



Council Agenda

Council Chambers
Windsor Town Hall
January 6, 2020



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor McAuliffe
3. PLEDGE OF ALLEGIANCE – Deputy Mayor McAuliffe
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Introduce an ordinance to amend Chapter 5, Section 5-15, Property Tax Exemption for Volunteer Firefighters and Ambulance Technicians, of the Code of Ordinances (Town Manager)
 - b) Set a Public Hearing for January 21, 2019 at 7:20 p.m. relative to an ordinance to amend Chapter 5, Section 5-15, Property Tax Exemption for Volunteer Firefighters and Ambulance Technicians, of the Code of Ordinances (Town Manager)
 - c) *Approve amendments to Town Forester position description (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS



14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 16, 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: January 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Amendments to Emergency First Responders Tax Exemption Ordinance

Background

In 2000 the Town Council adopted an ordinance providing a property tax abatement of up to \$1,000 for eligible members of the volunteer fire department and the Windsor Volunteer Ambulance Association. The goal of the program is to help attract and retain individuals to volunteer for the fire department and the ambulance association.

In the last State legislative session, changes were made to the local option enabling legislation which allows municipalities to increase the exemption benefit amount. This item was presented to the Public Health and Safety Committee in December for discussion of possible amendments to the current ordinance to allow a greater dollar benefit as well as to alter the benefit schedule and extend the benefit to future retired volunteers.

Discussion/Analysis

Public Act No. 19-36, An Act Increasing the Property Tax Abatement for Certain First Responders, provides a local option for towns to allow for an exemption of local property tax up to \$1,500 between July 1, 2019 and June 30, 2021. The dollar amount may be increased by \$500, for a total of \$2,000, on or after July 1, 2021.

In 2018, a total of 78 volunteer firefighters and 6 members of the volunteer ambulance service qualified for the abatement program under the current ordinance language.

Currently, the \$1,000 abatement offered to Volunteer Fire and Ambulance personnel results in a total of \$61,026 in foregone revenue. If the benefit was increased to \$1,500, it is estimated the foregone revenue would be approximately \$90,700. At a maximum abatement value of \$2,000, foregone revenue would total approximately \$119,500. The current budget has conservatively estimated a revenue reduction of \$118,500.

An eligible volunteer can earn up to the \$1,000 tax abatement value based on meeting various standards related to categories such as length of service, training hours, and percent of responses to calls. The present benefit schedules for both agencies are outlined below.

Windsor Volunteer Fire Department

	On and after October 1, 2001
Membership	
Regular members, responds to 25% of calls, 1 year or more of service, completed probation	25%
Qualifications	
Tactical firefighter or 25 years or more of service	25%
Participation	
12 hours of drills per 6-month period	25%
Length of Service	
5 years of service or more	25%
Totals	100%

Windsor Volunteer Ambulance

	On and after October 1, 2001
Membership	
Voting member with minimum of 12 hours service per month	25%
Qualifications	
Certified Medical Response Technician, Certified Emergency Medical Technician	13%
Participation	
Minimum of 20 hours of "shift time" per month over the last 12-month period	25%
Length of Service	
5 years of service or more	25%
Totals	
Voting member	50%
Medical Response Technician	88%
Emergency Medical Technician	100%

In addition to adjusting the annual maximum benefit, it is proposed to refine the benefit schedule from what was adopted in 2000. Proposed adjustments would be to require firefighters to attend at least 24 hours of drills per 6 month period versus the current level of 12 hours per 6 month period. Emergency medical volunteers would need to have 24 hours of service monthly versus the present amount of 12.

Also, the State enabling legislation allows the tax abatement benefit to be provided to a retired volunteer firefighter or emergency medical technician that has completed at least twenty-five years of service in the municipality. This provision is being proposed for Town Council consideration and would apply to eligible volunteers retiring after this past October 1st. Retirees would receive a benefit equaling the average of their annual benefit over the past three years.

