



Council Agenda

Council Chambers
Windsor Town Hall
January 21, 2020



7:20 PM Public Hearing

To hear public comment on an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS."

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Rampulla Bress
3. PLEDGE OF ALLEGIANCE – Councilor Rampulla Bress
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) Metropolitan District Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
 - a) *Approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS." (Town Manager)
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Presentation on 2020 Census (Town Manager)



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- b) *Approve lease with Windsor Housing Authority for 72 Mack Street (Town Manager)
 - c) *Approve amendments to Construction Inspector Job Description (Town Manager)
 - d) *Approve priority redevelopment properties (Town Manager)
 - e) Consider settlement in Kimberly Hall vs Town of Windsor (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
- a) *Minutes of the January 6, 2020 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 (Kimberly Hall)
17. ADJOURNMENT
- ★Back-up included

Agenda Item Summary

Date: January 21, 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) Approval of the Ordinance

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

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.

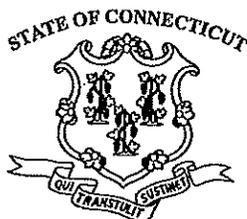
APPROVED AS TO FORM

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council	_____ 1/6/20
Public Hearing Advertised	_____ 1/10/20
Public Hearing	_____ 1/21/20
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 21, 2020
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Town Manager 
Subject: 2020 Census

Background

The United States Constitution, requires that each decade a count, or a census, of America's population be taken. The census information is used in multiple ways by federal, state and local government agencies as well as the private sector. For example, the number of congressional seats and Electoral College votes each state gets are determined by census numbers. They also guide how an estimated \$700 billion a year in federal funding is distributed for schools, infrastructure and other public services in local communities.

Discussion/Analysis

The U.S. Census Bureau will begin mailing information to each household in mid-March. The 2020 count will be the first one to allow all U.S. households to respond online and by telephone. Questionnaires in paper form will still be available for households.

In the 2010 census, Windsor had a self-response rate of 80.2%. The goal is to have as many of the nearly 11,000 households to respond in April as possible to help minimize the door to door field interviews the Census Bureau will need to conduct. It is important that all eight census tracts in town have a high response rate so that we have robust updated data for use through the decade. In the next 60 days, various town departments, including information services, library, social services, senior center, recreation and community development, will be collaborating to help inform and educate residents to the importance of participating in the census.

The Census Bureau is expected to announce the new population counts by December 31, 2020. That's the bureau's deadline for sending to the president numbers for the reapportionment of congressional seats, which goes into effect beginning with the 2022 elections. 2020 census data used for state and local redistricting are set to be released by March 31, 2021. The bureau is planning to release other new census data beginning in spring 2021.

Financial Impact

None

Other Board Action

None

Recommendations

Presentation is for informational purposes.

Attachments

None

Agenda Item Summary

Date: January 21, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Approval of Lease for 72 Mack Street

Background

The town acquired a single family home at 72 Mack Street as part of the overall acquisition of the former Traditions Golf Course. The Mill Brook Open Space Plan indicates the possible leasing of the home for professional office use. The Windsor Housing Authority is interested in leasing the property for use as administrative offices.

Discussion/Analysis

Town staff had discussions with two interested parties relative to leasing the single family house at 72 Mack Street. Ultimately one of the parties decided the configuration of the house did not meet their needs. In recent months, discussions with the Windsor Housing Authority (WHA) have continued and we have come to a tentative agreement on proposed lease terms (see attached lease.)

The key terms include:

- Two year term
- \$1,200 per month rent
- WHA responsible for all utilities (heat, water, electrical)
- General Liability and Umbrella insurance coverage with town named as additional insured
- Administrative office use only
- Allow public access via existing drive (pedestrian, maintenance, and public safety)
- May request one 2 year renewal of lease at least 90 days prior to lease expiration. Approval at sole discretion of town.
- Housing Authority would be responsible for snow and ice removal of the walkways and steps immediately adjacent to the house/porch

Town would be responsible for:

- Maintenance/repair of building(s) including mechanical, electrical and plumbing systems
- Maintenance of grounds
- Snow and ice control related to the driveway, parking areas and pedestrian access way to and from the open space parcel to the rear of 72 Mack

The Town Council held a public hearing on October 21, 2019 per *Connecticut General Statutes*, Section 7-163e, which calls for a public hearing on the sale, lease or transfer of real property owned by a municipality. There were no comments presented at the hearing.

Financial Impact

If approved the lease would generate \$14,400 in revenue. Utilities cost for the unoccupied building equaled approximately \$200 per month over the past twelve months. Those costs would be the responsibility of the tenant under the proposed lease. It is recommended that lease payments be placed in the Mill Brook Open Space special revenue account for future maintenance, repairs and improvements to buildings and the overall Mill Brook property.

Other Board Action

The Town Planning & Zoning Commission, per *CGS Section 8-24*, reviewed and approved the potential leasing of the property for conformance with the Plan of Conservation and Development.

Recommendations

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

“MOVE to approve the attached lease with the Windsor Housing Authority of town-owned property at 72 Mack Street and authorize the Town Manager to execute the lease.”

Attachments

Proposed Lease

LEASE AGREEMENT
72 Mack Street

DRAFT 11-27-19

This Lease Agreement is made between the TOWN OF WINDSOR, a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut (LESSOR) and The Town of Windsor Housing Authority (LESSEE).

1. PREMISES

LESSOR agrees to lease to LESSEE and LESSEE agrees to lease from LESSOR the Premises at 72 Mack Street, Windsor, Connecticut.

2. TERM

The term of this Lease will begin on February 1, 2020 and will expire on January 31, 2022. Notwithstanding the foregoing, LESEE and LESSOR may terminate this lease at any time by providing 60 days written notice to the other party.

