

**Windsor Town Council  
Council Chambers – Town Hall  
January 3, 2012  
APPROVED MINUTES**

Mayor Trinks called the meeting to order at 7:31 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Simon, Councilor Boccia, Councilor Herzfeld, Councilor Jepsen, Councilor Jubrey, Councilor McKenney, and Councilor Terranova

Absent – Councilor McDonald

2. Prayer – Councilor Boccia
3. Pledge of Allegiance – Councilor Boccia
4. Proclamations/Awards

None

5. Public Communications and Petitions

None

6. Report of Appointed Boards and Commissions
  - A. Board of Education

Ms. Darlene Klase reported the following to the Council.

- Ms. Kristin Ingram was officially sworn in as a member to the Board.
- The Safe School Safe Climate Plan has been approved.
- Ms. Klase discussed the classes that were dropped from the curriculum.
- There is an online link for the parent survey to provide input on the school calendar.
- The Board accepted the resignation of Mr. Rusty Peck.
- Three members have been identified from the Board of Education for the joint Board/Council Committee.
- The elementary schools restructuring is underway.
- Dates will be issued in the near future for public forums for the budget.
- The new Superintendent of Schools, Dr. Jeffrey Villar, will begin in March of 2012.

Councilor Jepsen hopes we are on an upswing with relations between the Board of Education and Town Council. He stated he was upset that the High Honors science program was cut. He said that there seems to be a huge gap from Honors to AP and a void has been created. He thinks the Board has jumped the gun and gone too far too fast.

Councilor Herzfeld asked if the High Honors courses that were eliminated were replaced with an AP course. Ms. Klase responded that an integrated science course was added and the traditional college bound student should take the AP course.

Ms. Klase added that the Board just started a curriculum committee to better understand curriculum choices and decisions.

## 7. Town Manager's Report

### **Lending a Helping Hand**

Windsor Social Services facilitated another successful turkey distribution this year. Through their partnership with Foodshare, the Windsor Community Service Council and with the generosity of the local community, more than 200 turkeys with trimmings were distributed to families and individuals in need this Thanksgiving. We appreciate the help of all the businesses, religious institutions, schools, civic organizations, and individuals and families that contributed to help make the distribution a success.

### **Holiday Giving**

Windsor Social Services, the Health Department and Windsor Ambulance teamed up again this holiday season for "Project Santa." Many volunteers helped at the safety complex collecting toys and helped pack the gifts at the L.P. Wilson Community Center. A total of 151 families and 308 children received gifts from "Project Santa" thanks to the numerous donations received by 24 businesses, four civic organizations, six religious institutions and 32 citizens. Families were truly appreciative of the generosity of the Windsor community.

Another holiday tradition of giving was spearheaded by Windsor Police Officer Steve Vesco who collects donated gifts from town employees that he and his dog Iko deliver to residents at Windsor Rehabilitation. This year every resident in the 108 bed facility received at least two small gift items as a result of the collection.

### **Collection of Back Taxes**

In September the town contracted with a private firm to provide collection services for tax accounts that had been suspended and remain on the books for the 1996 Grand List through the 2007 Grand List. This effort augmented our collection efforts by the Tax Collector's Office. These accounts were related to uncollected motor vehicle, supplemental motor vehicle, and personal property taxes. The contracted service does not cost the town any money as the firm collects a fee from the person or entity paying the overdue taxes.

Since September 1<sup>st</sup>, the private firm has collected approximately \$61,000 in past taxes and interest. Year-to-date collections of our suspended accounts now total \$76,323 taxes plus interest. This number equals 88% of what we collected in suspended accounts for the entire FY 2011 period, which was \$87,013.

Mr. Brian Funk, Director of Public Works, and Mr. Mark Goossens, Solid Waste Manager, gave a report on the Landfill Enterprise Fund as follows:

For Municipal Solid Waste (MSW), and Bulky Waste (construction and demolition debris), and the resultant Total Revenues, the Landfill received 10,648 tons and \$769,792 in revenues in the 1st quarter (column 4). This tonnage amount is 1,011 tons greater than the target for the 1st Quarter. The revenue figure is \$61,531 more than the 1<sup>st</sup> Quarter target. This amount is 108% of the target.

