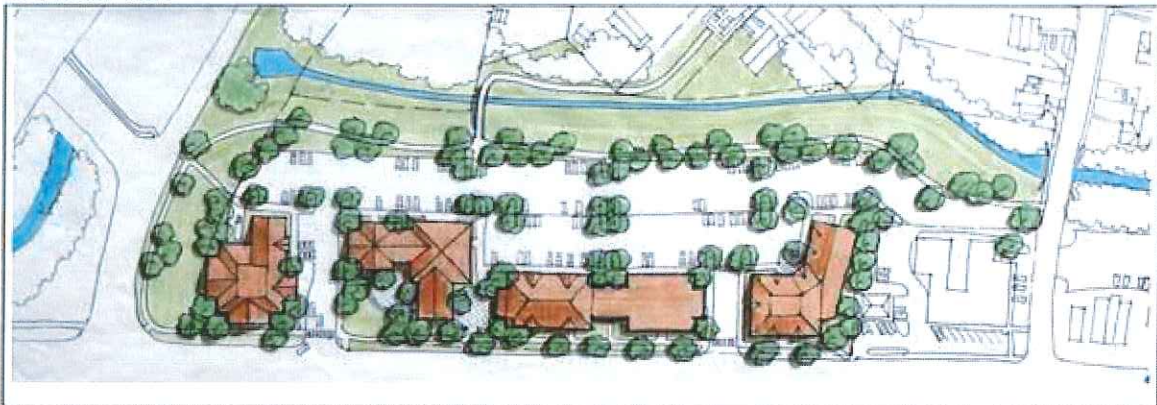
Findings - Redevelopment Parcel

Mixed Use Development Most Preferred

Based on the results of the various exercises, a mixed use development scenario appears to be the preferred option for the redevelopment parcel. This option received the most support in the community and the Wilson neighborhood among people participating in the on-line survey.

R-4 Mixed Use

Overhead View



Key Observations

At the July 17 meeting of the Ad Hoc Committee, the following were considered to be key observations / considerations relative to this scenario:

1. Building placement to frame the streetscape along Windsor Avenue was considered important.
2. The buildings could be mixed use within one or more buildings (retail/office/etc. at street level with residential units above) and/or mixed use on the site (one or more buildings devoted to specific uses) but the mixed use element was considered important.
3. Building design is a key consideration and the buildings should be smaller scale buildings presented to the street. Ideally, the buildings would have articulated facades (rather than flat or monolithic facades) and interesting rooflines. The buildings should relate well to each other but identical design is not desired.
4. Energy conservation and green building practices were supported.
5. Open space / greenway along Decker Brook should be retained.

Residential Townhouse Development Also Supported

Residential townhouse development also received support. The Ad Hoc Committee felt that the “sweet spot” might be an option somewhere between the R-1 option (30 units at 2,500 SF each) and the R-2 option (50 units at 1,500 SF each). A floor area of about 1,800 to 2,000 SF would generally allow for 1-bedroom and 2-bedroom units. A preference was expressed for units with attached garages (or located under the unit) rather than an outdoor parking area.

The units on Windsor Avenue would have a front door facing the street (perhaps like a New York City brownstone / townhouse) and a garage entry and a deck on the rear. The units to the rear would have a front door and a garage entry facing the accessway and a deck to the rear overlooking Decker Brook.

It was felt that this housing could meet a variety of housing needs in the neighborhood, the community, and the region. There was little support expressed for an affordable housing requirement since affordable housing is already available in the Wilson neighborhood. The Ad Hoc Committee did not express a strong preference for ownership versus rental.

An open space corridor should be provided along Decker Brook.

Overhead View



Open Space Also Supported

Given the long history of the parcel as undeveloped land and its use as a site for the Wilson Fire Company Carnival, there was some interest in the Ad Hoc Committee for keeping the parcel as open space / park land. This was felt to be an amenity for the neighborhood and for the community as a whole.

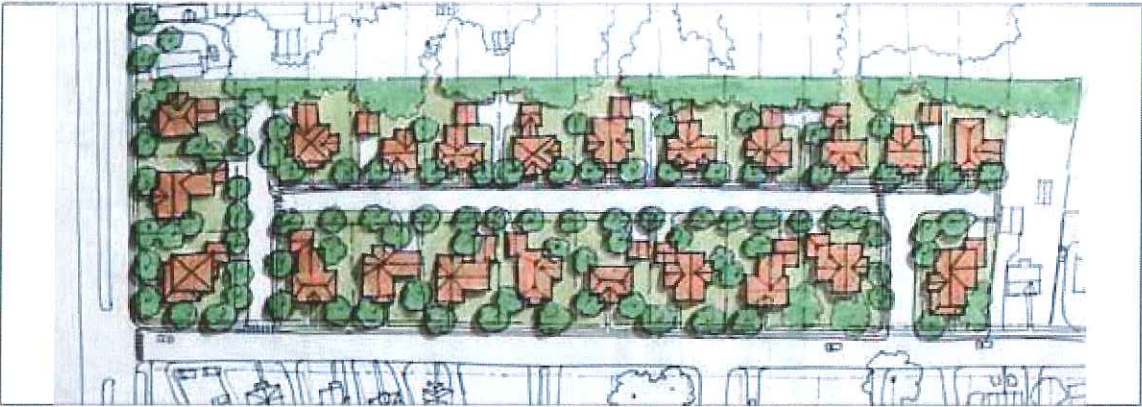
Findings – Roger Wolcott School Parcel

Residential Development / Mixed Use Development Preferred

Based on the results of the various exercises, the mixed use development and single family scenarios each ranked highly. However, a consensus of the Ad Hoc Committee preferred the single family option for the Roger Wolcott School parcel. While some interest was expressed at the drop-in meeting for a larger footprint building and for retaining the existing building, the Committee felt that the input from the on-line survey was more compelling. In the on-line survey, the mixed use option (S-3) was preferred more by town residents whereas the single-family development option (S-2) was preferred more by Wilson participants.

S-2 All Single-Family

Overhead View



S-3 Mixed Use

Overhead View



An option may be a blend of these two concepts with:

- Mixed use buildings on the Windsor Avenue frontage, and
- Single-family residential development on the East Wolcott Avenue frontage.

A possible hybrid arrangement might look something like this:

Overhead View



Renovate Building Also Supported

The building renovation scenario was highly ranked among the various options for Roger Wolcott School by survey respondents, both town-wide and from Wilson. The Ad Hoc Committee, however, did not favor this option due primarily to the projected cost to repair the building.

Key Observations

At the July 17 meeting of the Ad Hoc Committee, the following were considered to be key observations / considerations relative to the Roger Wolcott School parcel:

1. Building placement to frame the streetscape along Windsor Avenue was considered important. There was some mention of residential homes generously set back from (but facing) Windsor Avenue with a small park or landscaped area in front.
2. The building on Windsor Avenue could be one large building or several smaller buildings provided all buildings improved the streetscape and enhanced the corner at East Wolcott Avenue.
3. The buildings on Windsor Avenue should be mixed use within one or more buildings (retail/office/etc. at street level with residential units above).
4. Building design was considered to be a key consideration and the building(s) on Windsor Avenue should be smaller scale and presented to the street. Ideally, the building(s) would have articulated facades (rather than flat or monolithic facades) and interesting rooflines. The buildings should relate well to each other but identical design is not desired.
5. Energy conservation and green building practices were supported.

Possible Next Steps

Below are several initial steps for the Town to consider in facilitating redevelopment of the Wilson properties.

1. Present report to the Town Council and request guidance to staff regarding a possible developer solicitation process for these properties.
2. Share the information from this exercise with potential developers and investment funds to help promote the appropriate development of these parcels. This may dovetail with the federal Opportunity Zone tax incentive program.
3. Review the zoning of the properties and the Center Design Development District provisions to ensure they are up to date and supportive of the desired development options.
4. Consider pre-development steps for the properties including:
 - a. For the school site - completion of an A-2 survey and pre-demo hazardous materials survey, and
 - b. For the Redevelopment Parcel - discussions with utilities and Connecticut DOT regarding easements impacting potential redevelopment. .

Participants List

Ad-Hoc Committee (alphabetical by last name)

Alvin Bingham – Wilson Deerfield Advisory Committee (WDAC) Chair and neighborhood resident
Randy Graff – EDC Chair and WDAC member
Adam Gutcheon – EDC ex-officio and Executive Director of the Windsor Chamber of Commerce
Lee Hoffman – Windsor Redevelopment Agency
Charles Jackson – WDAC member and neighborhood resident
Eric Judge – Windsor Redevelopment Agency
Nathan Karnes - EDC member and Project Manager for CT Department of Housing
Joel Kent – WDAC member and neighborhood business owner
Anita Mips – Chair of Town Planning & Zoning Commission
Sharran Selig-Bennett – EDC member and president of First Town Downtown

Town Staff

Peter Souza - Town Manager
Jim Burke - Economic Development Director
Eric Barz - Town Planner
Todd Sealy - Assistant Town Planner
Josh Kelly - Analyst with Town Manager's Office
Kyle Page - ED Intern

Consultants

Glenn Chalder, AICP – Planimetrics
Peter Flinker – Dodson & Flinker
Dan Shaw – Dodson & Flinker
Allison Gramolini – Dodson & Flinker

Kick-Off Meeting Materials

Introduction

1. **Introductions of Participants**
 2. **Overview of Project / Parcels / Purposes – Jim Burke**
 3. **Overall Calendar / Schedule**
 - a. Kickoff Meeting – June 20
 - b. Community Meeting – July 10
 - c. Strategy Meeting – July 17
-

Exploration

4. **Past Reflections**
 - a. Redevelopment parcel
 - b. Roger Wolcott School
 - c. Wilson area overall
 5. **Current Impressions**
 - a. Strengths / Weaknesses
 - b. Opportunities / Challenges
 6. **Relevant Information**
 - a. Market Conditions
 - b. Zoning / Town Plan
 7. **Discussion of Sites – Future Possibilities**
 - a. Palette Of Uses
-