Financial Impact

Adopting the \$1,500 tax abatement policy would result in approximately \$29,000 in foregone taxes over the \$61,026 that are currently exempted through this program.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of an ordinance entitled, ‘AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduction of the Ordinance

“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS.’

3) Schedule a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, January 21, 2020 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS.’

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Proposed Ordinance Amending Chapter 5, Sec. 5-15
Public Act 19-36

CHAPTER 5
CHAPTER 5-15

AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 5, Section 5-15, of the *Windsor Code* is amended as follows:

Section 1. Section (d) (1) (b) - Benefit Schedule - is amended to read as follows:

The exemption benefit to which an eligible member may be entitled shall be derived by applying the following schedules:

Windsor Volunteer Fire Department

OCTOBER 1, 2019

Membership	25%
Regular member, responds to 25% of calls, 1 year or more of service, completed probation	
Qualifications	25%
Tactical firefighter or 25 years or more of service	
Participation	25%
24 hours of drills per 6 month period	
Length of Service	25%
5 years of service or more	
TOTALS:	100%

Windsor Volunteer Ambulance

OCTOBER 1, 2019

Membership	25%
Voting member with minimum of 24 hours service per month or 72 hours per quarter	
Qualifications	
Certified Medical Response Technician	13%
Certified Emergency Medical Technician	25%
Participation	25%
Minimum of 20 hours of "shift time" per month over the last 12 month period	
Length of Service	25%
5 year of service or more	
TOTALS:	
Voting member	50%
Medical Response Technician	88%
Emergency Medical Technician	100%

Section 2. Section (d) (1) (f) - Application and Record of Exemption - is amended to read as follows:

The exemption under this ordinance shall be applicable for real property or motor vehicle, owned by any eligible member of the Windsor Volunteer Fire Department and/or the Windsor Volunteer Ambulance, whether such property is owned individually, jointly, or as tenants in common with one or more other persons. In order to receive this exemption, the eligible member's name must appear as a legal owner of record of such property and in the case of real property, be his/her primary residence. The exemption shall be applied first to real property owned by the eligible member and then against any motor vehicles so owned and taxable. Under no circumstances shall the exemption benefit exceed \$1,500.00 of tax benefit per eligible member in the 2019 assessment year, and \$2,000.00 in the 2020 assessment year and each assessment year thereafter.

The Assessor of the Town of Windsor is delegated the authority to administer this program and promulgate such forms, rules and regulations consistent with the ordinance and applicable state statutes.

The Assessor of the Town of Windsor shall maintain a record of all exemptions granted in accordance with this ordinance and shall report this amount from time to time to the Windsor Town Council when requested.

Section 3. Section (e) - Grand List October 1, 2019 - NEW

The exemption provided by this ordinance, as amended herein, shall become effective commencing with the October 1, 2019 Grand List.

Section 4. Section (f) - Benefit for Retired Volunteer Member – NEW

A retired eligible member who has completed at least 25 years of service after October 1, 2019 is eligible to continue to receive the tax relief benefit on applicable real property or motor vehicle. Said benefit amount shall be equal to the average benefit earned during the last three years of active service.

Section 5. Savings Clause

The enactment of this ordinance repealing specific sections of the prior ordinance as existing shall not operate as an abatement of any action or proceeding thereon now pending under or by the authority of any prior resolution. All of said actions and proceedings are hereby ratified to be continued.