Operating Expenses for the Landfill Enterprise Fund were \$184,887 lower than targeted in the 1st Quarter. The main factor in this savings was lower than budgeted Contractual Services expenses. However, expenses in this category will be higher in the 2<sup>nd</sup> quarter, especially for engineering services. In addition, Maintenance & Repairs are anticipated to be higher in future quarters, related to planned undercarriage work on the bulldozer

This reduction in expenses was a factor in the generation of a positive amount in Operating Income for the 1st Quarter. For the 1st Quarter, the Landfill Enterprise Fund had earned a "profit" of \$561,533. This Operating Income amount is \$246,418 greater than targeted for the 1<sup>st</sup> Quarter.

With this "profit" of about \$561,000 for the 1<sup>st</sup> Quarter, the present Retained Earnings of the Landfill Enterprise Fund stands at \$29,740,427. These funds will be used to meet closure and post-closure costs of the Windsor-Bloomfield Landfill.

Improvements expansions to the gas collection system at Landfill are nearing completion. We anticipate that these expenses will appear in the 2<sup>nd</sup> quarter reports.

Town Manager Souza added that they are preparing a report for the Finance Committee with future projections on the Landfill Closure costs.

#### 8. Communication from Council Members

Councilor Boccia – stated she received a survey by the Economic Development Department via email. She asked how this came about and how we can disseminate this information to residents who don't get the automatic email. It had great questions about the future of downtown and she feels it is important to get it out to everyone. She asked if it would go to the press.

Town Manager Souza said it is the first stage of getting feedback and that First Town Downtown is helping to coordinate it, and the town will be collecting this information over the next few months. The email subscription service has 800 subscribers. Town Manager Souza said he would check with the Chamber and First Town Downtown to see what plans they have for gathering input from other sources.

Councilor McKenney – None

Councilor McDonald – Absent

Councilor Terranova – wished everyone a Happy New Year.

Councilor Jubrey – wished everyone Happy New Year.

Councilor Herzfeld – wished everyone Happy New Year and don't leave your animals outside this time of year.

Councilor Jepsen – wished everyone a Happy New Year.

Deputy Mayor Simon – wished everyone a Happy New Year.

Mayor Trinks – wished everyone a Happy New Year.

#### 9. Reports of Standing Committees

Finance Committee – The committee met last week and have a number of items on the agenda this evening. They also began work on proposed amendments on the abatement policy and will soon review the financial report of the town.

Special Projects Committee – None

Town Improvements Committee – None

Health and Safety Committee – None

#### 10. Ordinances

- A. Approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$685,000 FOR COSTS IN CONNECTION WITH THE PURCHASE OF A REPLACEMENT HEAVY RESCUE/PUMPER VEHICLE; AND AUTHORIZING THE ISSUE OF \$685,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Resolved by Councilor Jepsen, seconded by Councilor Herzfeld, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$685,000 FOR COSTS IN CONNECTION WITH THE PURCHASE OF A REPLACEMENT HEAVY RESCUE/PUMPER VEHICLE; AND AUTHORIZING THE ISSUE OF \$685,000 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 McDonald absent)

Moved by Councilor Jepsen, seconded by Councilor Boccia to approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$685,000 FOR COSTS IN CONNECTION WITH THE PURCHASE OF A REPLACEMENT HEAVY RESCUE/PUMPER VEHICLE; AND AUTHORIZING THE ISSUE OF \$685,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION"

The vehicle being disposed of is a 1984 Grumman Pumper. The new vehicle will respond from Hayden Station Firehouse to approximately 75% of the emergency calls in town, equaling about 750 responses per year. Due to the vehicle's location off of I-91, it responds to all emergencies in the southern and northern ends of town. This creates the need for a dependable, well-equipped and modern piece of apparatus. Much of the equipment that is on the present pumper/rescue has been recycled or moved from other apparatus over the years. This equipment is planned to be replaced by newly purchased equipment.

If the Council approves the bond ordinance, it is planned to complete the bid process and award a contract by the end of the third quarter of the fiscal year. Delivery of the vehicle is approximately 10-12 months from the time the contract is executed.

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

11. Unfinished Business

None

12. New Business

- A. Authorize the Town Manager to execute an agreement with the State of Connecticut for the 2011-2014 Public Health Preparedness Grant

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen that Peter Souza, Town Manager, is authorized to make, execute and approve on behalf of the Town of Windsor, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health.

Dr. Charles Petrillo, Director of Public Health, provided the following overview.

The purpose of this funding is to continue enhancing the state's response to bioterrorist events and disease outbreak situations. This is a three year contract covering the period August 10, 2011 through August 9, 2014. The total amount of this contract is \$162,069, to be allocated in three equal annual payments of \$54,023. In the first year of this contract (2011-2012), the Town of Windsor Health Department as the lead health department for MDA #31 agrees to: 1) complete annual deliverables related to Project Public Health Ready, Cities Readiness Initiative, and public health preparedness capabilities; 2) maintain a public health emergency response plan; 3) test our local health alert network by conducting quarterly call downs and report on those call downs and the development of that network; 4) support the recruitment and retention of volunteers; and 5) report on newly established or discontinued Points of Dispensing including the supporting documents for each POD site.

Each of these five general deliverable areas is supplemented by a local Health Work Plan that goes into more details on what is expected in each year of the contract. The

deliverables in year two and three of this contract will change based on the CDC's focus regarding public health preparedness needs.

Throughout this grant period, Windsor will continue working with South Windsor as members of Mass Dispensing Area #31 and assist them in addressing plan elements specific to South Windsor's needs. The planning process for MDA #31 will continue to be planned and reviewed by the joint planning team staffed by representatives from South Windsor and Windsor.

Windsor is the lead of Mass Dispensing Area #31, which includes Windsor and South Windsor. They have received \$700,000 to support mandated planning efforts as dictated by the grant monies.

Deputy Mayor Simon asked why are we asking for the money at this point, given that the contract started in August. Dr. Petrillo replied that we just received the contract documents from the state and that this is routinely the way the state manages this contract.

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

B. Approve an extension of the due diligence period of the disposition of 55-69 Mechanic Street

Mr. James Burke, Economic Development Director, discussed the extension as follows:

Since August, the developer has expended efforts in the areas of geo-technical analysis, refining site plans, completing market analyses, pursuing zoning text amendments, along with identifying and working towards equity and debt financing commitments. Some of the predevelopment work, such as the third-party market analyses for investors and banks, was delayed until a zoning amendment establishing minimum floor area for apartment units was approved by the Town Planning and Zoning Commission in October. This delay, and time lost to weather events have limited the developer's opportunities to present the project and completely secure financing commitments.

The developer desires to continue predevelopment efforts and has requested an extension of the due diligence period until February 26, 2012. This extension request is to provide time to finalize the commitment of equity financing arrangements.

The extension request includes the provision that the developer may terminate the agreement prior to February 11, 2012 and receive the full predevelopment deposit back. If the developer continues the agreement past February 11, 2012, \$8,000 of the predevelopment deposit would be non-refundable if they choose to terminate the agreement prior to February 26, 2012 or if they default after that date.

The agreement also contains an exhibit that establishes a Schedule of Performance for various project milestones. The developer and town staff are working to adjust the

schedule to reflect the proposed extension of the due diligence period. A revised Schedule of Performance will be presented to the Town Council January 3<sup>rd</sup>. It is the goal of the developer and town staff to present a revised schedule that allows for the transfer of property to occur in the third quarter of calendar year 2012.

Due to the fact that the current due diligence period ended on December 28<sup>th</sup> prior to the Council's next regularly scheduled meeting, the developer provided notice per the agreement to terminate the agreement and is requesting that the predevelopment deposit be refunded if the Town Council does not approve the extension of the due diligence period and amendments to the schedule of performance.

The developer has requested an extension of the due diligence period until February 26, 2012. The extension is to provide time to finalize the commitment of equity financing arrangements. When complete, the redevelopment project will increase the taxable assessed value of the site from \$159,180 to more than \$8,000,000. At the current mill rate, this represents an increase in real property tax revenue of approximately \$220,000 per year. Additional revenue in the form of vehicle tax will also accrue.

When complete, the redevelopment project will increase the taxable assessed value of the site from \$159,180 to more than \$8,000,000. At the current mill rate, this represents an increase in real property tax revenue of approximately \$220,000 per year. Additional revenue in the form of vehicle tax will also accrue.

Deputy Mayor Simon asked about the overall effect of the changes to the schedule of performance. He asked if it were true that essentially we are shortening the timeframes to the steps to assure the completion occurs at the end of this year. The granting of the extension is offset by shortening of other timeframes. Staff agreed.

Councilor Jepsen stated that he is voting against this project to be consistent with his prior votes.