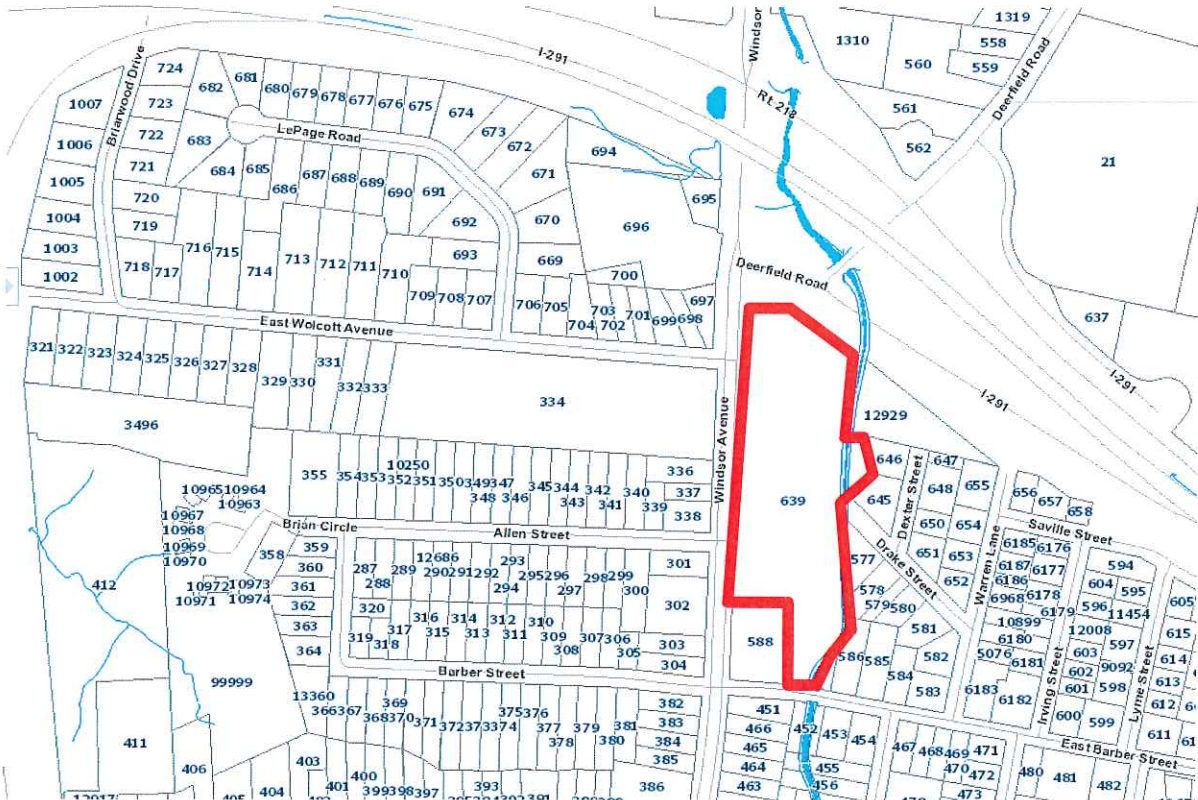
Conclusion

8. **Next Steps**
9. **Questions / Comments**
10. **Adjournment**

FACT SHEET – Redevelopment Parcel

458 Windsor Avenue

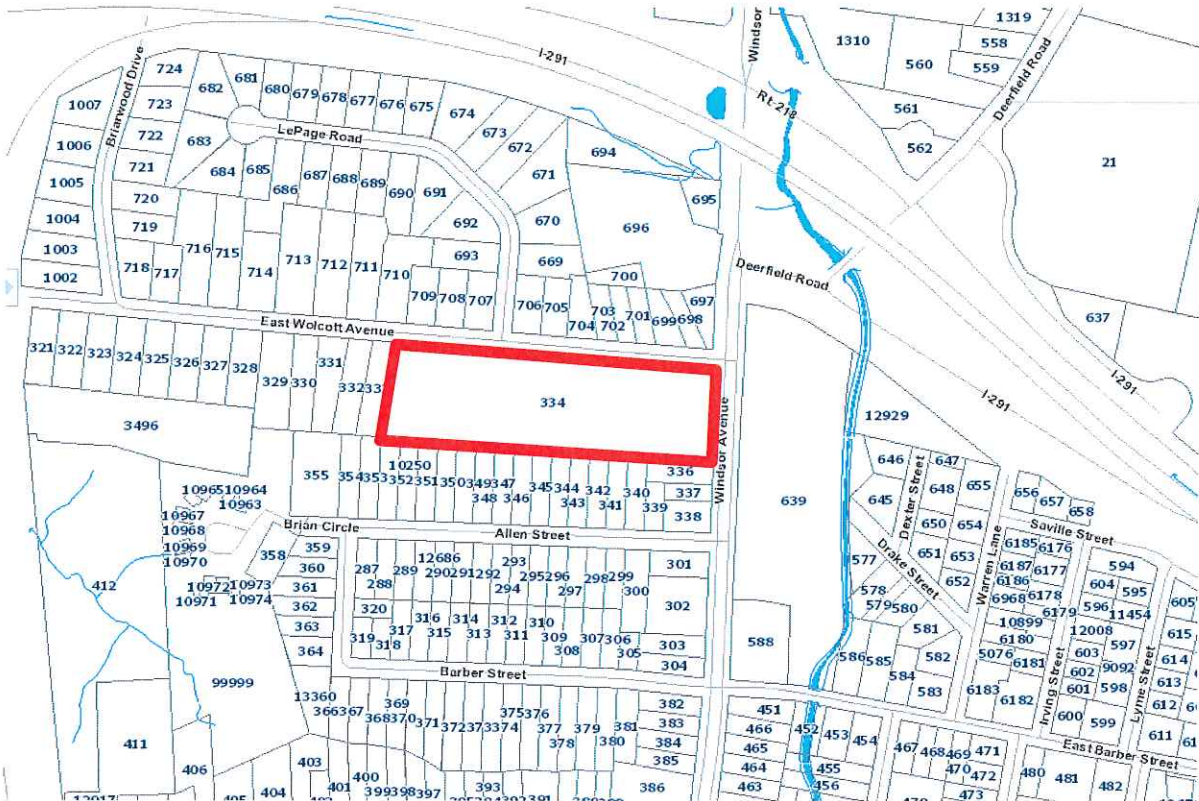
Land	<ul style="list-style-type: none"> • 5.68 Acres • Generally flat with realigned Decker Brook to rear • Assessed Value of \$73,710
Building	<ul style="list-style-type: none"> • None • Assessed Value of \$0
Notes	<ul style="list-style-type: none"> •



FACT SHEET – Roger Wolcott School

451 Windsor Avenue

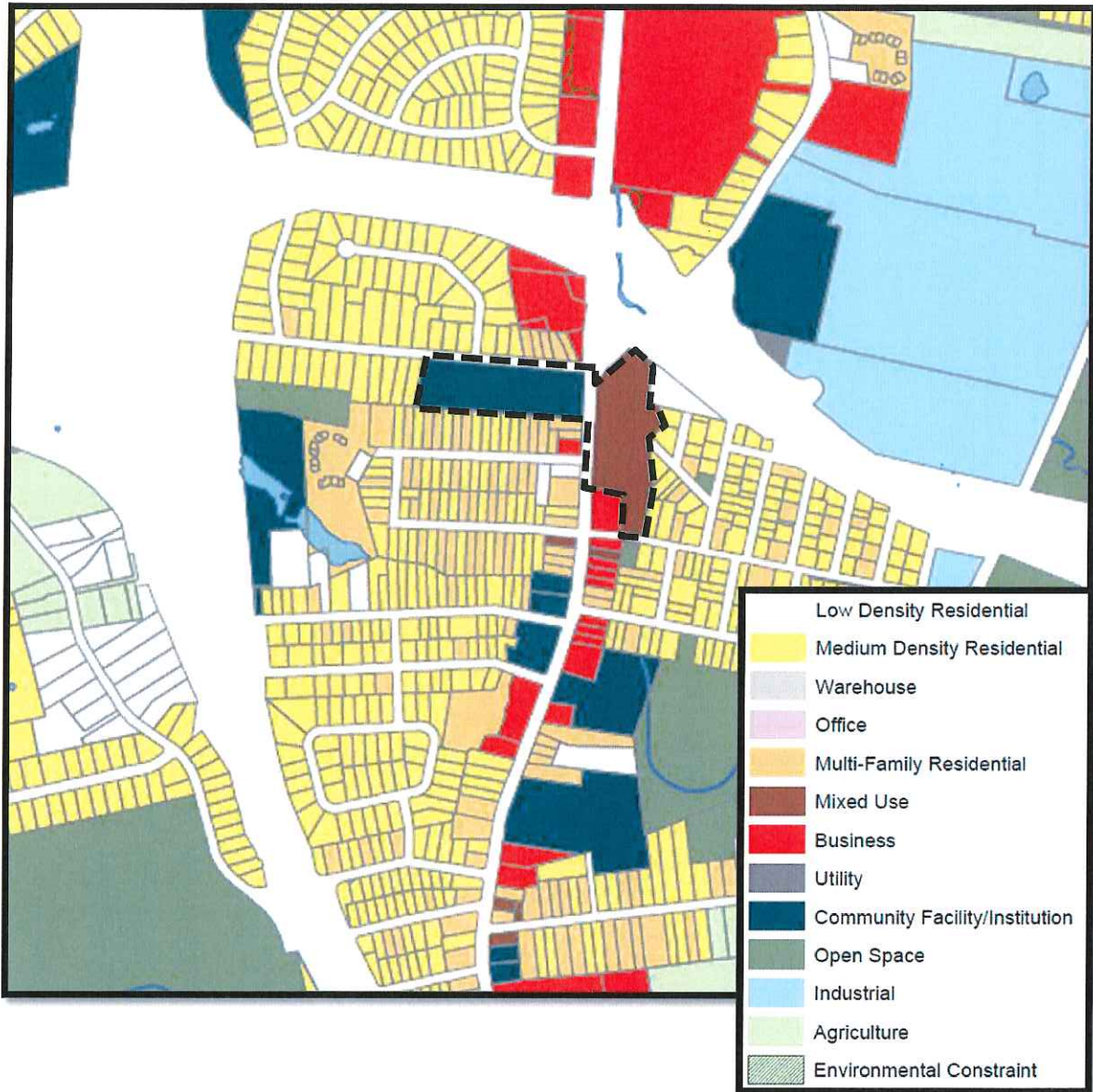
Land Area	<ul style="list-style-type: none"> • 4.71 Acres • Slopes up from Windsor Avenue • Assessed Value of \$317,520
Building	<ul style="list-style-type: none"> • Former Public School (37,885 SF) • School with additions through 1967 • Assessed Value of \$2,107,700
Notes	<ul style="list-style-type: none"> • School vacated in 2012 with some subsequent use for early childhood, robotics, etc. • Estimate \$4.2 million+ to bring building to code • Building costs \$70,000 +/- annually to heat / maintain • Some environmental issues (possible asbestos, PCB, underground oil tank, interior mold, etc.) • Roof / decking in poor condition



FACT SHEET – Future Land Use Plan

The Plan of Conservation and Development (POCD) is an *advisory* document which suggests the most appropriate future use of land. Windsor's 2015 POCD suggests the following possibilities:

- “Community Facility / Institution” for the Roger Wolcott School site
- “Mixed Use” for the Redevelopment Parcel

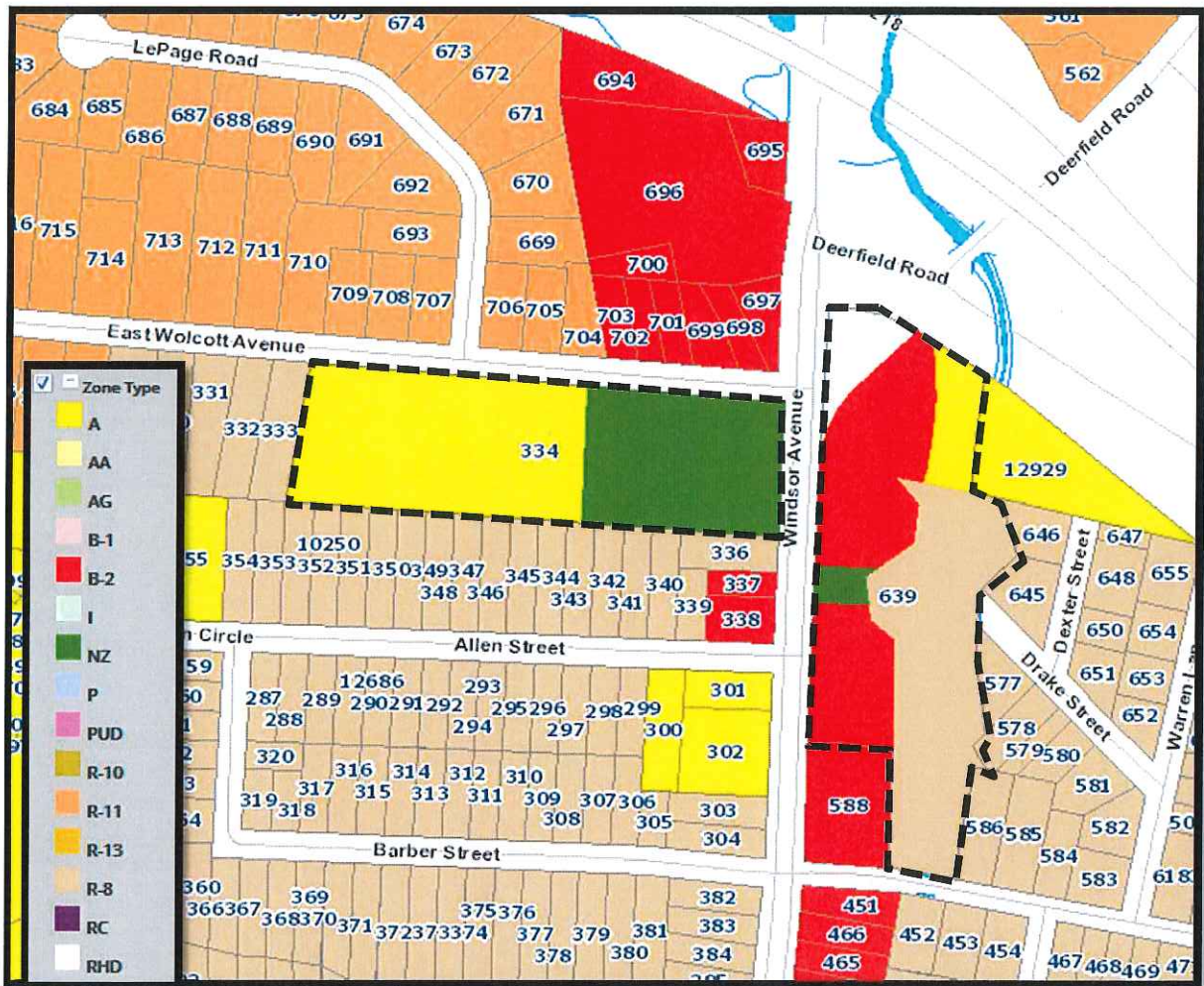


FACT SHEET – Zoning

The Zoning Map specifies the following:

Roger Wolcott School site	Single-Family A (Residential) Minimum Lot Size = 20,000 SF	Surrounding parcels zoned R-8 and R-11 with lot size requirements of 7,500 to 11,250 SF
	Public and Quasi-Public Zone (NZ)	Frontage on Windsor Avenue

Redevelopment parcel	Business 2	Most frontage on Windsor Avenue
	Public and Quasi-Public Zone (NZ)	Portion of frontage on Windsor Avenue
	Single-Family A (Residential)	Frontage on I-291 ramp
	Single-Family R-8 (Residential)	Property to rear along Decker Brook
	RHD = Road / Highway District	



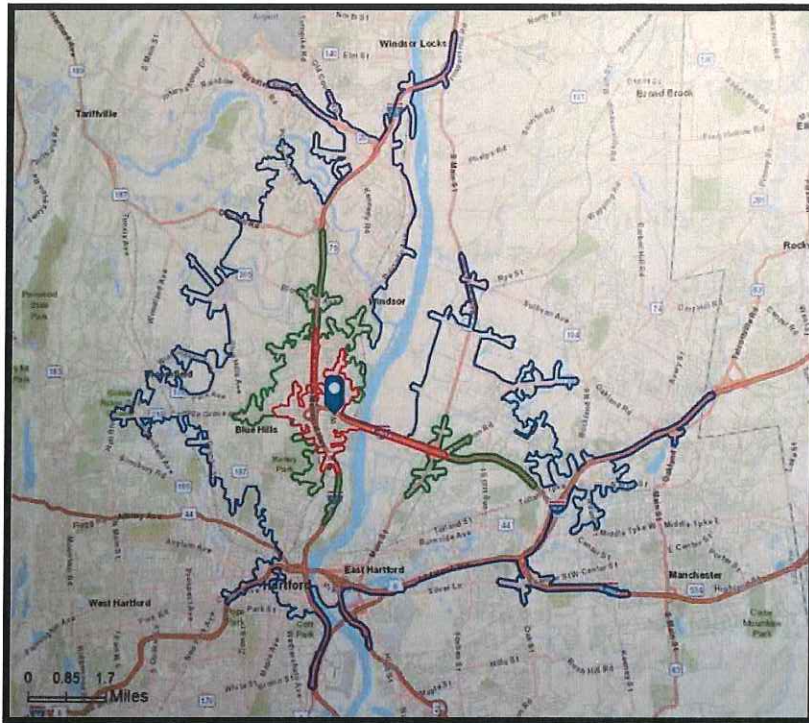
CATEGORIES OF LAND USES

Vacant Land	<ul style="list-style-type: none"> • Land that is undeveloped and/or uncommitted and is not encumbered by conservation restrictions
Agriculture	
Open Space / Recreation	<ul style="list-style-type: none"> • Preserved Open Space Park (Passive) • Recreation Fields / Facility (Active)
Residential	<ul style="list-style-type: none"> • Single-Family / Duplex / Triplex • Multi-Family – Attached / Detached / Townhouse • Low Rise / Mid-Rise / High Rise
Retail / Service	<ul style="list-style-type: none"> • Convenience Retail / Specialty Retail / General Retail • Restaurant / Lodging / Theater / Entertainment • Neighborhood scale / Community scale / Regional scale
Office	<ul style="list-style-type: none"> • Office / Professional Office / Financial Institution
Mixed Use	<ul style="list-style-type: none"> • Residential / retail in same building and/or on same site
Industry / Warehouse	<ul style="list-style-type: none"> • Manufacturing / Assembly / •
Institutional	<ul style="list-style-type: none"> • Hospitals / Churches • Private School
Community Facility	<ul style="list-style-type: none"> • Public School / Police / Fire / Public Works / Town Hall
Transportation / Utility	<ul style="list-style-type: none"> • Road / Rail / Highway • Water / Sewer / Electric
Special Facility	<ul style="list-style-type: none"> • Stadium / Airport / Landfill / Resource Extraction / Correctional Facility
Water / Wetlands	

POSSIBLE EVALUATION CRITERIA

Physically Feasible?	Is a potential use <i>physically possible</i> given the size, shape, topography, and other characteristics of the site?
Reasonably Probable?	Is a potential use <i>reasonably probable</i> given the location of the site and the interests of the target user?
Market Supported?	Is a potential use <i>supported by the market</i> in terms of supply, demand, customers, sales, etc.? Is the market expanding or declining? Is the location clearly superior to others and is the location defensible economically?
Financially Feasible?	Is a use <i>financially feasible</i> in that it will generate adequate revenue to justify the costs of construction plus a profit for the developer? In the case of an improved property, does the existing building have economic value or will the revenue offset the reversion/demolition costs?
Community Supported?	Is a use supported by the neighborhood / community in terms of community benefits (meeting needs, providing amenities, enhancing character, providing jobs, supplying goods and services, increasing tax base, providing other benefits)?
Legally Permissible?	Is a use legally permitted or is there a reasonable likelihood it would be legally permitted through zone change, government regulations, or other action? Is a use prohibited by deed restrictions or covenants? Does a use predate existing zoning or other property regulations? Is it legally nonconforming?
Highest And Best Use	Is the use taking full advantage of the opportunities presented or are there other uses which would make better use of the site or produce a higher economic return or community return?

MARKET DATA



Population / Demographics

- Wilson has a population of about 2,000 people
- Windsor has a population of about 29,000 people
- Over 93,000 people live within a 10 minute drive

Income / Purchasing Power

- Median household income in Wilson is about \$54,000
- Median household income in Windsor is about \$82,000
- Median household income within a 10 minute drive is about \$55,000

Accessibility

- Wilson is located about 4 miles north of downtown Hartford
- Wilson has direct access to Interstate 91 and to I-291 connecting to Interstate 84 in Manchester
- Windsor Avenue is served by two bus routes (#32 and #34) providing 45 weekday trips inbound to downtown Hartford and 45 weekday trips outbound to Windsor Center and beyond

OPPORTUNITY ZONE PROGRAM

The Wilson section of Windsor has been designated as an “opportunity zone” by the state and federal government. The Town Council is interested in enabling the use of this tool to spur economic development and job creation in the Wilson area.

What is an Opportunity Zone?

An Opportunity Zone is a location designated by the state and federal government where new investments, under certain conditions, may be eligible for preferential tax treatment. Opportunity Zones are an economic development tool—that is, they are designed to spur economic development and job creation in specific areas.

Opportunity Zones are fairly new tools for promoting community investment (since 2018).

How do Opportunity Zones spur economic development?

Opportunity Zones are designed to spur economic development by providing tax benefits to investors.

The tax benefits to the investor may be obtained by investing in a Qualified Opportunity Fund (QOF) which is an investment vehicle set up (as either a partnership or corporation) for investing in eligible property that is located in a Qualified Opportunity Zone.

Where can I get additional information?

Additional information from the Internal Revenue Service can be found at:

<https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions>

Redevelopment Parcel Scenarios

Wilson Opportunity Sites - Redevelopment Parcel

R-1 Larger Townhouses

Overhead View



Oblique View



Residential Use

30 Larger Townhouse Units @ 2,500 SF each

Front units oriented to Windsor Avenue with garages under units accessed from rear (2 spaces / unit)

Rear units oriented to internal driveway with garages under units accessed from internal driveway

Two-story buildings with sloped roof

Guest parking in outdoor parking area

Three driveways (two to Windsor Avenue, one to East Barber Street)



Wilson Opportunity Sites - Redevelopment Parcel

R-2 Smaller Townhouses

Overhead View



Oblique View



Residential Use

50 Smaller Townhouse Units @ 1,500 SF each

Front units oriented to Windsor Avenue / Rear units oriented to internal driveway

All parking in surface parking lots

Two-story buildings with sloped roof

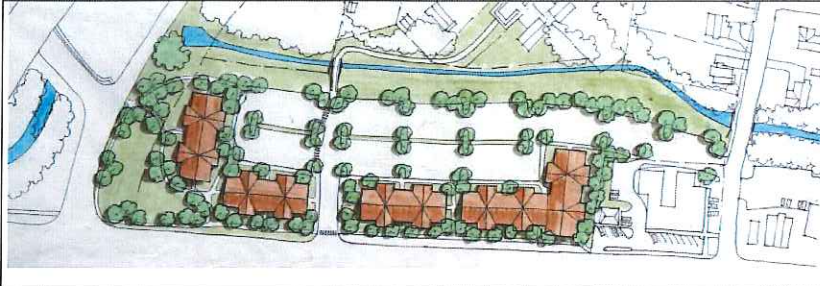
Three driveways (two to Windsor Avenue, one to East Barber Street)



Wilson Opportunity Sites - Redevelopment Parcel

R-3 Apartments

Overhead View



Oblique View



Residential Use

120 Apartment Units @ 1,000 SF each

Buildings oriented to Windsor Avenue

All parking in surface parking lots

Three-story buildings with sloped roofs

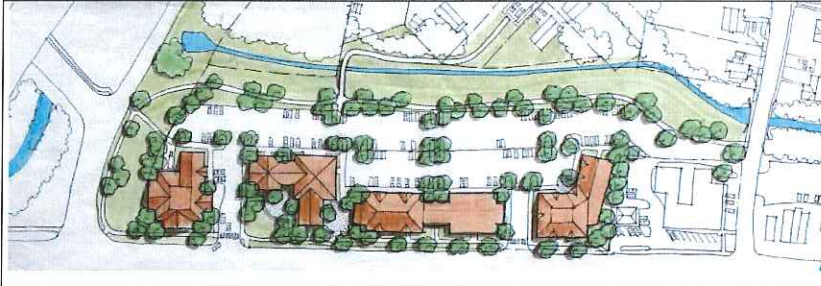
Two driveways (one to Windsor Avenue, one to East Barber Street)



Wilson Opportunity Sites - Redevelopment Parcel

R-4 Mixed Use

Overhead View



Oblique View



Retail / Office / Residential Use

42,500 Square Feet Retail / Office at street level

40 Apartment Units @ 900 SF each

Buildings oriented to Windsor Avenue

All parking in surface parking lots (About 200 parking spaces = 140 for retail office and 60 for apartments)

Two-and-a-half-story buildings with sloped roofs

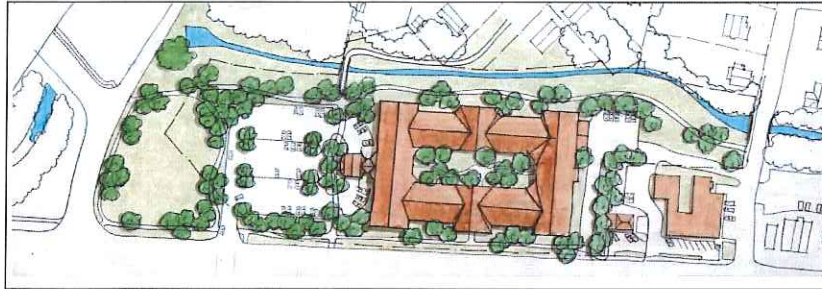
Three driveways (Two to Windsor Avenue, one to East Barber Street)



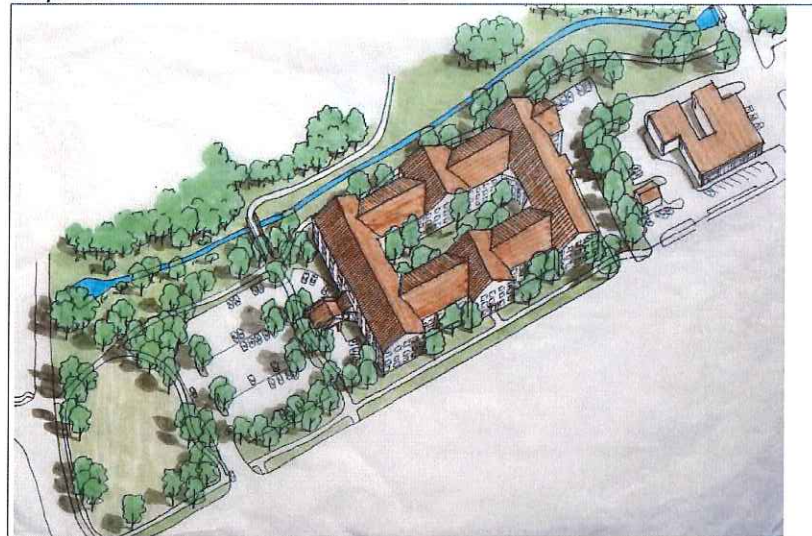
Wilson Opportunity Sites - Redevelopment Parcel

R-5 Larger Building / Use

Overhead View



Oblique View



Residential / Institutional / Office Use

Could Be Apartments / Assisted Living / Nursing Home / Office HQ

Larger footprint building (50,000 SF if one floor to 100,000 SF if two floors)

All parking in surface parking lots

Two-and-a-half-to three story building with sloped roofs

Two driveways (main entry at light on Windsor Avenue, rear / service entry to East Barber Street)



Roger Wolcott School Parcel Scenarios

Wilson Opportunity Sites – Wolcott School Parcel

S-1 Residential Mix

Overhead View



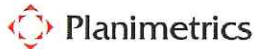
Oblique View



Mix Of Residential Uses

- 8 Detached Units on Upper Terrace
- 10 Detached Units on Middle Terrace
- 30 Apartment Units on Windsor Avenue

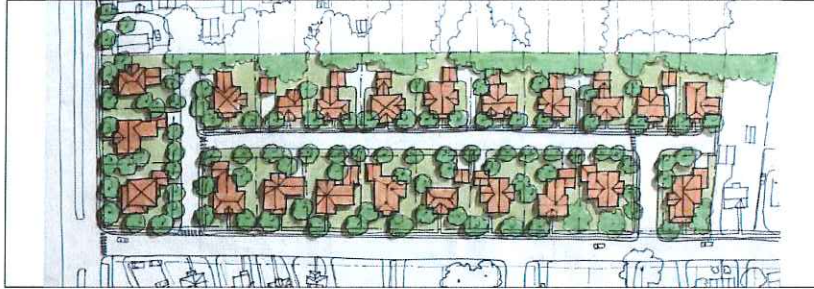
Two-story buildings with sloped roof
Four driveways on East Wolcott Avenue



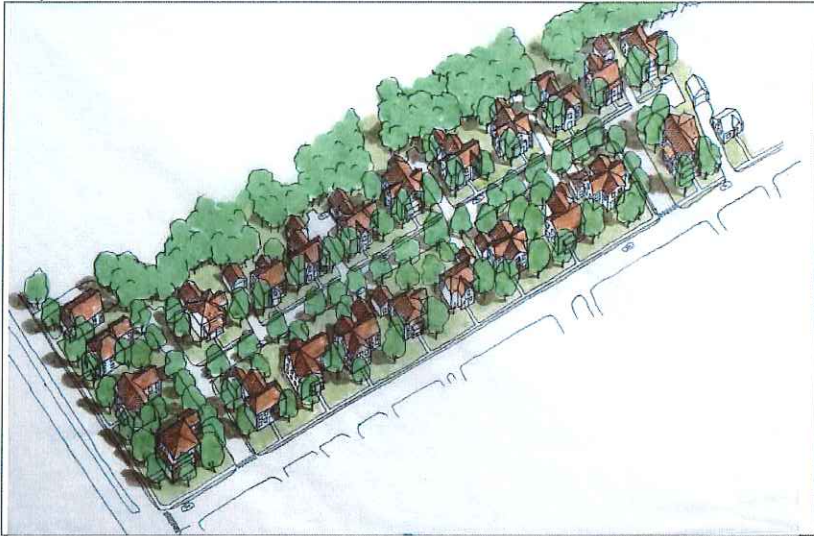
Wilson Opportunity Sites – Wolcott School Parcel

S-2 All Single-Family

Overhead View



Oblique View



Single-Family Residential Use

23 Homes

Front units oriented to East Wolcott Avenue / Rear units oriented to internal driveway
Garages accessed from internal driveway

Two-story buildings with sloped roof
Two driveways on East Wolcott Avenue



S-3 Mixed Use

Overhead View



Oblique View



Mixed Use

11,000 SF Retail on Windsor Avenue with 12 apartments above
15,000 SF office on East Wolcott Avenue)

32 Townhouses - 12 Larger (upper) and 20 Smaller (middle)

Two-story buildings with sloped roof

Three driveways on East Wolcott Avenue



S-4 Renovate Existing Building

Overhead View



Oblique View



Live-Work / Office / Institutional Use

40,000 Square Feet Office / Institutional in Renovated Building

7 Live-Work Units on Windsor Avenue Apartment Units @ 900 SF each

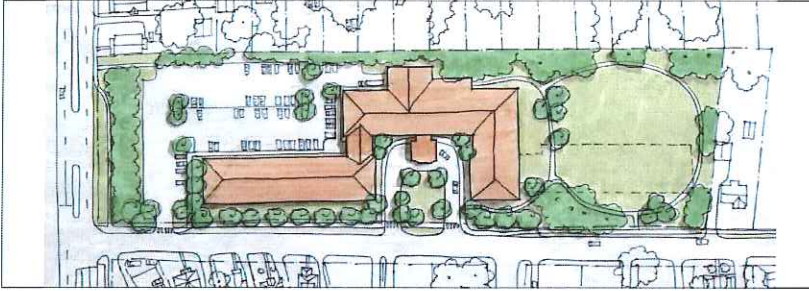
Parking area expanded to accommodate use of renovated building
Three driveways on East Wolcott Avenue



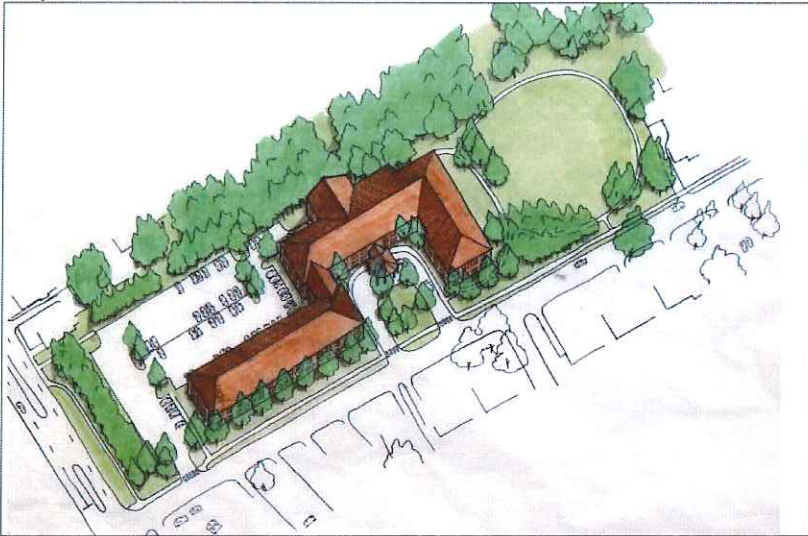
Wilson Opportunity Sites – Wolcott School Parcel

S-5 Larger Building / Use

Overhead View



Oblique View



Residential / Institutional / Office Use

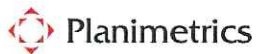
Could Be Apartments / Assisted Living / Nursing Home / Office HQ

Larger footprint building – Could be one-story or two-story

All parking in surface parking lots

Upper terrace could be additional parking or green area depending on use

Three or more driveways on East Wolcott Avenue



Drop-In Meeting Summary

To: Wilson Opportunity Sites Committee

From: Glenn Chalder, AICP

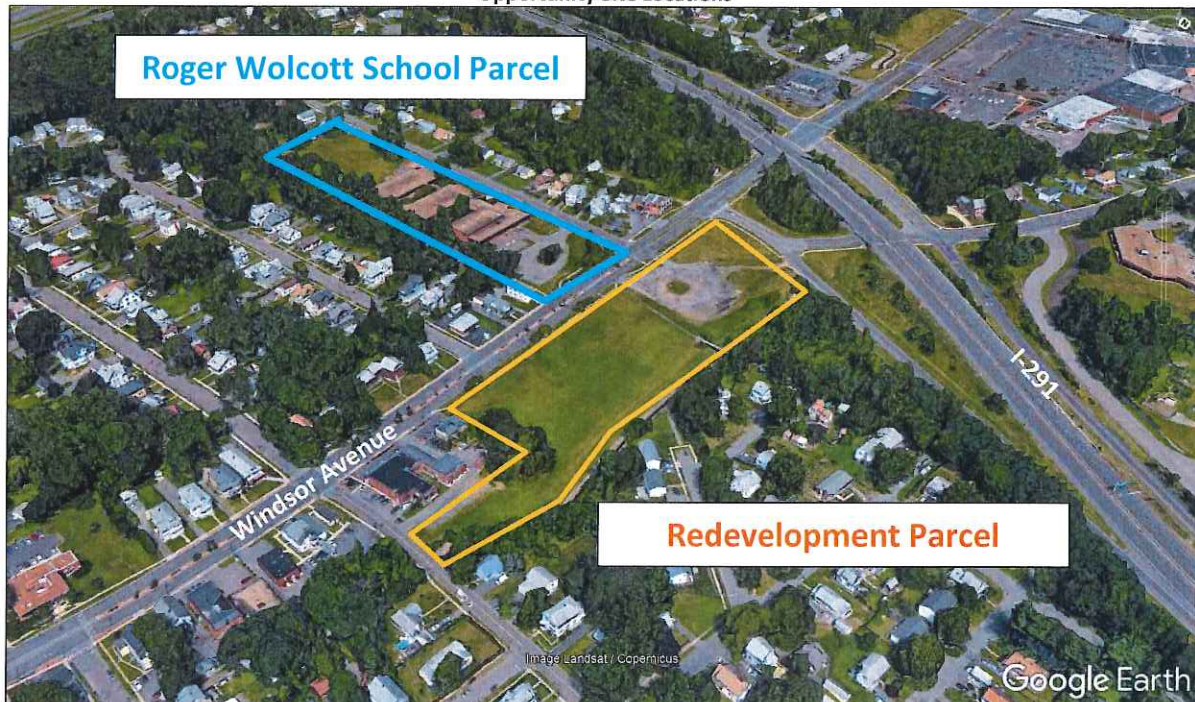
Date: July 15, 2019

Subject: **Drop-In Meeting Summary**
Wilson Opportunity Sites

As part of the evaluation of future development possibilities for the Wilson “opportunity sites” (Redevelopment parcel and Roger Wolcott School parcel), a drop in meeting was held on Wednesday July 10 at the Caring Connection / Community Center at 330 Windsor Avenue in Wilson.

This package summarizes the results of the exercises conducted as part of the drop-in meeting.

Opportunity Site Locations



Station 1 – Greeting

Attendees were greeted upon entering and informed that the purpose of the meeting was to evaluate possible future uses of the two sites.


Along with a general overview of the room arrangement, attendees were given a feedback form and a pen. Town Staff and consultants were stationed around the room to provide assistance as needed.

Wilson Opportunity Sites – Feedback Form		Drop-in Meeting July 10, 2019	
Redevelopment Parcel			
Scenario	Rank	Things I Like	Things I Don't Like
R-1 Larger Townhouses			
R-2 Smaller Townhouses			
R-3 Apartments			
R-4 Mixed Use			
R-5 Larger Building / Use			
Other Comments			

WHY REDEVELOP?

Redevelopment Parcel

Windsor has owned the redevelopment site for many years. The property was originally acquired to address flooding issues on Decker Brook and then, once this was done, the intent was to encourage redevelopment of the site. There is still a model from 1976 at Town Hall showing how the property might have been redeveloped. Redevelopment efforts have continued over the years but were never completed for a variety of reasons.



Redevelopment of the site would produce revenue from the sale/lease of the property and tax revenue from development of the property. It would also help revitalize this part of Windsor Avenue.

Roger Wolcott School

The property has been redeveloped before when the original school building (from 1913) was replaced with a new school building in the 1960s. Windsor's school needs are changing (lower enrollment, changing curriculum, district balancing, etc.) and Roger Wolcott School has not been needed for a school since 2012.

It costs about \$70,000 each year to operate the building and there are issues with the roof and the heating and air conditioning. Given the condition of the building, it is not anticipated it will ever return to use as a school.

Redevelopment of the site would produce revenue from the sale/lease of the property and tax revenue from development of the property. It would also avoid costs from repair / replacement of building systems.

WHY NOW?

These properties represent an opportunity for the Town to return two strategically-located parcels to the tax rolls and to generate revenue to support local services. It would also result in a cost savings to the Town to not have to maintain them.

There are neighborhood benefits as well from the new development in terms of new residents and other economic activity.

In addition, the Wilson neighborhood has recently been designated as a federal "Opportunity Zone." The Opportunity Zones program incentivizes capital investment in designated zones and provides the largest benefits for investments which are made by the end of 2019. This is a significant advantage for Windsor to capitalize on these two key properties at a time when people are looking for this kind of investment. Doing something now will put Wilson near the top of the list of areas that investors will consider.

This planning process, then, is intended to help the Town to create a clearer vision of what kinds of development are desired and supported by the community. That vision can be communicated to potential developers and can be used to evaluate development proposals.

Station 2 – Redevelopment Parcel

Five (5) alternate development scenarios for the “redevelopment parcel” were presented at Station 2. These development scenarios were suggested by the Wilson Opportunity Sites Committee at their June 20 kickoff meeting. The development scenarios sketches are presented in this package (Redevelopment site scenarios are labelled as “R-#” with the “R” prefix indicating the redevelopment site).

Attendees were able to view each of the options at their own pace. A person was available to answer any questions.

Input Option A - Each attendee was given three slips of paper which they could place in labelled containers next to each drawing indicating the following:

- First choice (green paper)
- Second choice (blue paper)
- Do not prefer (apricot paper)

Input Option B - In addition, participants could rank the scenarios on their feedback form and also provide comments for each scenario on:

- Things they liked, and
- Things they did not like.

Input Option C – An aerial photograph of each site was available with styrofoam building modules which people could place on the drawing to reflect an alternative development scenario.

Station 2



Station 2



Station 3 – Roger Wolcott School Parcel

Station 3 was laid out similarly to Station 2 with five (5) alternate development scenarios for the “Roger Wolcott School parcel”. These development scenarios were also suggested by the Wilson Opportunity Sites Committee at their June 20 kickoff meeting. The development scenarios sketches are presented in this package (School site scenarios are labelled as “S-#” with the “S” prefix indicating the school site).

The input options were the same as at Station 2. Attendees were able to view each of the options at their own pace. A person was available to answer any questions.

Station 3



Station 3



Station 4 – Submit Feedback

At Station 4, attendees were asked to put their feedback forms into a sealed box.

In addition, there were “post-it notes” available for people to write comments to post on a comment board.


Redevelopment Parcel Options

Note – Full page graphics were presented in the report to the Ad Hoc Committee and full size graphics were available at the meeting.


Wilson Opportunity Sites - Redevelopment Parcel

R-1 Larger Townhouses

Overhead View



Oblique View



Residential Use
30 Larger Townhouse Units @ 2,500 SF each

Front units oriented to Windsor Avenue with **garage entry units** accessed from rear (2 spaces / unit)
 Rear units oriented to internal driveway with **garage entry units** accessed from internal driveway
Two-story buildings with sloped roof

Guest parking in outdoor parking area
 Three driveways (two to Windsor Avenue, one to East Barber Street)

WINDSOR PLANIMETRICS DOBSON & FLINKER
 Landscape Architecture and Planning

Wilson Opportunity Sites - Redevelopment Parcel

R-2 Smaller Townhouses

Overhead View



Oblique View



Residential Use
50 Smaller Townhouse Units @ 1,500 SF each

Front units oriented to Windsor Avenue / Rear units oriented to internal driveway
All parking in surface parking lot
Two-story buildings with sloped roof

Three driveways (two to Windsor Avenue, one to East Barber Street)

WINDSOR PLANIMETRICS DOBSON & FLINKER
 Landscape Architecture and Planning

Wilson Opportunity Sites - Redevelopment Parcel

R-3 Apartments

Overhead View



Oblique View



Residential Use
120 Apartment Units @ 1,000 SF each

Buildings oriented to Windsor Avenue
All parking in surface parking lot
Three-story buildings with sloped roofs

Two driveways (one to Windsor Avenue, one to East Barber Street)

WINDSOR PLANIMETRICS DOBSON & FLINKER
 Landscape Architecture and Planning

Wilson Opportunity Sites - Redevelopment Parcel

R-4 Mixed Use

Overhead View



Oblique View



Retail / Office / Residential Use
42,500 Square Feet Retail / Office at street level
40 Apartment Units @ 900 SF each

Buildings oriented to Windsor Avenue
All parking in surface parking lots (About 200 parking spaces + 140 for retail office and 60 for apartments)
Two and a half-story buildings with sloped roofs

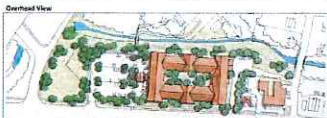
Three driveways (Two to Windsor Avenue, one to East Barber Street)

WINDSOR PLANIMETRICS DOBSON & FLINKER
 Landscape Architecture and Planning


Wilson Opportunity Sites - Redevelopment Parcel

R-5 Larger Building / Use

Overhead View



Oblique View



Residential / Institutional / Office Use
Could Be Apartments / Assisted Living / Nursing Home / Office HQ

Larger complex building (20,000 SF of one floor to 100,000 SF if two floors)
All parking in surface parking lot
Two and a half to three-story building with sloped roofs

Two driveways (main entry at 51st on Windsor Avenue, rear / service entry to East Barber Street)

WINDSOR PLANIMETRICS DOBSON & FLINKER
 Landscape Architecture and Planning

Direct Preference Voting

Each person viewing the scenarios at a given table was given three colored pieces of paper (one of each color) to place in voting containers to represent:

- First choice (green paper)
- Second choice (blue paper)
- Do not prefer (apricot paper)

Scenario	First Choice	Second Choice	Did Not Favor
R-1 Larger Townhouses	3	2	4
R-2 Smaller Townhouses	3	6	1
R-3 Apartments	0	1	6
R-4 Mixed Use	7	3	1
R-5 Larger Building / Use	4	6	1
Total	17	18	13

Feedback Forms - Ranking

Scenario	Ranked #1	Ranked #2	Ranked #3	Ranked #4	Ranked #5
R-1 Larger Townhouses	-	1	1	2	-
R-2 Smaller Townhouses	1	2	1	-	1
R-3 Apartments	-	1	1	-	2
R-4 Mixed Use	2	1	2	1	-
R-5 Larger Building / Use	3	1	-	-	-

Note – Some people did not submit a feedback form. Some submitted forms did not rank the scenarios. Some submitted forms only ranked some of the scenarios.

Feedback Forms – Like / Not Like

Scenario	Things I Like	Things I Don't Like
R-1 Larger Townhouses	<ul style="list-style-type: none"> Less pavement 	
R-2 Smaller Townhouses	<ul style="list-style-type: none"> Can be good for empty nesters, small families, singles, or for starter homes 	
R-3 Apartments	<ul style="list-style-type: none"> Windsor needs more workforce housing 	
R-4 Mixed Use	<ul style="list-style-type: none"> More retail on Windsor Avenue and residential density 	
R-5 Larger Building / Use	<ul style="list-style-type: none"> I would only want to see an office or other good jobs here 	
General		<ul style="list-style-type: none"> Would more residential here be a missed opportunity to grow Wilson's commercial / employment base?

Feedback Forms – General Comments

1. My #1 would be to leave it as open space. I do not see additional retail space businesses being able to be profitable unless a new type of business. Again, whatever, it must have a positive impact on the current residents.
2. [paraphrased] If you want young families then larger townhouses (R-1) would be preferable to smaller townhouses (R-2).
3. I would like to see a park/playground for the community. Tear down current Roger Wolcott building and re-build. Daycare center! No commercial buildings please. We already have Windsor Center which is run down. Please fix that and continue to use as a commercial center. We do not need two of these areas in this neighborhood.
4. Use a part for a park.
5. Wilson/Deerfield area is affordable housing. We don't need any more affordable housing. I would like to keep open space.
6. Assisted living center would be nice. Good to be able to have loved ones close if this type of facility is needed.
7. The only thing about being older is that I have observed, visited, and studied many communities across the USA. The best are like a good restaurant, if you drive by when people are home and you see a new Porsche is at one house and the next-door neighbor has a beat up Chevy then you have found a good community.
8. Green space / park.

Wolcott School Parcel

Note – Full page graphics were presented in the report to the Ad Hoc Committee and full size graphics were available at the meeting.

Wilson Opportunity Sites – Wolcott School Parcel

S-1 Residential Mix

Mix Of Residential Uses
 8 Detached Units on Upper Terrace
 10 Detached Units on Middle Terrace
 30 Apartment Units on Windsor Avenue

Two story buildings with sloped roof
 Four driveways on East Wolcott Avenue

WINSOR | Planimetrics | DOUGSON & FLINKEE

Wilson Opportunity Sites – Wolcott School Parcel

S-2 All Single-Family

Single-Family Residential Use
 23 Homes

Front units oriented to East Wolcott Avenue / Rear units oriented to internal driveway
 Garages accessed from internal driveway

Two story buildings with sloped roof
 Two driveways on East Wolcott Avenue

WINSOR | Planimetrics | DOUGSON & FLINKEE

Wilson Opportunity Sites – Wolcott School Parcel

S-3 Mixed Use

Mixed Use
 11,000 SF Retail on Windsor Avenue with 12 apartments above
 15,000 SF office on East Wolcott Avenue
 32 Townhouses - 12 Larger (upper) and 20 Smaller (middle)

Two story buildings with sloped roof
 Three driveways on East Wolcott Avenue

WINSOR | Planimetrics | DOUGSON & FLINKEE

Wilson Opportunity Sites – Wolcott School Parcel

S-4 Renovate Existing Building

Live-Work / Office / Institutional Use
 40,000 Square Feet Office / Institutional In Renovated Building
 7 Live-Work Units on Windsor Avenue Apartment Units @ 900 SF each

Parking area expanded to accommodate use of renovated building
 Three driveways on East Wolcott Avenue

WINSOR | Planimetrics | DOUGSON & FLINKEE

Wilson Opportunity Sites – Wolcott School Parcel

S-5 Larger Building / Use

Residential / Institutional / Office Use
 Could Be Apartments / Assisted Living / Nursing Home / Office HQ

Larger footprint building – Could be one-story or two-story
 All parking in surface parking lot
 Larger terrace could be additional parking or green area depending on use
 Three or more driveways on East Wolcott Avenue

WINSOR | Planimetrics | DOUGSON & FLINKEE

Direct Preference Voting

Scenario	First Choice	Second Choice	Did Not Favor
S-1 Residential Mix	6	3	1
S-2 All Single-Family	0	2	8
S-3 Mixed Use	3	5	0
S-4 Renovate / Mixed Use	4	9	8
S-5 Larger Building / Use	9	4	1
Total	22	23	18

Note – Two “redevelopment parcel” slips in S-4 (1 green and 1 red) were not counted

Feedback Forms - Ranking

Scenario	Ranked #1	Ranked #2	Ranked #3	Ranked #4	Ranked #5
S-1 Residential Mix	1	1	2	-	-
S-2 All Single-Family	-	2	2	1	-
S-3 Mixed Use	1	2	-	1	-
S-4 Renovate / Mixed Use	5	-	-	-	3
S-5 Larger Building / Use	2	1	-	1	-

Note – Some people did not submit a feedback form. Some submitted forms did not rank the scenarios. Some submitted forms only ranked some of the scenarios.

Feedback Forms – Like / Not Like

Scenario	Things I Like	Things I Don't Like
S-1 Residential Mix	<ul style="list-style-type: none"> The idea of different size households in the same neighborhood Bring in new families at a convenient location and grow density to support commerce in Wilson 	<ul style="list-style-type: none"> Traffic on East Wolcott?
S-2 All Single-Family	<ul style="list-style-type: none"> The single-family dwellings but I hope people on a fixed income can afford Fits in with existing use on East Wolcott 	<ul style="list-style-type: none"> Instead of three floors, two is better. It is hard to move things even with an elevator Monoculture
S-3 Mixed Use	<ul style="list-style-type: none"> Retail fronting on Windsor Avenue plus employment plus residential density in the neighborhood 	<ul style="list-style-type: none"> Do not want mixed use Too much? Can we rent these buildings to capacity? Will the neighbors be aggravated? Do not want commercial buildings
S-4 Renovate / Mix Use	<ul style="list-style-type: none"> Existing building could be a good place for a homeless shelter (short-term housing) for residents and transient students in the WPS Rebuild as child day care and/or adult day care 	<ul style="list-style-type: none"> No! Too much to repair! Too much to repair, I know
S-5 Larger Building / Use	<ul style="list-style-type: none"> Senior housing Employment 	<ul style="list-style-type: none"> Do not want large buildings Not an organic fit for the neighborhood

Feedback Forms – General Comments

- Green space/park. Concerned about additional traffic on East Wolcott.
- Refers to comment #7 for Redevelopment parcel (Porsche / Chevy).p
- Diversity and options would be good. Neighborhoods with housing options along with public green space and or small restaurant/ retail.
- I would like to see Roger Wolcott put to good use as housing for the elderly. Windsor does not have enough elderly housing. Mack Street, Shad Run and John Fitch are occupied with a waiting list. Affordable housing. The apartments near the post office are very expensive for elderly.
- Use a part for a park.
- I am very disappointed that I only heard about this meeting from a friend today and I live in the area! I certainly do not want to see commercial properties at this location/residential neighborhood. A daycare center is preferred, police substation.
- Keep space for youth-like park.
- Would love to see Roger Wolcott re-open as a pre-K for the town.
- Live-in workspace I would think would fit well in this type of building. Whatever is done, it must be something that would have a positive impact on the area and local residents.

Wilson Redevelopment Parcel Summary Survey Results

July 17, 2019

Background

From July 11th through July 16th, Windsor residents were invited to participate in an 18-question survey regarding the future use of both the Wolcott School Site (451 Windsor Avenue) and the Redevelopment Parcel (458 Windsor Avenue). For each parcel of land, survey respondents were asked to rate each development option on a scale of 1-5 and were asked to rank all options in order of preference. The tables on the next two pages reflect responses to each of these questions. Any questions you have regarding tabulation and calculations can be sent to the town's Management Analyst, Josh Kelly, at kelly@townofwindsorct.com.

Demographics

Respondents: 195
Margin of Error: 6.99%

Location

Live in Wilson: 10.8% (21)
Live in Windsor, but outside Wilson: 82.1% (160)
Own property in Wilson, but do not live there: 2.1% (4)
Do not own property or live in town: 5.1% (10)

Age

Under 18: 3.6% (7)
18-25: 4.1% (8)
25-35: 14.4% (28)
35-45: 18.5% (36)
45-55: 24.1% (47)
55-65: 23.1% (45)
65+: 12.3% (24)

Duration of Residency

Less than 1 year: 2.1% (4)
1-5 years: 7.7% (15)
5-10 years: 7.2% (14)
10-20 years: 25.6% (50)
20+ years: 53.3% (104)
Not a resident: 4.1% (8)

Wolcott School Site

Rank-Choice Tabulation

Options	Residential Mix	Single-Family Homes	Mixed-Use	Renovate Building	Larger Building
1st Choice	17% (33)	24% (46)	24% (47)	21% (41)	14% (28)
2nd Choice	24% (46)	17% (33)	11% (22)	23% (44)	26% (50)
3rd Choice	12% (24)	16% (32)	40% (77)	17% (33)	15% (29)
4th Choice	15% (30)	27% (53)	19% (37)	27% (53)	11% (22)
Last Choice	32% (62)	16% (31)	6% (12)	12% (24)	34% (66)

Most Preferred Choice Calculations*

	Residential Mix	Single-Family Homes	Mixed-Use	Renovate Building	Larger Building
Rank-Choice Approval Rating**	45% (348)	51% (400)	57% (445)	53% (415)	44% (342)
1-5 Favorability Rating***	2.76	2.87	2.87	2.97	2.70
First-Choice Votes	17% (33)	24% (46)	24% (47)	21% (41)	14% (28)

*Highest score in each category is bolded, the lowest score is italicized.

**Calculated by assigning point values to each rank choice (1st = 4, 2nd = 3, 3rd = 2, 4th = 1, Last = 0) and finding the sum. Rating is calculated by dividing point total by the maximum earnable points (780), which demonstrates relative level of approval.

***Numbers closer to 5 are more favorable, those closer to 1 are less favorable.

Wilson Resident Preference*

	Residential Mix	Single-Family Homes	Mixed-Use	Renovate Building	Larger Building
Wilson Rank-Choice Rating**	38% (32)	60% (50)	44% (37)	55% (46)	54% (45)
All-Town Rank-Choice Rating**	45% (348)	51% (400)	57% (445)	53% (415)	44% (342)
Difference	-7%	9%	-13%	2%	10%

*Highest score in each geographic region is bolded, the lowest score is italicized.

**Calculated by assigning point values to each rank choice (1st = 4, 2nd = 3, 3rd = 2, 4th = 1, Last = 0) and finding the sum. Rating is calculated by dividing point total by the maximum earnable points (84 for Wilson, 780 for Total), which demonstrates relative level of approval.

***Negative values in the "Difference" row mean that Wilson residents like that given option less than the town as a whole likes it.

Redevelopment Parcel

Rank-Choice Vote Tabulation

Options	Larger Townhouses	Smaller Townhouses	Apartments	Mixed-Use	Larger Building
1st Choice	26% (50)	16% (32)	5% (9)	28% (55)	25% (49)
2nd Choice	19% (36)	29% (56)	11% (23)	26% (51)	15% (29)
3rd Choice	18% (35)	23% (44)	34% (67)	15% (29)	10% (20)
4th Choice	17% (34)	31% (60)	17% (34)	23% (45)	11% (22)
Last Choice	21% (40)	2% (3)	32% (62)	8% (15)	39% (75)

Town-Wide Most Preferred Choice Calculations*

	Larger Townhouses	Smaller Townhouses	Apartments	Mixed-Use	Larger Building
Rank-Choice Approval Rating**	53% (412)	57% (444)	35% (273)	61% (476)	44% (345)
1-5 Favorability Rating***	2.82	2.86	2.30	2.97	2.73
First-Choice Votes	26% (50)	16% (32)	5% (9)	28% (55)	25% (49)

*Highest score in each category is bolded, the lowest score is italicized.

**Calculated by assigning point values to each rank choice (1st = 4, 2nd = 3, 3rd = 2, 4th = 1, Last = 0) and finding the sum. Rating is calculated by dividing point total by the maximum earnable points (780), which demonstrates relative level of approval.

***Numbers closer to 5 are more favorable, those closer to 1 are less favorable.

Wilson Resident Preference*

	Large Townhouses	Small Townhouses	Apartments	Mixed-Use	Larger Building
Wilson Rank-Choice Rating**	60% (50)	57% (48)	25% (21)	52% (44)	56% (47)
All-Town Rank-Choice Rating**	53% (412)	57% (444)	35% (273)	61% (476)	44% (345)
Difference***	7%	0%	-10%	-9%	12%

*Highest score in each geographic region is bolded, the lowest score is italicized.

**Calculated by assigning point values to each rank choice (1st = 4, 2nd = 3, 3rd = 2, 4th = 1, Last = 0) and finding the sum. Rating is calculated by dividing point total by the maximum earnable points (84 for Wilson, 780 for Total), which demonstrates relative level of approval.

***Negative values in the "Difference" row mean that Wilson residents like that given option less than the town as a whole likes it.

Comment Summary

In the survey, respondents were asked if they had any other ideas that they would like the Town Council to consider. The lists below are a tally of the number of comments that specified an interest in the given alternative idea for each parcel. Comments that repeated one of the previously-presented options were not shown in this tally, as they have already been effectively counted above. Percents shown for the top three options for each parcel represent the total percentage of the respondents that made note of the given idea (out of 195).

Wolcott School Site

Educational Space/Pre-K: 17 (8.7%)
Open Space/Park: 11 (5.6%)
Other Entertainment/Recreation: 10 (5.1%)
Senior Center: 9
Nursing Home or Senior Housing: 8
Artist/Freelance-Oriented Development: 3
Specific Grocery Stores: 3
Low-Income or Veteran Housing: 3
Anything Energy Efficient/Eco-Friendly: 2
Anything that Minimizes Parking: 1
Residential Farm for Special Needs: 1
Keep as Current Use: 1
Medical Building: 1


Redevelopment Parcel

Open Space/Park: 14 (7.2%)
Other Entertainment/Recreation: 7 (3.6%)
Nursing Home or Senior Housing: 5 (2.6%)
Not Any Kind of Housing: 3
Educational Space/Pre-K: 2
Senior/Rec Center: 2
Welcome to Wilson Sign: 2
Low-Income or Veteran Housing: 2
Anything Energy Efficient/Eco-Friendly: 2
Carnival/Fair Space: 2
Specific Grocery Stores: 1
Not Low-Income Housing: 1
Youth-Oriented Housing: 1
Bigger Parking Lot: 1

Agenda Item Summary

Date: August 5, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Removal of Town Council Appointee to Volunteer Commission

Background

Currently there is an alternate member on the Public Building Commission who has not regularly attended meetings over the past twelve months, which is not in conformance with the commission's attendance policy. After conferring with the commission's chairperson, I am respectfully requesting the Town Council initiate the removal process which is governed by Section 6-3 of the *Charter*.

Discussion/Analysis

The Public Building Commission's attendance policy states:

"All members must attend a minimum of 75% of regular, scheduled meetings during a calendar year and a missed special meeting will not be counted as a missed meeting."

An alternate member of the Public Building Commission, Mr. Joseph Auclair has not attended a commission meeting since July 2018 and is not in conformance with the Public Building Commission's attendance policy. Several attempts have been made to connect with Mr. Auclair, but no communication has been received in return. Therefore it is requested that the Town Council begin the removal process.

The *Town Charter*, per Section 6-3, states in part that, "...an appointee of the council... may be removed by an affirmative vote of five (5) members of said council." The *Charter* outlines the steps and timeframe that the Town Council would need to follow to consider removing an appointee. Below is an outline of the steps and time parameters.

- At least 30 days before the proposed removal of any appointee, the council shall adopt a resolution stating its intention to remove the appointee. The resolution needs to include reasons for the removal.
- A copy of the adopted resolution shall be served to the appointee forthwith.
- The appointee may, within 10 days, demand a public hearing.
- A public hearing, if demanded by appointee, shall be held no earlier than 20 days, nor any later than 30 days after the appointee has been notified of the council's intention to remove appointee.
- Within 30 days after the public hearing, or, if there is not a public hearing 30 days after the adoption of the resolution of intent, the council shall approve or reject the resolution to remove the appointee.

Financial Impact

None

Other Board Action

None

Recommendations

If the Town Council is in agreement, the following resolution of intent is recommended for approval:

“MOVE, that the Town Council hereby adopts a resolution of intent to remove Mr. Joseph Auclair from his appointed position as an alternate member of the Public Building Commission per Section 6-3 of the Windsor *Town Charter* due to not adhering to the attendance policy of the Public Building Commission.”

Attachments

None

Town Council
Resignations/Appointments/Reappointments
August 5, 2019

Resignations

None

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

None

Names submitted for consideration of appointment

None



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
JULY 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 James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, and Councilor Kenneth Wilkos.

Absent: Councilor Nuchette Black-Burke and Councilor Michael Tustin

2) PRAYER

Councilor Jepsen led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Rick LeMay, 318 Schoolmaster, spoke about honoring Barry Chasen by naming the baseball fields after him. Last time he knew, the town was waiting for an official policy to be put into place regarding the naming. Mr. LeMay listed Mr. Chasen's many accomplishments. He hoped the Council was prepared to move forward with this sooner rather than later. Mr. LeMay stated he wanted to discuss the train crossings in town. He said he has been working with the Hartford rail people and Federal Railroad Association about getting the entire Town of Windsor designated as a quiet zone or at least the individual crossings. It's affecting the quality of life for some people. Lastly, Mr. LeMay is concerned about the foam in the river. He is not able to attend the forum tomorrow night, but expressed his concerns.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education

Town Manager Peter Souza stated the Board of Education was unable to attend tonight.

b) Public Building Commission

Jim Bennett presented the following:

- **Safety Complex - Police and Fire Station Design – 9911**

At our last meeting, the PBC received an update on the police station project from our architect, Kaestle Boos. The construction drawings are now complete and a final project estimate was provided to the Commissioners. The project estimated cost is \$12,341,352 including construction escalation costs.

The PBC has instructed town staff to negotiate with a bidder for the project Clerk of Works position. The PBC will enter into an agreement for this position once negotiations are complete.

The commissioners and architect discussed the project timeline moving forward. The bid date is July 2nd, a mandatory walk-through is scheduled for July 17th, and the bid opening is tentatively scheduled for July 31, 2019. Bids will be reviewed by our architect and town staff with the PBC expected to interview bidders in August. The PBC expects to award the project in early September. At this time the construction is expected to start in early October and will last for twelve months. The new address for the relocated police station will be 110 Addison Road.

- **JFK Elementary Replacement HVAC Systems – 9490**

The new air-conditioning systems are completely installed and have been commissioned. There are some remaining control punch list items remaining. Once town staff receives all closeout documents, the PBC will close this project.

- **Town Hall Portico Restoration Project – 9493**

The replaced cast stone components for the portico were received on Monday, June 10th. Since we have received the cast stone, five working days have been lost due to rainy weather. The lower skirting panels were tediously installed for levelness and plum. The four-piece railing assemblies were installed on top of these skirt panels making levelness and plum critical to the railing assembly's layout and final appearance. This project is five weeks behind original schedule. The cast stone components were ordered on April 4th, but took longer to be delivered than estimated. The new completion date is now late or early August.

- **Fire Security Restoration Project – 9495**

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 – 9500**
With school out of session, the contractor has shifted to working first shift hours. The classroom air-conditioning systems are installed and electrically wired. Refrigeration piping and controls wiring are continuing. The GC is waiting on a confirmed date from Eversource for the temporary service to the building. This is required because the new electrical service main switchgear is to be installed in the current service transformer room. At this time, the project is on schedule. All classroom air conditioning is expected to be operational for the beginning of the fall school session. However, the systems in the cafeteria and the gymnasium may not be completed by the first day of the school session.
- **WHS Pool House Replacement HVAC Unit – 9507**
This project is now scheduled to begin on July 2nd and be completed in mid-August.
- **Sage Park Middle School Roof Design – 9506**
The architect, Hibbard & Rosa, is holding the work on design drawings until the end of this summer. The PBC is scheduled to receive completed design drawings in October. After the PBC reviews and approves the design, they will then be forwarded to the state, with supporting documents from the BOE, for state project approval of the design. The PBC now expects this project to be scheduled for the summer of 2020.
- **DPW Building Renovation Design – 9505**
The architect, Capital Studio, will present completed project drawings to the PBC at its next meeting on July 9th.
- **Clover Street School Partial Roof Design – 9508**
The PBC has reviewed and approved the drawings. The architect and Board of Education (BOE) staff are working together to provide the state with all necessary documents for the state application. Once the state receives the documents from the BOE, assigns it a project number, gets reviewed and then approved for reimbursement, we will then 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 - 9503**
The addition is 95% complete. Final inspections are to take place this week. Exterior siding was started last week and is about 50% completed. We expect this to be completed within three weeks, weather permitting.

Councilor Wilkos stated that his recollection was that the town portico project was going to be originally completed by the end of May. Mr. Bennett responded that is correct. Councilor Wilkos stated that we had the slight setback of the asbestos. Mr. Bennett responded yes, it

set us back four weeks. Councilor Wilkos asked why completion is going to be so late in August when we should be looking at a date in July. Mr. Bennett explained there was a delay on the asbestos, the stonework coming in, and also the rainy weather has delayed it further. Councilor Wilkos stated this is a high-profile job and there are days when there are only two men working out there. Mr. Bennett stated that matter has been taken care of. There are now four to five people working on the project each day. Unfortunately this has been a tedious job and has taken longer than expected. Councilor Wilkos stated it would be nice if we could use it for August.

7) TOWN MANAGER'S REPORT

Windsor Community Block Parties

The Youth Services Bureau and the Windsor Police Department will be sponsoring Windsor Community Block Parties happening on July 12th at Sharshon Park, on July 26th at Lancaster Park and on August 9th at Deerfield Park. All parties are from 4:30 p.m. – 7:30 p.m. There will be games, arts & crafts, face painting, music, bounce-house, food and more! This program is created by youth in the Summer Teen Employment program (STEP) to promote family fun and community spirit in a substance free environment. Admission is a school snack donation for the Weekend Wheels program. For more information, call 860-285-1990.

Input Sought For Wilson Redevelopment Sites

The Economic Development and Planning departments conducted a workshop on June 28th to begin identifying possible future land use options and redevelopment objectives for the former Wolcott School at 451 Windsor Avenue and the town-owned redevelopment parcel at 458 Windsor Avenue.

Members of the Wilson Deerfield Advisory Committee, Economic Development Commission and Redevelopment Agency were invited to participate. A representative of the Town Planning and Zoning Commission also attended.

A public drop-in meeting is scheduled for July 10th at the Community Center at 330 Windsor Avenue to get comments and input from residents regarding possible future uses for the two properties.

Residents are invited to show up at any time between 5:30 p.m. and 8:00 p.m. on the 10th to give their suggestions, learn more about other ideas and participate in exercises. Light refreshments will be available.

Following the public meeting, a committee of Wilson residents and town officials will review the comments and input and formulate recommendations.

For more information, contact Jim Burke at 860-285-1877.

Waterside Crossing Office Park Drainage System

The Waterside Crossing office park includes a privately owned and maintained pond. The outlet system of the pond is intended to maintain the water surface in the pond at its optimum level. The outlet system has failed, causing the water level in the pond to drop over the past few days. The private land owner is currently making arrangements to have the outlet structure repaired to allow the water level to recover.

Farmington River Spillage Update

Over the past few weeks, town staff have continued to be in contact with CT Department of Energy and Environmental Protection (DEEP), CT Department of Public Health (DPH) as well as the CT Airport Authority.

Use of the river for recreational activities is allowed.

The State DPH is advising that fish caught from the Farmington River in the vicinity of the MDC wastewater treatment plant outfall near Phelps Brook, downstream to the Connecticut River, should **NOT** be eaten. This advisory will remain in place while state officials evaluate the impact to the fish tissue and the watershed.

Additional long-term monitoring of the river and sediments is planned with oversight by the Connecticut DEEP.

Water samples were taken from several points on the river on June 9th, 11th and June 21st in an attempt to see how the chemicals are diffusing. Results from the first two sets of samples show a significant reduction in presence of PFAS chemicals. Results from the June 21st samples are not yet available.

The engineering firm retained by Signature Flight is now working alongside DEEP to develop a longer term monitoring and testing plan.

The Connecticut Airport Authority has also taken a variety of steps in the past weeks ranging from evaluating all of their facilities that have foam fire suppression systems to putting in place temporary prevention measures to limit any future discharges of foam agents containing PFAS chemicals into drainage systems.

Updates will be shared on town media platforms as additional information becomes available.

Train Station Public Information Meeting

The CT DOT will be hosting a public information meeting on Thursday, July 25, 2019 at Town Hall. The meeting starts at 5:30 p.m. with a presentation slated for 6:00 p.m. The purpose of the meeting is to review proposed upgrades to the existing train station passenger platforms that will provide increased safety for passengers. The upgrades relate to constructing high level platforms to serve CTRail's Hartford line and Amtrak. CTDOT personnel will be available during the meeting to discuss this project. These changes are required by the Federal Railroad Administration.



Councilor Govoni asked when they are testing the water in the river, are they taking it when the dam is open or closed. He said it can significantly change the outcome depending on where it's coming from. Town Manager Souza stated he will pose that question to the Connecticut Department of Energy and Environmental Protection.

Councilor Wilkos stated he wanted to clarify concerns about the drinking water. The majority of water comes from protected reservoir systems, not the Farmington River. In terms of drinking water, nothing is affected on any level. Town Manager Souza agreed with Councilor Wilkos.

Councilor McAuliffe asked if posted signs for the fishermen were still up. Town Manager Souza stated he personally checked and if any were removed, they were reposted at the River Street and Pleasant Street boat launch. There are also some located at the center trail where people can fish from the river banks.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Black-Burke – absent

Councilor O'Reilly - None

Councilor Wilkos – None

Councilor McAuliffe addressed the statement about Barry Chasen. Mr. Chasen has done some amazing things for the Windsor and Hartford areas. When you meet Mr. Chasen, he has a ton of energy even at his age. He brings in some amazing people to coach and it's a real benefit to the kids. It would be well deserved for a field to be named after him. He hoped this could be added to the August agenda.

Councilor Govoni discussed the maintenance of our dirt roads in Windsor. There are two primary roads, one goes to the range on North Meadow Road and the other on Baker Hollow Road. We are having an issue repairing our road, and he believes it is because we are not using the right piece of equipment. He would like better maintenance of these roads by utilizing money to rent a piece of equipment. If we could look into this, it would be wonderful.

Deputy Mayor Terranova - None

Councilor Tustin – absent

Councilor Jepsen - None

Mayor Trinks noted there will be a forum about the chemical spill in the Farmington River at the Council Chambers at 7 p.m. tomorrow night. Please come out and ask any questions.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None.

Health & Safety Committee – None.

Finance Committee – Deputy Mayor Terranova noted that they met earlier this evening with Sardilli Produce and Dairy and this item will be discussed in more detail under new business tonight.

Special Projects Committee – None.

Town Improvements Committee – None.

10) **ORDINANCES** – None

11) **UNFINISHED BUSINESS** – None

12) **NEW BUSINESS**

a) Consider a Fixed Assessment Agreement with Sardilli Produce & Dairy Co., Inc.

MOVED by Deputy Mayor Terranova seconded by Councilor Jepsen, that the Fixed Assessment Agreement between the Town of Windsor and Sardilli Produce and Dairy Co., Inc., be approved and that the Town Manager is authorized to sign the agreement on behalf of the Town of Windsor.

Town Manager Souza invited Jim Burke, Director of the Economic Development, to speak about Sardilli Produce and Dairy Co., Inc.

Mr. Burke stated the Finance Committee met early tonight. Sardilli Produce and Dairy Co., Inc., is a Hartford based, family-owned business that provides distribution of produce and dairy to the area, in addition to processing and packaging precut produce. Their customer base includes restaurants, universities, and other companies. Since the 1950s, the company has been growing, specifically in the area of precut produce business. In order to sustain their business, the company needs to find a larger facility. The company found that with the proper modifications of the existing building located at 550 Marshall Phelps Road, they could meet their needs for now and the future in Windsor. Approval has been received from the Economic Commission, the Planning and Zoning Commission, and the Inland Wetlands and Watercourses Commission. The Town of Windsor will receive revenue of \$513,695 from the new investment, in addition to the taxes from the existing building of about \$130,000 a year. In addition, the company will bring in vehicles that are not currently in Windsor, which would add about \$60,000 a year to taxes. The taxable portion of the personal property would be about \$50,000. The benefits far exceed the cost to the town in revenues.

Mr. Burke added that the Sardilli project qualifies for consideration under the town's economic incentive policies as a manufacturing firm per the Manufacturing Assistance Act. This is because of the company's precut produce processing operation which employs a large percentage of its workforce and is the primary reason for its planned expansion.

The cost of the taxable real property improvements proposed by the company total approximately \$13.12 million. Per the assessment abatement policy, this level of investment by a new business would permit the Town Council to set an abatement schedule with a maximum average percentage abatement of 40% over a maximum term of four years.

Councilor Govoni noted he read the proposal and he is very comfortable with it. He feels it's a perfect match for Windsor and the area.

Councilor McAuliffe asked how many vehicles the company has. Mr. Burke stated about 35 or 40 vehicles. Councilor McAuliffe asked as you expand how many more vehicles would that make it. Mr. Don Sardilli stated it would double in five years.

Councilor Jepsen stated it would be a wonderful addition to the town and looks forward to them joining us.

Councilor Wilkos stated we are a very business friendly town. Sardilli Produce and Dairy Co., Inc. has a very good reputation in the industry. The town welcomes you aboard and looks forward to working with you in the future.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

- b) Approve a resolution adopting the Capitol Region Natural Hazard Mitigation Plan Update

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepson, that the Town Manager is authorized to execute the attached resolution for the 2019-2024 Capitol Region Pre-Disaster Natural Hazard Mitigation Plan Update.

Town Manager Souza stated this is a part of the Capitol Region Council of Governments' (CRCOG) planning activities which the town has participated in over the last 15 years in planning for natural hazard mitigations. Town Manager Souza noted that between the 2014-2019 plan timeframe, the town made significant improvements to their facilities. The Town Council approved the reinvestment of L.P. Wilson for the restroom and locker room which served as our primary shelter. The Town Council also approved funding to the fire department for the self-contained breathing apparatus which improved our response capabilities and safety for our volunteer firefighters. We are currently embarking on updating the emergency communications system, which is a goal that is in our new five-year plan.

Town Manager Souza noted that the Windsor community has received approximately over \$2,000,000 in reimbursements over the course of the last 20 years. The reimbursements have paid out for a variety of events. The primary events were winter storms over several time periods equaling approximately \$1,900,000 from FEMA. The reimbursement is 75% from FEMA and the town absorbs 25% of the cost. It's important we maintain our plans, not just our Pre-Disaster Natural Hazard Mitigation Plan, but our overall Emergency Response Plan.

This plan identifies natural hazard risks and vulnerabilities and strategies for reducing losses regionally and in each member's municipality.

Formal adoption of the plan by participating municipalities enables each municipality to be eligible to apply for FEMA hazard mitigation project grants. Continued eligibility for FEMA hazard mitigation grants will require adoption of the *2019-2024 Capitol Region Natural Hazards Mitigation Plan Update* by the communities of the region.

Risks assessed include dam failure, drought, earthquakes, flooding, hurricanes and tropical storms, severe winter storms, thunderstorms, tornadoes, and wildfires. CRCOG retained a consulting firm to assist each town to review data, suggest changes and then integrate information into the updated master plan for the region. Several regional public meetings were held to gather input.

The report provides an estimate of the total potential economic loss that could be felt by the community in the event that various natural disasters were to occur. The plan identifies new goals for the 2019 – 2024 period. Goals include, but are not limited to, replacing the town's emergency communications system, potentially increasing shelter capacity by identifying new facilities to utilize as a shelter, identifying and developing a secondary emergency operations center, increasing training for hazard response, and developing maintenance plans for identified stormwater facilities.

Deputy Major Terranova asked which staff members are involved in developing this plan. Town Manager Souza stated the staff lead is Paul Goldberg, Emergency Manager Director, and the Engineering, Police and Planning departments are also a part of it.

Councilor Jepsen stated there is a lot of information in there. This plan calls on working with target areas that are more likely to flood. He is concerned with Rainbow Lake dam breaking and there is nothing indicted in the plan for this event. Councilor Jepsen asked how likely some of these things are to happen. Town Manager Souza explained that this is done more at the regional level. The Metropolitan District (MDC) does have an exercise that reviews the dams. We also look at the flood mapping, flood plans and ways to focus on those that are more likely to happen.

Councilor Jepsen stated he remembered when the 2005 flood happened and the town did a wonderful job with that. Town Manager Souza noted after the 2005 flood, the road systems were rebuilt and resized.

Councilor Jepsen asked about maintenance at Decker's Brook. Town Manager Souza stated we continue to do normal maintenance and some repairs, but from a capacity perspective, nothing has been identified.

Mayor Trinks asked when CRCOG and FEMA sit down do they bring in various cellular carriers to the plan. Town Manager Souza invited David Murphy from Milone and MacBroom, the contractor maintained by CRCOG to update the plan, to speak on the matter. This is CRCOG's first time using a consultant. Mr. Murphy stated they started bringing in other entities, but not cellular. Mr. Murphy noted they brought MDC in for the first time. They would like to bring in

more next time and it's a very good point to bring in more of these utility providers as this plan is updated every five years.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

- c) Approve amendments to the Maintainer I job description

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the amended job description for the position of Public Property Maintainer I be approved as presented.

Town Manager Souza invited Amelia Bliss, Director of Human Resources, and Robert Jarvis, Director of Public Works/Town Engineer, to provide an overview of this request.

The FY 20 budget included the addition of a full-time Public Property Maintainer I position to replace the temporary, seasonal positions in the Building and Facilities division. This position will be responsible for performing the duties that have been done by seasonal employees and add semi-skilled building maintenance duties including preventive maintenance, repairs and installations related to HVAC systems, basic carpentry, painting and plumbing. Prior to beginning the recruitment and selection process for this position, it is necessary to amend the existing job description to include the specific duties and requirements that are unique to the position in the building and facilities division.

The Public Property Maintainer I job description currently reflects the responsibility for manual and semi-skilled construction, maintenance and repair work in the areas of streets, highways and parks and grounds within public works operations. The proposed amendments delineate the difference between the positions working in public works operations division and the building and facilities division by adding the specific duties and minimum requirements for the position in the building and facilities division. Some of the primary duties include performing preventive maintenance, repairs, and installations related to the interior and exterior of town buildings and facilities; minor electrical work replacing lighting, switches and outlets; seasonal service and maintenance to HVAC systems including changing filters and annual coil cleaning; installing and moving office furniture and replacing locks.

The most specific changes we are making tonight are adding those specific duties that were previously mentioned as well as adding requirements and qualifications specifically related to the building and facilities division. This includes having the requirements of prior related work experience in building maintenance and repairs in the area of electrical, plumbing and carpentry.

Councilor Wilkos stated he supports this and it opens up the opportunity to save our town a lot of money. This is a good for the town overall.

Councilor Govoni stated this is good, but when we brought in our two other positions for Maintainer I, we wanted to get entry level people. This is not going to follow the previous position since the person is going to have a higher skill level than entry level. Is the pay level fair enough for what is expected out of them or should it be higher? Councilor Govoni noted these are specific skills being asked of the applicant. Ms. Bliss stated the requirements for the

level of experience are the same regardless of which division you work in. We are just asking for some background, experience with some familiarity for it, but they don't have to have specific trade licenses. They have to have the aptitude to learn some of it. We will still be contracting out the higher level electrical, plumbing and HVAC work as needed.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

- d) Approve amendments to the Assistant to the Town Manager job description

MOVED by Councilor Wilkos, seconded by Councilor McAuliffe that the Assistant to the Town Manager job description be approved as presented and the position be placed in Grade 8 of the Administrative Pay Plan.

Town Manager Souza noted the Assistant to the Town Manager is wide and varied to provide a large degree of flexibility, assigning work to meet various organizational needs with public relations and social media. The current position description has not been updated for over 15 years.

This position performs a wide range of high-level administrative, professional and technical work and responsibilities. Essential duties include conducting research and preparing reports for decision-making purposes; presenting project recommendations to the Town Manager and other staff; preparing drafts of administrative directives and policies, speeches, presentations, resolutions, ordinances, and contracts; assisting in the preparation and administration of annual budget requests; researching grant programs and submitting grant applications; carrying out a variety of routine administrative procedures; and establishing and maintaining a comprehensive list of press contacts.

The position incumbent has in large part been assigned to manage and execute the organization's public relations functions relating to providing information, communications, and marketing through a range of methods, programs and events. Proposed changes are intended to more accurately reflect the current duties of the position as well as recognize the future assignment of supervisory responsibilities.

Councilor Jepsen asked why it required a CT driver's license. You can have any license. Town Manager Souza stated this is a good question and he believed it was carried out from the previous description.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the June 17, 2019 Regular Town Council meeting



MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 17, 2019 Regular Town Council meeting as presented.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

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

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

Respectfully Submitted,

Lisa Ozaki
Clerk of the Council