Section 6. Severability

All provisions of the Town Code in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said Statutes shall take precedence over this Ordinance

Section 7. Effective Date

This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date



Substitute House Bill No. 5125

Public Act No. 19-36

AN ACT INCREASING THE PROPERTY TAX ABATEMENT FOR CERTAIN FIRST RESPONDERS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 12-81w of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

The legislative body of any municipality may establish, by ordinance, a program to provide property tax relief for a nonsalaried local emergency management director, any individual who volunteers his or her services as a firefighter, fire police officer, as defined in subsection (a) of section 7-308, emergency medical technician, paramedic, civil preparedness staff, active member of a volunteer canine search and rescue team, as defined in section 5-249, active member of a volunteer underwater search and rescue team, or ambulance driver in the municipality, or any individual who is a retired volunteer firefighter, fire police officer or emergency medical technician and has completed at least twenty-five years of service as a volunteer firefighter, fire police officer or emergency medical technician in the municipality. Such tax relief may provide either (1) (A) for the period commencing July 1, 2019, and ending June 30, 2021, an abatement of up to one thousand five hundred dollars in property taxes due for any fiscal year, and (B) on and after July 1, 2021, an

Substitute House Bill No. 5125

abatement of up to two thousand dollars in property taxes due for any fiscal year, or (2) an exemption applicable to the assessed value of real or personal property up to an amount equal to the quotient of one million dollars divided by the mill rate, in effect at the time of assessment, expressed as a whole number of dollars per one thousand dollars of assessed value. Any ordinance may authorize interlocal agreements for the purpose of providing property tax relief to such volunteers who live in one municipality but volunteer or volunteered their services in another municipality.

Approved June 28, 2019

Agenda Item Summary

Date: January 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, Director of Public Works/Town Engineer
Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendments to the Town Forester Job Descriptions

Background

The position classification and pay plan for the Teamster's bargaining unit includes the position entitled town forester. The main duties of the town forester are to perform work maintaining the town's tree program and designing planting and maintenance plans for trees, shrubs and turf. This position also oversees a small crew. In addition to these duties, the town forester sees that dangerous and dying trees are removed, responds to questions from the public regarding tree shrub and turf problems, and applies herbicides, insecticides and fertilizers. The town forester position became vacant in 2019 due to a retirement.

It is customary for town staff to review the job description when a position is vacated prior to completing the selection process to ensure that the duties, education and experience requirements reflected in the job description align with the town's needs. Staff is proposing to update the town forester position description to reflect the current duties and minimum qualifications of the positions. Format of the job description is also being updated to include required competencies and the physical qualifications of the position.

Discussion/Analysis

The proposed amendments are intended to more accurately reflect the changes that have occurred over the years in the duties and expectations of the position. The most significant changes proposed to the job description are:

- clarifying the position is responsible for snow removal and storm control duties
- clarifying the position may oversee a crew performing parks and ground maintenance duties in addition to forestry duties
- clarifying the position may be designated as the town's Tree Warden
- clarifying and adding needed knowledge, skills and abilities, and special requirements
- adding responsibility for reviewing development and roadway improvement plans to insure plantings are consistent with standards and requirements
- adding responsibility for using computerized work order entry and tracking system for recordkeeping
- adding the section related to required "Competencies"

- adding the “Physical Demands and Work Environment” section as required by the Americans with Disabilities Act

Copies of the current and proposed job descriptions are attached.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE that the job description for the position of Town Forester be amended and approved as presented.”

Attachments

Proposed position description

Current position description

Town Forester
Proposed
Position Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: TOWN FORESTER
Department: Public Works
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: January 2020
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Under general supervision this position performs and supervises semi-skilled and skilled forestry and arborist work in the town's tree, plant and turf maintenance and planting programs. Supervises and performs the safe and efficient operation of heavy equipment and light equipment on assigned projects or activities of a public services nature. This may entail maintenance of parks, school and town facility grounds; tree work and road side mowing, etc., as needed. Supervises crews and maintains and improves upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May receive written work orders or verbal instructions from the Director of Public Works/Town Engineer, Public Works Operations Manager, or others as designated by the Director of Public Works/Town Engineer.