3. RENT PAYMENTS

Rent shall be due on the first of each month made payable to LESSOR and delivered or mailed to Finance Director, 275 Broad Street, Windsor, CT 06095, in the amount as follows:

February 1, 2020 through January 31, 2022: \$1,200.00/month

4. INSURANCE

LESSOR shall provide fire and multi-peril insurance on the buildings on the premises. LESSEE may, at its option, purchase insurance to cover its personal property. In no event shall LESSOR be liable for any damage to or loss of personal property sustained by LESSEE, whether or not it is insured.

LESSEE shall, prior to the commencement of this lease, furnish LESSOR a Certificate of Insurance evidencing a Commercial General Liability (CGL) policy with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage, and \$100,000 per occurrence for Damage to Rented Premises. The CGL shall be

written on Insurance Services Office (ISO) occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). LESSOR shall be included as an additional insured under the CGL, using CG 2011 or a substitution providing equivalent coverage. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to LESSOR.

5. USE OF PREMISIS

The Premises shall be used only for the following purposes: administrative and professional office use. The LESSEE also has the right to use the outbuildings on the parcel for storage purposes. The property shall not be sub-let in any form or fashion without written consent from the Town of Windsor, which consent may or may not be granted in the sole discretion of LESSOR.

6. MAINTENANCE RESPONSIBILITIES

LESSEE shall maintain water, electric and gas utilities, and snow removal of the walkways, ramps and steps immediately adjacent to the house and porch. LESSEE shall be responsible for routine interior cleaning and maintenance.

LESSOR will provide routine maintenance and repairs to the property exterior, utility systems and building components, excluding components purchased by LESSEE. LESSOR shall provide grounds maintenance and snow removal related to the driveway, parking area and pedestrian access way to and from the open space parcel to the rear of 72 Mack Street.

7. LAWS

LESSEE will comply with all laws and regulations regarding the Premises. LESSEE also will not permit any others to violate any laws or regulations on the Premises. LESSEE will pay LESSOR the amount of any fines or penalties that it has to pay because LESSEE or any others violated any laws or regulations in the Premises.

8. CARE OF THE PREMISES

LESSEE will keep the Premises and all fixture and appliances in a safe and clean condition. LESSEE will remove all garbage, rubbish, and other waste in a safe and clean manner.

LESSEE will use all electrical, plumbing, heating and appliances in a reasonable manner.

LESSEE will not destroy or damage any part of the Premises or any of LESSOR's furnishings or appliances on the Premises. LESSEE also will not remove any of LESSOR's furnishing or appliances from the Premises.

9. UTILITIES

The cost of electricity, heating oil and water utilities and all other related utility services are the LESSEE's responsibility in full. LESSOR agrees to use its best effort to restore and correct any disruption in utilities and services.

10. ASSIGNMENT

LESSEE may not assign this lease without the written consent of LESSOR, which consent may or may not be granted in the sole discretion of the LESSOR.

11. ACCESS TO THE PREMISES BY LESSOR

LESSOR shall have the right to reasonable access to the Premises, provided such access does not unreasonably interfere with LESSEE's use of the Premises. LESSOR and the general public shall have the right to enter and pass and repass over the access way to the Open Space (formerly Millbrook Golf Course) to the rear of the property.

12. EXPIRATION

At the expiration of this lease, LESSEE will return the property to LESSOR in good order, condition, and state of repair, reasonable wear and tear accepted. Any property remaining after expiration of the Lease shall be considered abandoned by LESSEE.

13. DEFAULT

If LESSEE does not make lease payments as aforesaid within ten (10) days of the due date or after written notice, and remains in the default with respect of any other provision of this lease for thirty (30) days, LESSOR shall have the right to take the Premises in accordance with legal process and shall be entitled to reasonable attorney's fees as well as any damages its sustains.

14. COMPLIANCE

LESSEE shall through the term of this lease, at its sole expense, promptly comply with all laws and regulations of all federal, state and municipal governments, including the Town Planning and Zoning Commission.

15. DAMAGE TO UNIT

LESSEE will not have to pay rent for any time that LESSEE'S use and enjoyment of the Premises is substantially affected because the Premises are damaged by fire or other casualty. However, LESSEE will pay rent if LESSEE caused the damage or destruction or unless LESSEE continues to occupy any portion of the Premises.

If any part of the Premises is damaged by fire or other casualty, LESSOR shall have the right to cancel this lease. If LESSOR decides to cancel the lease, LESSOR will give LESSEE notice within fifteen (15) days after the date of the fire or other casualty. The lease will end on the date that LESSOR gives in its notice to LESSEE. If LESSOR does not cancel this lease, LESSOR will repair the damage within a reasonable amount of time, not to exceed 120 days.

16. CONDEMNATION BY GOVERNMENTAL AUTHORITY OTHER THAN LESSOR

If any part of the building is condemned, LESSOR shall have the right to cancel this lease. If LESSOR decides to cancel the lease, LESSOR will give LESSEE notice within fifteen (15) days after the date of the condemnation. The Lease will end on the date that LESSOR gives in said notice.

LESSEE will not be entitled to any payment from the government because of such condemnation except for moving expenses.

17. CHANGES TO PREMISES

LESSEE will not make any changes to the Premises or change the appearance of any walls, floors, carpeting, windows, doors, appliances, fixtures or furnishings without LESSOR's advanced written permission.

18. SALE OF PROPERTY

If LESSOR sells the property, LESSOR shall not have any further liability to LESSE under this

lease for any event that happens after LESSEE receives written notice that LESSOR has sold the property. ANY SALE OF THE PROPERTY BY LESSOR shall be subject to this Lease.

19. HOLD OVER

If LESSEE continues to occupy the Premises with LESSOR's consent after this lease ends, this lease will be on a monthly basis. In that case, either LESSEE or LESSOR can send a notice to the other and cancel lease at any time. All the other terms of the lease will still apply.

20. SEPARATE PROVISIONS

If any provisions of this lease are invalid or unenforceable, the other provisions of this lease will still apply.

21. BINDING EFFECT

This lease shall be binding upon LESSEE and LESSOR and their respective successors, and assigns.