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to authorize the Town Manager to finalize and execute amendments to the AGREEMENT FOR DISPOSITION AND REDEVELOPMENT OF PROPERTY 55-69 MECHANIC STREET to allow for an extension of the due diligence period until February 26, 2012 with the understanding that \$8,000 of the predevelopment deposit will be forfeited if the developer does not terminate the agreement prior to February 11, 2012 but does so between February 12 and February 26, 2012; and that the Schedule of Performance entitled 'Exhibit B – Schedule of Performance Revised January 3, 2012' be approved.

Motion Passed 6-2-0 (Councilor McDonald absent and Councilors Jepsen and Boccia opposed)

- C. Approve an appropriation of \$100,000 from the Capital Projects Fund, Undesignated, Unreserved fund balance to fund the Board of Education Fire Alarm System Upgrade Project

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to approve an appropriation in the amount of \$100,000 from the Capital Projects Fund Undesignated, Unreserved Fund Balance to fund the Board of Education Fire Alarm System Upgrades.

Mr. Frank Williams, Business Manager for the Board of Education, said that this appropriation is to upgrade the fire systems at four elementary schools and the L.P. Wilson Center. The existing fire alarm control panels at Oliver Ellsworth, John F. Kennedy, Clover Street, Sage Park Middle School and the L.P. Wilson Center in some cases, are original to the building construction. The remaining panels are well over 15 years old. Parts are becoming increasingly scarce for some of the systems and they are becoming more unreliable.

Board of Education staff is requesting an appropriation of \$100,000 be approved by the Town Council, which is the estimated project cost outlined in the adopted 2012-2017 CIP.

Design	\$ 8,000
Construction	\$84,000
Contingency	<u>\$ 8,000</u>
Total	\$100,000

Councilor Jubrey asked about the new codes for construction and carbon monoxide monitors and if we are preparing for that change. If we are going to be spending the money maybe we should consider it. Mr. Williams responded that this isn't new construction and that it was his belief that that is what the new code requires. There will be some detector upgrades, but they do not address carbon monoxide.

Councilor Jepsen asked why this money falls in the Capital Projects fund. Mr. Williams said it is a long-term value, a capital project. Town Manager Souza added that it is similar to the code compliance projects in the CIP and the Board's maintenance budget has been reduced over the years and used primarily for maintenance, wear and tear. This is an opportunity to move forward with this project.

Councilor Boccia asked about the other schools that are not in this project. Mr. Williams responded that the high school was upgraded during the renovations and Poquonock School is also upgraded.

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

D. Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$545,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO HARVEY ROAD AND HILLCREST ROAD; AND AUTHORIZING THE ISSUE OF \$545,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Moved by Councilor Jepsen, seconded by Councilor Terranova, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$545,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO HARVEY

ROAD AND HILLCREST ROAD; AND AUTHORIZING THE ISSUE OF \$545,000 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 7-0-0 (Councilor McDonald absent and Councilor Herzfeld out of chambers)

Moved by Councilor Jepsen, seconded by Councilor Terranova, to introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$545,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO HARVEY ROAD AND HILLCREST ROAD; AND AUTHORIZING THE ISSUE OF \$545,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Town Manager Souza noted that this year we have 11 bond projects coming before the Council for approval as part of the adopted FY 2012 CIP totaling approximately \$5.5 million in bonding. The projected debt service on these bonds for year #1 begins in FY 2013. We will be borrowing in the spring and the first debt service payment will begin in FY 2013. With the amount of debt that is falling off of our existing debt (as we pay that off) it is being reduced, which allows these bond ordinances to go forward. The amount of debt service will remain level from FY 12 to FY 13. This is mainly due to the fact that we are adding debt onto our long-term debt, but we have debts that are being retired as well, so therefore there is no increase in the debt service in FY 13.

Mr. Bob Jarvis, Town Engineer, discussed the project as follows.

The pavement on both Harvey and Hillcrest Roads has significantly deteriorated. This is primarily due to aging, utility trenches, and other miscellaneous damage. The storm drainage system is inadequate and runoff ponds in the roadway after storms. This project will consist of pavement milling and overlay of 2,050 linear feet, improvements to the stormwater drainage system, installation of new curbing, restoration of the snow shelf and tree belt, possible sections of sidewalk repair and replacement, improvements to driveway aprons, and other related amenities and improvements.

The estimated cost of the rehabilitation is \$545,000, including contingency and \$8,000 for bond issuance costs. Design and contract administration will be performed by the Engineering Department. \$20,000 for geo-technical services and survey were approved by the Town Council in September 2011. The debt service payment from this project will affect the town’s FY 2013 budget. The adopted FY 2012 Capital Improvement Plan’s borrowing, which includes this project, will not increase the town’s annual debt service payment over the FY 2012 appropriation amount.

Deputy Mayor Simon asked the Town Manager to clarify if the debt service is steady in terms of total dollars of debt service or a steady percentage of the budget? Town Manager Souza replied we have targeted it as the total dollars of the annual debt service which is approximately \$5.9 million in this current fiscal year (FY 12).

Deputy Mayor Simon added that according to the CIP program the percentage of the debt service of the budget will fall. Town Manager Souza said that after the FY 13 budget, we are projecting, from a planning prospective, an annual 3.0% increase of debt service. He added that for the past three years, we have been at a level funded debt service.

Councilor Boccia asked how we prioritize which roads get repaired and how we determine it costs half a million dollars. Is it because we are band-aiding the roads or is due to a delay? Was there another choice along the way so that the work didn't need to come to this amount? Mr. Jarvis responded that the roads are prioritized based on their condition. Usually this is from historical knowledge of the original construction and subsequent repairs and annual pavement assessments. What you may see is a roadway that is band-aided together and the outward appearance seems better than it actually is and there could be base deficiencies. Other conditions are maximizing 'the use of' benefit as well as the cost. Certainly projects of this magnitude would be seen as more of a capital improvement than an overlay. The roadways are prioritized in the capital improvement program and projected out over time. Over the course of years, instead of performing routine maintenance that would have protracted this reconstruction, that maintenance may have been put off for financial reasons. Town Manager Souza added that in recent years, we have not had the funding for preventative maintenance that would extend the life of the roadway. It's a challenge for the town. There are a few roads in worse shape than this, but are much more costly and don't fit into the fiscal capital plan this year.

Mayor Trinks asked about the tree belt and root damage. Are trees going to be removed or replaced. Mr. Jarvis replied that we will be working with the tree warden on these issues. Some of the trees are past their prime, evidenced during the recent storms. We don't want to destroy any trees that are still viable.

Councilor Jepsen inquired about the stormwater. He asked if we put anything into the system to collect oils before they go into the river. Councilor Jepsen also asked if we are using any strategies for the bonds going to the market in April or May. Mr. Jarvis said the new catch basins have deeper sumps to catch the heavier elements and eliminate cleaning more often. If the storm drainage systems are replaced, they would be replaced with the deeper sumps. Town Manager Souza added that we are looking for a majority of the bonds to be sold in the spring. The animal shelter may be a short term one-year note. We may vary the length of term depending on the life of the asset.

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

- E. Set a Public Hearing for January 17, 2012 at 7:20 p.m. to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$545,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO HARVEY ROAD AND HILLCREST ROAD; AND AUTHORIZING THE ISSUE OF \$545,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Resolved by Councilor Jepsen, seconded by Councilor Jubrey, that a Public Hearing be held on January 17, 2012 at 7:20 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$545,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO HARVEY ROAD AND HILLCREST ROAD; AND AUTHORIZING THE ISSUE OF \$545,000 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 McDonald absent)

F. Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$695,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO MAPLE AVENUE, SPRING STREET AND COURT STREET; AND AUTHORIZING THE ISSUE OF \$695,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Moved by Councilor Jepsen, seconded by Councilor Boccia, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$695,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO MAPLE AVENUE, SPRING STREET AND COURT STREET; AND AUTHORIZING THE ISSUE OF \$695,000 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 McDonald absent)

Moved by Councilor Jepsen, seconded by Councilor Herzfeld, to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$695,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO MAPLE AVENUE, SPRING STREET AND COURT STREET; AND AUTHORIZING THE ISSUE OF \$695,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Bob Jarvis, Town Engineer discussed the appropriation, which is for funding of Maple Avenue, Spring Street (from Elm St to Bloomfield Ave) and Court Street.

These streets are displaying signs of fatigue and distress in the form of cracking, potholing, settlement and decreased rideability. This is primarily due to aging, utility trenches, unsuitable construction materials and other miscellaneous damage. This project will consist of pavement milling and overlay of 3,500 linear feet, improving the stormwater drainage system, replacement of a few damaged curb sections, restoration of the snow shelf and tree belt, improvements to driveway aprons, and other related amenities and improvements.