- Designs and schedules landscaping and planting plans for trees, shrubs, turf and other plants; makes presentations of design proposals to town officials; selects plants and estimates costs.
- Surveys Town trees and schedules maintenance work to be done on annual basis.
- Provides care and control including planting, pruning, trimming and maintaining trees, shrubs, turf and other plants within the limits of public roads and grounds.
- Insures proper maintenance, removal and/or replacement of public trees and other plants; repairs and/or clears storm-damaged trees and other plants.
- Reviews development and roadway improvement plans to insure plantings are consistent with standards and requirements.
- Mixes and applies herbicides, insecticides and fertilizers.
- Answers questions from public and town staff concerning tree, shrub and turf problems, and resolves related complaints.
- Trains employees in tree, shrub and turf maintenance and other parks and grounds work.
- Supervises and assists with preparing, maintaining and performing job site and work safety practices. Follows safety procedures and regulations and ensures compliance and safety of

crew members. Documents and reports discrepancies to the Public Works Operations Manager.

- Uses computerized work order entry and tracking system to maintain daily work records, initiate preventive maintenance, and record work time materials and repair records.
- Assists in planning, organizing and scheduling of daily crew assignments and major projects
- Supervises and performs all aspects of park and grounds maintenance, including mowing and trimming, marking of athletic fields, playground set up, and routine planting and seeding.
- Supervises and operates light and heavy trucks, pay loaders, backhoes, aerial bucket truck, vacuum truck, chain saws and wood chipper; routinely inspects and cleans equipment and tools after use; performs routine maintenance on tools and equipment.
- Supervises and operates snow plow, salt spreader, sidewalk machine, and other snow removal equipment to clear snow from streets, parking lots and sidewalks; may direct snow and storm control efforts.
- Performs other public works related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Performs all work detailed in the Crew Leader (Parks) job description.
- Participates in meetings, seminars and training sessions; serves on various employee or other committees as assigned.
- The Town Forester may act as the Town's Tree Warden, upon the Town Manager's appointment. Upon that designation, the following additional responsibilities will be required:
 - Enforce all provisions of law for the preservation of such trees and shrubs
 - Remove all illegally erected signs or advertisements, placed upon poles, trees or other objects within any public road
 - Holds a public hearing, and renders decisions, related to objections to removal or pruning of trees, shrub or group of shrubs.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Innovative – Seeks new ways to expand or improve operations and services to the town.

Technical – Ability to collect and analyze data; use current technology to maintain records and schedule maintenance activities.

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

Interpersonal Skills – Is respectful with the ability to establish effective working relationships with staff and the public. Listens to others without interrupting and gets clarification, if needed. Shows respect and sensitivity for differences.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments.

Organizational Support - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time.

Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.

Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.

MINIMUM QUALIFICATIONS

Education and Experience

Two-year college degree in forestry or related field, plus two years of forestry experience, or combination of training, education and experience which provides a demonstrated potential to perform the essential duties of the position.

Necessary Knowledge, Skills and Abilities

Considerable knowledge of arboriculture and related equipment and materials; working knowledge of first aid and applicable safety precautions. Landscape design skills and experience; skill in the operation of listed tools and equipment. Knowledge of the materials, methods and techniques used in park and grounds maintenance and the operations of tools and equipment required to accomplish the required tasks.

Ability to work independently without close supervision and to complete activities according to work schedule; ability to understand and follow complex oral instructions and ability to read and interpret written instructions, specifications, safety rules, and procedure manuals. Ability to listen, understand, retain, follow and apply verbal and written instructions or directions. Ability to write simple correspondence. Ability to maintain records and to effectively supervise the work of others. Ability to perform heavy skilled and manual labor under adverse and uncomfortable conditions, as necessary. Ability to establish and maintain effective working relationships with supervisor, associates, subordinates, and the general public. Ability to effectively present information in one-on-one and small group situations to co-workers and customers. Basic math skills to calculate amount of various material needed and other related

calculations. Knowledge of motor vehicle laws related to vehicle and equipment operation.

Special Requirements

Must be available for standby and emergency response coverage after regular working hours, weekends and holidays. Must have good driving record. Must pass post-offer physical and drug screen and be subject to random drug and alcohol testing in accordance with Federal regulations.