22. NOTICES

All notices shall be given as follows:

To LESSOR: Town Manager
275 Broad Street
Windsor, CT 06095

To LESSEE: Executive Director
Windsor Housing Authority
156 Bloomfield Ave
Windsor, CT 06078

23. OPTION TO EXTEND

Provided that LESSEE is not in default in the performance of this lease, LESSEE may, three (3) months prior to expiration of this lease, request in writing an extension of this lease for a two year period beginning February 1, 2022 and ending January 31, 2024.

The monthly rent during the extension period shall be adjusted upward by three (3%) percent annually on February 1st. Approval of any lease extension shall be at the sole discretion of LESSOR.

24. PARKING

LESSEE's employees, members, guests and invitees shall have the exclusive right to use the parking area in front of the premises during regular business hours, Monday through Friday. The LESSOR and the general public shall have the right to use said parking area during other non-regular working hours and days. The LESSOR has the right to construct additional parking areas to the rear or side of the premises. If built by the LESSOR, the LESSEE's employees, members, guests and invitees shall have the right to use additional parking area(s) in common with others on the site provided that such right to park shall be subject to reasonable restriction and control by LESSOR.

25. SIGNAGE

LESSEE shall have the right to place such signs as shall be permitted by the Zoning Regulations of the Town of Windsor or by approval of the appropriate Zoning Authorities on the property of LESSOR with written permission from the LESSOR.

Dated this _____ day of _____, 2019

LESSOR

LESSEE

TOWN OF WINDSOR
Town Manager

Windsor Housing Authority
Executive Director

Agenda Item Summary

Date: January 21, 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 Public Works Inspector Job Description

Background

The position classification and pay plan for the Teamster's bargaining unit includes the position entitled public works inspector. The main duties of the public works inspector are to inspect and oversee construction of roadways, sidewalks, storm drainage facilities, and other construction work to ensure compliance with plans, specifications and applicable local, state and federal standards and regulations.

The public works inspector position will become vacant at the end of this month 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 public works inspector position description to reflect the current duties and minimum qualifications of the position. 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 inspecting and approving construction of storm drainage, roadway pavement structure, curb and sidewalk, and street lighting to ensure compliance with plans, standards, specifications, special requirement, codes and regulations
- eliminating responsibility for inspecting and enforcing the town ordinance on sidewalk snow and ice removal
- clarifying the position may be responsible for snow removal and storm control duties
- adding responsibility for assisting with and overseeing the development of the annual sidewalk and pavement improvement plan
- adding responsibility for performing or directing materials testing such as slump, gradation, temperature and density testing

- adding knowledge and skill in the use of database software, MS Office applications (Excel, Word, Outlook), or other email and calendar software
- 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 Public Works Inspector be amended and approved as presented.”

Attachments

Existing and Amended position description

Proposed Amended Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: PUBLIC WORKS INSPECTOR
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, inspects and oversees construction of roadways, sidewalks, storm drainage facilities, and other construction work to ensure compliance with plans, specifications and applicable local, state and federal standards and regulations. Provides input and oversight of planning and execution of sidewalk and pavement management programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May receive direction and work assignments from the Director of Public Works/Town Engineer, Assistant Town Engineer, or others as designated by the Director of Public Works/Town Engineer.

- Inspects and approves construction of storm drainage, roadway pavement structure, curb and sidewalk, street lighting, and related items needed for completion of projects or acceptance of infrastructure by the Town. Insures that all construction is in compliance with applicable plans, standards, specifications, special requirements, codes and regulations.
- Inspects construction by private contractors and utility companies under excavation and sidewalk permits to insure compliance with excavation permit requirements and applicable construction standards.
- Confers with residents and others to provide information and to resolve problems and complaints.
- Coordinates schedules and activities with utility companies, contractors, property owners and other Town departments.
- Acts as liaison between Town and State Department of Transportation, Metropolitan District Commission, utility contractors and others.
- Checks construction zones for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD).
- Maintains a variety of digital records related to work assignments and inspection activities, enters material quantities into computer, prepares and posts pay estimates as required.
- Computes monthly estimates of work completed and approves payment for contractors.
- Reviews and records condition and dimensions of sidewalks and streets for entry in database.

- Assists/oversees development of annual sidewalk and pavement improvement plan, including preparation of quantity/cost estimate spreadsheets.
- Coordinates scheduling and oversees performance of Contractors performing sidewalk and roadway paving improvements.
- Coordinates and offers guidance to Department of Public Works staff assigned to sidewalk and/or paving projects.
- Assists with preparation of plans, specifications and cost estimates related to infrastructure improvement projects.
- Performs and/or directs materials testing such as slump, gradation, temperature and density testing.
- May supervise, or train, a small group of inspectors or engineers.
- Maintains database of Contractors who may perform various construction for the Town.
- Negotiates construction costs for smaller projects.
- Initiates field changes for town-initiated construction projects.
- Performs other related work as assigned. May be required to operate a snow plow, sand spreader and other snow removal equipment to clear snow from streets, parking lots and sidewalks.

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.

QUALIFICATIONS

Education and Experience

A high school diploma or the equivalent, including or supplemented by courses in mathematics and construction technology plus three years of experience in construction or construction inspection, OR any combination of training and experience which provides a demonstrated potential to perform the duties of the class. Must have a valid driver's license.

Necessary Knowledge, Skills and Abilities

Considerable knowledge of roadway, sidewalk and storm drainage construction techniques and materials, applicable regulations, specifications and contract provisions relating to the types of construction projects inspected. Ability to read and interpret blueprints, plans and specifications. Ability to inspect many types of construction and to enforce regulations with firmness and tact. Must have knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control; considerable knowledge of public works inspection methods.

Ability to communicate effectively in person and in writing and speak before groups of customers and employees. Ability to maintain accurate inspection reports and records. Ability to establish and maintain effective working relationships with superiors, associates, contractors, town officials, and the general public. Ability to write routine reports and correspondence and perform basic calculations, such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to operate computers and knowledge and skill using database software and MS Office applications (Excel, Word, Outlook or other email and calendar software. Ability to enter data accurately.

Ability to work independently without close supervision and to complete daily 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 maintain records and to effectively supervise the work of others. Knowledge of heavy equipment operation.

Special Requirements

Must be available for standby and emergency response coverage after regular working hours, weekends and holidays. Must have and maintain a valid CDL (B). Must have a 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.

TOOLS AND EQUIPMENT USED

Hand tools, material testing equipment, personal computer with applicable software, tablet, survey equipment, standard drafting tools, pipe locator, engineering calculator, motor vehicle, phone; mobile phone and radio.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

Must be able to communicate with others in person and over the phone and be able 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.

Must have mobility sufficient to perform inspections outdoors at various locations and construction sites. Must be able to stand or walk for extended periods of time and to occasionally stoop, kneel and crouch. Must have hand-eye coordination sufficient to operate equipment, tools and controls. Must occasionally lift and/or move up to 50 pounds. 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 may be exposed to outside weather conditions. The employee may be exposed to hot, cold, wet and/or humid conditions and vibration. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles. The noise level in the work environment is usually moderate but loud on occasion.

Effective Date:

Revision History: replaces 1985 version

Existing Job Description

TOWN OF WINDSOR

CLASS TITLE: PUBLIC WORKS INSPECTOR

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs construction inspection services of moderate difficulty for the purpose of assuring compliance with Town specifications.

EXAMPLES OF DUTIES:

Inspects new subdivision construction and new or reconstructed Town roads for tree and stump removal, storm drainage, roadway sub-base, base, pavement and curb installation, sidewalk installation, and related items needed for completion of projects or acceptance of subdivisions by the Town. Inspects and keeps records of utility road cuts. Inspects and enforces the Town ordinance on sidewalk snow and ice removal. Confers with citizens to provide information and to resolve problems and complaints. Maintains inspection records and enters materials quantities into computer for pay estimates. Acts as liaison for Town Engineer or Construction Manager with the State Department of Transportation, contractors and utility companies. May supervise a small group of inspectors on special projects. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of road and subdivision construction techniques and practices and the materials, applicable codes, specifications and contract provisions relating to the types of construction projects inspected. Good ability to read and interpret blueprints, plans and specifications. Considerable ability to inspect subdivision construction and to enforce regulations with firmness and tact. Good ability in oral and written communications. Good ability to maintain inspection reports and records. Considerable ability to establish and maintain effective working relationships with superiors, associates, contractors, Town officials, and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent, including or supplemented by courses in mathematics and construction technology plus three years of experience in construction or construction inspection, 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 3 driver's license.

Agenda Item Summary

Date: January 21, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Priority Redevelopment Properties List

Background

In December of 2002, the Town Council adopted a Tax Increment Financing Policy as one tool to encourage the redevelopment of key vacant or underutilized properties. As part of that policy, the Council approved a Priority Redevelopment Properties List to provide specific guidance regarding which sites should be eligible for Tax Increment Finance assistance.

In recommending the initial list, the Economic Development Commission included a statement of its purpose and procedures and criteria for updating properties. One of these provisions states that the Commission should review the list annually and report its recommendations for additions or deletions to the Town Council.

Discussion

The Economic Development Commission reviewed the Priority Redevelopment Properties List during their special meeting of January 15, 2020. A status report on each property was presented by staff and discussed by the Commission. A copy of the status report is attached.

Following its review, the Commission voted to recommend that 2000 Day Hill Road be removed from the priority listing as the first phase of the project has commenced and an infrastructure financing package is in place through a tax revenue sharing agreement with the Great Pond Improvement District.

Recommendation

The Economic Development Commission recommends removing 2000 Day Hill Road from Priority Redevelopment Properties List at this time. If the Town Council is in agreement, the following motion is recommended for approval:

“RESOLVED that the Priority Redevelopment Properties List be adopted as presented.”

Attachments

Exhibit ‘A’ Priority Redevelopment Properties
Status report on redevelopment sites
Priority Redevelopment Properties Policy

Exhibit 'A'
Priority
Redevelopment
Properties

**EXHIBIT A
TOWN OF WINDSOR
PRIORITY REDEVELOPMENT PROPERTIES**

The following are the priority redevelopment properties in the Town of Windsor as determined by the Town Council:

<u>Plaza Building</u>	280-294 Broad Street
<u>Tobacco Valley Inn</u>	Dunfey Lane and Bloomfield Avenue
<u>Redevelopment Parcel</u>	418-446 Windsor Avenue
<u>Udolf Property</u>	156 Windsor Avenue
<u>Flamingo Inn</u>	19, 27, 29, and 35 Windsor Avenue
<u>Parcel north of 457 Windsor Ave</u>	459-465 Windsor Avenue
<u>Spillane property next to CITGO</u>	581 Windsor Avenue
<u>Former Scranton Chevrolet Site</u>	125 Poquonock Avenue
<u>Larsens Hardware Property</u>	144 Poquonock Avenue
<u>Former Printing Express Site</u>	20-26 Poquonock Avenue

History

1. Initially adopted, December, 2002.
2. Revised, December, 2007 to delete 33 Mechanic Street and 853 Palisado Avenue.
3. Revised, August, 2010 to add 125 Poquonock Avenue, 147 Poquonock Avenue, and 144 Poquonock Avenue.
4. Revised, April 4, 2011 to add 2000 Day Hill Road.
5. Revised, February 4, 2013 to add 20-26 Poquonock Avenue
6. Revised, December 21, 2015 to delete 69 Mechanic Street, 147 Poquonock Avenue and 240 Broad Street.
7. Revised, January 21, 2020 to delete 2000 Day Hill Road

Status Report on Redevelopment Sites

**TOWN OF WINDSOR
PRIORITY REDEVELOPMENT PROPERTIES (per list revised 12/21/15)
ANNUAL STATUS REPORT – January 15, 2020**

(Recent activity indicated by bold italicized font)

1. Plaza Building (280-294 Broad Street)

Property purchased by Mohan Sachdev (12/2011); significant building repairs have been initiated; 2nd floor apartments being rehabbed; plans for reuse of theater and commercial space pending; second floor window replacement and HVAC work completed; TPZ reapproved proposed restaurant use and site plan for theater addition and added parking; 17 Elm St building demolished, 3,000 SF addition constructed, site work started and new electrical service installed; first floor retail space floor and ceilings gutted and replaced; storefronts reconstructed; new floors poured in theater and basement; street front sidewalk and brick surface replaced; marque restoration underway

2. Tobacco Valley Inn (Dunfey Lane and Bloomfield Avenue)

Building demolition and site clearance complete; listing with broker in place; investment deadline not met by 10/2015; owners began repaying demolition loan; prospective developer evaluating development options

3. Redevelopment Parcel (418-446 Windsor Avenue)

Land assembled; RFQ process undertaken, but unable to arrive at acceptable plan for redevelopment; next step to reconfirm Town's objectives; included in Federal Opportunity Zone designation; ***Town initiated a public involvement process to review alternatives for development of this site and Wolcott School in July***

4. Udolf Property (156 Windsor Avenue)

Several prospective tenants have explored and then abandoned; owner repainted vacant building in response to complaint; demolition of building and soil remediation complete; included in Federal Opportunity Zone designation

5. Flamingo Inn (19, 27, 29, and 35 Windsor Avenue)

Property had been listed; serious retail prospect considered site but declined. Flamingo Inn related owners purchased 35 Windsor Ave. Site is now in single ownership. Renewed interest in retail redevelopment. Hotel and adjoining building demolished; property owner has retained an engineering firm and is working on alternative site development plans; included in Federal Opportunity Zone designation

6. Parcel north of 457 Windsor Ave (459-465 Windsor Avenue)

465 Windsor sold in 2011 to Brown and Powell

459 Windsor and 12 East Wolcott sold in 2005 to Mahon

12 East Wolcott sold in 2011 to 12 E Wolcott LLC

Developer was pursuing retail use of site, but that has stalled with poor market; included in Federal Opportunity Zone designation

7. Spillane property next to CITGO (581 Windsor Avenue)

Property listed for lease, some inquiries, limited uses in B-1 Zone may be an issue. Property now listed for lease or sale.

8. Former Scranton Chevrolet Site (125 Poquonock Avenue)

Concept plan for residential/retail redevelopment approved in 2010;

buyer/seller dispute put project on hold; delinquent taxes were paid;

owner deeded property in lieu of foreclosure; town with new owner's

cooperation has obtained environmental assessment grant of site; Phase I

and II assessments completed; Phase III assessment completed; Remedial

Action Plan prepared. **Building demolished by owner.**

9. Larsens Hardware Property (144 Poquonock Avenue)

Property had been listed; proposal for purchase for redevelopment rejected in 2010; not currently on the market

10. Combustion Engineering Site (2000 Day Hill Road)

Demolition of ABB buildings complete; Concept plan, new zoning regulations and subdivision for mixed-use village approved by TPZ;

residential developer agreement is pending; Plan amendments and

resubdivision approved for Phase 1; Great Pond form-based code

amendments approved; Phase 1 site transferred and construction of 230

apartment units has begun; **first 50 units received CO; tenants moving in.**

11. Former Printing Express Site (20-26 Poquonock Avenue) property

purchased by Mohan Sachdev (06/2013); residential units vacated; owner

contemplating redevelopment for new residential units; town with new

owner's cooperation obtained environmental assessment grant for the

site; Phase I and II assessments completed; Buildings demolished; Phase III

assessment completed; Remedial Action Plan prepared.

**Priority
Redevelopment
Properties
Policy**

Town of Windsor, Connecticut
Priority Redevelopment Properties List and Policy
December, 2002

I. INTRODUCTION

The Town of Windsor has determined that there are certain vacant or underutilized sites in Windsor that need focused-attention from the Town government. A number of these sites are in Windsor Center and the Wilson neighborhood and are therefore crucial to the future of our community. Many of these sites play into the public's perception about the community.

There is a window of opportunity to attract investment to these sites. In addition, when opportunities arise, it is important to have programs in place so the Town can act quickly.

It is in the public interest to encourage the timely and appropriate redevelopment of these properties.

II. LIST ADOPTED

The Priority Redevelopment Properties List attached hereto as Attachment A is hereby adopted.

Inclusion of a property on this list does not confer any right to any incentive program. It does establish which properties are eligible to apply for certain programs including the Tax Increment Financing Policy. After a property is listed, each development proposal must be reviewed and approved according to the particular program requirements.

III. PROCEDURE FOR ANNUAL REVIEW, ADDITIONS AND DELETIONS

The following procedure will be followed to add to or delete from the Priority Redevelopment Properties List.

1. Annual Review. The Economic Development Commission shall review the adopted list annually and report to the Town Council its recommendations for additions or deletions from the list at the Council's first meeting in December.
2. Specific Requests. The Town Council, Economic Development Commission, Town Manager, any citizen or property owner may initiate a request to add or delete a property or properties at any time. Each such request shall be reviewed by the Economic Development Commission according to the criteria as set forth below. The Commission shall then forward its recommendation to the Town Council.
3. Town Council Final Determination. The Town Council shall make the final determination regarding all additions or deletions to the list.

IV. CRITERIA

The Town of Windsor will consider a property for inclusion on the Priority Redevelopment Properties List only if at least four (4) of the following criteria are met:

- 1) Visibility (location on a heavily traveled roadway and public's awareness of site)
- 2) Pending opportunities related to the site
- 3) Present blighting condition – nuisance, environmental issues, poor access, problems of ownership
- 4) Potential multiplier effects
- 5) Level of difficulty to redevelop without assistance
- 6) Potential costs to the Town of not acting
- 7) Length of time on the market (more than 24 months)

Town Council
Resignations/Appointments/Reappointments
January 21, 2020

Resignations

None

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

A. One Democratic Member

Board of Assessment Appeals

Four year term to expire November 30, 2023 or until a successor is appointed

(Milo Peck - reappointment)

“MOVE to REAPPOINT Milo Peck as a Democratic Member to the Board of Assessment Appeals for a four year term to expire November 30, 2023 or until a successor is appointed.”

B. One Democratic Member

Commission on Aging & Persons with Disabilities

Three year term to expire January 31, 2023 or until a successor is appointed

(Kathryn Roby - reappointment)

“MOVE to REAPPOINT Kathryn Roby as a Democratic Member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2023 or until a successor is appointed.”

C. One Republican Alternate Member

Conservation Commission

Five year term to expire November 30, 2024 or until a successor is appointed

(Nigel Pepin – resigned - VACANT)

“MOVE to APPOINT Ayse Adams as a Republican Alternate Member to the Conservation Commission for a five year term to expire November 30, 2024 or until a successor is appointed.”

D. One Democratic Alternate Member (Resident)

Historic District Commission

Two year term to expire October 14, 2021 or until a successor is appointed

(Marcia Hinckley - reappointment)

“MOVE to REAPPOINT Marcia Hinckley as a Democratic Alternate Member (Resident) to the Historic District Commission for a two year term to expire October 14, 2021 or until a successor is appointed.”

E. One *Democratic* Member

Human Relations Commission

Three year term to expire May 31, 2022 or until a successor is appointed

(Leonard Swade - reappointment)

“MOVE to REAPPOINT Leonard Swade as a Democratic Member to the Human Relations Commission for a three year term to expire May 31, 2022 or until a successor is appointed.”

F. One *Unaffiliated* Member

Public Building Commission

Three year term to expire November 30, 2022 or until a successor is appointed

(James Bennett - reappointment)

“MOVE to REAPPOINT James Bennett as an Unaffiliated Member to the Public Building Commission for a three year term to expire November 30, 2022 or until a successor is appointed.”

G. One *Democratic Alternate* Member

Town Planning & Zoning Commission

Two year term to expire November 11, 2021 or until a successor is appointed

(Lawrence Jaggon - reappointment)

“MOVE to REAPPOINT Lawrence Jaggon as a Democratic Alternate Member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2021 or until a successor is appointed.”

H. One *Independent Alternate* Member

Town Planning & Zoning Commission

Two year term to expire November 11, 2021 or until a successor is appointed

(Margaret Harvey - reappointment)

“MOVE to REAPPOINT Margaret Harvey as an Independent Alternate Member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2021 or until a successor is appointed.”

I. One *Republican Alternate* Member

Town Planning & Zoning Commission

Two year term to expire November 11, 2021 or until a successor is appointed

(Alexander Correia - resigned - VACANT)

“MOVE to APPOINT Mark Ferraina as a Republican Alternate Member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2021 or until a successor is appointed.”

- J. One *Republican* Member
Windsor Housing Authority
Five year term to expire July 31, 2024 or until a successor is appointed
(Ricky Reed – resigned - VACANT)

“MOVE to APPOINT Charles Jackson as a Republican Member to the Windsor Housing Authority for a five year term to expire July 31, 2024 or until a successor is appointed.”

- K. One *Republican* Member
Youth Commission
Three year unexpired term to expire September 30, 2020 or until a successor is appointed
(Andrea Davila – resigned - VACANT)

“MOVE to APPOINT Jeremy Halek as a Republican Member to the Youth Commission for a three year unexpired term to expire September 30, 2020 or until a successor is appointed.”

- L. One *Republican* Member
Zoning Board of Appeals
Four year term to expire November 14, 2023 or until a successor is appointed
(Joseph Breen - reappointment)

“MOVE to REAPPOINT Joseph Breen as a Republican Member to the Zoning Board or Appeals for a four year term to expire November 14, 2023 or until a successor is appointed.”

- M. One *Unaffiliated* Member
Zoning Board of Appeals
Four year term to expire November 10, 2022 or until a successor is appointed
(Robert Griffiths - reappointment)

“MOVE to REAPPOINT Robert Griffiths as an Unaffiliated Member to the Zoning Board of Appeals for a four year term to expire November 10, 2022 or until a successor is appointed.”

Names submitted for consideration of appointment

None



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
JANUARY 6, 2020
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

Deputy Mayor McAuliffe led the group in prayer.

3) PLEDGE OF ALLEGIANCE

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

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Eric Weiner, 76 Palisado Avenue wished everyone a Happy Holiday and New Year. He supports the resolution to enhance tax benefits to volunteers in town. He wanted to make the Council aware that on the first night of Chanukah, the Mayor opened up Bart's for a community celebration which involved lighting the Menorah. There were 30-40 people there. It was a wonderful evening. However, it was not advertised because the organizers were afraid of publicizing this event due to the political environment in the country and the attacks during Chanukah. He felt that an organization should never fear advertising this type of event due to fear of criminal action.

Beth Caruso, 147 Pleasant Street, had a conversation with Eric to support him and the Jewish community. Windsor has a very wonderful and recent history of tolerance and we should continue to be that way.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education

Ayana Taylor, Board of Education, gave the following report:



Dr. Cooke recently announced that Christopher Fulton has been named the new athletic director for Windsor Public Schools. Mr. Fulton comes to Windsor from Capital Preparatory Magnet School in Hartford, where he has worked as the Athletic Director, among other roles, since 2005. He has been an English teacher, head football coach and most recently, assistant principal.

Mr. Fulton has been a long time resident of Windsor and is very excited about the opportunity to "come home" to work. He had previously taught English at Sage Park Middle School. He is looking forward to building on the great traditions of Windsor's athletic programs. Christopher Fulton will begin work in Windsor at the end of January 2020.

The students and staff at our schools and central office collected hundreds of jars of peanut butter and jelly over the month of November. The jars were delivered to the Windsor Food and Fuel Bank. Central office staff also sponsored two families through Project Santa.