The estimated cost of the rehabilitation is \$695,000, including contingency and bond issuance cost. Design and contract administration will be performed by the Engineering Department. \$30,000 for geo-technical services and survey were approved by the Town Council in June 2011. Funding is proposed through the issuance of bonds. The

debt service payment from this project will affect the town's FY 2013 budget. The adopted FY 2012 Capital Improvement Plan's borrowing, which includes this project, will not increase the town's annual debt service payment over the FY 2012 appropriation amount.

Councilor Boccia asked about the grant we applied for and if we were told why we didn't receive it. Town Manager Souza said that we get informal feedback and it was that there were other infrastructure projects that were more deficient than this. It was more competitive and we have had a great deal of success in prior years. This year the state focused predominantly on funding housing programs.

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

- G. Set a Public Hearing for January 17, 2012 at 7:20 p.m. to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$695,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO MAPLE AVENUE, SPRING STREET AND COURT STREET; AND AUTHORIZING THE ISSUE OF \$695,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Resolved by Councilor Jepsen, seconded by Councilor Boccia, that a Public Hearing be held on January 17, 2012 at 7:20 p.m. (prevailing time) on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$695,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO MAPLE AVENUE, SPRING STREET AND COURT STREET; AND AUTHORIZING THE ISSUE OF \$695,000 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 McDonald absent)

- H. Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$150,000 FOR COSTS IN CONNECTION WITH THE IMPROVEMENT OF STORMWATER OPERATIONS THROUGHOUT TOWN; AND AUTHORIZING THE ISSUE OF \$150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Moved by Councilor Jepsen, seconded by Councilor Boccia, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$150,000 FOR COSTS IN CONNECTION WITH THE IMPROVEMENT OF STORMWATER OPERATIONS THROUGHOUT TOWN; AND AUTHORIZING THE ISSUE OF \$150,000 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 7-0-0 (Councilor McDonald absent and Deputy Mayor Simon out of chambers)

Moved by Councilor Jepsen, seconded by Councilor Herzfeld, to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$150,000 FOR COSTS IN CONNECTION WITH THE IMPROVEMENT OF STORMWATER OPERATIONS THROUGHOUT TOWN; AND AUTHORIZING THE ISSUE OF \$150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Bob Jarvis, Town Engineer discussed the program as follows:

Funding is being requested for costs in connection with the improvement of stormwater operations throughout town. The stormwater management program consists of engineering evaluations, purchase or stormwater construction materials, and minor and major repairs of the stormwater system, including the design and permitting of Decker's Brook repair, and video inspection of drainage systems.

The total estimated cost for work planned in the FY 2012 Capital Improvement Plan is \$150,000. Any unused fund balance at the end of this construction season will be used towards upcoming projects in FY 2013-2014 season.

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

- I. Set a Public Hearing for January 17, 2012 at 7:20 p.m. to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$150,000 FOR COSTS IN CONNECTION WITH THE IMPROVEMENT OF STORMWATER OPERATIONS THROUGHOUT TOWN; AND AUTHORIZING THE ISSUE OF \$150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Resolved by Councilor Jepsen, seconded by Councilor Boccia, that a Public Hearing be held on January 17, 2012 at 7:20 p.m. (prevailing time) on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$150,000 FOR COSTS IN CONNECTION WITH THE IMPROVEMENT OF STORMWATER OPERATIONS THROUGHOUT TOWN; AND AUTHORIZING THE ISSUE OF \$150,000 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 McDonald absent)

- J. Authorize submittal of a Congestion Mitigation and Air Quality Improvement Program grant application

Moved by Councilor Herzfeld, seconded by Deputy Mayor Simon, to authorize the town manager to submit a Congestion Mitigation and Air Quality Improvement grant application for the Day Hill Road Capacity Improvements – Traffic Signal Synchronization project on behalf of the town and to certify that the town commits to owning, operating and maintaining these traffic signals and grant-funded improvements after the project is completed.

Mr. Bob Jarvis, Town Engineer, discussed the application as follows:

The Capital Region Council of Governments (CRCOG) has invited member towns to submit projects for funding under the Congestion Mitigation and Air Quality (CMAQ) Improvement Program. It is a federal program that funds transportation projects, and programs that contribute to the attainment or maintenance of National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide, and particulate matter. Connecticut receives federal CMAQ Improvement Program funds based on the population of the state and the severity of air quality problems.

Town staff is currently working with its consultant Vanasse Hangen Brustlin, Inc. (VHB) to prepare a CMAQ funding application for the implementation of an Adaptive Traffic Control Signal System along the Day Hill Road Corridor. The proposed improvements would synchronize the traffic signals along Day Hill Road by using optical recognition and fiber optic Ethernet inter-signal communication, leading to faster and more efficient signal adjustments, which would reduce idling. The funding application is being prepared using the results from the previously funded Day Hill Road Capacity Improvements Study.

Applications are due to the state no later than January 9. CRCOG will forward its recommended projects to ConnDOT by February 1, 2012. Awards are expected to be made sometime in May, with funding available in the summer of 2012.

Councilor Herzfeld asked if we have a feeling we will get this grant, when will we be notified if we do and when would construction begin if approved. Mr. Jarvis said this is cutting edge technology that has not been used in the northeast and there is interest in rolling out this technology. With the 13,000 vehicles per day, it could make it a likely candidate. There were seven or eight other applications filed a few months ago. CRCOG will put its best three up for the state grants. We are fairly confident we will be one of those chosen to go on to the state. Their assessment will probably take us into the summer of 2012 before we hear anything. CRCOG has been very noncommittal on that. Construction would probably be the later part of FY 2013.

Councilor Boccia heard that the work the Engineering Department has done saved the town over a million dollars and wanted to thank the department. Mr. Jarvis said his predecessor played a great part in that savings.

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

K. Approve Fiscal Year 2013 budget format

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen, that the FY 2013 budget format remain the same as the format utilized for FY 2012.

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

L. Approve Fiscal Year 2013 budget calendar

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen, that the Town Council approve the attached FY 2013 budget calendar.

Councilor Herzfeld made a friendly amendment to allow a public comment section at both the April 18<sup>th</sup> and 23<sup>rd</sup> budget meetings, which will be added to the beginning of each meeting. The motion was accepted by Deputy Mayor Simon and Councilor Jepsen.

Motion with the Friendly Amendment Passed 8-0-0 (Councilor McDonald absent)

M. Approve Fiscal Year 2013 budget guidelines and parameters

Moved by Deputy Mayor Simon, seconded by Councilor Boccia, that the Town Council approve the attached FY 2013 budget assumptions and parameters.

Town Manager Souza discussed the 2013 budget guidelines and parameters as follows:

While the final Grand List total will not be established until January 31, 2012, it is expected that there will be little if any Grand List growth. Although there has been some economic development activity in residential, industrial and personal property categories, most of the gain is projected to be offset by loss of taxable non-residential properties (ABB and MotoTown) and personal property depreciation. FY 2013 will be the fourth year of the five-year revaluation phase-in.

### Revenues

For a macro planning process, it is recommended that we anticipate level funding in State Aid in the schools category (ESC), but we forecast a decrease in the Special Education Excess Cost Reimbursement grant. Also, it should be noted that the adopted BOE expenditure level for FY 2012 does not include \$600,000 of federal funding which is not expected to be available in FY 2013.

- Interest earnings are projected to be at 0.50% as we continue in this extremely low interest environment.
- Building permit fees are projected to be generally flat with the FY 2012 budgeted amount.
- Land recording and conveyance fees are assumed to decrease compared to FY 2012 budgeted amount.

### Expenditures

- Projecting increases in health insurance costs of approximately 11% and pension contributions by approximately 8.5%.
- Expecting unit prices for electricity and natural gas to decrease slightly, but expect an increase in gasoline, diesel and water.
- The Metropolitan District Commission (MDC) sewer assessment is projected to increase approximately 2%, or \$60,000 more than our FY 2012 budgeted amount.

Service Delivery

It is suggested that emphasis be placed on preserving services that help meet health, safety and welfare needs of the community, as well as continued investment in infrastructure and asset management activities through both bond financing and general fund appropriations.

There is a potential for reduced revenue, non-tax dollars of \$530,000. The second variable is how many special education students there are. On the expenditure side the increases are in salaries and benefits. The Board of Education figure is simply an estimate on the Town Manager's part. The Capital Improvement Program (CIP) has an increase of \$315,000 to get us back to a minimum in the CIP for cash funding, primarily for paving, fleet and information technology funding plan.

Councilor Boccia asked about the savings the town would see with going to a defined benefit program as she doesn't see it in the budget. Town Manager Souza explained that the change is for new employees and there is a cost to fund the defined benefit plan. It would have actually been higher if the change didn't happen.

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

N. Authorize use of Open Space account for property appraisals and due diligence work

Moved by Councilor Jepsen, seconded by Councilor Herzfeld, to authorize the expenditure of an additional \$30,000 from the Open Space Fund for the purpose of completing due diligence work associated with potential acquisition of open space parcels.

Mr. Eric Barz, Town Planner, explained that the State of Connecticut has recently indicated that they will conduct another round of grant funding to assist municipalities preserve open space. Although no specific timeline has been announced, it is expected that grant applications will be due this spring. Based on past program requirements, each grant request must have two market appraisals (known as yellow book appraisals) completed for each parcel. State funding potentially could cover up to 65% of the acquisition price.

Town Manager Souza added that the current budget had a projection of \$500,000 of due diligence, this allows it to increase to an additional \$30,000 concurrently and not just focus on the one parcel thought of six months ago.

Motion Passed 7-0-0 (Councilor McDonald absent and Mayor Trinks out of chambers)

13. Resignations and Appointments

Moved by Councilor Jepsen, seconded by Councilor McKenney to:

- Item A Appoint Carol Sama as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2012 or until a successor is appointed.
- Item C Reappoint Lori Ritmann-Clark as a Democratic alternate member (non-residential) to the Historic District Commission for a two year term to expire October 13, 2013 or until a successor is appointed.
- Item D Reappoint Jacquelin Reardon as a Democratic member to the Historic District Commission for a five year term to expire October 14, 2016 or until a successor is appointed.
- Item E Reappoint Anita Mips as a Democratic member to the Town Planning & Zoning Commission for a five year term to expire November 30, 2016 or until a successor is appointed.
- Item F Reappoint Alfred Bertoline as a Democratic alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2013 or until a successor is appointed.
- Item G Reappoint William Clark as a Democratic alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2013 or until a successor is appointed.
- Item H Reappoint Marva Speed-Copeland as a Democratic member to the Youth Commission for a three year term to expire September 30, 2014 or until a successor is appointed.
- Item I Reappoint Max Kuziak as a Democratic member to the Zoning Board of Appeals for a four year term to expire November 10, 2015 or until a successor is appointed.
- Item J Reappoint Helene Shay as a Democratic member to the Zoning Board of Appeals for a three year term to expire October 10, 2014 or until a successor is appointed.
- Item K Reappoint Jean Jacobs as a Democratic alternate member to the Zoning Board of Appeals for a two year term to expire October 10, 2013 or until a successor is appointed.
- Item L Reappoint Stephany Wall as a Republican member to the Commission on Aging & Persons with Disabilities for a three year term to expire November 8, 2014 or until a successor is appointed.
- Item M Appoint Warren Johnson to the Great Pond Improvement District Board for a term to expire July 18, 2012 or until a successor is appointed.

Deputy Mayor Simon asked the Council to consider requesting reports of The Great Pond Improvement District Board since it affects so much of the town's future. Town Manager Souza said there are requirements in the special act to provide the town with reports but we can also arrange in-person reports.

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

14. Minutes of Preceding Meetings

A. Minutes of the December 19, 2011 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Boccia, to approve the minutes of the December 19, 2011 Regular Town Council Meeting. Corrections: None.

Motion Passed 7-0-1 (Councilor McDonald absent and Councilor Jubrey abstained)

15. Public Communications and Petitions

None

Moved by Councilor Jepsen, seconded by Councilor Boccia, to enter into Executive Session at 9:27 p.m. for the purpose of:

A. Discussion of the selection of a site for lease, sale or purchase of real estate (703 & 769 Bloomfield Ave., 297 Pigeon Hill Rd, 138 West Street)

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

16. Executive Session

Present: Mayor Trinks, Councilor Boccia, Councilor Herzfeld, Councilor Jepsen, Councilor McKenney, and Councilor Terranova

Staff: Town Manager, Peter Souza; Assistant Town Manager, Emily Moon; Town Planner, Eric Barz

Councilor Jubrey entered Executive Session at 9:30 p.m.

Moved by Councilor Jubrey, seconded by Councilor Herzfeld, to exit from Executive Session at 10:04 p.m. and to return to the regular meeting.

Motion Passed 7-0-0 (Councilor McDonald and Deputy Mayor Simon absent)

17. Adjournment

Moved by Councilor Jubrey, seconded by Councilor McKenney, to adjourn the meeting at 10:04 p.m.

Motion Passed 7-0-0 (Councilor McDonald absent and Deputy Mayor Simon absent)

Respectfully submitted,

Kristin Countryman  
Clerk of the Windsor Town Council

cc: Town Clerk, Main Library, Wilson Branch