Must have and maintain a valid CDL (B) with necessary endorsement(s) to operate public works vehicles and equipment and be able to obtain a valid CDL (A) license if required.

Must have and maintain Arborist's License and/or Tree Warden's Certificate and be able to obtain pesticide applicator's license if required.

TOOLS AND EQUIPMENT USED

Hand saws; chain saws; trucks; wood chipper; pickup truck; aerial bucket; tractor; stump remover; miscellaneous hand and power tools; assorted lawn and landscaping equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be physically able to operate a variety of machines, tools, and equipment which includes a motor vehicle, heavy equipment, mower, chain saw, bucket truck, etc. Must be able move or carry heavy objects and materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently and up to twenty pounds continually. Physical demand requirements are at levels of those for heavy work.

Must be able to climb and balance to ascend ladders and equipment cabs, must be able to stoop, kneel and crouch to perform planting, weeding, irrigation repairs and other duties. Must be able to push, pull and grasp to operate spreaders, chainsaws, and manual tools and operate equipment controls. Must be able to work from heights including from a bucket truck.

Requires the ability to talk and hear to discuss instructions and communicate with coworkers accurately and to convey information to residents and answer questions. Must be able to hear normal speaking levels to receive detailed information and must be able to hear equipment backup signals and traffic sounds and communicate over the two-way radio.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to hot, cold, wet and/or humid conditions and

vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate but loud on occasion. The noise level in the work environment is usually moderate but is loud on occasion.

Effective Date:

Revision History: replaces 1985 version

Town Forester

Current

Position Description

TOWN OF WINDSOR

CLASS TITLE: TOWN FORESTER

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs forestry work of moderate difficulty for the purpose of conducting the Town's tree maintenance program as well as the Town's plantings on public grounds.

EXAMPLES OF DUTIES:

Designs planting plans for trees, shrubs, turf and other plants. Selects plants and estimates costs. Plants trees, shrubs and turf, and oversees a small crew in this work. Sees that dangerous or dying trees are removed. Surveys all Town trees and determines maintenance work to be done on an annual basis. Makes presentations of design proposals to Town officials. Applies herbicides, insecticides and fertilizers. Answers questions of the public on tree, shrub and turf problems. Trims shrubs and trees. Operates a variety of tools and equipment, including chain saws, trucks and aerial bucket. Trains employees in tree maintenance and related work. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of arboriculture and the related equipment and materials as they pertain to the Town's tree maintenance program. Good landscape design skills. Good ability in oral and written communications. Good ability to remove and trim trees and perform related strenuous work. Good ability to plan and schedule forestry work. Some ability to oversee the work of park maintainers. Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, and the general public.

QUALIFICATIONS:

A two-year degree from a recognized college in forestry or a related field, plus two years of forestry experience, OR, any combination of training and experience which provides a demonstrated potential to perform the duties of the class. Must have a valid Connecticut Class 2 driver's license.

Town Council
Resignations/Appointments/Reappointments
January 6, 2020

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 16, 2019
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:31 p.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 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 - None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission

Rick Hazelton, Chair of the Public Building Commission gave the following report:

Police Station Construction Project – 9911

This project is progressing according to schedule. The work planned for the next four weeks is as follows:

- All under slab electrical conduits are done. Electrical work continues with the installation of conduits and panels.
- All under slab plumbing is completed. Work continues on above grade plumbing waste and supply line installation.
- Interior backfilling of trenches with concrete pours are completed.
- Exterior wall reinforcing is completed. Interior walls reinforcement is completed.
- Work on the replacement roof will continue as weather permits.

- Interior steel wall framing begins this week. Structural steel for the new vestibule will be completed this week with steel wall framing and is about 40% complete. Some sheetrock hanging has begun.
- Interior CMU wall construction has started and should take four weeks to complete.
- Exterior wall spray foam has started and should take one more week to complete.
- To date there have been 15 minor change orders approved by the Public Building Commission (PBC). Presently change orders are still less than 1% of the project cost. Overall, the project is ahead of the planned schedule. We now expect completion in late to early summer or early fall 2020.

Fire and EMS Station Design Project – 9912

The PBC is expecting to receive a cost estimate, based on design drawings, at their January 14th meeting. The architect has started work on the construction drawings and the project specifications book. The PBC is expecting to place bidding of this project in late spring or early summer 2020.

Town Hall Portico Restoration Project – 9493

This project will be complete. Once town staff receives all closeout documents, the PBC will close this project.

Poquonock School Air Conditioning Project – 9500

This project has been completed. Once town staff receives all closeout documents are received the PBC will close this project.

Sage Park Middle School Roof Design - 9506

The PBC received and reviewed design drawings at their last meeting. A design issue was raised by town staff. On top of the front façade of this building is a light green metal roof, or parapet. This roofing is for aesthetics and was installed during the addition to the building to shield roof top units from street view. Under this parapet is the existing weatherproof roof. The existing parapet metal support framing is twelve inches above the roof, making replacement improbable unless the parapet is removed. The solution by town staff is to make this parapet metal roofing the actual weatherproof roof for the area it is installed above. The PBC has approved this idea as it solves the issue of removing it and reinstalling it, which has been estimated at over \$100,000. The architect and roofing representative are designing and estimating how to accomplish this and its cost. The PBC still expects this project will be scheduled for the summer of 2020.

DPW Building Renovation Design - 9505

The PBC has reviewed and accepted the project drawings. The PBC will be bidding out his project this winter.

Clover Street School Partial Roof Design – 9508

The PBC awarded the project to Young Developers LLC. Work is scheduled to begin on December 23rd weather permitting. The weather will also determine project completion. The weather temperatures will not affect the quality of the roof installation.

Northwest Park Nature Center Addition – 9503

The contractor has all materials for this project and will start work in late March 2020.

Wilson Fire Station HVAC Replacement Project – 9517

The architect is expected to present design drawings to the PBC at their next meeting. Once the drawings are approved, town staff will put this out to bid.

Poquonock Fire Station Replacement Roof Design – 9518

The PBC reviewed and approved design drawings at its last meeting. The PBC expects town staff to bid this project this winter.

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project

The PBC has awarded this contract to Salamone and Associates of Hamden, CT. The PBC will be receiving project design drawings for review in late winter or early spring 2010.

7) TOWN MANAGER'S REPORT**Public Information Meeting – Railroad Quiet Zones**

A community information meeting regarding the Railroad Quiet Zone designation process will be held at the town hall on December 19, 2019 at 7:00 PM in the Council Chambers. Railroad quiet zones allow the reduced use of train horns if additional safety and warning measures are put in place at rail crossings.

During this meeting, a representative of the Federal Railroad Administration will present an overview of the Quiet Zone regulations and requirements and the CT Department of Transportation will review rail crossing improvements completed to date.

Amazon Package Delivery Alternative

We have received a few communications from residents about the topic of alternative delivery locations for packages due to concerns with possible thefts of home deliveries.

As an alternative to their unattended homes, residents can get packages from Amazon delivered to their "hub counter" which is at the GNC Store in the Kennedy Road Plaza.

Community Center at 330 Windsor Avenue Interior Improvements.

I'm pleased to let you know that various improvements to the interior of the Community Center at 330 Windsor Avenue were completed during the past several months. The upgrades include new carpet, lighting, and painting in the main hallway and new flooring in activity room #3. Other improvements include stripping and waxing of the floor in the Teen Center, and refurbishing the gymnasium wood floor. These replacement upgrades provide a new and refreshed look for the community that gets much use throughout the year for a wide range of programs and community meetings/events. Thank you to both the Recreation Dept. and Public Works' Facility Management staff for partnering in coordinating these improvements.

