



Council Agenda

**Council Chambers
Windsor Town Hall
February 18, 2020**



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
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
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Consideration of financial assistance to the Windsor Volunteer Ambulance Association
(Town Manager)
 - b) Discussion regarding creation of a committee on sustainability efforts (Councilor Bress)
 - c) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."
(Town Manager)



- d) *Set a Public Hearing for March 2, 2020 at 7:20 PM (prevailing time) to hear an ordinance entitled "AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- e) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION." (Town Manager)
- f) *Set a Public Hearing for March 2, 2020 at 7:20 PM (prevailing time) to hear an ordinance entitled "AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION." (Town Manager)
- g) *Set a Public Hearing for March 2, 2020 at 7:20 PM (prevailing time) regarding the construction of Island Road and Batchelder Road sidewalks per Section 15-33 of the *Windsor Code of Ordinance* (Town Manager)
- h) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- i) *Set a Public Hearing for March 2, 2020 at 7:20 PM (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- j) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- k) *Set a Public Hearing for March 2, 2020 at 7:20 PM (prevailing time) to hear an ordinance entitled "AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)



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- l) *Approve a resolution to participate in Regional Performance Incentive Program through the Capital Region Council of Governments (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the February 3, 2020 Public Hearing (FY 21 Budget)
- b) *Minutes of the February 3, 2020 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: February 18, 2020

To: Honorable Mayor and Members of the Town Council

From: Peter Souza, Town Manager 

Subject: Windsor Volunteer Ambulance Association Financials

Background

The Windsor Volunteer Ambulance Association is a private not-for-profit entity that provides emergency medical response and transportation to the Windsor community. There are over 4,000 calls for emergency medical service (EMS) per year in the town. The ambulance association, along with the Police Department, responds to these calls. If the association does not have personnel available, an outside EMS agency is requested to respond.

Revenues are primarily from Medicare, Medicaid, insurance providers and private payers. The association is presently experiencing a cash flow issue as well as forecast to have a negative year end variance. The goal of this agenda item is to request the Town Council consider providing financial assistance to the ambulance association for the remainder of fiscal year 2020.

Discussion/Analysis

Financial reports indicate that nearly all of WVA's available cash through the first seven months of the year has been utilized. They are requesting town assistance in terms of cash flow to meet upcoming payroll and other expenditures starting in March through the remainder of the fiscal year.

Finance Department staff have reviewed the association's current financial position and based on the past seven months of revenues and expenditures, it is projected that revenue will be \$125,000 to \$130,000 less than expenses.

There are several factors contributing to the current cash flow issue and the projected year end shortfall. First, there is a 'structural challenge' relative to annual operating expenditures and the reimbursement rate from health insurance programs such as Medicare and Medicaid. For example, WVA is paid a set rate for calls involving persons covered by Medicare and/or Medicaid. In many cases, this payment rate is not enough to compensate WVA's actual costs. Approximately 73% of the EMS calls involve persons covered by Medicare or Medicaid. This can also be the case with the various hospitals which establish a set contract rate for certain types of advanced and basic life support calls for service. Additionally, the ability to recruit and retain qualified EMS personnel has been increasingly difficult across the region. This has a negative impact on the financials, as existing staff are required to work overtime at a higher cost than the regular pay scale combined with the need to rely on outside EMS agencies when a Windsor ambulance crew is not available due to multiple calls or limited staffing levels. In this case, the revenue is lost to the outside EMS agency.

Financial Impact

The ambulance association currently is projected to have a \$125,000 to \$130,000 shortfall at the end of FY 2020. In addition, the association does not have adequate cash resources available to meet operating obligations as of the first week of March. Therefore, it is recommended the Town Council consider a supplemental appropriation in the amount of \$130,000 to allow the association to meet upcoming payroll and operating expenditures starting in March and through the remainder of the fiscal year. Town staff will continue to work closely with the association to monitor revenue and expenditures on a bi-weekly basis.

Recommendation

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

“MOVE to approve an appropriation of \$130,000 from the Unassigned General Fund Balance to provide financial assistance to the Windsor Volunteer Ambulance Association to meet fiscal year 2020 operating expenses.”

Certification

I hereby certify that there is \$130,000 in the Unassigned General Fund Balance to fund the above appropriation.




James Bourke
Finance Director

Agenda Item Summary

Date: February 18, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Poquonock School Parking Lot Improvements – Request for Construction Funds

Background

There are currently 64 formal parking places on the north side of the Poquonock School available for staff, family and community members. These parking areas are accessed from Oxcart Drive. Buses enter and exit at the drop-off circle on the west side of the school from Poquonock Avenue.

In addition to the increased parking demands, the current onsite traffic flow does not meet the needs of staff, visitors, parents, buses, and other vehicular traffic. Consequently, student drop-off/pickup movements are compromised and create an unsafe interaction between buses, passenger cars and pedestrians. Also, passenger cars have historically parked in 'No Parking' areas along Oxcart Drive creating an unsafe condition within the street's right-of-way.

Engineering staff collaborated with Board of Education staff during the preparation of design and construction documents to ensure that the safety and efficiency of traffic operations at the school were addressed.

Discussion/Analysis

The proposed project would: a) relocate the existing playground area along Poquonock Avenue to the open field south of the school building; b) construct a new parking area in the vicinity of the current playground, providing 50 staff parking spaces; c) reconfigure the existing parking area at the northwest corner of the school site to provide a more efficient parking and small bus drop-off area; and d) reconfigure the northeast parking area to provide a more effective parking space and parent drop-off pattern.

The project includes an add-alternate item to construct an additional 9 parking spaces in the island on the Poquonock Avenue bus drop-off area. The estimated cost of the add-alternate is \$24,000. The design accommodates a total of 117 spaces which is a net increase of 53 spaces.

The new parking lot would have a full-depth pavement structure that has been designed in accordance with the recommendations of a geotechnical investigation. Storm drainage improvements will be constructed to collect and route rainfall runoff from the new parking area. The existing parking lots, on the north side of the building, will have the pavement milled to a two inch depth and replaced with new pavement. Pavement striping will clearly delineate the parking areas and the traffic flow patterns.

As part of the project the existing playground and the hard surface play will be relocated to the east of their current locations. The estimated project budget includes \$50,000 for the relocation of the current

playground. The Poquonock School Parent – Teacher Organization (PTO) has approached both school and town administrators with a request to construct the new play-scape that includes elements that are accessible for children with disabilities. Preliminary estimates for such improvements are a minimum \$50,000 above the current \$50,000 allocated in the budget. The parent organization has reportedly raised approximately \$12,000 toward the cost of playground improvements.

Financial Impact

The breakdown of project costs are:

Construction	\$500,000	(with playground allocation & add-alternate)
Testing/Inspection	5,000	
Contingency	50,000	
<u>Bonding Cost</u>	<u>5,000</u>	
Total	\$560,000	

This project is in the Capital Improvements Program (CIP) for the current fiscal year. The CIP allocated \$526,000 for the project.

Bonding authorization in the amount of \$560,000 is being requested at this time. The average annual debt service based on a 20 year term and a 3.5% interest rate is \$40,000.

Other Board Action

The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of February 11, 2020.

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 the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ 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) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’.”

3) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on March 2, 2020 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’.”

And

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

Attachments

Bond Ordinance

Site Plan

AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate FIVE HUNDRED SIXTY THOUSAND DOLLARS (\$560,000) for costs in connection with Poquonock Elementary School parking lot improvements, including an increase in the number of parking spaces by relocating the existing playground on the southwest corner of the school into the field and away from Poquonock Avenue, redesign of the existing playground area into a parking area, modification of the existing parking area on the northwest corner of the school and code compliance improvements for parking and for buses to enter and exit, and modification of the north parking area by redesigning the area to become a two lane one way student pickup and drop off area, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Director of Public Works is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed FIVE HUNDRED SIXTY THOUSAND DOLLARS (\$560,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed FIVE HUNDRED SIXTY THOUSAND DOLLARS (\$560,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

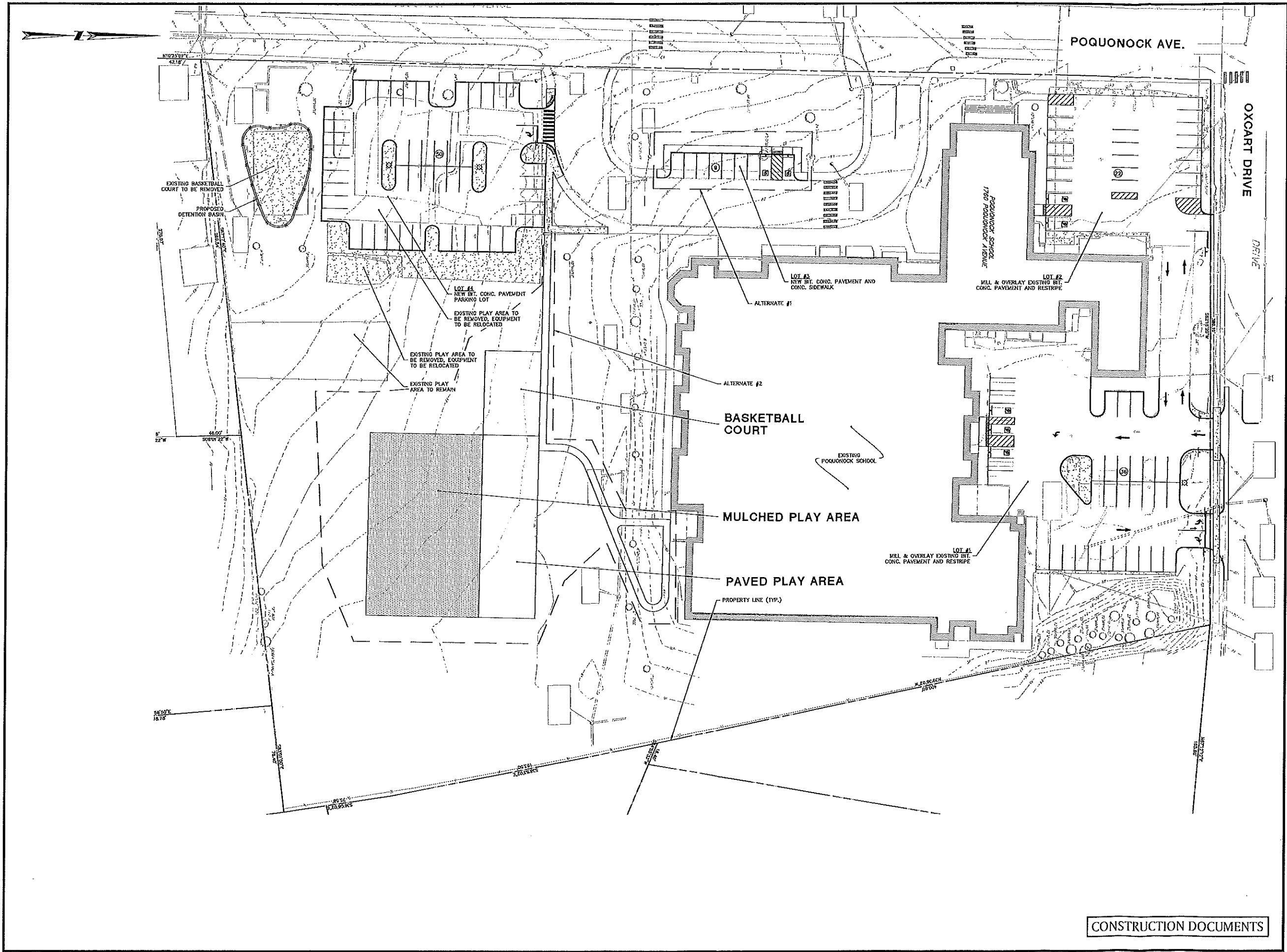
Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date



ROBERT NEWTON, PE
No. 20662

PARKING LOT
ADDITIONS &
RENOVATIONS

POQUONOCK SCHOOL
IN
WINDSOR
CONNECTICUT

OVERALL SITE PLAN

JANUARY 22, 2020

REVISIONS:

PREPARED FOR:
TOWN OF WINDSOR
275 BROAD STREET
WINDSOR, CT 06095

BSC GROUP

300 Winding Brook Drive
Glastonbury, Connecticut 06033
860 652 8227

© 2020 BSC GROUP, INC.
SCALE: 1" = 30'

0 15 30 60 FEET

FILE: 8374104-LM.DWG
DWG. NO:
JOB. NO: 83741.04

OV-1.0

CONSTRUCTION DOCUMENTS


PARKING LOT ADDITIONS & RENOVATIONS - JANUARY 22, 2020

Agenda Item Summary

Date: February 18, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Island Road/Batchelder Road Rehabilitation

Background

Island Road is an aging roadway that connects Broad Street to Batchelder Road near the Loomis Chaffee campus. The pavement structure is composed of numerous lifts of pavement, installed over many decades. A geotechnical investigation showed that the base appears to be adequate in most areas. However, the pavement has deteriorated and is raveling at the edges, pot holes are prevalent throughout, and the bituminous curbing is broken and misaligned.

The section of Batchelder Road within the project limits extends southerly from its intersection with Island Road to the intersection near the tennis courts at the Loomis Maintenance Road. This area of Batchelder Road pavement is also worn and deteriorated with cracking throughout.

Discussion/Analysis

The project includes the rehabilitation of the existing pavement, replacement of curbing and minor drainage improvements on Island Road. Batchelder Road will be milled and overlaid with 2" of new pavement. Minor drainage improvements will also be performed.

It is also proposed to install approximately 550' of new 5' wide concrete sidewalk, from Broad Street to the vicinity of the railroad crossing. Staff has received a commitment from Loomis Chaffee to contribute \$68,000 for the installation of the sidewalk, including stakeout, clearing, installation and turf restoration, as well as reconstruction of an existing sidewalk segment at the east end of Island Road.

Town Council will be requested to conduct a public hearing and approve the addition of the new sidewalk segment, in accordance with Section 15-33 of the *Windsor Code of Ordinances*.

If the project is approved, construction is proposed for June, 2020. This schedule has been reviewed by Loomis Chaffee staff and will not negatively impact their summer operations.

Financial Impact

The breakdown of project costs are:

Construction	\$ 344,000
Inspection and Testing	27,000
Contingency	37,000
<u>Bonding</u>	<u>5,000</u>
Total	\$ 413,000

The Loomis Chaffee School has committed to provide \$68,000 to fund the new and reconstructed sidewalk segments on Island Road.

Project authorization in the amount of \$413,000 is requested. After accounting for the Loomis Chaffee contribution, we would plan to bond \$345,000. The average annual debt service is estimated to be \$24,300 based on a 20 year term and a 3.5% interest rate.

Other Board Action

The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of February 11, 2020. The Commission also voted to refer the project to Town Council for approval under Section 15-33 of the *Windsor Code of Ordinances*.

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 the ordinance entitled, “AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION.” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED that a Public Hearing be set for March 2, 2020 at 7:20 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION.”

And

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

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate FOUR HUNDRED THIRTEEN THOUSAND DOLLARS (\$413,000) for costs in connection with the rehabilitation of the existing pavement, installation of new curbing and drainage improvements on Island Road, and related improvements. The appropriation may be spent for design and construction, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Director of Public Works is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$345,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$345,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised


Effective Date

Agenda Item Summary

Date: February 18, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Island Road Construction of New Sidewalks

Background

The improvements proposed for the Island Road reconstruction project include the rehabilitation of the existing pavement, replacement of curbing and minor drainage improvements on Island Road. Staff is also proposing the installation of approximately 550' of new 5' wide concrete sidewalk, from Broad Street to the vicinity of the railroad crossing. Staff has received a commitment from Loomis Chaffee to fund the installation of the sidewalk.

Staff is respectfully requesting that Town Council conduct a public hearing and approve the addition of new sidewalk, extending from Broad Street, approximately 550' easterly to the vicinity of the rail crossing, in accordance with Section 15-33 of the *Windsor Code of Ordinances*.

Discussion

The project design has incorporated sidewalk improvements within the scope of work. All new sidewalks will be located within the town's right-of-way of Island Road.

Staff is requesting that Council set a public hearing in accordance with Section 15-33 of the Windsor Code of Ordinances regarding the approval of the new sidewalk section for construction.

Other Board Action

The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of February 11, 2020. They also voted to refer the project to Town Council for approval under Section 15-33 of the *Windsor Code of Ordinances*.

Recommendations

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

"RESOLVED that a Public Hearing be set for March 2, 2020 at 7:20 p.m. (prevailing time) pursuant to Section 15-33 of the Code of Ordinances to hear public comment on the proposed new sidewalk segment on the south side of Island Road."

And

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

Attachments


None

Agenda Item Summary

Date: February 18, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2021 Stormwater Management Improvement Project

Background

The Stormwater Management Program is an ongoing multi-year program to improve the condition of the town's storm sewer system, develop a plan to reduce the amount of pollutants that enter the stormwater system, and reduce the backlog of requests and complaints from residents regarding needed improvements to the storm sewer system. The purpose of this agenda item is to request Council funding for the design and construction of planned FY 2021 stormwater projects.

Discussion/Analysis

Stormwater management projects planned for FY21 vary in scope and may include items such as replacing old or damaged drainage structures, addressing problematic drainage issues by expanding the drainage network, repairing outfalls, dredging stormwater basins and ponds, and repairing and stabilizing sections of watercourses in town. Other initiatives to be taken with this funding include developing and implementing a program to reduce pollutants entering the storm sewer system, developing and implementing other pollution prevention initiatives as required by the CT DEEP's MS4 General Permit.

In previous years, stormwater monies were used to breach and repair Whipple Pond Dam and repair areas near the River Trail at the Palisado Bridge. It was also used to continue the repair program for Decker's Brook and to fund materials, supplies and rental equipment needed by the Department of Public Works (DPW) staff to complete a variety of outfall improvements, slope stabilization and detention basin improvements throughout town.

Currently, staff has identified the following potential work for FY 21:

- Decker's Brook Channel Maintenance and Improvements
- Culvert extension at 72 Mack Street
- Materials for DPW stormwater projects
- Outfall Improvements
- Detention Basin Improvements

Financial Impact

The requested FY 20 bonding amount is \$325,000 including issuance costs. The average annual debt service on \$325,000, based on a 20 year term at a 3.5% interest rate, is \$23,000.

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 the ordinance entitled, “AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED that a Public Hearing be set for March 2, 2020 at 7:20 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

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

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH THE STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000) for costs in connection with various stormwater management improvements throughout Town, including engineering evaluations, the purchase of stormwater construction materials, repairs of the stormwater system such as outfall improvements at historic areas of concern, watershed analyses, maintenance and repairs to Decker's Brook, detention basin improvements, video inspection of drainage systems and activities required for compliance with the town's MS4 General Permit, and other related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, land and easement acquisition, printing, legal fees, net interest on borrowings, and other expenses related to the project and its financing. Prior to any expenditure thereon, each element of the project must be (a) referred to the Town Plan and Zoning Commission for approval or a report pursuant to C.G.S. Sections 8-24 or (b) the subject of a letter from Town Planner to the effect that a C.G.S. Section 8-24 review is not required. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date


_____ B

Agenda Item Summary

Date: February 18, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Moorlands/Lennox Avenue Stair Replacement – Request for Construction Funds

Background

A concrete stairway connects the sidewalk on Lennox Avenue with the Moorlands, a residential development at the end of Crest Drive. This access way is used by the neighborhood when going to the adjacent Washington Park and Windsor Center area. It is also used by school students to go from their Windsor Center homes to the high school and junior high school.

The stairway and the bituminous concrete path at the top of the stairway are in poor condition and need replacement. The concrete stairs are spalled and deteriorated, the railing is failing, the storm drainage system is inadequate and the path at the top of the stairs has an excessive grade.

Discussion/Analysis

The stair and walkway replacement project will provide new pre-cast concrete stairs, cast-in-place concrete landings, galvanized pipe rails, enhanced storm drainage and improved grading of the path at the top of the stairs. If approved, the work will take place during the summer to minimize impact to students using the path.

Financial Impact

The breakdown of project costs are:

Construction	\$ 150,000
Testing and Inspection	8,000
Contingency	15,000
<u>Bonding</u>	<u>2,000</u>
Total	\$175,000

This project is in the Capital Improvements Program (CIP) for the current fiscal year. The CIP had allocated \$176,100 for the project.

Bonding in the amount of \$175,000 is being requested at this time. The average annual debt service based on a 20 year term and a 3.5% interest rate is \$12,700.

Other Board Action

None required

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 the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ 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) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on March 2, 2020 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

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

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000) for costs in connection with the replacement of the concrete stairway and asphalt pathway connecting the sidewalk on Lenox Street with the Moorlands development at the end of Crest Drive, drainage improvements, and related improvements. The appropriation may be spent for design and construction, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Director of Public Works is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised


Effective Date

Agenda Item Summary

Date: February 18, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott Colby, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: State of Connecticut Regional Performance Incentive Grant Program (RPIP)

Background

The State of Connecticut has created an incentive grant program called the Regional Performance Incentive Program (RPIP). The goal of RPIP is to encourage municipalities to jointly participate in projects that will produce measurable “economies of scale.” In the past Windsor benefited from the RPIP with funding that was provided for a fiber optic connection to the Nutmeg Network.

The Office of Policy and Management (OPM) accepts RPIP applications from any Council of Governments (COG), any two or more municipalities acting through a COG, any economic development district(s) or any combination thereof.

With respect to RPIP grants to be awarded in FY 20, the deadline for submitting applications to OPM is February 28, 2020 with local resolutions of participation due by the end of February. The Capital Region Council of Governments (CRCOG) plans to submit several grant proposals before the February deadline. CRCOG is now requesting that each member municipality formally indicate its desire to participate in the proposed RPIP projects by adopting a resolution.

Discussion/Analysis

Of the several RPIP projects that CRCOG submitted to OPM, Windsor would potentially benefit from participation in three of them: (1) Transit Oriented Development Assistance; (2) Regional Economic Development and Marketing Consultant Services; and (3) Region-wide Planimetric Data for Geographic Information Systems. Below is a brief description of each project.

- *Transit Oriented Development (TOD) Assistance:* This grant would provide funding to hire a firm to assist towns along the CTrail and CTfastrak corridor. This firm would work on preparing development concepts and marketing materials for proposed TOD sites. They could assist with RFP reviews and structuring development deals. The consulting firm could also assist CTrail towns without current stations or those in need of a new station to develop RFPs for station-area public private partnerships.
- *Regional Economic Development and Marketing Consultant Services:* This grant request would fund a regional economic development consultant position that would assist the Bradley Development League (BDL), which is a consortium of the four towns surrounding the airport (East Granby, Suffield, Windsor Locks, Windsor) who work together to promote economic development. It is anticipated that each town would receive at least one day of service per week. Some of the duties would include assisting with business retention, expansion opportunities, and marketing efforts towards the BDL target industries (aerospace

manufacturing, financial/insurance, and technology). This consultant would also assist with grant administration efforts.

- *Region-wide Planimetric Data for Geographic Information Systems (GIS)*: This grant request is for updating the region's planimetric data such as the edge of pavement, sidewalks, driveways, trees, and buildings from an airplane flight. They would also leverage existing orthophotography and LIDAR data that is available. This information would be available online through our GIS platform.

Financial Impact

There is no upfront financial cost to the town to participate in any of the three aforementioned grant programs. Windsor can withdraw its participation in the future, with no financial penalty.

Other Board Action

None

Recommendations

If the Town Council wishes for the town to participate via CRCOG in the Regional Performance Incentive grant program, then the following resolution is recommended for approval:

“BE IT RESOLVED that the Windsor Town Council does hereby endorse the following Regional Performance Incentive Program project proposal(s) and authorizes the Town Manager to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program:

- 1) Transit Oriented Development Assistance;**
- 2) Regional Economic Development and Marketing Consultant Services;**
- 3) Region-wide Planimetric Data for Geographic Information Systems.**

Attachments

None

Town Council
Resignations/Appointments/Reappointments
February 18, 2020

Resignations

- A. Accept the resignation of Veronica DeBetham-Taylor from the Commission on Aging & Persons with Disabilities

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

None

Names submitted for consideration of appointment

- A. One Democratic Member
Conservation Commission
Five Year Term to expire November 30, 2024 or until a successor is appointed
(Dominic Decarlo)

“MOVE to REAPPOINT Dominic DeCarlo as an Unaffiliated member to the Conservation Commission for a five year term to expire November 30, 2024 or until a successor is appointed.”

- B. One Unaffiliated Member
Hartford Area Cable Television Advisory Council
Two Year Term to expire December 31, 2021 or until a successor is appointed
(David Raney)

“MOVE to REAPPOINT David Raney as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire December 31, 2021 or until a successor is appointed.”

- C. One Republican Member
Human Relations Commission
Three Year Term to expire March 31, 2021 or until a successor is appointed
(Violet Nahabedian – resigned)

“MOVE to APPOINT Ann McAdams as a Republican member to the Human Relations Commission for a three year unexpired term to expire March 31, 2021 or until a successor is appointed.”

D. One *Republican Alternate* Member

Inland Wetlands and Watercourses Commission

Four Year Unexpired Term to expire March 31, 2021 or until a successor is appointed

(Steven Fraysier – resigned)

“MOVE to APPOINT Dominic DeCarlo as an Unaffiliated Alternate member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2021 or until a successor is appointed.”

E. One *Republican* Member

Wilson/Deerfield Advisory Committee

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

(Nellie Holmes-Mason - resigned)

“MOVE to APPOINT Ann McAdams as a Republican member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2020 or until a successor is appointed.”

F. One *Republican* Member

Zoning Board of Appeals

Four Year Term to expire November 10, 2022 or until a successor is appointed

(Loretta Raney)

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



**Town Council
Council Chambers
Windsor Town Hall
FEBRUARY 3, 2020
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:17 p.m. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of the public hearing to hear public comments on the FY 2021 budget development.

2) PUBLIC COMMENT

Sally Grossman, 106 Niles Road, and Rebecca Jacobsen, 54 Lighthouse Road, both parents of students at Poquonock School and members of the Poquonock School PTO gave the following comments.

Ms. Grossman stated that this summer Poquonock School will have renovations to its parking lot. The employee parking lot would be moved to where the existing playground is and the playground would have to be moved. Unfortunately, the existing playground can't just be moved to a new area, but would have to be replaced. The cost for a new playground is much greater than anticipated. Ms. Grossman hoped that the new playground could be more accessible to students with different needs or abilities.

Ms. Jacobsen stated that more accessibility to the playground would benefit Windsor. She stated that the school is the most easily accessible playground in town. Having a more accessible playground would behoove us. Ms. Jacobsen noted that in West Hartford, there is an accessible playground called Jonathan's Dream that attracts people far and wide and makes West Hartford look good. We do not have that kind of budget though. She expressed that she wanted this for Windsor.

Ms. Grossman stated that she heard the Town Manager say there was a \$40,000 price tag for the playground. She stated that she worked with various companies to get quotes and \$150,000 would get a playground that isn't crazy. It's not going to be cheap. Ms. Grossman noted that since the parking lot would be getting paved, various areas near where the playground would go would be paved for better accessibility. We are hoping that the town budget includes enough money for a new playground. Ms. Grossman

added that the new playground would not just be wheelchair accessible with ramps and platforms, but it should have sensory boards and items like. She stated it's a bigger process than was realized when they started this endeavor. It is hoped that the Council takes this all into consideration when crafting the budget.

3) ADJOURNMENT

Mayor Trinkis declared the Public Hearing closed at 7:22 p.m.

Respectfully Submitted,

Lisa Ozaki
Recording Secretary



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
FEBRUARY 3, 2020
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 p.m.

Present: Mayor Donald Trinks, Deputy Mayor 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 Tustin led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Tustin 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) Board of Education

Leonard Lockhart, Board of Education, gave the following report to the Council:

- School accountability indexes were received this week. This is about 2 months earlier than last year. Dr. Cooke is pleased to report that the district score increased by 4.2 points and that Windsor is above state average by 1.7 points. The Board will receive a presentation on the school accountability report at a future date. All information is available on Edsight on the CSDE website.
- We were very excited to hear from NASA that through the NASA HUNCH program the one handed tape dispenser created by Windsor High School (WHS) students will be on the international space station. This project has been in the works for a number of years. WHS will be the first school noted in the official design drawings. On Thursday, February 27, 2020, Dr. Florence Gold will visit Windsor High School to check on current HUNCH projects and to recognize the work that the WHS Prototype students did on the tape dispenser and seat track mount in 2017. Dr. Gold is planning to bring with her a storage locker that is bound for the ISS for the students to sign. In order to commemorate

this recognition from NASA HUNCH, a small ceremony is planned for Thursday, February 27 from 11:30 AM to 12:30 PM and will take place in the Windsor High School Media Center. Town Council members are invited to attend. Please contact Deb Maccarone at dmaccarone@windsorct.org if you would like to attend.

- Winter sports are having a great season. Coach Ken Smith received his 600th win on Friday, January 17th against East Hartford with a score of 78-72 in overtime and the Windsor Warriors won over top-ranked East Catholic 48-45 in a state championship rematch on January 28.
- The OFCP is looking for passionate parents, guardians, community members, and businesses to join their District Action Team for Partnership to support families and schools for student success. No experience is necessary. The OFCP is also recruiting mentors for Sage Park, Clover Street and John F. Kennedy schools. Mentoring is linked to improved academic, social and economic prospects for young people, and that ultimately strengthens our community. If interested in either one of these programs, please contact Christina Morales, Coordinator at 860-687-2000, x1284.
- Windsor Public Schools along with Bloomfield, Windsor Locks and Enfield Public Schools sponsored a Regional Legislative Breakfast on January 24, 2020. State Representatives Tom Arnone, Jane Garibay, Brandon McGee, Tami Zawistowski and State Senator Douglas McCrory attended along with approximately 65 others to discuss concerns regarding special education costs and teacher retirement funding. A question and answer period concluded the breakfast giving attendees an opportunity to express any educational concerns with the legislators. Windsor Public Schools will continue to advocate on behalf of Windsor students throughout the legislative session.
- On January 23, Dr. Cooke was one of the honorees receiving this year's Bridge Builder's Award for his work within the district and community on equity issues.
- This past Saturday, the Sage Park Technology Student Association hosted their first VEZ-IQ Qualifier, which provides students the chance to learn more about STEM-related activities. It is an elementary and middle school competition in robotics competing in the Squared Away. They hosted approximately 30 teams and competed throughout the day in various challenge matches.

Councilor Dobler asked how the first budget meeting went last Saturday. Mr. Lockhart stated that the first session was actually last Tuesday, the second session was Saturday and the next session will be February 11th. Mr. Lockhart noted that it is going well. Unfortunately, no matter how much they try, only a small amount of the public comes. Mr. Lockhart stated that all the information is available on the District's website as well as the budget books from the past six years for the public to review. Mr. Lockhart noted that individuals can compare the budget with the past year's budget books. If there are any comments or concerns, please contact the Superintendent or Sally Brown who will then filter those questions to David Furie, who is the Finance Committee Chairman. Mr. Lockhart noted that Mr. Furie would then bring the comments or concerns to the Board of Education.



Councilor Wilkos asked about Dattco's change of employment to unionize. Councilor Wilkos asked how it would affect the current contract with them. Councilor Wilkos stated that he imagined it would affect it to some degree. Councilor Wilkos noted that there was a comfortable increase in the current contract which is 2.5% to 3% for current employees and drivers moving forward. Councilor Wilkos asked if this had been discussed yet. Mr. Lockhart stated that this will not impact the current contract. He added that they are aware that the drivers plan to unionize and this is something that they will take into consideration when contract negotiations begin. Mr. Lockhart noted that an RFP hasn't yet been put out to bid. He added that they have not had that discussion since it's not impacting their current operations. Mr. Lockhart noted that they are aware that over the course of the next academic year, they will have to negotiate a contract with some vendor which will be based off the bids they would receive through the process.

Councilor Govoni asked if that was a five year contract. Mr. Lockhart stated that yes it was. Councilor Govoni asked if the Board of Education always had a five year contract. Mr. Lockhart stated that it depended on the RFP, the situation, and if it was beneficial at the time to go five years.

Councilor Black-Burke asked Mr. Lockhart if he could repeat what she had heard him say through the Office of Family and Community Partnerships. Was it the Parent Action Planning Team? Mr. Lockhart stated that it was the District Action Team for partnership to support our families and schools for student success. Councilor Black-Burke thanked Mr. Lockhart.

b) Metropolitan District Commission

No report from MDC

7) TOWN MANAGER'S REPORT

Caring Connection Adult Day Health Center Open House

Windsor's Caring Connection Adult Day Health Center is hosting an Open House on Thursday, February 20, 2020 from 5:00 PM to 7:00 PM to share how their services can provide respite for caregivers, and the best possible care for your elderly family member. The event is free. A light dinner and opportunities to meet the staff, experience the program and a raffle will be held at the Caring Connection facility located at 330 Windsor Avenue in Windsor. Stop in to see our beautiful facility and learn about the new creative arts program, entertainment, special events and the daily programs that are offered at an affordable rate. The Caring Connection has been providing exceptional adult day care to the Greater Hartford area since 1987. If you or someone you know is in a caregiver role, join us to learn about our flexible scheduling, free transportation and safe caring environment. RSVP's would be appreciated, but not necessary. Call 860-547-0251.

Tax Relief for Senior Citizens

Applications for Elderly Homeowners tax relief are now being taken in the Assessor's office and will be accepted until May 15, 2020. To be eligible for this program, you must be at least 65 years

of age by December 31, 2019 or totally disabled per the Social Security regulations. You must also own and occupy your home and meet income requirements.

In addition to the state program, the town also offers a local program. All taxpayers that qualify for the state program will automatically qualify for the local program. However, if you do not qualify for the state program, you could still possibly qualify for the local program. Earning up to \$50,900 per household. For more information please contact the Assessor's office at 860-285-1817.

Town Clerk's Office Annual Marriage License Tradition Continues

The Windsor Town Clerk's office is offering free marriage licenses on Thursday, February 14th in honor of Valentine's Day for any couple wanting to get married in Windsor within the next 65 days. This is an annual tradition which began in 1962 by Town Clerk, George Tudan. Both parties must be present and need to bring a photo identification. The Clerk's office will be issuing these free licenses from 8:30 a.m. to 4:30 p.m. In addition, each couple will be eligible to win a beautiful gift basket filled with assorted gift items, which have been donated by our generous local Windsor merchants.

For those who wish to marry immediately, a Justice of the Peace will be available all day, however, prior arrangements must be made. For details, call the Town Clerk's office at 860-285-1902 or visit the Town of Windsor's website at www.townofwindsorct.com

Northwest Park's Annual Cabin Fever Festival

Visit Northwest Park on February 8th between the hours of 12:30 PM to 4:00 PM and enjoy some winter fun for the whole family. The annual cabin fever festival will include a large bonfire, demonstrations by the CT Valley Siberian Husky Club, real pelts and skulls for you to see up close and a live eagle show as we learn about local wildlife and how they adapt to the cold. There will also be contests, games and prizes. Refreshments will be for sale. Children age 2 and under are free. \$3 per person (Windsor resident); \$5 per person (non-Windsor resident). 860-285-1886.

Removal of Ash Trees along Town Center River Trail

The Emerald Ash Borer continues to spread across the state impacting ash trees. As a result, the town's Department of Public Works is removing hazardous ash trees for public safety in high use areas.

Removal work is planned once again along the Windsor Center River Trail in the coming few weeks.

Some temporary closures or detours around the work areas may occur.

Learn more about the spread of the Emerald Ash Borer here:

https://www.ct.gov/deep/cwp/view.asp?a=2697&q=464598&deepNav_GID=1631

Public Information Meeting for Wireless Telecommunications Facility

A public information meeting was held last week concerning the proposed construction of a wireless telecommunications facility at 800 Prospect Hill Road. The proposed facility would

consist of a 135 foot monopole structure which will host an antenna array belonging to T-Mobile Northeast LLC. There will be additional locations for other tele-communication carriers.

As mentioned last week the approval of the tower facility is under the authority of the Connecticut Siting Council. The proponent anticipates making a formal application to the Siting Council this spring. Once an application is made the Siting Council will work to schedule a public hearing here in Windsor.

Appointment of Assistant Town Manager

I am pleased to formally welcome Scott Colby as our new Assistant Town Manager. Scott comes to us from the town of Plainville where he worked in the Town Manager's Office for nearly 5 years. As you know, he started with us this past week and has hit the ground running.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler welcomed Assistant Town Manager Colby aboard and wished him good luck.

Councilor Tustin welcomed Assistant Town Manager Colby. He had hoped that the MDC commissioner would have been here tonight as he had many items he wanted to discuss with him.

Councilor Black-Burke welcomed Assistant Town Manager Colby. Councilor Black-Burke noted that it's February 2020 and it's time to celebrate African American History month. She stated that the Human Relations Commission will soon be having events for it. Councilor Black-Burke reminded everyone to get out there and celebrate Black History Month.

Councilor Govoni welcomed Assistant Town Manager Colby. Councilor Govoni wished MDC had attended tonight. He said that he doesn't mind looking at a different way to sell more water. He stated that we should work together with MDC to look for a master plan that will benefit everyone. Councilor Govoni spoke about sidewalks in Poquonock Center area up to Rainbow Road. There are no sidewalks on the west side. There is one section right before the gas station, a 20 foot section that is not done.

Councilor Rampulla Bress welcomed Assistant Town Manager Colby and stated she is happy to have him here. She wanted to let the public know that there are still vacancies for the town boards & commissions. The public is welcome to view all vacancies on the Town of Windsor's website and apply online. Anyone can apply regardless of their political affiliation and we would love to have you. Councilor Rampulla Bress noted that she has been involved with listening to the Climate Action Team over the last year. She would like to add an agenda item to the next meeting for discussion of creating a new commission for sustainability. Councilor Rampulla Bress noted that a group of people would be meeting tomorrow night to talk about sustainability for the town center.

Councilor Wilkos welcomed Assistant Town Manager Colby. It's a pleasure to have you on board and he looks forward to working with him. Councilor Wilkos also expressed that he wanted to talk with the MDC, but unfortunately they are not here. Councilor Wilkos noted we

had a few questions from the last meeting that we needed answers for. Councilor Wilkos wanted to communicate with the public that we are all aware what is happening to the proposals from MDC. Unfortunately, we cannot take care of this tonight.

Deputy Mayor McAuliffe welcomed Assistant Town Manager Colby. He wanted to remind the public that Windsor Little League registration is now open. He noted that it offers playing for children ages four to fifteen. There is also a challenger division for any player with a physical or intellectual disability with no age limit. You can go to windsorll.com to register your player.

Councilor Jepsen welcomed Assistant Town Manager Colby. Councilor Jepsen noted that he knows the commute is going to be much easier for him. Welcome to Windsor.

Mayor Trinks welcomed Assistant Town Manager Colby to Windsor.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated that they met last week and reviewed the capital projects for the future years to come. Most of these projects are currently in design or in the bidding phase. It is anticipated that the request for project funding authorization will be introduced starting with the Town Council's second meeting in February. Councilor Dobler stated that there was one item noted in the Capital Improvements Program which was for the tennis courts. The Committee would like to move the project for the tennis courts at Windsor High School up to possibility this summer or fall due to their poor conditions. At this point, staff is getting cost proposals together for review. Councilor Dobler stated that the Committee was looking at a few more projects that could be deferred a year or two to alleviate the cost of the tennis courts.

Special Projects Committee – Councilor Dobler had nothing to report at this time.

Health & Safety Committee – Councilor Black-Burke had nothing to report at this time.

Personnel Committee – Councilor Rampulla Bress stated that the next meeting is February 10th at 5:30 p.m.

Finance Committee – Deputy Mayor McAuliffe stated that the Committee met last Monday and everything was perfect. He commended the Town Manager and staff on another great audit. He noted that the Committee reviewed the second quarter financials for FY20. He stated that there were no surprises and it was good. Deputy Mayor McAuliffe stated that they met with the Windsor Volunteer Ambulance and discussed the cash flow issues they are having. This will probably be on the future agenda.

Council Rules of Order Review Committee – Councilor Jepsen stated that the Committee met last Wednesday night and it was a good meeting. Councilor Jepsen thanked former Deputy Mayor Terranova for joining them and also gave a special thanks to Adam Gutcheon, who was very useful in their discussions and expressed a lot of great ideas. The next meeting is Wednesday night to discuss the first draft of changes. Councilor Jepsen stated that if anyone

has any thoughts on this, please let us know. Councilor Jepsen indicated that once the first draft is cleaned up, they will share it with the Council through email.

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

a) Presentation of October 2019 Grand List Report

Town Manager Souza invited Lawrence LaBarbera, the Town Assessor to give an overview of the request.

The overall net taxable Grand List is increasing by \$45.4M over October 1, 2018. The October 1, 2019 Net Taxable Grand List totals \$3,154,746,753 which is 1.46% greater than last year.

Below is a quick recap of the memo highlights and changes by property category compared to the October 2018 Grand List.

CATEGORY CHANGES – 10/18 to 10/19

- Real Estate – an increase of \$27,797,003 or 1.15%
- Personal Property – an increase of \$13,171,715 or 2.76%
- Vehicles – an increase of \$4,478,725 or 2.08%

The real estate category increase is largely related to the partial completion of phase I of Great Pond Village (\$9.15M), partial completion of the addition to the Verizon building on Pigeon Hill Road and the incremental changes in the fixed assessment agreements for Amazon (\$3.49M) and Windsor Station Apartments (\$1.22M). Other increases of note include investments at Fast Pitch Nation (1001 Day Hill) and multiple new homes at Poquonock Commons.

Personal Property has a net increase of \$13.2M or 2.76%. Various finance and insurance related companies made rather large reinvestments in computer / data information systems prior to October 2019. These investments and others helped to offset normal depreciation across 1,272 personal property accounts. Cigna, Aetna, and Hartford Life added a combined \$17.2M in assessed value. Eversource / Connecticut Light & Power added \$9.3M in value. There were also a few large decreases of note: IBM Credit (related to leased IT equipment) at -\$7.2M in assessed value, Walgreens at -\$2.3M and Amazon at -\$11.0M. These are related in most part to normal depreciation.

The Motor Vehicle portion of the Grand List increased by nearly \$4.5M over October 2018. According to data provided by the CT Dept. of Motor Vehicles, the number of registered vehicles as of October 2019 was 27,420. This is up from 27,114 a year earlier.

Town Manager Souza stated that we do account for adjustments to the Grand list in terms of the budgetary use. Town Manager Souza said that we still have a number of tax appeals that

are outstanding from last year's revaluation. We also factor in the certificate of changes for motor vehicles. He stated when you look at the budget you will not see a \$45,000,000 increase in terms of calculating the mill rate, but it will be reduced by a number of various factors.

Councilor Jepsen asked Town Manager Souza about the Grand List number being different. He doesn't remember it ever happening before. Town Manager Souza stated that we have always done that. Town Manager Souza noted that it is a little different after following a revaluation year.

Councilor Govoni stated that he understands we are making an adjustment coming off an abatement. Is there only certain areas that we can use that money on to fund other departments? Town Manager Souza stated that the adjustments are three primary adjustments: Board of Assessment Appeals, motor vehicles that get sold or people move, and a formula situation for tax exemption for the elderly. Town Manager Souza noted that in years past, we used to receive money back from State of CT for elderly, but there will no longer be money from the state for those exemptions.

- b) Approve resolutions related to grant applications for Sage park roof replacement project

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to authorize the Superintendent of Schools to apply for a school construction grant - Partial Roof Replacement at Sage Park Middle School, to appoint a Building Committee to oversee the Partial Roof Replacement project at Sage Park Middle School and to authorize the town to prepare schematic drawings and specifications for the Partial Roof Replacement project at Sage Park Middle School.

Councilor Jepsen asked if this is that specific that we have to appoint a Building Committee. Town Manager Souza stated that this is very specific language from the State of Connecticut's School Facilities Commission. Councilor Jepsen asked do we make the Public Building Commission (PBC) the Building Committee or do we appoint a different Building Committee? Town Manager Souza stated that the PBC is the same as the Building Committee.

Bob Jarvis, Director of Public Works/Town Engineer and Whit Przech, Building and Facilities Manager gave an overview of the request as follows.

The design of the project is substantially complete. The Board of Education plans to apply for a reimbursement grant to partially fund the construction. The State of Connecticut grant application process defines the requirements related to applying for and receiving grant funding. There are specific requirements for the format and wording of the Town Council and Board of Education actions. Staff are respectively requesting the Town Council approve three motions this evening which will allow for the grant application to proceed.

The preliminary estimate of the roof replacement cost is approximately \$1,720,000 including a construction contingency. If approved, the estimated state grant reimbursement would be 48%,

or \$825,000. The remainder of the project costs would be funded through the sale of general obligation bonds.

Councilor Dobler asked what the time line would be for completion. Mr. Przech stated that it would be eight to twelve weeks. Town Manager Souza stated that the challenge that we have is how long it takes the State to process the application. Unfortunately, the application itself cannot be completed until all the meeting minutes have been approved by both the Town Council and the Board of Education. Town Manager Souza stated it could push us out another two more weeks or so. He added that ideally this project would be bid out in May or June and the work will be done this construction season.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to accept the resignation of Theresa Tillett from the Zoning Board of Appeals.

Motion Passed 9-0-0

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen 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.
- 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.
- 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.
- APPOINT Charles Jackson as a Republican Member (homeowner) to the Fair Rent Commission for a three year term to expire March 30, 2023 or until a successor is appointed.
- 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.
- 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.
- 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.
- 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.

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

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the January 21, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the January 21, 2020 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the January 21, 2020 Regular Town Council meeting

Councilor Jepsen noted that on page 6 "add" should be "ad-hoc".

Councilor Rampulla Bress noted that on page 1 item #2 "led the group in prayer should be "asked the group for a moment of silence". Councilor Rampulla Bress noted that on page 8 next to the last paragraph "propose" should be "purpose".

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the January 21, 2020 Regular Town Council meeting as amended.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Wilkos to adjourn the meeting at 8:20 p.m.



Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki
Recording Secretary