

# TOWN OF WINDSOR, CONNECTICUT

## Special Meeting Notice



**AGENCY:** Health & Safety Committee

**DATE:** December 12, 2019

**TIME:** 6:30 PM

**PLACE:** Town Hall – Ludlow Room

### AGENDA

1. Call to Order
2. Public Comment
3. \*Discussion of Potential Increase to Property Tax Abatement Value for Volunteer Firefighter and Emergency Medical First Responders
4. \*Discussion of FY 19 Traffic Enforcement Data
5. \*Discussion of Possible Amendments to Parking Ordinances
6. Staff Reports
7. Approval of Minutes
  - a) \*August 21, 2019
8. Adjournment

\*Backup materials


Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

## Agenda Item Summary

Date: December 12, 2019

To: Members of the Health & Safety Committee

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Potential Increase of Emergency First Responders Tax Exemption

### Background

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

The State Legislature recently adopted changes to the local option enabling legislation which allows municipalities to increase the exemption benefit amount. This item is presented to the committee to allow initial discussion of possible amendments to the current ordinance to allow a greater dollar benefit as well as to alter the benefit schedule.

### Discussion/Analysis

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

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

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

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

## Windsor Volunteer Fire Department

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

## Windsor Volunteer Ambulance

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

In addition to adjusting the annual maximum benefit, there has been discussions about updating or refining the benefit schedule from what was adopted in 2000. A possible adjustment would be to require firefighters to attend at least 24 hours of drills per 6 month period versus the current level of 12 hours per 6 month period.

Also, the State enabling legislation allows the tax abatement benefit to be provided to a retired volunteer firefighter or emergency medical technician that has completed at least twenty-five years of service in the municipality. The fire department administration would like the Town Council to consider adopting such a provision as part of amending the current ordinance.

### Financial Impact

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

### Other Board Action

None

Recommendations

It is recommended that the committee discuss possible amendments to the current ordinance and provide general direction to staff.

Attachments

Current Property Tax Exemption Ordinance  
Public Act 19-36

## Chapter 5. Finance; Taxation; Property

### Sec. 5-15. Property tax exemption for eligible firefighters and ambulance technicians.

[Ord. No. 00-3, §§ 1 — 6, 10-16-2000]

- (a) Adoption of P.A. 00-120. The Town hereby adopts the provisions of Connecticut Public Act 00-120 to provide a property tax exemption for eligible members of the Windsor Volunteer Fire Department and the Windsor Volunteer Ambulance Association.
- (b) Eligibility criteria. Members of Windsor Volunteer Fire Department and the Windsor Volunteer Ambulance Association who reside and pay property tax in the Town shall be eligible for an exemption when meeting the following criteria:
  - (1) A volunteer with the Windsor Volunteer Fire Department or the Windsor Volunteer Ambulance Association must be an active member in good standing, not on probation, and achieved at least one year of service by September 1 of the current year to be eligible for an exemption of municipal taxes as outlined in paragraph (d).
  - (2) The member must be certified to have met the eligibility criteria by the Chief of the respective department per paragraph (c).
- (c) Certification. On or before October 1 of each year the Chief of each respective department shall submit to the Town Assessor a list of the members of their respective departments who are eligible as defined in paragraph (b). This list shall include the address of each individual and the amount, as determined per the exemption benefit schedule set forth in paragraph (d).  
 The Chief of each department shall cause to be maintained such records as may be required by the Assessor in order to verify a member's eligibility. These records shall be available at any time during normal business hours for audit by Town staff or any designated agent of the Town as directed by the Town Manager.
- (d) Exemption benefit schedule. Exemption of Town levied real property and/or motor vehicle taxes for which the eligible member may be liable shall be granted to eligible members of the Windsor Volunteer Fire Department and Windsor Volunteer Ambulance Association. To be eligible for this exemption on the July 1 tax bill, the Town Assessor must certify the eligibility and apply the exemption to the eligible member's assessment on the previous October 1, Grand List. Eligibility, as defined in paragraph (b), shall be according to the following:

- (1)
  - (a) Maximum benefit. The maximum benefit shall be defined as an exemption applicable to the assessed value of real or personal property up to an amount equal to the quotient of \$1,000,000 divided by the town's mill rate in effect at the time of the assessment, expressed as a whole number of dollars per \$1,000 of assessed value. Anything to the contrary notwithstanding, no member shall be eligible for an exemption in excess of the amount of property assessed to the member on the applicable Grand List.
  - (b) Benefit schedule. The exemption benefit to which an eligible member may be entitled shall be derived by applying the following schedules:

<b>Windsor Volunteer Fire Department</b>		
	<b>36799</b>	<b>On and after October 1, 2001</b>
Membership		
Regular members, responds to 25% of calls, 1 year or more of service, completed probation	12 1/2%	25%
Qualifications		
Tactical firefighter or 25 years or more of service	12 1/2%	25%
Participation		
12 hours of drills per 6-month period	12 1/2%	25%
Length of Service		
5 years of service or more	12 1/2%	25%
Totals	50%	100%

<b>Windsor Volunteer Ambulance</b>		
	<b>36799</b>	<b>On and after October 1, 2001</b>
Membership		
Voting member with minimum of 12 hours service per month	12 1/2%	25%
Qualifications		
Certified Medical Response Technician, Certified Emergency Medical Technician	6 1/2%	13%
Participation		
Minimum of 20 hours of "shift time" per month over the last 12-month period	12 1/2%	25%

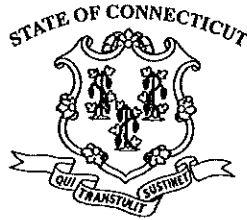
	Windsor Volunteer Ambulance	On and after October 1, 2001
Length of Service	36799	
5 years of service or more	12 1/2%	25%
Totals		
Voting member	25%	50%
Medical Response Technician	44%	88%
Emergency Medical Technician	50%	100%

(e) Years of service. To be eligible for exemption as described in this ordinance, a member of the Windsor Volunteer Fire Department or the Windsor Volunteer Ambulance must serve continuously for the designated period set forth above. Years of service shall not be deemed to be interrupted by Windsor Volunteer Fire Department or Windsor Volunteer Ambulance granted medical leave, military service with the United States, or by injury where Workers' Compensation is invoked. Otherwise, when a person has served as a volunteer with Windsor Volunteer Fire Department or the Windsor Volunteer Ambulance, left such service and then returned, he or she shall not be eligible for exemption until he or she has completed one full fiscal year of service. Upon his or her completion of this year's service his or her total years of service will then be deemed to include the total number of years previously served plus the one year.

(f) Application and record of exemption. The exemption under this section shall be applicable for real property or motor vehicle, owned by any eligible member of the Windsor Volunteer Fire Department and/or the Windsor Volunteer Ambulance, whether such property is owned individually, jointly, or as tenants in common with one or more other persons. In order to receive this exemption, the eligible member's name must appear as a legal owner of record of such property and in the case of real property, be his/her primary residence. The exemption shall be applied first to real property owned by the eligible member and then against any motor vehicles so owned and taxable. Under no circumstances shall the exemption benefit exceed \$1,000 of tax benefit per eligible member in any given assessment year.

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

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



**Substitute House Bill No. 5125**

**Public Act No. 19-36**

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

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

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

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

***Substitute House Bill No. 5125***

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

Approved June 28, 2019




## Agenda Item Summary

Date: December 12, 2019

To: Members of the Health & Safety Committee

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Traffic Stop Data Analysis

### Background

In 2014, the Central Connecticut State University (CCSU), in conjunction with the State Office of Policy and Management (OPM), began issuing yearly reports entitled "Traffic Stop Data Analysis and Findings." These reports evaluate traffic stop data from municipal police departments, special law enforcement agencies and the state police. The fourth report released in June 2019 was for the 12-month period from January 1, 2017 through December 31, 2017. Previous reports were for the 2013-2014, 2014-2015, and 2015-2016 periods (previous reports analyzed stop data from an October through September period).

Utilizing statistical analysis, CCSU utilizes the data in these reports as a screening tool to identify agencies that have statistical disparities relative to their stop data. Upon the release of the first report in May 2015, the police department and town staff proactively met with CCSU personnel to review the traffic stop data for Windsor. It was determined that there were inconsistencies in data collection procedures that had an effect on the traffic stop data. Upon release of the second report in May 2016 covering the 2014-2015 period, CCSU staff selected Windsor for a more in-depth analysis of its traffic stop data. It should be noted that Windsor fell just below the statistical threshold identified by CCSU. Following the release of the second report in May 2016, Windsor Police Department (WPD) and town staff met with CCSU staff on several occasions to review the traffic stop data in an attempt to identify and explain any disparities in Windsor's traffic stop data. Items taken into consideration were WPD calls for service, motor vehicle accident data, officer deployment, officer assignments, and population density.

This review culminated in a supplemental report released by CCSU in July 2017. This supplemental report included follow-up analysis on Windsor's 2014-2015 traffic stop data. Since this second report, the Police Department has changed data collection methods after implementing a new CAD/RMS system. This new system allows for more accurate and detailed data and allows staff to monitor stop data on a more frequent and consistent basis.

### Discussion/Analysis

In the latest release (June 2019) of the Traffic Stop Data Analysis and Findings for 2017, Windsor's traffic stop data did not indicate statistically significant racial and/or ethnic disparities. In addition, Windsor was identified as having one of the highest rates of traffic stops for municipalities in the state (ranked 5<sup>th</sup>). This is in concert with our efforts to reduce speed and improve traffic safety throughout town.

Below are a few highlights from overall traffic stop information for the July 1, through December 9, 2019 period:

- A total of 6,590 traffic stops were made between July 1, 2019 and December 30, 2019. This is 56.0% greater than the 3,705 stops made during the same period in FY 18.
- Windsor residents accounted for 33.5% of the 6,590 traffic stops made, which is consistent with the previous fiscal year.
- Officers searched 91 vehicles, or 1.4% of the total number of stops.
- 82.4% of traffic stops were for violations such as red light, speeding, cell phone, and seat belt. 17.5% of stops were for equipment violations such as failure to display registration plates or defective lights. These percentages are within 2% to 3% of those for the same period in FY 19.

As reported in the past, speeding is one of the most common complaints or call for service the police department receives. All officers are expected to conduct traffic enforcement activities in addition to responding to a wide range of calls for service throughout their shift. There are two officers assigned as a traffic unit and their primary duties relate to traffic enforcement.

We are continuing to work on specific neighborhood traffic concerns and have a multi-disciplinary staff team that meets regularly to review traffic data such as volumes, speed, vehicle type as well as time of day. This information helps in making decisions regarding deploying limited patrol resources in an efficient and effective manner.

Financial Impact

None at this time

Other Board Action

None

Recommendations

This item is presented for information purposes only. No action is requested of the committee.

Attachments

Traffic Stop Data Report for FY 20

# Windsor Police Department

340 Bloomfield Ave, Windsor CT 06095

(860) 688-4545

## Racial Profiling Traffic Stop Report 2019-07-01 00:00 Thru 2019-12-09 23:59

	Gender		Ethnicity			Resident		Custodial Arrest		Enforcement Category			Authority for Search			
	Female	Male	Hispanic	M Eastern	N/A	Municipal	CT	Yes	No	General	Blind	Spot Chk	N/A	Consent	Invent	Other
White:	1402	1917	763	70	2486	931	2996	6	3313	2020	1189	110	3295	5	15	4
Black:	1218	1806	46	7	2971	1204	2883	13	3011	2024	936	64	2957	5	35	27
Indian:	28	109	1	28	108	40	125	1	136	90	39	8	137	0	0	0
Asian:	45	65	2	4	104	33	96	0	110	64	42	4	110	0	0	0
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals:</b>	<b>2693</b>	<b>3897</b>	<b>812</b>	<b>109</b>	<b>5669</b>	<b>2208</b>	<b>6100</b>	<b>20</b>	<b>6570</b>	<b>4198</b>	<b>2206</b>	<b>186</b>	<b>6499</b>	<b>10</b>	<b>50</b>	<b>31</b>

	Stop Nature			Veh Searched		Vehicle Towed		Result of Stop						Duration of Stop			Contraband	
	Invest	Violation	Equip	Yes	No	Yes	No	UAR	Mis	Infract	Verbal	Written	None	0-15	16-30	Over 30	Yes	No
White:	4	2867	448	24	3295	29	3290	2	57	308	2911	28	13	3234	66	19	7	3312
Black:	5	2368	651	67	2957	61	2963	5	123	256	2609	25	6	2868	131	25	25	2999
Indian:	1	107	29	0	137	0	137	0	3	14	116	3	1	133	4	0	0	137
Asian:	0	88	22	0	110	0	110	0	1	7	101	0	1	109	1	0	0	110
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals:</b>	<b>10</b>	<b>5430</b>	<b>1150</b>	<b>91</b>	<b>6499</b>	<b>90</b>	<b>6500</b>	<b>7</b>	<b>184</b>	<b>585</b>	<b>5737</b>	<b>56</b>	<b>21</b>	<b>6344</b>	<b>202</b>	<b>44</b>	<b>32</b>	<b>6558</b>

### Grand Totals

White:	2556	38.8%
Black:	2978	45.2%
Hispanic	812	12.3%
Indian:	136	2.1%
Asian:	108	1.6%
Unknown:	0	0.0%
<b>Total:</b>	<b>6590</b>	<b>100.0%</b>

Male	3897	59.1%
Female	2693	40.9%
<b>Total</b>	<b>6590</b>	<b>100.0%</b>

	Reason for Stop		
	Invest	Violation	Equip
White:	0.12%	86.38%	13.50%
Black:	0.17%	78.31%	21.53%
Indian:	0.73%	78.10%	21.17%
Asian:	80.00%	20.00%	0.00%

	Enforcement Action		
	Formal	Warning	None
White:	11.06%	88.55%	0.39%
Black:	12.70%	87.10%	0.20%
Indian:	12.41%	86.86%	0.73%
Asian:	7.27%	91.82%	0.91%

### Windsor Police Department

340 Bloomfield Ave, Windsor CT 06095  
(860) 688-4545

## Racial Profiling Traffic Stop Report 2018-07-01 00:00 Thru 2018-12-09 23:59

	Gender		Ethnicity			Resident		Custodial Arrest		Enforcement Category			Authority for Search			
	Female	Male	Hispanic	M Eastern	N/A	Municipal	CT	Yes	No	General	Blind	Spot Chk	N/A	Consent	Invent	Other
White:	690	1168	412	28	1418	516	1661	2	1856	1263	595	0	1824	5	23	6
Black:	659	1044	21	9	1673	673	1614	11	1692	1200	503	0	1648	9	33	13
Indian:	16	66	2	23	57	28	76	0	82	46	36	0	82	0	0	0
Asian:	23	39	0	4	58	17	53	0	62	38	24	0	62	0	0	0
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	1388	2317	435	64	3206	1234	3404	13	3692	2547	1158	0	3616	14	56	19

	Stop Nature			Veh Searched		Vehicle Towed		Result of Stop					Duration of Stop			Contraband		
	Invest	Violation	Equip	Yes	No	Yes	No	UAR	Mis	Infract	Verbal	Written	None	0-15	16-30	Over 30	Yes	No
White:	4	1541	313	34	1824	39	1819	1	43	131	1666	3	14	1768	75	15	8	1850
Black:	4	1297	402	54	1649	43	1660	2	95	107	1488	2	9	1583	94	26	19	1684
Indian:	1	68	13	0	82	1	81	0	1	7	73	0	1	80	2	0	0	82
Asian:	0	51	11	0	62	0	62	0	1	4	57	0	0	61	1	0	0	62
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	9	2957	739	88	3617	83	3622	3	140	249	3284	5	24	3492	172	41	27	3678

### Grand Totals

White:	1446	39.0%
Black:	1682	45.4%
Hispanic	435	11.7%
Indian:	80	2.2%
Asian:	62	1.7%
Unknown:	0	0.0%
<b>Total:</b>	<b>3705</b>	<b>100.0%</b>

Male	2317	62.5%
Female	1388	37.5%
<b>Total</b>	<b>3705</b>	<b>100.0%</b>

	Reason for Stop		
	Invest	Violation	Equip
White:	0.22%	82.94%	16.85%
Black:	0.23%	76.16%	23.61%
Indian:	1.22%	82.93%	15.85%
Asian:	0.00%	82.26%	17.74%


	Enforcement Action		
	Formal	Warning	None
White:	9.47%	90.36%	0.16%
Black:	12.03%	87.85%	0.12%
Indian:	9.09%	90.91%	0.00%
Asian:	7.58%	92.42%	0.00%

## Agenda Item Summary

Date: December 12, 2019

To: Members of the Health & Safety Committee

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed Changes to Code of Ordinances - Parking

### Background

Presently Windsor Police officers may issue citations for various parking violations through town ordinances and *CT General Statutes*. Police Department Administration has been reviewing the town's parking ordinances as part of an overall approach to improve safety for vehicle operators, pedestrians, and cyclists. Staff would like to provide an overview to the committee and discuss future potential ordinance amendments.

### Discussion / Analysis

Currently, Windsor Police officers are limited to the types of enforcement they can take when dealing with parking violations in town. The Town of Windsor's *Code of Ordinances* Chapter 16, Article III Parking, provides only limited actions when dealing with parking violations. These violations are as follows:

- Compliance time period restrictions.
- Commercial vehicles restricted in residential areas.
- Temporary parking prohibition.
- Winter parking regulated
  - Parking on the streets between 1 AM and 6 AM between November 15<sup>th</sup> and April 15<sup>th</sup>.
  - Parking on the streets during a snow or ice storm which has been in progress for at least one hour.
  - Parking on the traveled portion of a street so as to impede normal snowplowing operations and the free flow of traffic during snow storms.
- Parking for handicapped persons.

The fine for these violations (other than handicapped parking) is set by ordinance at \$15. The fine for handicapped parking is set by ordinance at \$95.

Additionally, officers can utilize Chapter 6 Article I Fire Prevention Code Section 6-24 Parking or standing in fire lanes. By ordinance, the fine for parking in a fire lane is established by the official town price guide which is currently \$50.

In order to enforce parking violations not listed in the *Code of Ordinances*, officers need to utilize the *Connecticut General Statutes* to take enforcement action.

Parking violations are addressed in *CT General Statutes* 14-251 and 14-252 as follows:

- Parking within 10' of a fire hydrant.
- Parking on the side of any highway except on the right side of such highway in the direction in which such vehicle is headed (opposite the direction of traffic flow.)
- Parking more than 12 inches from the curb.
- Parking within 25' of an intersection, stop sign, traffic control signal, or crosswalk.
- Parking at any curve or turn or at the top of any grade where a clear view of such vehicle may not be had from a distance of at least 150 feet in either direction.
- Parking in violation of posted signs contrary to the directions of such signs.

- Parking within 50 feet of the point where another vehicle, which has previously stopped and continues to remain stationary on the opposite side of the travel portion of the same highway.
- Parking in such a manner as to constitute a traffic hazard or obstruct the free movement of traffic.
- Parking so as to obstruct or interfere with the ingress to or egress from any private driveway or alleyway without the permission of the owner of such driveway or alleyway.

Utilizing state statutes to enforce parking violations requires an officer to issue an infraction to the operator of the vehicle, which can be time consuming and cumbersome. The current fine of the violation using a state infraction is \$92. Under local ordinances, vehicle drivers / operators do not need to be present to receive a citation. Most communities in the greater Hartford area have adopted town ordinances that mirror state statutes, giving police an additional tool to deal with parking violations in their community.

Several communities have also identified other parking issues that can be addressed via town ordinance. Issues that could be considered as parking violations include the following:

- Parking on any traffic control island or media that separates traffic on a travelled way.
- Parking within 25 feet of the nearest rail or a railroad crossing.
- Parking on a sidewalk.

Ensuring motor vehicle and pedestrian safety is a high priority for the town. Updating Windsor's *Code of Ordinances* to include the violations under *CT General Statutes* 14-251 and 14-252 and the additional violations noted provides additional resources to police to enhance this safety for our citizens.

#### Financial Impact

Although the process for issuing a town ordinance violation is less cumbersome and easier for an officer to perform, our main goal is to gain compliance and increase safety. It is anticipated that updating the *Code of Ordinances* to include these additional parking violations would increase General Fund revenue moving forward; however, it is difficult to determine the amount of revenue that would be generated. In FY2018, General Fund revenue from parking violations was \$22,951.

#### Other Board Action

None

#### Recommendations

This item is presented for discussion at this time and there is no specific action requested of the committee.

#### Attachments

Town Ordinance Chapter 16 Article III Parking

## ARTICLE II

**Operation and Parking of Vehicles on Town-Owned Property****Sec. 16-20. Definitions. [Code 1961, § 17.19.02; Ord. No. 70-7, 10-5-1970]**

As used in this article, the term "motor vehicle" or "vehicle" includes any motor equipped device suitable for use in the conveyance, drawing or transportation of persons or property, whether operated on wheels or runners or by other means, except those operated on stationary rails.

**Sec. 16-21. Exceptions. [Code 1961, § 17.19.03; Ord. No. 70-7, 10-5-1970]**

This article shall not apply to motor vehicles on public streets or to town-owned vehicles or emergency vehicles being used in the performance of the operator's official duties.

**Sec. 16-22. Restriction to visiting of premises. [Code 1961, § 17.19.01; Ord. No. 70-7, 10-5-1970]**

No person shall operate any motor vehicle upon any property owned, managed or under the control of the Town or any of its departments or Boards, except for driving or parking in authorized areas while visiting the premises.

**Sec. 16-23. Obedience to signs and signals. [Code 1961, § 17.19.04; Ord. No. 70-7, 10-5-1970]**

No person shall operate any motor vehicle upon property covered by this article in violation of any traffic sign or signal erected by the Town.

**Sec. 16-24. through Sec. 16-29. (Reserved)**

## ARTICLE III

**Parking****Sec. 16-30. Compliance time period restrictions. [Code 1961, § 17.03.01; Ord. No. 71-3, 10-8-1971]**

No vehicle shall be parked beyond the period of legal parking as designated by the traffic authority for the Town as set for that area on any street or off-street parking area in the Town.

**Sec. 16-31. Commercial vehicles restricted in residential areas. [Code 1961, § 17.03.02; Ord. No. 71-3, 10-8-1971]**

No person shall park or leave unattended for longer than one hour any commercial vehicle on streets in residential areas in the Town. A "commercial vehicle" is hereby defined as any vehicle designed and used for the transportation of merchandise or freight or of employees of

the registrant when engaged in the business of the registrant, which is propelled or drawn by any power other than muscular, except such as run only on rails or tracks.

**Sec. 16-32. Temporary parking prohibition.** [Code 1961, § 17.03.03; Ord. No. 71-3, 10-8-1971]

The traffic authority for the Town is authorized to declare a parking ban thereby temporarily prohibiting parking in any area where, in such authority's opinion, it is necessary to facilitate the removal of snow, the construction of public works improvements, and other good and sufficient purposes. Such authority shall give notice of such temporary prohibition by placing suitable signs or by radio and newspaper.

**Sec. 16-33. Winter parking regulated.** [Code 1961, § 17.03.04; Ord. No. 71-3, 10-8-1971]

- (a) No vehicle shall be parked on the streets of the Town between 1:00 a.m. and 6:00 a.m. between November 15th and April 15th.
- (b) No vehicle shall be parked on the streets of the Town during a snow or ice storm which has been in progress at least one hour.
- (c) No vehicle shall be parked or left on the traveled portion of a street or highway so as to impede normal snow-plowing operations and the free flow of traffic during snow storms.

**Sec. 16-34. Penalties; impounding.** [Code 1961, § 17.03.05; Ord. No. 71-3, 10-8-1971; Ord. No. 80-6, § 1, 10-20-1980; Ord. No. 87-3, § 2, 10-19-1987; Ord. No. 99-3, § 1, 5-3-1999]

- (a) Any person violating any provision of this article shall be fined the sum of \$15 if paid within seven days of the issuance of the notice of said violation and the sum of \$30 if paid beyond seven days of the issuance of said violation notice.
- (b) Any vehicle involved in a violation of the article may, in addition to the fine prescribed in subsection (a) above, be removed and conveyed by, or under the direction of, a member of the Police Department by means of towing or otherwise, to a place to be designated by the Town Manager. The owner of any impounded vehicle shall be duly informed as to the nature and circumstances of the violation on account of which such vehicle has been impounded and shall be liable for the costs incurred as a result of the removal and storage of such vehicles.
- (c) In any prosecution or proceedings for the violation of any provision of this article, proof of the registration number of any motor vehicle therein concerned shall be prima facie evidence that the owner was the operator thereof.

**Sec. 16-35. Parking for handicapped persons.** [Ord. No. 84-1, § 1, 1-3-1984; Ord. No. 86-5, §§ 1 — 13, 3-17-1986; Ord. No. 01-3, § 1, 1-16-2001; Ord. No. 03-3, § 1, 9-2-2003]

- (a) Applicability. Any parking lot which is intended or designed to provide parking to any proposed or existing building where such building is required by any applicable law,



statute, ordinance, code or regulation to be accessible to handicapped persons shall comply with this section.

- (b) Definition. For the purpose of this section, a "handicapped person" shall be a person whose ability to walk is seriously and/or permanently impaired, and who has been issued a special parking identification card for handicapped persons by the commissioner of motor vehicles or the Chief of Police or other relevant authority of any state.
- (c) Use of specially designated spaces. Whenever the traffic authority of the Town, or the owner, operator, lessee or tenant of any such premises shall designate specially marked parking spaces for handicapped persons, no motor vehicle shall park in such space except:
  - (1) A motor vehicle registered as a passenger motor vehicle, or passenger and commercial motor vehicle and operated by or transporting a holder or holders of a proper, unexpired identification form, issued by a proper authority of any state; or
  - (2) A motor vehicle bearing a special license plate designating such vehicle as being used for transporting a handicapped person or persons, issued by a proper authority of any state.
- (d) Number and location of spaces to be provided. Spaces reserved and designated as parking for the handicapped shall be in accordance with the following table:

Total Parking Spaces on Site	Required Number of Parking Spaces for Handicapped <sup>1</sup>
1 — 9	Exempt
10 — 25	1
26 — 50	2
51 — 75	3
76 — 100	4
101 — 150	5
151 — 200	6
201 — 300	7
301 — 400	8
401 — 500	9
501 — 1,000	2% of total
Over 1,000	20, plus 1 for each 100 over 1,000

NOTE:

<sup>1</sup> When calculating the required number of parking spaces, round any resultant number to the nearest whole number.

- (e) Construction, identification, and signage required. The construction, identification, delineation, and marking of all parking spaces required herein shall be in accordance with and pursuant to Section 14-253a(g), (h), and (i) of the Connecticut General Statutes. In addition thereto, the marking of all parking spaces shall include a sign supplied by the Town of Windsor which reads: "To report violations, call or contact the Windsor Police Department at 860-688-5273". If clearly visible from the handicapped parking spaces served, one sign may serve more than one such parking space.
- (f) Responsibility for constructing spaces. The owner, operator, lessee or tenant of such parking lot shall be responsible for installing and maintaining any improvement necessary to comply with this section.
- (g) Enforcement and penalties. The provisions of this section requiring maintenance or installation of any improvement shall be enforced by the zoning enforcement officer who shall issue written orders and grant reasonable deadlines as he may deem necessary to gain compliance. Failure to comply shall be an infraction punishable by a fine of not more than \$90. Each day that such infraction continues unabated shall be a separate infraction. Infraction complaints shall be issued and served by a police officer upon written request from the zoning enforcement officer. The provisions of this section regarding usage of such spaces shall be enforced by the Police Department. Whenever any vehicle shall be found parked in violation of this section, any Windsor police officer may issue a citation for such violation, which citation shall provide for a fine of not less than \$95 payable to the Town and remitted to the office of the tax collector within seven days of the citation date. If the fine is not paid within seven days, a penalty in an amount equal to the fine shall immediately become due and payable in addition to the original fine and a warrant may be issued for the arrest of the violator.
- (h) Exceptions. The Windsor Zoning Board of Appeals (hereinafter the Board) may grant exceptions to subsection (d) of this section as to the applicability based on the number of total parking spaces on site and as to the required number of parking spaces for handicapped persons.

Applications for such exceptions shall apply in writing to the clerk of the Board on a form provided by said Board. Such application shall be considered officially received at the next regularly scheduled meeting of the Board after submission to such clerk, or 35 days after such submission, whichever is sooner. The Board shall commence a hearing on the application within 65 days after official receipt and shall render a decision within 65 days after such hearing commences. The applicant may consent to one or more extensions of any period specified in this subsection, provided the total extension of any such period shall not be for longer than the original period as specified in this subsection. Said applicant may withdraw such application at any time prior to the Board's decision.

Such hearings shall be conducted in the same manner as requests for variances from the Town of Windsor zoning regulations with the following exceptions:

- (1) Legal advertising, notification signs, hearing fees and filing requirements shall not be required.

- (2) Written notification of such pending hearing shall be mailed to the Commission on the aging and handicapped at least 10 days prior to the commencement of such hearing.

The Board shall decide such cases based upon a test of reasonableness, and may grant, deny, or modify and grant the application with due consideration to the following factors:

- (1) The number of parking spaces on the site compared to the number of parking spaces required by the Town zoning regulations;
  - (2) The known history of use of the existing parking spaces by handicapped persons and the projected future use of such spaces;
  - (3) The requirements of the site plan as approved by the Planning and Zoning Commission, if available;
  - (4) The evidence and testimony of the applicant, the Town staff, the Commission on the aging and handicapped, and any other interested party, provided any such evidence and testimony is submitted to the Board prior to the close of the hearing.
- (i) Presumption as to vehicle ownership. In any prosecution or proceedings for the violation of any provision of this article, proof of the registration number of any motor vehicle therein concerned shall be prima facie evidence that the owner was the operator thereof.

**Sec. 16-36. through Sec. 16-39. (Reserved)**

#### ARTICLE IV

#### **Motorized Scooters, Pocket Motorcycles (Pocket Bikes) and Go-Carts**

##### **Sec. 16-40. Definitions and interpretation. [Ord. No. 05-01, § 1, 4-4-2005]**

All terms used in this Article shall be interpreted in accord with the definitions thereof set forth in Title 14 of the General Statutes as that title may be amended or recodified from time to time except that the following defined term shall have the meaning indicated herein.

**GO-CART** — A four-wheeled vehicle other than a motor vehicle, bicycle with a helper motor or a motorized scooter and which is propelled by an internal combustion engine, electric motor or other mechanical means; is capable of carrying a rider and/or passenger at a speed in excess of five miles per hour.

**MOTOR SCOOTER** — A wheeled device other than a motor vehicle consisting of a platform of metal, wood, plastic or any other material designed for recreational purposes to carry its user in an erect position and which is propelled by the use of a small motor.

**POCKET MOTORCYCLE (POCKET BIKE)** — A two-wheeled vehicle other than a motor vehicle, bicycle with helper motor or a motorized scooter and which is propelled by an

**TOWN OF WINDSOR  
HEALTH AND SAFETY COMMITTEE  
SPECIAL MEETING  
AUGUST 21, 2019  
TOWN HALL – LUDLOW ROOM**

**UNAPPROVED MINUTES**

**1. CALL TO ORDER**

Committee Chair Nuchette Black-Burke (via phone) called the meeting to order at 6:03 p.m. with Councilor James Govoni and Deputy Mayor Terranova present. Town Manager Peter Souza, Police Chief Don Melanson and Captain Andy Power were also present.

**2. PUBLIC COMMENT**

None

**3. DISCUSSION OF FY 19 QUARTERLY TRAFFIC ENFORCEMENT DATA AND SPEEDING CONCERNS**

Town Manager Souza and Donald Melanson, Chief of Police, provided an overview of the FY 19 enforcement efforts as well as trends from FY 2019. Chief Melanson gave an overview of the subject as follows:

In the latest release (June 2019) of the Traffic Stop Data Analysis and Findings for 2017, Windsor's traffic stop data did not indicate statistically significant racial and/or ethnic disparities. In addition, Windsor was identified as having one of the highest rates of traffic stops for municipalities in the state (ranked 5<sup>th</sup>). This is in concert with our efforts to reduce speed and improve traffic safety throughout town.

Below are a few highlights from overall traffic stop information for FY 19:

- A total of 12,095 traffic stops were made between July 1, 2018 and June 30, 2019. This is 10.7% greater than the 10,928 stops made in FY 18.
- Windsor residents accounted for 32.1% of the 12,095 traffic stops made, which is consistent with the previous fiscal year.
- Officers searched 230 vehicles, or 1.9% of the total number of stops.
- 81.8% of traffic stops were for violations such as red light, speeding, cell phone, and seat belt. 17.9% of stops were for equipment violations such as failure to display registration plates or defect lights. These percentages are similar to those for the full FY 18 period.

As reported in the past, speeding is one of the most common complaints or call for service the police department receives. All officers are expected to conduct traffic enforcement activities in addition to responding to a wide range of calls for service throughout their shift. There are two officers assigned as a traffic unit and their primary duties relate to traffic enforcement.

We are continuing to work on specific neighborhood traffic concerns and have a multi-disciplinary staff team that meets regularly to review traffic data such as volumes, speed, vehicle type as well as time of day. This information helps in making decisions regarding deploying limited patrol resources in an efficient and effective manner.

Deputy Mayor Terranova asked about the 'veil of darkness' test. Chief Melanson responded that the State wide study still uses that test as part of their analysis. The Windsor Police Department has not been identified as having an issue with this metric in any of the state wide reports.

Councilor Govoni asked if there is officer diversity within the new officers hired in past several years. Chief Melanson responded that since 2016, 45% of those hired are either black or Hispanic. Currently overall, 21% of our officers are female. 31% of our officers are either black or Hispanic.

#### **4. DISCUSS IMPLEMENTATION OF LICENSE PLATE READER TECHNOLOGY**

Donald Melanson, Chief of Police, gave an overview of the item stating that this past spring, the Police Department received grant funds to purchase license plate reader (LPR) technology to provide added capabilities while our officers are on patrol. The department is in the process of having the LPR units installed on two marked patrol vehicles, one for deployment in the northern half of town and one in the southern half of town.

LPR technology brings with it the topic or concern of privacy that the Police Department takes seriously. The Police Department has entered into an agreement with the CT State Police (CSP) to utilize their LPR database to work with our LPR systems. With this agreement, our Police Department will not store or retain any LPR data on site. CSP purges stored data from the LPR system 90 days after it has been stored. Purging data after 90 days alleviates many of the concerns regarding privacy that are related to LPR systems. The LPR system, along with access to all law enforcement databases, has safeguards in place to ensure the system is used appropriately with strict oversight and accountability.

The LPR system will assist the Police Department to address current crime trends such as vehicle burglaries and stolen vehicles, often committed by juveniles, and with narcotics and drug investigations.

Councilor Govoni asked about the technology and how quickly the plate gets read. Chief Melanson stated it takes about 1-2 seconds.

Deputy Mayor Terranova asked how many other towns have this technology. Chief Melanson and Captain Power responded a growing number of towns have this tool in place, including West Harford, Wethersfield and Bristol.

Councilor Black-Burke inquired as to how the units will be used. Chief Melanson said the technology will be installed on marked patrol vehicles and one will be deployed as part of regular patrol districts in the northern half of town and one in the southern half of town. The plan is not to randomly drive through private parking lots scanning plates.

Councilor Black-Burke asked how the department plans to communicate use of this new tool with the public. Town Manager stated in the course of the next 30 to 45 days prior to formally deploying the LPR units, the Police Department will be using various avenues for public education. These will include public access television, various social media platforms, print media and the town's website.

## **5. DISCUSSION OF CRISIS INTERVENTION TEAM AND EMBEDDED CLINICIAN PROGRAM**

Town Manager Souza provided an overview of the program and outlined the following points:

In FY18 the department responded to 332 calls with persons experiencing mental health emergencies or calls categorized as involving an emotionally disturbed or suicidal person. Of the 332 mental health reports submitted by officers in FY18, 163 have required individuals to be transported to a local hospital as the individual was in crisis and presented themselves as a danger to themselves or others.

In FY19, the department responded to 356 such calls for service. Of the 356 mental health reports submitted by officers in FY19, 110 have required the individual to be transported to the hospital for care and treatment.

Working 20 hours a week, the embedded clinician receives case reports from officers who respond to mental health crisis calls for review and follow-up. The clinician also provides follow-up visits with high risk individuals and those who have had repeated police contact. These follow-up visits provide an avenue of support for these individuals. In turn, this continued contact and follow up can help to reduce the frequency these individuals experience a crisis, reducing demands on police services. Often the follow-up visits have been with a police officer allowing officers to build a rapport with the resident and gain additional insights from working with the clinician.

Councilors Govoni and Black-Burke stated they both support this program.

Deputy Mayor Terranova added she likes the fact that Community Health Resources will continue as the contractor.

## **6. STAFF REPORTS**

Town Manager Souza highlighted the successful National Night Out event as well as the three Neighborhood Block Parties sponsored by the Police Department and Youth Services division of Recreation Department.

It was reported that the Radio System project is on schedule. The school's radio system will be up and running at the end of the month for the start of school. We recently received

frequency licenses from the FCC for the town-wide system. This allows final engineering and system assembly to begin this fall. Project completion and testing is expected in spring 2020.

Town Manager Souza stated the Public Building Commission is interviewing the apparent responsive low bidder for the police station project during the week of August 26<sup>th</sup>. Base bids for construction have come in essentially at the architect's estimate. Contract award is expected in early September.

## **7. APPROVAL OF MINUTES**

a) January 28, 2019

MOVED by Deputy Mayor Terranova, seconded by Councilor Govoni to approve the unapproved minutes of the January 28, 2019 meeting as presented.

Motion Passed 3-0-0

## **8. ADJOURMENT**

MOVED by Councilor Govoni, seconded by Deputy Mayor Terranova, to adjourn the meeting at 6:45 p.m.

Motion Passed 3-0-0

Respectfully submitted by,

Peter Souza  
Town Manager