ATM Recruitment Process

Finalist interviews have been conducted for the position of Assistant Town Manager. Professional and personal references are being conducted. The goal is to complete the process prior to the holiday to allow for a mid to late January start date.

Wireless Telecommunications Facility off of Prospect Hill Road

We have received notification that a private company plans to file a permit with the Connecticut Siting Council to construct a communication tower off of Prospect Hill Road near the Day Hill Road end. Per State law, the Connecticut Siting Council has exclusive jurisdiction over the siting/approval of cell towers. However, the applicant is required to consult with the municipality.

I have been in contact with the applicant's attorney and requested that a public information meeting be held after the first of the year.

Town Offices Closed

Town offices will be closed on Christmas, December 25th and on New Year's Day, January 1st.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler stated there is expected inclement weather for today and tomorrow and to please be careful and drive slowly. Also, if you live near the railroad tracks, this is the time to come out and find out more information on the railroad by going to the quiet zone meeting. He wished everyone a Happy Holiday season.

Councilor Black-Burke wanted to thank the Town Manager for his responsiveness to the needs of the community. She extended her wishes for a Merry Christmas and for a blessed holiday and safe New Year.

Councilor Rampulla Bress said this is a special season for many faiths and many people. She extended a Merry Christmas to all and a Happy New Year.

Councilor Govoni asked that citizens remember to shovel their fire hydrants for safety's sake. He extended his best wishes to all for a Merry Christmas.

Deputy Mayor McAuliffe said Happy Holidays to all.

Councilor Tustin wished everyone a Merry Christmas and Happy New Year.

Councilor Jepsen wished everyone a Merry Christmas.

Mayor Trinks wanted to thank the volunteers and town staff for decorating the town hall and center. He also thanked all those that volunteered for the Torch Light Parade. It turned out to be an amazing event, especially with the town hall all lit up. He stated he attended the Wreaths Across America event and it was an exceptional event. He gave his thanks to staff in keeping the cemetery looking so nice. He wished Happy Holidays to all.

Councilor Wilkos echoed everyone else's sentiments and wished everyone a safe and Happy Christmas. He added that over the weekend, we lost a good friend to the community, Dr. Rebecca Timlin-Scalera. She was the keynote speaker back in October for Alex's Lemonade Stand. She unfortunately lost her battle with cancer. He wanted to extend his condolences to her family, children and husband. She will be missed.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee is scheduled to have a meeting on January 2nd at 5:45 PM.

Health & Safety Committee met on December 12th. Some highlights discussed during the meeting was a potential increase to the property tax abatement value for volunteer firefighters and emergency medical first responders and the FY 19 traffic enforcement data. The last report for traffic enforcement did not show any statistically significant racial and/or ethnic disparities. There were 6,590 traffic stops between 7/1/19 – 12/9/19. Of those stops that were made, 33.5% were Windsor residents. Speeding remains the top issue. The committee also spoke about the parking ordinance that will be raised in January with the Council.

Special Projects Committee - None

Town Improvements Committee has a tentative date set for the beginning of January.

Finance Committee met a week ago. They went over several items which are on the Council's agenda tonight. There was a 1.2% increase in the grand list, but that won't be finalized until January.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Approve Deerfield Road repaving Project Authorization Letter and authorize the use of grant funds

RESOLVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen 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.

Bob Jarvis, Director of Public Works/Town Engineer, gave an overview of the item as follows:

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.

Councilor Dobler asked about the process. Is this something the town asks for from the state? Mr. Jarvis replied that CRCOG solicits a number of municipalities for projects of this type and grants are then awarded. This is a competitive process with a number of other towns.

Councilor Dobler asked if the town has to use the lowest bidder for the project regardless of whether or not they are a good quality company. Does the state require that we do that? Mr. Jarvis replied we have to accept the lowest bidder. If there is a poor performance history, they can go through a process to be disqualified. We don't have the luxury of picking contractors we've have luck with in the past if there is a lower bidding contractor.

Deputy Mayor McAuliffe asked when the project will begin. Mr. Jarvis responded that it should be this spring.

Councilor Jepsen asked if this is milling and repaving only without any reconstruction. Mr. Jarvis responded that was correct.

Councilor Rampulla Bress asked if there is a resource one can go to see if there are any other requirements that the state has for bidders. Mr. Jarvis replied that one of the requirements is the contractor would have to be pre-approved by the State of Connecticut. The Department of Transportation has a listing of pre-approved contractors.

Councilor Govoni asked if all the bus pads are paved and if they are handicap accessible? Mr. Jarvis stated that he believes they are all paved and handicapped accessibility will be provided through the project when they are replaced to ADA requirements.

Motion Passed 9-0-0

b) Approve Fiscal Year 2021 Budget Parameters

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that the FY 21 budget assumptions and parameters be approved as presented.

Town Manager Souza stated that these are similar to years past. They are a guideline, essentially parameters at this point. The budget process gets kicked off with this starting point this evening and culminates in April with the Council adopting a budget to go to referendum in May. As we go through that process the assumptions will get refined and will get solidified as we get closer to that April submittal date for the budget.

Councilor Jepsen stated that he knows the MDC is meeting tonight and asked if that has been considered in the budget parameters? Town Manager Souza said that the town is using what is in MDC's proposed budget. The town has not seen any adjustments leading up to MDC's meeting, which was planned for 5:00 PM this evening.

Motion Passed 9-0-0

- c) Approve Fiscal Year 2021 Budget Calendar

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that the FY 2021 budget calendar be approved as presented.

Mayor Trinks asked if holidays and school vacations were reviewed when creating the budget calendar. Town Manager Souza stated that yes, they had been. He added that school vacation is on the week of the April 13th and that Passover is on April 8th this year.

Councilor Jepsen stated that the process for this is going to be a week later this year than in years past. This is being driven by the date of the Presidential Primary occurring on April 28, 2020. The town is not allowed to use the voting machines until a full two weeks after that Primary. That will push the referendum back a week later than we usually have it.

Motion Passed 9-0-0

- d) Approve Fiscal Year 2021 Budget Format

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that the FY 2021 budget format remain the same as the format utilized for FY 2020.

Councilor Jepsen stated that 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.

Motion Passed 9-0-0

- e) Approve Town Council meeting dates for calendar year 2020 and January 2021

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the suggested Windsor Town Council meeting dates in the year 2020 and January 2021.

Councilor Rampulla Bress asked if these dates were checked against holidays and school vacation schedules. Town Manager Souza responded that they were.

Motion Passed 9-0-0

- f) Approve 2020 schedule of Board/Commission annual reports to the Town Council

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the proposed calendar for Board/Commission annual reports to the Town Council for year 2020.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to amend tonight's agenda to move items 12 (g) and 12 (h) to follow item 16 (b) on the agenda.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 2, 2019 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the December 2, 2019 Town Council meeting as amended by Councilor Rampulla Bress.

Correction is on Page 3, 'AID' quilt should be 'AIDS' quilt under Councilor Rampulla Bress' comments.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to enter into Executive Session at 8:20 p.m. to discuss:

- a) Strategy and negotiations with respect to pending claims and litigation (Siebar vs TOW)
- b) Strategy and negotiations with respect to pending claims and litigation (Lifetree vs TOW)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Larry Labarbera, Town Assessor; Peter Souza, Town Manager

Guests: Kevin Deneen, Town Attorney



MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to exit Executive Session and re-enter the Regular Town Council meeting.

Motion Passed 9-0-0

- g) Consider settlement in Siebar Windsor LLC vs. Town of Windsor
- h) Consider settlement in Lifetree Realty LLC vs. Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the settlements of Siebar Windsor LLC vs. Town of Windsor and Lifetree Realty LLC vs. Town of Windsor as discussed during Executive Session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 8:41 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary