TOWN OF WINDSOR
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Council Agenda

Council Chambers
Windsor Town Hall
March 2, 2020

7:20 PM Public Hearing
To hear public comment on:

- A bond ordinance appropriating $560,000 for construction of Poquonock Elementary School parking improvements
- A bond ordinance appropriating $413,000 for Island Road reconstruction and Batchelder Road repaving
- Construction of Island Road and Batchelder Road sidewalks per Section 15-33 of Windsor Code of Ordinance
- A bond ordinance appropriating $325,000 for stormwater management improvements
- A bond ordinance appropriating $175,00 for Moorlands/Lennox Avenue stair replacement

7:30 PM Regular Council Meeting

1. ROLL CALL

2. PRAYER – Councilor Black Burke

3. PLEDGE OF ALLEGIANCE – Councilor Black Burke

4. PROCLAMATIONS/AWARDS

   a) Declaring March 12, 2020 as Girl Scout Day

5. PUBLIC COMMUNICATIONS AND PETITIONS
   (Three minute limit per speaker)

6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

   a) Board of Education
   b) Board of Ethics

7. TOWN MANAGER'S REPORT

8. COMMUNICATIONS FROM COUNCIL MEMBERS

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

    a) *Approve 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)

    b) *Approve 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)

    c) *Approve the construction of Island Road and Batchelder Road sidewalks per Section 15-33 of the *Windsor Code of Ordinance* (Town Manager)

    d) *Approve 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)

    e) *Approve 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)

12. NEW BUSINESS

    a) *Receive Memorandum from Board of Education relative to Public Act 13-60 (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

    a) *Minutes of the February 18, 2020 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

    (Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Declaring March 12, 2020 as Girl Scout Day

WHEREAS, the year 2020 marks the 108th anniversary of Girl Scouts of the USA, the largest and most successful leadership program for girls in the world; and

WHEREAS, Girl Scouts unleashes the G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader)™ in every girl, preparing her for a lifetime of leadership; and

WHEREAS, Girl Scouts combines time-tested, research-backed methods with exciting, modern programming that speaks to today's girls and is designed to cater to the strengths of girls' leadership development; and

WHEREAS, Girl Scouts offers girls 21st century programming in science, technology, engineering, and math (STEM); the outdoors; entrepreneurship; and beyond, helping girls develop invaluable life skills and take the lead early and often; and

WHEREAS, as the world's premier leadership development organization for girls, Girl Scouts welcomes girls of all backgrounds and interests who want to develop the courage, confidence, and character to make the world a better place; and

WHEREAS, the Girl Scout Gold Award, the highest and most prestigious award in Girl Scouting, calls on Girl Scouts in grades 9 to 12 to take on projects that have a measurable and sustainable impact on a community by first assessing a need, designing a solution, completing a project, and inspiring others to sustain it; and

WHEREAS, with more than 100 years of experience, Girl Scouts brings a wealth of knowledge to programs that deliver girls cornerstone experiences with benefits that last a lifetime; and

WHEREAS, today, more than 50 million women are Girl Scout alums, and 2.6 million girls and adults are current members.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL AND THE TOWN OF WINDSOR THAT:

The Girl Scout Movement and Girl Scouts of Connecticut be applauded for providing girls with a safe, inclusive, all-girl space where they can hone their skills and develop leadership abilities, and that March 12, 2020 be declared "Girl Scout Day."

Donald S. Trinks
Mayor, Town of Windsor
March 2, 2020

1283 Goes Litho, U.S.A.

Agenda Item Summary

Date: March 2, 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	
Bonding Cost	5,000	
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) Approve an Ordinance

"MOVE to approve 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."

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.

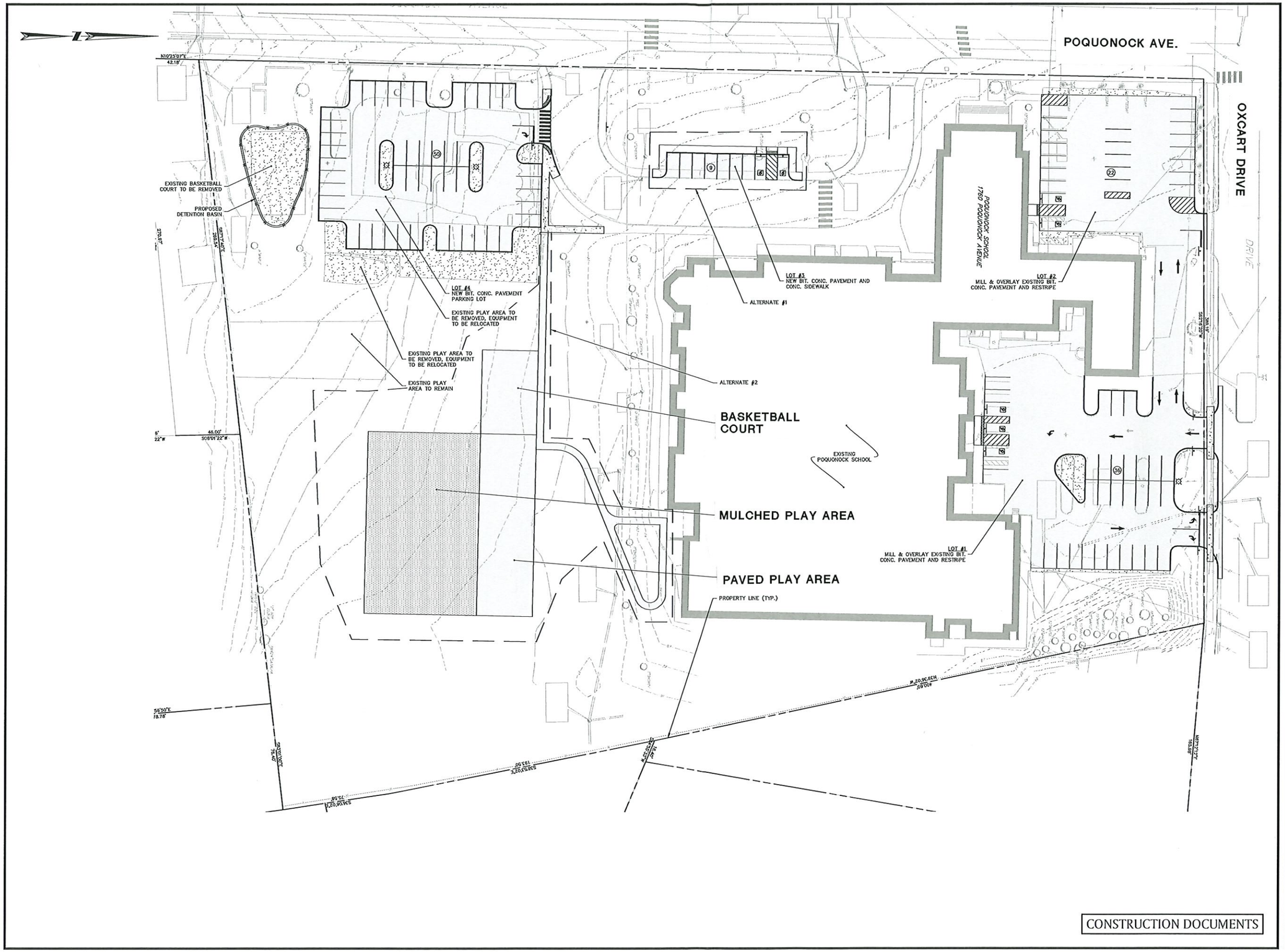
APPROVED AS TO FORM:

_____
Bond Counsel

ATTEST:

_____
Town Clerk

Distributed to Town Council	2/18/20
Public Hearing Advertised	2/21/20
Public Hearing	3/2/20
Adopted	
Advertised	
Effective Date	



CONSTRUCTION DOCUMENTS

PARKING LOT ADDITIONS & RENOVATIONS - JANUARY 22, 2020

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: OV-1.0

JOB. NO: 83741.04

Agenda Item Summary

Date: March 2, 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.

The Town Council has scheduled a public hearing on March 2, 2020 to hear public comment on 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
Bonding	5,000
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) Approve a Bond Ordinance

"MOVE to approve 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."

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	2/18/20
Public Hearing Advertised	2/21/20
Public Hearing	3/2/20
Adopted	
Advertised	
Effective Date	

Agenda Item Summary

Date: March 2, 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 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.

A public hearing has been set for March 2, 2020 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 motion is recommended for approval:

"MOVE to approve, per Section 15-33 of the *Windsor Code of Ordinances*, the construction of Island Road and Batchelder Road sidewalks."

Attachments

None

Agenda Item Summary

Date: March 2, 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) Approve a Bond Ordinance

"MOVE to approve 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."

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	2/18/20
Public Hearing Advertised	2/21/20
Public Hearing	3/2/20
Adopted	
Advertised	
Effective Date	

Agenda Item Summary

Date: March 2, 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
Bonding	2,000
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) Approve an Ordinance

"MOVE to approve 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."

Attachments
Bond Ordinance

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

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 Lennox Avenue 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.

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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	2/18/20
Public Hearing Advertised	2/21/20
Public Hearing	3/2/20
Adopted	
Advertised	
Effective Date	

Agenda Item Summary

Date: March 2, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager

Subject: Public Act No. 13-60 – An Act Concerning the Consolidation of Non-Educational Services

Background

In 2013 the General Assembly adopted PA 13-60, which requires the local Board of Education (BOE) to annually submit an itemized estimate of maintenance expenses to the town's appropriating authority at least two months prior to the authority's annual budget meeting. This act defines "itemized estimate" to mean an estimate in which broad budgetary categories are divided into one or more line items, including salaries, fringe benefits, utilities, supplies and grounds maintenance.

The act also requires a town's appropriating authority (Town Council) to make spending recommendations and suggestions to the school board regarding consolidation of non-educational services no later than 10 days after the school board submits its annual itemized estimate. The school board may accept or reject the suggestions.

Discussion / Analysis

The town's general government departments and school department have a long history of collaborating both formally and informally. For example, the town's public works department for many years has been responsible for grounds maintenance and snow removal at school facilities. We have a combined risk management function staffed by one person. Through this formal arrangement, we combine administrative functions related to property and causality liability insurance, worker's compensation and safety training.

Working in partnership with the Public Building Commission, our respective facilities management staff (2 town and 1 BOE) coordinate the planning, designing, and implementation of major building projects at the various school facilities. The town's defined benefit pension plan includes non-certified BOE staff and is managed by a committee comprised of representatives from both entities. We have also worked closely with the school administration in transitioning both entities to self-insured health and prescription drug programs.

Attached is a memorandum from the Director of Business Services outlining the Physical Plant Services FY 21 proposed budget.

Recommendations

It is suggested that the Town Council review and consider providing a response to the Board of Education by March 4, 2020.

Attachments

Memo from Director of Business Services

Windsor Public Schools

Memo

To: Peter Souza, Windsor Town Manager

From: Danielle Batchelder, Director of Business Services

Date: February 11, 2020

Re: **PUBLIC ACT PA 13-60**

Effective October 1, 2013, the General Assembly enacted Public Act No. 13-60 - AN ACT CONCERNING THE CONSOLIDATION OF NONEDUCATIONAL SERVICES.

This act mandates each local board of education to prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city.

The board or authority that receives such estimate shall make spending recommendations and suggestions to such board of education as to how such board of education may consolidate non-educational services and realize financial efficiencies.

Such board of education may accept or reject the suggestions of the board of finance. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education.

An estimate of the maintenance costs is reflected on the attached document - Windsor Public Schools Physical Plant Services FY 2021 Budget.

Please contact me should you have any questions. Thank you for your consideration.

Attachment

Windsor Public Schools
Physical Plant Services
FY 2021 Budget

Labor (Substitutes)	$	35,000
Labor (Overtime)	$	103,000
Salaries	$	2,314,106
Benefits	$	313,065
FICA/MED	$	187,797
Major Maintenance	$	461,000
Utilities	$	1,407,700
Contracted Srvs	$	323,650
Supplies	$	208,500
Equipment	$	27,800
Dues & Fees	$	1,200
TOTAL	**$**	**5,382,818**

Physical Plant	**Proposed 20-21 FTE**
Custodian II	20
Custodian I	2
Head Custodian	6
Maintenance Worker	5
Supervisor	1
Administrative Assistant	1
Total	**35**

Town Council
Resignations/Appointments/Reappointments
March 2, 2020

Resignations

A. Accept the resignation of Neill Sachdev from the Historic District Commission

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

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."

Names submitted for consideration of appointment

None

TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
FEBRUARY 18, 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 Wilkos led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Michelle Vanelli, 1152 Poquonock Avenue, addressed the Council and asked them to not let Windsor remain silent on matters of the MDC. She questioned what the obligations of the town would be should any member town, such as Hartford default. Have any towns defaulted? Did MDC borrow money to cover any towns' default? Who pays for the default and how?

Sally Grossman, 106 Niles Road and Rebecca Jacobsen, 50 Lighthouse Hill spoke on behalf of the Poquonck School PTO. The PTO is asking the town to improve the special needs accessibility playground equipment as part of the parking lot improvements. The PTO has been raising funds to contribute to these improvements.

Bonnie Karkowski, 1852 Poquonock Avenue spoke about several issues including:

- Extending Poquonock Center walkways involving numerous termination points that create disconnects on the east and west side walkways. Extending the walkways would connect more residents with existing crosswalks and traffic lights, allowing them to safely reach Welch Park, the school, both churches, the Post Office, Brown's Harvest, Tunxis Grill, the convenience store and more.

- The creation of a Sustainability Commission should primarily focus on the environmental sustainability of our planet as related to our community, rather than economic and social sustainability. Existing commissions such as the Conservation Commission and Inland Wetlands Watercourses Commission would benefit from viewpoints of this new proposed commission.

- MDC's Niagara deal should include full clean water charge for every drop to help cover testing and environmental cleanups that enable Niagara to sell water free of harmful substances.

Susan Miller, 10 Ethan Drive, is in favor of the establishment of a new Sustainability Commission. She commends the town for its efforts in town-owned properties, but the efforts need to be extended town wide. This commission would be charged with the promotion of energy efficiency, solar, heat pump programs along with the adoption of electric vehicles. Power purchase agreements may be used to help increase renewable electricity. The commission should explore the use of micro grids. This commission can participate in the statewide Connecticut Clean Energy network, monitor legislation at the capitol and track greenhouse gas reduction goals mandated by the state.

Debbie Samson, 604 Stone Road, spoke in favor of financial assistance to the Windsor Volunteer Ambulance (WVA). According to the Town Manager, the town receives 4,000 calls per year. Ms. Samson asked about the number of ambulances that are available at any given time, the availability of back up or mutual aid, the pay scale, the average time it takes to respond, and the contracts that the town has had previously with AMS or AMR. Is this a one-time expenditure?

Kathy Kopacz, 15 Taverner Road, spoke in favor of the creation of a Sustainability Commission. Climate change is real and our children will be most affected. We need to work at the local level to work towards the goal of 100 percent clean, renewable energy.

Leonard Swade, 46 Lincoln Way, strongly supports the establishment of a Sustainability Commission. Something must be done now or it will cost us more in the future.

Donna Grossman, 781 Kennedy Road, has excessively recycled for many years. She feels she is just a drop in a bucket. The formation of the Sustainability Commission would be good.

Beth Caruso, 147 Pleasant Street, supports the creation of a Sustainability Commission and echoes the sentiments expressed this evening. This commission should address the promotion of energy efficiency and cost effective solar heat pump programs. People are just trying to get by and this commission could help do the leg work as most individuals don't have the time and energy to research.

Neil Chaudhary, 21 Hillcrest Road, an educator in the Town of Windsor is in favor of a Sustainability Commission. Sustainability and energy touch nearly every aspect of life in our town. It also touches transportation, public works, energy generation and transmission,

housing, development patterns, and more. Such complexity warrants the creation of a group assigned specifically to its study and to making recommendations to the town's decision-makers. The group would provide a body of dedicated people to address a vast range of questions. As we have a master plan for transit-oriented development, we should also have such a plan for the coming transition that optimizes townspeople's well-being, costs, and emissions reductions.

Mr. Chaudhary added that over the coming decades, humanity will undergo a major transition in how we manage the resources upon which all societies depend. Those communities that are best prepared to undergo this transition will emerge as best off at the end of it and will thrive while it is in the process. With additional personnel assigned to considering Windsor's participation in this transition, we can ensure that it occurs at the rate needed, while minimizing costs and disruptions.

Mr. Chaudhary submitted three letters of support from his students.

Gracia Lee, 25 Island Road is an educator in Windsor and is working to educate students on these important initiatives. They can look around the community and see that it's not just at a national, state or global level, but at the local level where we can make a huge difference.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission

Jim Bennett gave an overview of projects as follows:

PUBLIC SAFETY FACILITY PROJECTS

Police Station Construction Project – 9911
This project continues to be on schedule. The work planned ahead for the next four weeks is as follows:

- All interior masonry wall work continues and will be completed in one week. The exterior masonry work will proceed weather permitting.
- The roof work continues. Metal edge trim work and the roof for the new front vestibule will be scheduled weather permitting.
- Interior steel framing will be done this week.
- Interior wall sound insulation, drywall installation, and joint taping will be ongoing and completed in two weeks.
- Electrical conduit and wiring work will continue and be completed in three weeks.
- Plumbing work will be completed in one week.
- HVAC work will continue beyond the next four weeks.
- Fire sprinkler rough in will continue beyond the next four weeks.
- Site work has started and will be ongoing over next four months.

To date there have been 30 potential change orders reviewed by the PBC. Four overall change orders have been approved by the PBC. Presently change orders are just over 1% of project

cost at $140,285. Overall the project is still ahead of the planned schedule. We now expect completion in summer 2020.

Wilson Fire Station HVAC Replacement Project – 9517
The architect presented completed drawings to the PBC at its last meeting. Some design elements are being reviewed by town staff. The PBC, at its next meeting, will review with town staff potential changes to the scope of this project.

Poquonock Fire Station Replacement Roof Design – 9518
The PBC reviewed and approved design drawings at its last meeting. The PBC expects town staff to bid this project this winter.

Fire and EMS Station Design Project – 9912
The architects are continuing their work on construction drawings. The PBC is expecting to place bidding of this project in May 2020. We expect to award the project in late June and have construction start in mid-August. The construction is estimated to last ten months.

DPW Building Renovation Design - 9505
The bids for this project have been received. Town staff, along with the project architect, are scheduled to interview the three low bidders this week. The PBC will receive the staff and architects recommendations at its next scheduled meeting. This project work is expected to start in mid-May and last up to four months.

SCHOOL FACILITIES PROJECTS

Clover Street School Partial Roof Design – 9508
The weather has slowed progress but the project is still progressing. Metal flashing and new wall panel installation has started. The contractor needs about five good weather days to complete this project.

Poquonock School Air Conditioning Project – 9500
This project has been completed. Town staff has received all closeout documents and the PBC will close this project at its next meeting.

Sage Park Middle School Roof Design - 9506
The architect and BOE staff are proceeding with approval steps with the state for state rebate approval. Once the state issues a project number, town staff will bid this project. This project may not receive state approval in time for it to proceed this summer.

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project
The architect presented 75% completed design drawings to the PBC at its last meeting. The PBC expects to receive completed design drawings in March. A potential project timeline will be presented to the PBC at its next meeting.

MISCELLANEOUS PROJECTS

Northwest Park Nature Center Addition – 9503
The contractor has all the materials for this project. The contractor will now start work in late March 2020.

b) Metropolitan District Commission

Commissioner John Avedisian, Windsor's MDC representative responded to public comments as follows:

- Hartford did not default on monies owed
- MDC is owned by the 8 member towns and would be responsible if there were a default
- MDC did not borrow any money
- Monthly billing has resulted in better collection rates than quarterly billing.

Commissioner John Avedisian gave the following report on the MDC:

- Hartford Water Pollution Control Facility tour is February 18th and others will be scheduled in the spring.
- Special Olympics game will be held on February 22 & 23. Water is being donated to make snow for this event and MDC will be represented at the event.
- MDC held a Legislative Breakfast on February 13th that was well attended.
- DEEP Hartford Landfill issue – up to $13 million is owed by DEEP to MDC. A lawsuit is moving forward. There is hope for mediation with the Governor, Legislators, DEEP and MDC.
- Integrated Plan (Town Support Letter) – The letter has been signed by Newington and East Hartford. MDC would like all member towns, including Windsor to sign the letter in MDC's effort to lower costs.
- Rain Barrels – MDC is working on purchasing these barrels with federal funds to offer them to member towns. 100 people have signed up.
- Speakers Bureau – MDC wishes to offer training to the commissioners on how to better articulate what MDC is trying to accomplish.
- Niagara Bottling Discount – The proposed discount is not on the current volume but on excess volume above the current level.
- Windsor Special Town meeting February 27th – MDC will meet with citizens in the Council Chambers to answer all questions including explanations about the water bill and anything the townspeople want to talk about.
- Cost Reductions – many are upset about the reduction to Riverfront Recapture and the recreation budget for MDC. It was decided that MDC is in the business of selling water.
- Decommissioning of Colebrook Hydroelectric Facility – Cost cutting measures were taken as it was not making enough electricity.
- Operation Fuel – 97 grants were approved. 25 were in Windsor.
- Hartford Tunnel – is progressing and will be used for CSO's – Combined Sewer and Water Overflow.

- Water Treatment Production – Production is going down, but MDC needs to figure out a way to sell more water.
- Drinking Water Supply – 100% capacity with 664 gallons in storage.

In reply to Councilor Tustin's question, Mr. Avedisian is unsure of the date for the hearing for the Economic Incentive and will email the information to him.

Councilor Tustin said that MDC needs to do a better job at looking for areas to cut costs. He is not happy with the 50% cut to Riverfront Recapture or recreation.

Councilor Rampulla Bress is also unhappy with the cuts to Riverfront Recapture. This program promotes good will and is important to our communities.

Councilor Govoni is unhappy with communications from MDC to member towns. He did not know until this evening that the Niagara discount was only on water sold above the current levels. The discounts should be discussed with towns before, not after, decisions are proposed. He hopes the Speakers Bureau will be beneficial in communication efforts.

Councilor Rampulla Bress questioned if Niagara will buy water without the discount. The response was this was a flip of the coin. Councilor Rampulla Bress asked if they had thought about if they reach a million gallons this year and next year, in year three would they offer the discount. Mr. Avedisian replied everything is being discussed and that is a very good point.

Councilor Wilkos also believes it was irresponsible the way funds were reduced without warning. Niagara built here because we provide some of the best water in the country. We have very good water rates compared to many other places in the country in order for them to be able to process the water that they are bottling and selling under multiple brands all around the world.

Councilor Wilkos was also misinformed about the Niagara discount until this evening. As far as the amount of water being sold and amount of revenues coming to the MDC, they need to figure out whether it is utilizing contractors or becoming more efficient and having less employee pensions, but they have to work within their means and adjust to conditions around them.

Councilor Wilkos is also unhappy the way Riverfront Recapture was notified by step plan how the funds were to be slowly reduced and a month later monies were yanked from the budget. It was irresponsible.

Councilor Dobler expressed that not knowing the realities of MDC decisions is a problem. That the not knowing that discounts were to be given when reaching a certain plateau while residential bills were going up 13 or 14 percent is a problem. Councilor Dobler has correspondence that the reason given for the discount was to attract new businesses. There is a finite amount of firms that will ever hit that level. To say that it would be the reasoning why they are giving a 20% discount he thinks is disingenuous unless there is an actual firm that

would be coming to the area. Is there a different rationale for giving a 20% discount than the correspondence? Giving a 20% discount while raising residential rates looks bad.
Councilor Jepsen stated that the eight member towns have a total of 29 representatives. Windsor has only one and needs to be better represented. Windsor is under represented. MDC is not a business but has a charter from the state legislature.

In reply to a question, Mr. Avedisian explained that the rain barrels collect water that does not go into the sewer, then through water treatment plant and mixed with water contaminated with PFAS.

Mr. Avedisian expressed the opinion that MDC reducing the funding for Riverfront Recapture was perhaps done wrong, but it was done for the right reason.

7) TOWN MANAGER'S REPORT

Informational Budget Workshops for Residents
The first of two informational budget meetings for Windsor residents will be held on Thursday, February 20, 2020 from 6:30 PM to 8:00 PM at town hall. These informal meetings are a great opportunity for residents to learn about the factors that are taken into consideration when creating the town's budget. During the meeting, I will provide updates on the latest news regarding the budget and answer/discuss any budget questions from the audience. Another opportunity will be offered on Tuesday, March 31, 2020 at 6:30 PM at the town hall.

Police Cadet Annual Spaghetti Supper
Come join the Windsor Police Cadets for their Annual Spaghetti Supper which will be held snow or shine on Saturday, February 22, 2020 at Trinity United Methodist Church, 180 Park Avenue, Windsor, CT from 4:30 PM to 7:00 PM.

Tickets are $10.00 for adults and $5.00 for children. For advance tickets, contact Officer Nicole Alberti @ (860) 983-3508. Tickets are also available at the door.

Resilience: The Biology of Stress and The Science of Hope
The Windsor Youth Services Bureau & Windsor Public Schools are excited to present the screening of the award-winning film ***Resilience: The Biology of Stress & The Science of Hope*** **on Tuesday, February 25, 2020, the snow date is Tuesday, March 3**. This documentary dives into the science of the Adverse Childhood Experiences Study (ACEs) which are traumatic events that occur during childhood and can make a negative impact on a person throughout adulthood. A panel discussion will take place following the film. Light refreshments will be served starting at 5:30 p.m. and the film will begin at 6:00 p.m. This free event takes place at Windsor High School, 50 Sage Park Road, Windsor, CT. 860-285-1990.

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.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler encouraged the public to look at the town website for information about the proposed budget: townofwindsorct.com. Most budget questions can be answered from the website. Videos of meetings are also available online for the Board of Education (BOE), Town Council, and Town Planning and Zoning (TPZ) meetings. The February TPZ meeting has a lot of information about what is happening near Route 20 where the barns were torn down.

Councilor Tustin thanked the people who put on the Father/Daughter Dance at the Windsor Marriott.

Councilor Black Burke emphasized to the Council how import it is to look at the inclusive playground at Poquonock School as we approach the budget so we don't lose sight of how important this is to all of our children. She also wants to say that the Windsor Youth Services Bureau's (WYSB) showing of the film *Resilience: The Biology of Stress and The Science of Hope* on February 25 really speaks to children who have gone through adverse childhood experiences and/or anxiety disorders. The film is helpful to parents and educators and helps them understand what you should look for in your child. As chair of the Health & Safety committee she is concerned and looking forward to a dialogue about the Windsor Volunteer Ambulance. Our citizens should not be endangered and this needs to be addressed.

Councilor Govoni is appreciative of the number of citizens who came out to speak this evening.

Councilor Rampulla Bress announced the Windsor Robotics Team, *The Blazing Paranormals* students from Sage Park and the High School will be competing in the state's Robotic competition. The Board of Education will be meeting in the Town Council Chambers on the 19th to vote on the Superintendent's proposed budget. Mr. Ricci and the NASA HUNCH students received an award from NASA, are working with NASA engineers and will be receiving credit for official design drawings. Lastly, there will be an Arts and Crafts swap at the Windsor Library on February 27 at 7:00 p.m. and no money will be exchanged, just crafts.

Councilor Wilkos – None

Deputy Mayor McAuliffe thanked everyone who came out to speak on various issues this evening. Concerns about the WVA are very serious and the Council is looking at that issue tonight and going forward. The Sustainability Commission is a great idea and the time has come for the town to form that commission.

Councilor Jepsen sends congratulations to the WHS Girls Track Team and to their coach, Kelvan Kearse, who won the Class L Championship for the fifth time in a row. They are at a meet in New York as the relay team qualified for Nationals.

Mayor Trinks reminded everyone of the public informational meeting with MDC on Thursday, February 27 at 6 PM in the Ludlow Room at town hall to answer MDC questions. If you cannot attend, feel free to contact Jane Garibay or himself.

Mayor Trinks added that the Fish Advisory for the Farmington River has been amended that fish caught in the water should be eaten for only one meal per month. The Shad is not part of the advisory.

9) REPORTS OF STANDING COMMITTEES

Special Projects Committee – Councilor Dobler - Nothing to report

Health & Safety Committee – Councilor Black-Burke – Nothing to report

Personnel Committee – Councilor Rampulla Bress – met and they will have people to look at shortly.

Town Improvements Committee – Councilor Dobler – Nothing to report

Finance Committee – Nothing to report

Council Rules of Order Review Committee – the Committee met on February 5th and will meet again on February 26.

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

a) Consideration of financial assistance to the Windsor Volunteer Ambulance Association

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen 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.

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

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. The WVA is a not-for-profit entity that provides emergency medical response and transportation to the entire community. They provide both basic life support as well as advanced life support which is done through a paramedic service. They respond to over 4,000 calls during a fiscal year or calendar year. The Windsor Police Department (WPD) also responds to these calls when the WVA is not available. Then outside agencies, emergency EMS services, are requested and can be from either a private for-profit entity or from one of our surrounding communities. During the first six months of 2019 approximately 15% of the medical calls were handled by outside agencies. At times there are multiple calls. Often the Windsor Fire Department (WFD) responds to calls on I-90 or Route 20 and many require the ambulance to respond as well.

During the day the WVA tries to staff two ambulances and one for overnight hours. At times there are staffing issues during the day.

There are several factors contributing to the current cash flow issue and the projected year end shortfall. WVA's revenues come primarily from Medicare, Medicaid and private insurance providers as well as, to a certain degree, private payers. 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.

The WVA does not have enough funds on hand to be able to meet their operating expenses as of the first week of March. The Finance department reviewed the current financial position, and based on the past seven months of revenues and expenditures, it's projected that the revenue shortfall this fiscal year will be between $125,000 and $130,000. This cash flow issue is also being created by two primary reasons.

- One is that 15% of calls which are handed off to an outside agency the WVA is not able to bill for. Therefore, there's no revenues yet they still have crews on duty that have to be paid. Transport to a hospital can easily take 90 minutes to get back in service.
- Two, the ability to retrieve, recruit and retain qualified EMTs and paramedics has become more difficult across the region. The pay scale and overall compensation are the main factors.

73% of calls are through Medicaid or Medicare and is a significant portion of their revenue. There's a disconnect in terms of the cost reimbursement that the state provides for those type of calls and with actual operating costs that vary depending on the type of call. It's entire rate

structure is set by the State of Connecticut. These items will need to be evaluated during the next 60 days and presented for budget consideration in April.

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.

Councilor Wilkos asked if the state has adjusted down their reimbursement rates. Town Manager Souza does not know for sure and would have to check. Councilor Wilkos asked if there are collection issues. Town Manager Souza stated that over the last three or four years, a larger number of households or individuals are on high deductible insurance plans and are placed on payment plans.

Councilor Rampulla Bress is appreciative of the measures Town Manager Souza and staff are taking to determine what steps are necessary and feasible especially with the growth of the town.

Councilor Govoni suggested that perhaps starting with a small scale of paid fire departments and then adding EMTs might be lucrative.

Councilor Black Burke agrees with Councilor Govoni concerning recruiting firefighters and EMTs. We should let our students know that this is a shortage area and figure out how to attract qualified persons.

Councilor Tustin asked how much we paid ambulance for back-up service. Town Manager Souza believes that 10 or 12 years ago the figure was about $350,000 on a performance based contract. It is an option to be looked at again.

Is there someone that can look at our community as a whole and suggest what the town should have? Town Manager Souza has spoken to the President of WVA about possibly bringing in outside technical assistance to look at our staffing model that could provide a review on the terms of how best to serve the community.

Councilor Dobler is in favor of figuring this out in the next 60 days. In response to Councilor Dobler, Town Manager Souza said that if there was a windfall of monies given to the WVA the monies approved may not need to be fully accessed.

Town Manager Souza added that from the period of July 1, 2019 - December 31, 2019, the average response time from the time of dispatch to the time of arrival was seven minutes, nine seconds. The Police department's response average was at five minutes in that six month period. On average, and within five minutes, the ambulance with additional support services were arriving in seven minutes and nine from the time of dispatch to arrival. That distinction is made because the dispatchers have a significant job to do between the time they receive a call to dispatch. They are collecting a lot information. They're going through a protocol which is called emergency medical dispatch, getting information from the caller to be able to provide

some basic guidance and information to the first responders (EMS or PD) on what that situation is on the scene.

Motion Passed 9-0-0

b) Discussion regarding creation of a committee on sustainability efforts.

Councilor Rampulla Bress stated the following:

Municipal governments from cities across the US and in CT are stepping up and committing to exploring clean energy initiatives by creating Clean Energy Task Forces and Commissions. Surrounding towns like Bloomfield, West Hartford and South Windsor have embraced the mission of promoting clean energy, reducing energy consumption and recovering the financial benefits from these efforts. Windsor has taken the lead in preserving our town's environment by adopting energy saving improvements to our buildings, under our Town Manager's direction. The Conservation Commission has added to those efforts by preserving open space and agricultural sites. The next place to take the lead, in my opinion and the opinion of the community members and state representatives that have spoken tonight, is in the area of clean and renewable energy sources.

Some steps being taken across the country are:

- Legislating new clean energy options
- Leveraging buying power across the country
- Partnering with utilities
- Delivering benefits to low-income communities

Windsor is very fortunate to have a dedicated group of students, educators, government officials and community members who are already knowledgeable, taking action and educating the public on issues such as climate change and sustainable energy solutions. The creation of a commission, as other towns have done, recognizes that commitment and will allow us, as decision makers, to get timely recommendations we can explore to make Windsor an even better place to live for our children and grandchildren.

Mayor Trinks stated that there could not be a decision tonight. He would like to refer this to the Personnel Committee and discuss what the best face of this commission would be. The commission would learn the requirements for a new commission versus a task force.

Councilor Dobler sees no reason not to do this as long as the group is totally inclusive and representative of the Town of Windsor.

Councilor Black Burke thanked all the people who came out tonight to support this. This group is very inclusive. There are people old and young across various cultures that are very concerned about this issue. She fully supports this.

Councilor Jepsen says there are many questions that need to be addressed. Creating a commission is not a light undertaking. Parameters, scope of the commission, limitations on

staff time required and is a budget required are just some of the issues that need to be addressed by the commission. A commission is much harder to create than a task force. He would like to see deliberate steps taken to do this right, including the details and impact to the town, or considering the possibility of the task force route.

Councilor Rampulla Bress believes there is enough passion in the community to get this done and enough people that are willing to do the hard work. The committee will take into consideration what has been said and take the best option. She appreciates the Council for giving the opportunity to look into this.

Councilor Govoni asks that the youth be involved as well.

Councilor Black Burke added that given our current context concerning what is happening nationally in regards to culture, climate and sustainability, this commission wants to be relevant.

Councilor Wilkos thinks this can be done without forming a commission. He is in favor of creating initiatives. He has been very much in favor of power purchases and energy efficiencies in town buildings. Energy initiatives are implemented any time a new project is brought before the Council. Filling current boards and commissions is tough. We have a lot of solar and geo thermal installations in Windsor. This can be done without forming a commission with the same outcome.

Councilor Rampulla Bress, as chair of the Personnel Committee, disagrees that the town is having trouble filling positions on boards and commissions. There are some vacancies, mostly in the alternate positions. People in this community and many others are indicating a willingness to serve. Other initiatives are important but government is inclusive and turning away a group of citizens that are incredibly passionate and incredibly knowledgeable and have a lot to offer. This commission would not take anything away from what has been done but rather allow people who are interested to take part in our government and to keep us up-to-date on initiatives.

Councilor Wilkos does not believe that turning away citizens is where we were going with that. The Personnel Committee has several options to explore.

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."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.'

Director of Public Works/Town Engineer, Robert Jarvis, and Assistant Town Engineer, Adam Kessler, gave an overview of the project.

There are parking and traffic flow issues at the Poquonock Elementary School. The onsite parking is limited to 64 formal parking places. All of the current parking for staff, family and visitors is located on the north side of the school building. Access to these parking areas is from Oxcart Drive. Full size school buses enter and exit at the drop-off circle on the west side of the school from Poquonock Avenue.

In addition to inadequate parking, the current onsite traffic flow in the north lot does not meet the needs of staff, visitors, parents, buses, and other vehicular traffic. The student drop-off and pickup movements create a conflict point between buses, passenger cars and pedestrians. Passenger cars have been observed to park in 'No Parking' areas along Oxcart Drive.

Engineering staff collaborated with Board of Education staff during the design process to insure that they were addressing the safety and efficiency of traffic operations at the school.

The proposed project will:

- Relocate the existing playground area along Poquonock Avenue to the open field south of the school building
- Construct a new parking area in the vicinity of the current playground, providing 50 staff parking spaces
- 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
- Reconfigure the northeast parking area to provide a more effective parking space and parent drop-off pattern.

The project also includes an add-alternate item that will 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 and is included in the total project cost shown in the Agenda Item Summary. There are a total of 117 spaces in design, which is a net increase of 53 spaces.

The new parking lot will include a full-depth pavement structure, storm drainage improvements and site lighting. The plan is to mill off 2" of existing pavement and overlay that with 2" of new pavement in the existing parking lots, on the north side of the building. Pavement line 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 total project cost is estimated at $560,000.

This project is in the Capital Improvements Program for the current fiscal year and it shows an allocation of $526,000.

In response to Councilor Dobler's question, Town Manager Souza said that the $50,000 allocated is to just move the existing playground. The PTO has brought forth the idea of including more elements to be more accessible and inclusive. The cost estimates provided to Town Manager Souza include inclusive elements that are more accessible and range from a low end of $105,000 to $135,000. If the 9 parking spaces in the circle were not desired, $24,000 could be added and approximately $12,000 raised by the PTO would get very close to the $105,000 estimate received.

In reply to Councilor Rampulla Bress, Town Manager Souza stated he is unaware of any changes to the numbers of special needs students at the school.

Councilor Govoni stated he never liked that the playground is next to the road. He does like the large tree that is there. Shade is necessary and the tree provides a place for children to put their things.

Deputy Mayor McAuliffe verified that the $50,000 was to move what is existing and most can be reused. The extra money would be to provide new inclusive elements.

Councilor Tustin would like the playscape to stay and supports allocating money for accessibility items.

Councilor Govoni explained that the existing playscape is designed for the age group of children at Poquonock School.

Councilor Jepsen suggested that the town may be able to use the contingency fund allocated to this project.

Motion Passed 9-0-0

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.'

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

Motion Passed 9-0-0

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."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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."

Director of Public Works/Town Engineer, Robert Jarvis, and Assistant Town Engineer, Adam Kessler, gave an overview of the project.

Island Road connects Broad Street to Batchelder Road near the Loomis Chaffee campus. It is an aging roadway and its pavement structure is made up of numerous lifts of bituminous concrete pavement installed over many decades. The pavement and bituminous concrete curbing is deteriorated throughout. A geotechnical investigation showed that the gravel base beneath the pavement appears to be adequate in most areas.

The project also includes a deteriorated section of Batchelder Road that extends southerly from its intersection with Island Road to the intersection near the tennis courts at the Loomis Maintenance Road.

The Island Road project includes the rehabilitation of the existing pavement, replacement of curbing and minor drainage improvements.

The Batchelder Road pavement is proposed to be milled and overlaid with 2" of new pavement.

We will also perform minor drainage enhancements on Batchelder Road and 550' of new 5' wide concrete sidewalk is also proposed to be installed on Island Road from Broad Street to the vicinity of the railroad crossing.

Also being proposed is to reconstruct an existing section of sidewalk at the eastern end of Island Road.

Staff has received a commitment from Loomis Chaffee to contribute $68,000 for the installation of the sidewalk, construction stakeout, clearing, and turf restoration.

Council is also being requested, in a separate motion, to conduct a public hearing and approve the addition of this new sidewalk segment, in accordance with Section 15-33 of the Windsor Code of Ordinances.

A project authorization in the amount of $413,000 is being requested. After accounting for the Loomis Chaffee contribution, we would plan to bond $345,000.

Councilor Jepsen asked if the Army Corps of Engineers would be involved as this work is in the flood plain. Mr. Kessler explained it is in the flood plain but as they are milling off 4 inches of the top and repaving 4 inches, it's essentially not changing the grade of the road. The road may still flood.

Councilor Jepsen pointed out that the town spends a lot of money on the Loomis Chaffee roads that benefits the school which doesn't pay taxes. They did pay to put in sidewalks. He hopes that when the time comes that Riverfront Recapture will be able to get the permissions from Loomis so that the path could go from the boathouse to Barts.

Motion Passed 9-0-0

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."

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

Motion Passed 9-0-0

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*

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Motion Passed 9-0-0

h) 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."

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

Motion Passed 8-0-0 (Councilor Wilkos absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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."

Director of Public Works/Town Engineer, Robert Jarvis, and Assistant Town Engineer, Adam Kessler, gave an overview of the project.

The town's stormwater management program is an ongoing multi-year, asset management program that has allowed us to:

- Improve the condition of the town's storm drainage facilities
- Reduce the amount of pollutants that enter our watercourses
- Address concerns from residents regarding storm drainage system improvements

We have come before the Council in years past requesting this appropriation. This year is to request an appropriation of funding for a wide variety of FY 2021 stormwater management projects, such as:

- Replacing deficient drainage structures and piping
- Addressing ongoing drainage issues by expanding or modifying the drainage network
- Repairing outfalls, dredging stormwater basins, and improving sections of watercourses in town

Some of the other initiatives that we may undertake with this funding include:

- Developing and implementing programs to reduce pollutants entering the storm sewer system
- Addressing other pollution prevention programs as required by the CT Department of Energy and Environmental Protection's MS4 General Permit

Previous projects where stormwater monies were used include breaching and repairing Whipple Pond Dam, repairing areas near the River Trail at the Palisado Bridge, and addressing runoff-related flooding issues on Portman Street. The funding 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 staff to complete a variety of stormwater improvements throughout town.

Motion Passed 8-0-0 (Councilor Wilkos absent)

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 PROGRAM; AND AUTHORIZING THE ISSUE OF $325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Motion Passed 8-0-0 (Councilor Wilkos absent)

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."

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

Motion Passed 8-0-0 (Councilor Wilkos absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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."

Director of Public Works/Town Engineer, Robert Jarvis, and Assistant Town Engineer, Adam Kessler, gave an overview of the project.

A concrete stairway and paved path connects the sidewalk on Lennox Avenue with the Moorlands, which is a residential development at the end of Crest Drive. Neighborhood residents and high school and junior high school students use this access way going to Washington Park, Windsor Center and the schools.

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, and the storm drainage system is inadequate.

The proposed project will provide new pre-cast concrete stairs, cast-in-place concrete landings, galvanized pipe stair 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. The total cost of the project is estimated at $175,000.

This project is in the Capital Improvements Program for the current fiscal year and has an allocation of $176,100 for the project.

Councilor Govoni suggested a removable guardrail to allow Public Works access to trim trees in the midsection of the concrete stairway. Councilor Dobler was in agreement.

Motion Passed 8-0-0 (Councilor Wilkos absent)

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."

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

Motion Passed 8-0-0 (Councilor Wilkos absent)

I) Approve a resolution to participate in Regional Performance Incentive Program through the Capital Region Council of Governments

RESOLVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen 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.

Scott Colby, Assistant Town Manager, stated that with respect to RPIP grants to be awarded in FY 20, the deadline for submitting applications to the Office of Policy Management (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.

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.

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.

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.

Councilor Dobler asked if any of this could be used towards creating a "Quiet Zone?" Town Manager Souza replied that it was not something that is a topic throughout the region and he did not think it would be considered in this application.

Councilor Rampulla Bress asked if any of this would apply to First Town Downtown initiatives. Town Manager Souza replied that the program is geared toward privately-owned development sites and taxable structures.

In response to Councilor Black Burke's question regarding the one day of service per week a consultant would work with the Economic Development team, Town Manager Souza believes working with the Bradley Development League would fit into their goal as our communities have similar industries.

Councilor Govoni stated that the the CRCOG region has a strong possibility of receiving funds as many towns have locations along the CT rail system. There is five and a half million dollars available statewide. The competition will be very competitive.

Motion Passed 8-0-0 (Councilor Wilkos absent)

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the February 3, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the February 3, 2020 Public Hearing as presented.

Motion Passed 8-0-0 (Councilor Wilkos absent)

b) Minutes of the February 3, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the February 3, 2020 Regular Town Council meeting as presented.
Motion Passed 8-0-0 (Councilor Wilkos absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Black Burke to adjourn the meeting at 10:20 p.m.

Motion Passed 8-0-0 (Councilor Wilkos absent)

Respectfully Submitted,

Lori Hartmann
Recording Secretary