Due to the interest and generosity of Windsor town residents, the Superintendent of Schools, Dr. Cooke, had Windsor Food Service create a meal donation fund account. Interested donors may contact the Food Service Department with questions and donations. Monies will be distributed at the discretion of the Superintendent or his designee. Principals, school counselors and school social workers will also help with the distribution of funds. All information pertaining to this fund is confidential. The district recently received an anonymous \$5,000 donation bringing the total in the account to \$6,800.

Deputy Mayor McAuliffe asked about the food program and how many students are in need. Ms. Taylor said they don't have an actual total right now. They are in the midst of figuring that out, however, it is nowhere near the amount stated. This money will help students that are in default and cannot pay for lunch.

7) TOWN MANAGER'S REPORT

Dr. Martin Luther King, Jr. Celebration – January 20, 2020

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Dr. Martin Luther King, Jr. celebration for the community on Monday, January 20, 2020, from 2:00 PM to 3:30 PM in the council chambers of town hall. All are welcome to attend. For questions, please contact the church office at 860-688-5225.

Also, Town Offices will be closed on January 20, 2020 due to the holiday.

Winter Parking Rules

Just a reminder that until April 15th, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM and no parking on any street during a snow or ice storm that has been in progress for one hour or more. Also, please do not leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

When the snow arrives this year, please remember that the town ordinance requires all property owners to clear snow from the sidewalk (and fire hydrants if there is one on your property) within 12 hours after the storm.

Blood Pressure Screenings

The Health Department will be sponsoring several Blood Pressure Screenings as well as six 2-hour educational sessions over the Winter and Spring 2020. Blood Pressure Screenings will be held from 10:30 AM to noon on the first Wednesday of each month. The first screening is this Wednesday at the L.P. Wilson Community Center. You do not need to register for the screenings.

Educational sessions will be on the second Wednesday of the month starting on February 12th at Town Hall. The sessions will start at 6:30 p.m. Topics will include Blood Pressure Classifications and the Importance of Blood Pressure Control, Self-Measurement of Blood Pressure, Lifestyle modifications, etc. For more information and to register go to townofwindsorct.com/health or call 860-285-1824.

Coyote and Fox Sightings

In the past several days there have been sightings of coyotes and foxes during the day in the Rood Ave, Ford Road and Custer Drive neighborhoods. Animal Control Officer Brian Davis will canvas the neighborhoods to provide informational material so residents are aware of what steps to take should they see wildlife in their neighborhoods.

Residents should call police immediately if they see any of these animals behaving abnormally or if they are posing an immediate public threat.

Here are some links provided by the CT Department of Energy and Environmental Protection that give guidance on coyotes, fox and bears:

Coyotes: https://www.ct.gov/deep/cwp/view.asp?a=2723&q=325936&deepNav_GID=1655

Fox: https://www.ct.gov/deep/cwp/view.asp?a=2723&q=325940&deepNav_GID=1655

Bears: https://www.ct.gov/deep/cwp/view.asp?a=2723&q=325930&deepNav_GID=1655

This information and DEEP links will be posted on the town's website and through various social media platforms.

Rail Crossing – Quiet Zone Public Information Meeting

On December 19th a public information meeting regarding Quiet Zone Designation for rail crossings was held here at Town Hall. Approximately two dozen residents attended and heard presentations from the Federal Railroad Administration as well as the Connecticut Department of Transportation.

The process to pursue a Quiet Zone Designation from the Federal Railroad Administration can be rather complex and lengthy. Therefore, it is my recommendation that the town secure proposals for technical assistance from engineering consulting firms that have experience with this type of work. It is expected the work will include evaluating each of the seven crossings as to the current safety measures in place and identify what additional improvements might be needed to meet Federal Quiet Zone regulations. Additional services may involve assisting the town in discussions with Amtrak and the CT DOT.

Staff will be soliciting technical assistance proposals over the next several weeks.

Fiscal Year 19 Independent Financial Audit

The FY 19 independent financial audit performed by RSM US LLP has been completed and submitted to the State of Connecticut prior to the end of the calendar year.

Hard copies have been distributed to the Council.

An auditor's management letter was not issued as there were no material findings or recommendations by the auditors.

As in years past, I look forward to reviewing the reports with the Finance Committee and the external auditor at the Committee's convenience.

MDC Invoice Changes

This month the Metropolitan District Commission (MDC) is implementing a major upgrade to their computer operating system. In order to prepare to switch from the current system to the new one, billing cycles have been adjusted, which resulted in some customers receiving invoices earlier than usual in December.

Also starting this month, MDC water customers will notice a new look to their bill. The new format will show past usage and new payment options. Also, customer account numbers will be changed.

Health Department Offering Flu Shots

Come and get your flu shot. There are still plenty available. The flu shot is your best protection to avoid getting influenza. Remember to bring your insurance card with you when you come. If you don't have insurance, the cost will be \$30 cash. To schedule an appointment, call the Health Department at 860-285-1823 or go online to learn more at <https://townofwindsorct.com/health> and click on the 'get your flu shot' advertisement.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler stated he was at the December 19th meeting regarding designating Windsor as a 'quiet zone'. He felt the previous meetings had residents stating their frustrations without anything being remedied. The difference between prior meetings and this meeting is that he believes the residents came out of the meeting with a plan of action. They also understand that it won't be a short process. Later on under 'New Business' we will be voting on increasing the tax exemption for the firefighters and he is wholeheartedly in favor of that.

Councilor Black-Burke wanted to thank the Town Manager for his attention to the item that she brought forward. She wanted to share with those watching at home how important it is to have the ear of one of the councilors so they can share concerns and move them forward. She added that she is in favor of the vote that will take place regarding the volunteer firefighters. She extended a Happy Three Kings Day to those that celebrate that holiday.

Councilor Rampulla Bress is saddened to hear about the fear associated with the meeting at Bart's. She thinks it's a wonderful thing that the citizen brought this to everyone's attention. She thinks it is important for the Council and Police Department to consider some type of outreach to community groups that might feel threatened in some way. She added that she and Councilor Jepsen attended the CCM convention in December and thanked the town and Town Manager for that opportunity. She was able to go to budgeting workshops and to go to workshops on Strategies for Fearless Community Engagement. She looks forward to sharing the information she learned with her fellow councilors.

Councilor Govoni - None

Deputy Mayor McAuliffe addressed what the two citizens brought up. He remembers when the mosque attacks happened in New Zealand. He said the Police Department was very proactive in making sure that the children at the Madina Academy felt safe and were safe in their place of worship. He felt it was more proactive at that time. He hopes that in the future that the 'ask' wouldn't have to happen but rather the offer from the Police Department would go out to a group that would want to worship. Town Manager Souza added that for all the years that he's been in town (20 years), police department administration has been proactive in that effort.

Councilor Tustin - None

Councilor Jepsen wished everyone a Happy New Year. He added that he is sorry that people feel afraid because of something that happened in New York City, but he feels we have a safe town.

Mayor Trinks said that on behalf of the Council, he'd like to welcome home Major Cheryl Mead of the 103rd Airlift Wing. On Saturday there was a ceremony for Ms. Mead at the National Guard hanger where she was given a medal for her work. It was a nice ceremony.

Councilor Wilkos wished everyone a Happy and Healthy 2020.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – The committee met on January 2nd and is proposing many reappointments and appointments for the Council's review at tonight's meeting.

Health & Safety Committee - None

Special Projects Committee - None

Town Improvements Committee - None

Finance Committee - None

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None**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

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to introduce an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS.'

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

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. Eligible volunteers can earn up to that \$1,000 value based on various standards related to categories such as length of service, training hours, and percent of response to calls. It is weighted at 25% for each of those categories, so it's not a straight \$1,000.

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 maximum, 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.

Before the Council tonight is a multi-fold proposal. First to increase the maximum benefits from \$1,000 to \$1,500 and then after the July 1, 2021 time frame to increase it up to \$2,000.

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.

Mayor Trinks wanted to confirm this is a reduction in their tax liability to the town. Town Manager Souza stated that yes as long as they meet the requirements.

Fire Chief, Bill Lewis, stated that he received a question about a 'tactical' member being eligible for the tax exemption. He explained that every member of the department is considered 'tactical'. There is only one member that is not tactical. He is strictly administrative and cannot respond to fires or drive apparatus.

Chief Lewis added they've increased training hours in order to align it more with the standard operating guidelines, which under 'membership' states you have to reach 50% of your training hours or you can get thrown out of the department.

Councilor Rampulla Bress asked if this is attainable by the volunteers. Chief Lewis responded, yes it is. There are plenty of opportunities for the volunteers to get their training hours. This also gives members that are close to attaining their exemption an opportunity to move closer towards it.

Councilor Jepsen asked if veterans get \$1,000 off as part of another program (veterans program) are these benefits stackable where they would get a possible \$3,000 tax exemption. Town Manager Souza replied that yes they are as long as they meet the requirements of the programs. Councilor Jepsen asked if this benefit carries over to the spouses. Town Manager Souza said that it does not.

Councilor Rampulla Bress wanted to clarify for the public that the veterans tax benefit is not \$1,000. It comes out to be less than that.

Motion Passed 9-0-0

- b) Set a Public Hearing for January 21, 2020 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

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, 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.

Motion Passed 9-0-0

c) Approve Amendments to the Town Forester position description

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Wilkos, that the job description for the position of Town Forester be amended and approved as amended.

Amelia Bliss, Director of Human Resources and Bob Jarvis, Director of Public Works/Town Engineer gave an overview of the item.

Ms. Bliss stated 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.

Ms. Bliss said 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.

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

Earlier today, Councilor Govoni requested that there be an update to the language under the 'special requirements' section of the position description. Councilor Govoni stated that under the heading 'special requirements' it states *"Must have and maintain Arborist's License and/or Tree Warden's Certificate and be able to obtain a pesticide applicator's license if required"*. Councilor Govoni is requesting that the language be changed to read, *"Must be a licensed or qualified tree warden and be able to attain a custom grounds government pest control license if required."*

A friendly amendment was made by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to change the wording as follows under special requirements: *"Must be a licensed or qualified*

tree warden and be able to attain a custom grounds government pest control license if required."

Councilor Dobler asked about the phrase 'must have and maintain an Arborist's license' in comparison to 'must be a licensed Arborist.' If you have that license can you ever lose it? Councilor Govoni stated that you need to get continuous education and annual training with the State of Connecticut in order to maintain and keep the license.

Councilor Dobler stated that we are taking 'maintain' out of the language. So, what's to keep a person from having the license and then once they're on the job losing it? Councilor Govoni stated that per the position description, you must be a licensed Arborist to keep the job.

Councilor Black Burke commented that there must be some type of notification. She used the example of being a Claims Adjuster in the State of Connecticut. If you don't go through the proper maintenance, you lose your license automatically. A notification then gets sent to the proper channels that you no longer have that license. She asked if that is the same type of situation for the Arborist. Councilor Govoni replied that for an Arborist it is.

Councilor Jepsen asked if an Arborist should lose their license would the union be against their being removed from the position. He added that's the real issue, how do you get rid of someone who doesn't keep up with the requirements? Ms. Bliss stated that per the job description if you don't meet the requirements for any reason, then you're not qualified to maintain the job. The way we would navigate the union piece is that we'd work with them to come to some resolution.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

Councilor Rampula Bress stated there are 14 names being submitted for the Town Council's consideration tonight. The Council has two weeks to review those names and bring up any questions and concerns. There will then be a vote at a subsequent Town Council meeting on those 14 proposed appointments.

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the December 16, 2019 Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the December 16, 2019 Town Council meeting.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION – None



17) ADJOURNMENT

MOVED by Councilor Wilkos, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 8:27 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary