



Council Agenda

Council Chambers
Windsor Town Hall
December 16, 2019



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Jepsen
3. PLEDGE OF ALLEGIANCE – Councilor Jepsen
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building 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) * Approve Deerfield Road Repaving Project Authorization Letter and authorize use of grant funds (Town Manager)
 - b) *Approve Fiscal Year 2021 Budget Parameters (Deputy Mayor)
 - c) *Approve Fiscal Year 2021 Budget Calendar (Town Manager)
 - d) *Approve Fiscal Year 2021 Budget Format (Deputy Mayor)
 - e) *Approve Town Council meeting dates for calendar year 2020 and January 2021 (Town Manager)



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- f) *Approve 2020 schedule of Board/Commission Annual Reports to the Town Council (Town Manager)
 - g) Consider settlement in Siebar Windsor LLC vs. Town of Windsor (Town Manager)
 - h) Consider settlement in Lifetree Realty LLC vs. Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 2, 2019 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation (Siebar Windsor LLC)
- b) Strategy and negotiations with respect to pending claims and litigation (Lifetree Realty LLC)

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: December 16, 2019

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Deerfield Road Rehabilitation - Request for Authorization of Spending and Execution of the Project Authorization Letter for Construction

Background

In 2018, the town was awarded grant funding through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTICIP) for the pavement rehabilitation of Deerfield Road. The LOTICIP program provides 100% state funding for the construction phase of the project.

Discussion/Analysis

The final design for the reconstruction project has been submitted to, and approved by, CT DOT. At this time, the town must execute the Project Authorization Letter (PAL) associated with the town's Master Municipal Agreement (MMA) for Construction Projects with the CT DOT. The MMA for Construction Projects covers the standard non-project specific provisions, including all required state and federal rules and regulations. These include administration procedures, procurement procedures, inspection requirements, construction standards, and reimbursement procedures while the PAL includes project specific information.

The PAL for the Deerfield Road Rehabilitation Project includes a total estimated construction cost, including contingency, of \$934,152, with the project being funded 100% by the state. Upon the receipt of construction bids, the state will transfer money in the amount of the low bid plus an additional 20% to cover incidental construction inspection and administration, material testing, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. The project will be bid this winter and work is expected to be substantially completed by late-summer. Other than installation / replacement of sidewalk ramps and curbing, all work will take place within the existing curb lines.

At this time, staff is respectfully requesting that the Council authorize the Town Manager to sign the PAL and authorize the acceptance of state grant funds and expenditure of the funds for the project.

Financial Impact

The project's estimated costs are as follows:

Construction	\$ 778,460
Contingencies	\$ 77,846
<u>Incidentals to Construction</u>	<u>\$ 77,846 (e.g. inspection, traffic control)</u>
Total Project Cost	\$ 934,152

The construction phase of the project will be entirely funded by state monies, with no demand deposit or town share of the construction cost. In September 2018 the Town Council appropriated \$60,000 for design services.

Other Board Action

The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of December 10, 2019.

Recommendations

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

“RESOLVED, that Peter Souza, Town Manager be authorized to sign the Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).”

And


“MOVE to accept funds from the State of Connecticut and authorize the expenditure of these funds for the Deerfield Road Rehabilitation Project.”

Agenda Item Summary

Date: December 16, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Preliminary Budget Guidelines and Parameters for FY 2021

Background

As part of the annual budget process, the Town Council provides staff with a set of budget guidelines and parameters to be used in preparing the annual operating budget. As we proceed through the budget process, these preliminary projections for revenues and expenditures will be refined as new information is gathered.

Discussion/Analysis

Attached are suggested revenue, expenditure and service delivery guidelines and parameters for FY 21. These parameters set the stage for developing a proposed budget that will attempt to maintain current levels of service, identify resources to address unmet and emerging service delivery needs, as well as continuing multi-year investments in programs such as open space preservation, debt and asset management, infrastructure improvements and funding for other post-employment benefits (OPEB).

The October 1, 2019 grand list will not be formally completed until January 31, 2020. At this time, it is expected that the net taxable grand list will be approximately \$3.12 billion, which is a 1.2% increase as compared to the October 1, 2018 grand list. Included in this amount is additional real property value from the Amazon and Windsor Station assessment abatement agreements totaling approximately \$5M.

Non-property tax revenue categories comprise approximately 16% of the current budget and include such items as state aid, interest earnings, fees, permits and use of General Fund reserves. As in years past, it can be a challenge to forecast non-tax revenues at this early stage in the budget process, as a number of factors influence these revenue sources. One uncertainty is the level of municipal state aid we anticipate to receive. We will not know these proposed amounts until the Governor's budget is introduced in February, so at this time, we are assuming level-funding state aid across all categories. Building permit fees, real estate conveyance fees and land recording fees are projected to be similar to what we budgeted from these sources for FY 20. Interest earnings for FY 21 are projected to decrease as the interest rate environment is weakening.

On the expenditure side, our assumptions and projections related to individual expenditure categories will become more firm over the coming months as we gather new data from our vendors, suppliers and cooperative purchasing coalitions. We are currently projecting increases in health

insurance costs of approximately 8% and retirement costs of approximately 7%. Additionally, we are expecting electricity expenses to increase by 8% (combination of expected rate change and the addition of Addison Road facility.) Budgeted unit prices for gasoline and diesel are projected to increase as compared to the current year unit pricing. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to increase by approximately 8% and MDC water use rates are projected to increase by approximately 6%.

As in the recent past, the suggested guidelines and parameters include direction to present a budget that reflects current levels of service as well as identifies needed resources to address unmet and emerging service delivery needs. Also, included is direction to continue the multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, parks and aquatic facilities.

Other Board Action

The Finance Committee met on December 9 and recommended that the Town Council approve the FY 21 budget assumptions and parameters as presented.

Recommendations

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

“MOVE that the FY 21 budget assumptions and parameters be approved as presented.”

Attachments

Proposed FY 21 Budget Assumptions & Parameters

**PROPOSED FISCAL YEAR 2021
BUDGET ASSUMPTIONS & PARAMETERS**

Revenues

As previously mentioned, at this early stage there is uncertainty relative to the amount of state aid we are anticipating to receive. The General Assembly may need to take measures that could affect state aid, so at this time we are assuming to be level-funded for State Aid until the Governor announces his budget in February.

Building permits, conveyance fees and land recordings are projected to remain flat with FY 20 adopted budget amounts.

Interest earnings are declining and are projected to return approximately 1.5%.

EXPENDITURES

Employee and retiree insurance benefit (health, life, dental) premiums are projected to increase approximately 8% (\$256,000).

Town contributions to defined benefit and defined contribution retirement plans are forecasted to increase approximately 6%. (\$180,000).

The FY 20 budget includes \$90,000 towards payment into the Teacher's Retirement System, so we are including this level of funding in our FY 21 forecast until new information is received from the State.

Budgeted costs for electricity are projected to increase 8% (\$80,000)

Budgeted costs for gasoline and diesel are expected to increase 10% (\$18,000)

MDC water and sewer rates are scheduled to increase on January 1, 2020. The overall increase is projected at 6% (\$6,200). Hydrant maintenance charges are expected to increase by 8% (\$12,000)

MDC sewer ad valorem assessment is projected to increase 8% (\$368,000)

General Fund appropriation for debt service is projected to increase 3.0% (\$222,000)

Continue planned incremental increase to the OPEB Trust Fund appropriation (\$25,000)

Capital spending forecasted to increase 2.2% (\$55,000)

Continue contribution to the Caring Connection from the General Fund (\$55,000 to \$60,000 increase)

SERVICE DELIVERY

Present a budget that reflects current levels of service as well as identifies needed resources to address unmet and emerging service delivery needs (e.g., neighborhood code enforcement, employee training, succession planning.)


Continue multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, parks and aquatic facilities.

Agenda Item Summary

Date: December 16, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2021 Budget Calendar

Background

The attached budget calendar outlines the process for submittal, review and adoption of the annual operating budget.

Discussion/Analysis

The proposed budget calendar is generally consistent with previous budget calendars. Once again it incorporates dates related to Public Act #13-60. This act requires the Town Council to make recommendations and suggestions to the local Board of Education regarding the consolidation of non-educational services within 10 days of the Board of Education submitting its budget information.

The proposed schedule calls for a public hearing on Monday, February 3, 2020 to hear budget requests and comments. The proposed budget will be transmitted to the Town Council on Friday, March 27, 2020. On Monday, April 6, 2020 a public hearing will be held prior to the Council's regularly scheduled meeting. Town Council budget sessions are scheduled for Monday, April 13, 2020; Monday, April 20, 2020; and Wednesday, April 22, 2020. There is no budget workshop scheduled for Wednesday, April 8, 2020 due to the Passover holiday.

Council discussion and preliminary deliberations are scheduled for Monday, April 27, 2020 with the final budget adoption being proposed for Wednesday, April 29, 2020. As in years past, the formal setting of the referendum date is established when the Town Council adopts the budget. The recommended date for the Adjourned Town Meeting (referendum) is traditionally the second Tuesday of May, but this year it will not be able to take place on the second Tuesday. This is due to the Presidential Primary occurring on April 28, 2020. Per the Registrar of Voters, voting machines must remain secure for 14 days after any election. The machines then require being set up with new memory cards once the 14 day period has passed. Therefore, the proposed budget calendar moves the budget referendum date by one week to Tuesday, May 19, 2020.

The calendar includes public information and community forums on Thursday, February 20, 2020 and Thursday, April 2, 2020. These forums will be hosted by town staff and provide an opportunity for discussion of the budget process, our overall revenue picture, as well as various fiscal and service delivery topics. The April 2, 2020 forum will provide an informal setting for the public to hear more about the proposed budget prior to the April 6, 2020 Town Council public hearing.

There will be additional community budget forums on Thursday, April 30, 2020 and Wednesday, May 6, 2020. These forums are sponsored by the League of Women Voters and Windsor CT Votes and will

allow the public to hear more about the proposed budget as well as the budget that will be presented at the referendum. The Town Manager and Superintendent of Schools will be available at these meetings to provide the latest information concerning the budget and to answer questions from residents.

Financial Impact

None

Other Board Action

The Finance Committee met on December 9 and recommended that the Town Council approve the FY 2021 budget calendar as presented.

Recommendations

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

“MOVE that the FY 2021 budget calendar be approved as presented.”

Attachments

Proposed FY 2021 Budget Calendar


**TOWN OF WINDSOR, CONNECTICUT
FY 2021
BUDGET CALENDAR BY DEPARTMENT**

Date	Day	Step
February 3, 2020 7:15 PM	Monday	Public Hearing by Town Council to hear budget requests from citizens
February 20, 2020	<i>Tentative</i>	Board of Education to submit to Town Council information regarding Public Act 13-60
February 20, 2020	Thursday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
March 2, 2020	Monday	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 2020	<i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 11, 2020	Wednesday	Finance Committee Meeting (<i>tentative date</i>)
March 27, 2020	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget)
April 2, 2020	Thursday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
April 6, 2020 7:00 PM	Monday	Town Manager's Presentation of FY 21 Proposed Budget Public Hearing re: public opinion regarding budget as proposed by Town Manager Regular Town Council meeting
April 13, 2020 6:30-9 PM	Monday	Revenues, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund, Information Services, Health Services
April 20, 2020 6:30-9 PM	Monday	Board of Education, Library, Human Services, Safety Services, Recreation & Leisure Services, Child and Adult Day Care Enterprise Funds
April 22, 2020 6:30-9 PM	Wednesday	Board of Education, Development Services, Community Development, Administrative Services, General Government, General Services/Capital Spending, Insurance Internal Service Fund, Town Support for Education
April 27, 2020 6:30-9 PM	Monday	Public Comment, Price Guide, Preliminary Deliberations
April 29, 2020 6:30-9 PM	Wednesday	Public Comment, Town Council final deliberations and vote
May 19, 2020	Tuesday	Recommended date for Adjourned Town Meeting (referendum)
June 1, 2020	Monday	Regular Town Council Meeting; Council sets tax rate
June 22, 2020	Monday	Tax bill mailing completed
June 30, 2020	Tuesday	End of current fiscal year

Additional Community Budget Forums – April 30 @ 10:00 am & 6:30 pm & May 6 @ 6:30 pm (sponsored by League of Women Voters & CT Votes)

Windsor school vacation week is April 13-17, 2020

Agenda Item Summary

Date: December 16, 2019
To: Honorable Mayor and Members of the Town Council
Prepared By: Jim Bourke, Finance Director
Reviewed By: Peter Souza, Town Manager 
Subject: FY 2021 Budget Format

Background

The *Town Charter* requires that should the Town Council desire any changes to the budget format that these changes must be adopted by January 15th.

Discussion/Analysis

Staff is not proposing changes to the budget format for FY 2021.

Financial Impact

None

Other Board Action

The Finance Committee met on December 9 and recommended that the Town Council approve that the FY 2021 budget format remain the same as the format utilized for FY 2020.

Recommendations

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

“MOVE that the FY 2021 budget format remain the same as the format utilized for FY 2020.”

Attachments

None

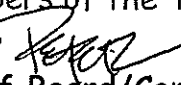
Proposed 2020-2021 Town Council Meeting Schedule

The following chart contains the proposed dates for regular Town Council meetings for the 2020 calendar year and for January 2021. All meetings will be held in the **Town Council Chambers** at the Town Hall, will commence at 7:30 P.M., will be televised on Windsor Government Television and will be available via video streaming on the town's website.

Day	Date
Monday	January 6, 2020
Tuesday	January 21, 2020 (January 20 - Martin Luther King Day)
Monday	February 3, 2020
Tuesday	February 18, 2020 (February 17 - President's Day)
Monday	March 2, 2020
Monday	March 16, 2020
Monday	• April 6, 2020
Monday	May 4, 2020
Monday	May 18, 2020
Monday	June 1, 2020
Monday	June 15, 2020
Monday	• July 6, 2020
Monday	• August 3, 2020
Tuesday	September 8, 2020 (September 7 - Labor Day)
Monday	September 21, 2020
Monday	October 5, 2020
Monday	October 19, 2020
Monday	November 2, 2020
Monday	November 16, 2020
Monday	December 7, 2020
Monday	December 21, 2020
Monday	January 4, 2021
Tuesday	January 19, 2021 (January 18 - Martin Luther King Day)

- April, July, and August -- only one regular Council meeting is scheduled.

MEMORANDUM

Date: December 16, 2019
To: Honorable Mayor and Members of the Town Council
From: Peter Souza, Town Manager 
Re: Proposed 2020 Schedule of Board/Commission Annual Reports to the Town Council

The following chart contains the proposed dates for Board and Commission annual reports at regular Town Council meetings for the 2020 calendar year.

Date of Council Meeting	Board/Commission
Tuesday, January 21, 2020	Metropolitan District Commission (January 20 - Martin Luther King Day)
Monday, March 2, 2020	Board of Ethics
Monday, March 16, 2020	Commission on Aging & Persons with Disabilities Metropolitan District Commission
Monday, April 6, 2020	Conservation Commission
Monday, May 4, 2020	Economic Development Commission Board of Assessment Appeals
Monday, May 18, 2020	Fair Rent Commission
Monday, June 1, 2020	Historic District Commission
Monday, June 15, 2020	Housing Code Board of Appeals
Monday, July 6, 2020	Human Relations Commission Metropolitan District Commission
Monday, August 3, 2020	Inland Wetlands & Watercourses Commission
Tuesday, September 8, 2020	Insurance Commission (September 7 - Labor Day)
Monday, September 21, 2020	Library Advisory Board
Monday, October 5, 2020	Town Planning & Zoning Commission
Monday, October 19, 2020	Wilson/Deerfield Advisory Committee Metropolitan District Commission
Monday, November 2, 2020	Windsor Housing Authority
Monday, November 16, 2020	Youth Commission
Monday, December 7, 2020	Zoning Board of Appeals
Monday, December 21, 2020	Metropolitan District Commission

Town Council
Resignations/Appointments/Reappointments
December 16, 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
DECEMBER 2, 2019
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Michael Tustin and Councilor Kenneth Wilkos.

2) PRAYER

Councilor Govoni led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Govoni led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Leonard Swade, 46 Lincoln Way, representing the Human Relations Commission of the Town of Windsor, requested the Town of Windsor declare itself a sanctuary city in fairness to immigrants.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education

Ayana Taylor reported that on October 23, 2019, the district held their annual service awards celebration recognizing employees with 10 years' experience and every five year increment beyond 10 years at the Windsor Marriott on Day Hill Road. The district recognized 1250 years of service to Windsor Public Schools and Dr. Cooke also received recognition for his 10 years in Windsor.

The district has won honorable mention for a Bonnie B. Carney Award of Excellence for Education Communications from the Connecticut Association of Boards of Education. The district received recognition under Special Projects for its Profile of a Graduate initiative and video. Districts winning awards of excellence were showcased at the CT Association of Boards of Education (CABE) Convention in November. The entire Board attended and were able to

choose from a variety of workshops. While there, the Board received its second CABA Level One Board Distinction Award.

The next special meeting is tomorrow, December 3, at L.P. Wilson in the Board Room at 6:30 p.m. There is a public forum to discuss the budget on December 17, 2019 followed by a regular Board Meeting at 7:00 p.m.

b) Zoning Board of Appeals

Joe Breen, Chair of the Board, reported that the Zoning Board of Appeals (ZBA) had approved 10 variance applications, denied two, one was withdrawn and one is pending approval. There is currently one vacancy on the ZBA that is looking to be filled.

Councilor Rampulla Bress thanked the Board for their service and the Personnel Committee, comprised of herself, Councilor Black-Burke and Councilor Tustin will be working together to fill the vacancies.

7) TOWN MANAGER'S REPORT

Thanksgiving Turkey Distribution

I want to acknowledge and thank officers from the Police Department, and several community volunteers, who prepared and delivered 64 Thanksgiving dinners for seniors and others in town that were alone on Thanksgiving.

Also, Social Services staff and volunteers worked together to distribute turkeys to individuals in need. In total 201 Windsor Food bank households registered for the turkey program with 164 receiving a turkey and 37 receiving chickens.

Flu Shots Available at Health Department

Come and get your flu shot. It's not too late. The CDC reports that Connecticut continues to have a moderate level of influenza activity. This is consistent with the level of activity in previous years. The flu shot is your best protection to avoid getting influenza. To schedule an appointment, call the Health Department at 860-285-1823 or go online to learn more at <https://townofwindsorct.com/> and click on the 'get your flu vaccine' advertisement.

Request to Amend the Property Assessment Abatement Policy

We've recently received a request from a property owner to have the Town Council consider amending the Property Assessment Abatement Policy to include new multi-family housing developments as an eligible type of business or land use. Currently, the Town Council's adopted tax abatement policy allows the following eligible uses: manufacturing, class 'A' office space, office for advanced medical procedures and Significant Fiscal Impact projects which makes a capital investment in taxable personal property and real estate improvements equal to or greater than \$60 million dollars.

The policy previously allowed new multi-family residential projects within the Town Center area to be eligible. This was an eligible use for the period of January 2014 through January 31, 2017 when the clause sunset.

The Economic Development Commission is scheduled to meet this month. My thought is to have the commission review the possibility of adding new multi-family housing developments as an eligible use and make a report to the Town Council. This would be similar to the process the Town Council has used in the past for revisions to the Council adopted policy.

Carol Sing & Torchlight Parade

On December 14th at 6:00 PM come join in the fun and attend an Old Fashioned Carol Sing on the Town Hall portico. At 6:30 PM the Torchlight Parade will be held as fire trucks parade in their holiday decorations. The parade will begin on Remington Road and proceed through downtown Windsor. Call 860-247-8982 or go to www.FirstTownDowntown.org for more information. There will be traffic detours for a short time during the parade.

Wreaths Across America

Wreaths Across America will be held on December 14th at 12 noon at the Windsor Veterans Memorial Cemetery. This is an annual worldwide ceremony that honors the veterans of the Army, Marines, Navy, Air Force, Coast Guard, Merchant Marines and POW/MIAs. In 2018, the wreath laying ceremonies were coordinated in 25 foreign cemeteries and aboard naval ships on all seven seas. We ask that residents, the business community and civic organizations help in attaining the goal of placing a wreath on each of the veterans' graves in the Veterans Memorial Cemetery on East Street.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler reminded residents to drive safely this season.

Councilor Black-Burke reported that tomorrow, December 3rd, is the showing of RESILIENCE: Biology of Stress and Science of Hope at the Windsor High School starting at 5:30 p.m. with refreshments. The documentary is at 6:00 p.m. and the panel discussion will be at 7:00 p.m.

Councilor Rampulla Bress reported that the Human Relations Commission and First Church of Windsor has a section of the AID Memorial quilt available to view from December 1st through December 31st at the First Church of Windsor. The Windsor Volunteer Fire Department is hosting a series of open house activities throughout the week and residents are encouraged to participate. There are vacancies on the Boards of Appeals and other Commissions in town. Residents are encouraged to visit the town website to apply.

Councilor Govoni requested residents help out the volunteer firemen and women by shoveling out the fire hydrants.

Deputy Mayor McAuliffe - None

Councilor Tustin - None

Councilor Jepsen - None

Mayor Trinks - None

Councilor Wilkos - None

9) REPORTS OF STANDING COMMITTEES

Personnel Committee is meeting in January. The date is to be determined. There are several people waiting for reappointments and several people to interview.

Health & Safety Committee is meeting on December 12, 2019 at 6:30 p.m.

Special Projects Committee - None

Town Improvements Committee will be having their first meeting in the beginning of January.

Finance Committee is meeting on December 9, 2019 at 5:30 p.m. at the town hall.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Authorize the Town Manager to execute an agreement with Crown Castle, Inc. for use of communication towers for public safety radio equipment

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that the Town Manager is authorized to finalize and execute a modification of the Tower Site Agreements between the Town of Windsor and Crown Castle, Inc., to accommodate relocation and placement of the town-wide public safety radio equipment.

Peter Souza, Town Manager, gave an overview of the item as follows:

The town leases land to the Crown Castle International Corporation (Crown Castle) for cell towers in four locations in town. The town currently has radio equipment mounted on the towers and in the shelters. As part of the previously approved new town-wide public safety radio system that is being implemented, a majority of the existing equipment on the cell towers is being removed and new equipment is being added. The change of the equipment has caused the need to modify our existing lease agreements to incorporate the new equipment.

The site agreement modifications proposed by Crown Castle allows the town to proceed with the installation of the new radio system equipment. Crown Castle working with Motorola Solutions, Inc., has agreed to our requests of modifying the existing equipment on the cell towers and to add equipment at different locations on the towers. The agreement will contain language defining the locations of the equipment and commits Crown Castle to continue to allow the town the use of the towers for our communication needs.

The agreement continues the town's ability to use the cell towers for the town's radio equipment at no cost to the Town. There is no impact to the existing revenue structure received for the land lease or co-locator lease payments. The town will incur a cost of approximately \$3,700 related to completion of a structural engineering analysis on the various towers. These funds are budgeted in the approved radio system project.

Motion Passed 9-0-0

- b) Approve an appropriation of \$346,000 from the General Fund Unassigned Fund Balance for Sage Park School LED Lighting Conversion project

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that \$346,000 be appropriated from the General Fund Unassigned Fund Balance to fund the Sage Park School LED lighting project.

Peter Souza, Town Manager, gave an overview of the project as follows:

Town and school staff have partnered on a number of facility projects in the past five to seven years to enhance building system performance and increase energy efficiencies. Sage Park School is the only Windsor public school facility not yet converted to a LED lighting system. Other schools have been completed either through an appropriation from the town's General Fund Unassigned Fund Balance or through grants received by the Board of Education.

The LED upgrade would include all new fixtures or retrofits, bulbs, electronic ballasts, sensors, delivery, installation and disposal of old materials. The project is estimated to cost \$346,000, including a \$31,000 contingency, prior to potential energy rebates. Projected energy cost savings per year is \$67,000. When the estimated rebates of \$76,000 are considered, the projected payback period is 42 months or 3.5 years.

It is estimated that the lighting project will reduce power consumption by approximately 390,000 kWh per year. This savings is projected to be equivalent to heating and energizing 12 homes and results in the same environmental impact of removing 53 passenger cars from the road, or reforesting 63 acres.

Councilor Govoni commented the LED lighting is beneficial for safety and security reasons.

Councilor Wilkos requested that any unused project funds be returned to the General Fund reserve account. He commented that 390,000 kWh is a large amount to be saved and likely is much greater than equivalent to energizing 12 homes as noted in agenda material. Town Manager Souza stated the information was provided by the certified vendor.

Councilor Jepsen agreed that any unused project money and rebate should be returned to the General Fund. He commented that the General Fund status has changed over time which makes this project possible to complete.

Councilor Jepsen questioned if the rebate was a sure thing. Town Manager Souza said that Eversource has allotted a certain amount of money for rebates. Therefore, the amount to be



rebated is subject to potential reduction if the Eversource program is oversubscribed based on the number of applications and the overall dollar value of requested rebates.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the November 12, 2019 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the Special November 12, 2019 Town Council meeting.

Motion Passed 9-0-0

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

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the Regular November 18, 2019 Town Council meeting with changes.

Councilor Rampulla Bress raised two corrections to be made prior to approving the minutes.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to adjourn the meeting at 8:05 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Brianna Matava
Recording Secretary