

**Windsor Town Council
Council Chambers – Town Hall
January 17, 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 McDonald, Councilor McKenney, and Councilor Terranova
2. Prayer – Councilor Herzfeld
3. Pledge of Allegiance – Councilor Herzfeld
4. Proclamations/Awards

None

5. Public Communications and Petitions

None

6. Report of Appointed Boards and Commissions
 - A. Public Building Commission

Mr. Joseph Novak, Chair, reported the following to the Council.

- Poquonock School Heating Conversion – all the work is complete. While testing the system, a problem came up with the heating in the gym and cafeteria, which is not warm enough. One of the thoughts to correct this is to take one of the circulator units and add it to the system and add more radiant heat. Over the weekend, the temperature was kept to 65 degrees Fahrenheit.
- John F. Kennedy School Roof Replacement – this project is complete. Due to the type of roof and installation quality, the warranty was increased from 20 to 25 years.
- Senior Center Project – some additional balancing and testing will be completed shortly.
- Town Hall HVAC – this project is complete. All closing documents have been received.
- Windsor High School Roof Project – the bid opening is scheduled for January 18th. The Public Building Commission will review the bids at their next meeting on the 24th.

7. Town Manager's Report

Budget Workshops Provide Opportunity For Input From Residents

Windsor residents are invited to participate in a variety of upcoming budget workshops concerning the preparation of the 2012 - 2013 budget. A workshop originally planned for January 25 has been canceled to allow residents to attend a public forum on that same night hosted by the Windsor Board of Education concerning the school's proposed budget. The Board of Education forum will be held at 7:00 PM in the L.P. Wilson Community Center Board Room. The town's workshop has been rescheduled to January 31st.

The Town Manager's budget workshops, scheduled to take place on January 31, February 22 and March 29 from 7:00 PM to 9:00 PM at Town Hall, are informal and interactive gatherings that will provide residents with an opportunity to offer their thoughts on how to prioritize spending while meeting the needs of the community with the budget that will take effect July 1, 2012. For more information call 860-285-1835.

Fire Marshal's Office Receives Fire Prevention Grant

The Fire Marshal's Office recently was awarded a Fire Prevention Grant from Factory Mutual Global. Factory Mutual is an internationally recognized leader in industrial insurance. The \$2,500 grant will go towards the purchase of a laptop computer, portable projector, and other accessories in order to facilitate the fire prevention training that the Fire Marshal's office provides to the businesses and community groups in town.

Tax Payment Information Available on Town's Website

The Tax Collector's Office has posted all payment information for the year 2011 on the Town of Windsor website at townofwindsorct.com. Any payments made between January 1, 2011 and December 31, 2011 can be viewed and printed right from your home computer. Motor vehicle taxes can be searched using the name of the registered vehicle owner. Real estate taxes can be searched by either the homeowner's name or the property address.

Windsor Winter Parking Rules Reminder

For everyone's safety, there is no parking on Windsor streets between 1:00 AM and 6:00 AM through April 15th. Also, there is no parking on any street during a snow or ice storm that has been in progress for one hour or more. Residents are asked to not leave their vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic. These winter parking rules are designed to keep everyone safe this winter. For more information, call the Windsor Police Department at 860-688-5273.

8. Communication from Council Members

Councilor Boccia – said she attended the Martin Luther King Celebration that the Archer Memorial Church had last evening. They were also soliciting for their scholarship fund and encouraged residents to contribute. She reminded residents about the survey regarding downtown. The deadline is Friday, January 20th. The Chamber is getting a record number of responses to the online survey.

Councilor McKenney – None

Councilor McDonald – None

Councilor Terranova – said that this Friday (1/20/12) at Dom's, there is a fundraiser for hometown Windsor Troops from 5:00 – 8:00 p.m.

Councilor Jubrey – None

Councilor Herzfeld – stated that he also attended the Martin Luther King Celebration. The topic was domestic violence. The Interval House offers services to those involved with domestic violence.

Councilor Jepsen – wished Mrs. Trinks a happy birthday.

Deputy Mayor Simon – None

Mayor Trinks – wished Councilor Jepsen a happy birthday.

9. Reports of Standing Committees

Finance Committee – The committee met last week with a robust agenda, including an item on the agenda for this evening. They discussed the FY11 audit. The town remains in exceptionally well-managed shape with \$15 million in cash reserves and the amount of debt is well under our capacity to borrow. The Board of Education's accounting for a small piece of funds for healthcare pharmacy items is being addressed. They took a first look at the Great Pond Village agreement that allows the funding mechanism to fund infrastructure. They also discussed potential changes to the tax abatement policy.

Special Projects – None

Town Improvements – None

Health and Safety Committee – The committee met last week to discuss the Health Department and some items that are on the agenda this evening.

10. Ordinances

- A. Approve 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 McDonald, 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 9-0-0

Moved by Councilor Jepsen, seconded by Deputy Mayor Simon, to approve 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.”

Motion Passed 9-0-0

- B. Approve 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 McDonald, 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 9-0-0

Councilor Boccia asked if it is common to have a 20% contingency on a capital item for a municipality. Do we use the 20% or is it a buffer and we don't use it? Town Manager Souza responded that it is a typical planning contingency number, especially for projects like this, that is not fully planned at this stage. This handles any unknown project costs and construction change orders. Generally our projects change orders total 3-5% of the project cost, but some contingency is also for inflationary increases, as projects are designed one year and constructed in another.

Moved by Councilor Jepsen, seconded by Councilor McDonald, to approve 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.”

Motion Passed 9-0-0

- C. Approve 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 Terranova, 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 9-0-0

Moved by Councilor Jepsen, seconded by Councilor Herzfeld, to approve 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."

Motion Passed 9-0-0

11. Unfinished Business

None

12. New Business

- A. Approve proposed GASB 54 fund policy

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen, that the attached policy addressing Governmental Accounting Standards Board (GASB) Statement 54 be approved.

Deputy Mayor Simon said the only changes being made are to do with the terminology of classified funds. An example is the 'Unreserved, Undesignated Balance Fund', which will now be called the 'Unassigned Balance Fund,' Also, instead of having three categories to the fund balance, there will now be five categories with the only effect to the fund being the terminology. Town Manager Souza added that this is a statement from the Governmental Accounting Standards Board (GASB) that we are updating under the recommendation from our auditors.

Motion Passed 9-0-0

- B. Approve an appropriation of \$106,510 from the Unassigned General Fund Balance for the purpose of funding storm-related response, debris handling and Emergency Management resources

Moved by Councilor Terranova, seconded by Councilor Herzfeld, to approve an appropriation of \$106,510 from the Unassigned Fund Balance of the General Fund for the purpose of storm-related staffing, repairs, supplies, utilities and debris handling and move to approve an appropriation of \$75,050 from the Unassigned Fund Balance of the General Fund for the purpose of funding the emergency management capability improvements outlined in the agenda item summary.

Assistant Town Manager Emily Moon discussed the appropriation and expenses. Most of the staffing expenses during the emergency were unbudgeted. Typically only overtime staffing expenses are covered by FEMA.

The town is applying for a Public Assistance Grant, which is the FEMA program that gives aid to municipalities under the disaster declaration. For example, the program provides:

- Payment of not less than 75 percent of the eligible costs for removing debris from public areas and for emergency measures taken to save lives and protect property and public health.
- Payment of not more than 75 percent of the approved costs for hazard mitigation projects undertaken to prevent or reduce long-term risk to life and property from natural or technological disasters.

Town staff will be working closely with state and FEMA officials to submit a grant application seeking aid for all eligible expenses. At this point, staff estimates that approximately \$855,000 of the \$906,510 will be eligible for reimbursement and, thus, that the town's share of expenses will be approximately \$265,260. Additionally, staff has identified some capital and capital outlay improvements that would enhance the town's emergency management response capabilities. This request is for \$106,510 of unbudgeted storm-related expenses and \$75,050 for emergency management capability improvements. Ms. Moon reviewed the capital outlay recommendations.

Councilor Boccia thanked Assistant Town Manager Moon for the storm summary. She asked about the school district's professional salaried people and if they get comp time for when they get called in. Assistant Town Manager Moon said she is not sure which positions or portion of the school district's staffing expenses was overtime, comp time or straight wages. The Board of Education calculated which hours or time was not in their budget and paid staff according to their contract. Overtime hours were paid according to whether an employee was classified as being exempt or non-exempt, per law. Exempt staff was paid normal wages for their time, not to exceed 40 hours.

Councilor Herzfeld noted the state's Comprehensive Two Storm Report. He asked if we also reviewed the points the state is looking at. He strongly suggested getting an antenna and not a cable box. Assistant Town Manager Moon said that we will be

reviewing the report to ensure our actions do not conflict, and that the Town Manager has been attending regional meetings to stay updated.

Councilor Jubrey asked about why we didn't use the high school and did we look into what it would cost to resolve those issues. Assistant Town Manager Moon said the key reason was the generator for that building is only sufficient to run emergency lighting and emergency systems. The restroom facilities and other spaces that would be used for a shelter are not on the generator. There are some other items to think about when choosing a school as a shelter, such as how school might operate while a shelter is in the building. The cost estimates of upgrading the generator and wiring the building were over \$1 million. Staff also reviewed the costs of a vendor bringing in a mobile generator.

Motion Passed 9-0-0

- C. Approve an appropriation of \$100,000 from the Capital Projects Assigned Fund, Balance to fund the design of the roof replacement project at Oliver Ellsworth School

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to approve an appropriation in the amount of \$100,000 from the Capital Projects Assigned Fund Balance to fund the design phase of the Oliver Ellsworth School Roof Replacement Project and Resolved that the Oliver Ellsworth School Roof Replacement Project be referred to the Public Building Commission for oversight.

Mr. George Greco, Board of Education Facilities Manager, discussed the project. The existing roof at Ellsworth School was installed in 1993. Many leaks have developed over the past couple of years that have been repaired. More extensive leaks are anticipated within the next several years. Also, the deterioration of the roof flashing is causing the need for ongoing maintenance to ensure that no water enters the building and to avoid any indoor air quality issues.

The recommended funding source for design work is the Capital Projects Assigned Fund Balance. The construction cost is estimated at \$1.75 million. It is anticipated that a funding application will be made to the State of Connecticut for partial reimbursement (approximately 49%) of project costs. Bond authorization approval is required prior to the submittal of the state grant application. Bond issuance is slated for spring 2013.

Motion Passed 9-0-0

- D. Approve an appropriation of \$35,000 from the Capital Projects Assigned Fund Balance to fund the design of the office remodel project at Oliver Ellsworth School

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to approve an appropriation in the amount of \$35,000 from the Capital Projects Assigned Fund Balance to fund the design phase of the Oliver Ellsworth School Main Office Renovation

Project and Resolved that the Oliver Ellsworth School Main Office Renovation Project be referred to the Public Building Commission for oversight.

Mr. George Greco, Board of Education Facilities Manager, discussed the project. This project will rearrange the main office and nurse's office space to permit observation of the main entrance, will increase security, reduce congestion and provide for a separate entrance from the corridor to the nurse's office. Design funds are being requested at this time. The adopted Capital Improvements Program (CIP) reflects design work in FY 2012 and construction funding in FY 2013.

Councilor Boccia asked if there had been any thought in having a full-time, in-house engineer to do the designs for the capital projects being proposed. Town Manager Souza responded that these projects vary widely in skill sets. The town did have an architect on staff, but we opted to go in this direction, which ended up being more efficient.

Motion Passed 9-0-0

- E. Approve an appropriation of \$62,400 from the Capital Projects Assigned Fund Balance to fund the preliminary design of cafeteria soundproofing and HVAC project at Sage Park Middle School

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to approve an appropriation of \$62,400 from the Capital Projects Assigned Fund Balance to fund the design phase of the Sage Park Middle School Cafeteria Air Conditioning project and Resolved that the Sage Park Middle School Cafeteria Air Conditioning project be referred to the Public Building Commission for oversight.

Mr. George Greco, Board of Education Facilities Manager, discussed the project. The cafeteria space is uncomfortably warm during the late spring and early fall months. By cooling this area, it would provide an extra classroom-like space for rotating students from other air-conditioning spaces such as the library and auditorium during these hot days.

The recommended funding source for design work is the Capital Projects Assigned Fund Balance. The total project cost is estimated at approximately \$660,000. It is anticipated that a funding application will be submitted to the State of Connecticut for partial reimbursement (45%) of project costs. Bond authorization approval is required prior to the submittal of the state grant application. Based on the adopted CIP, bond issuance is slated for spring 2013.

Councilor Boccia asked if all school cafeterias are air conditioned and if this is the first step toward air conditioning the rest of the schools. She asked if other towns air condition their schools. Mr. Greco responded that only the high school is currently air conditioned. Town Manager Souza stated that it varies from school system to school system. When choosing to add air conditioning, they usually do the media areas, not the whole schools. Mr. Greco said that most of the older schools do not have HVAC,

but new construction will have it, especially with the length of the school year being drawn out.

Councilor Herzfeld said that these projects have been around for a minimum of ten to fifteen years.

Councilor Jepsen asked if the kitchen will be air conditioned as well. Mr. Greco confirmed that it will be.

Motion Passed 9-0-0

F. Approve an appropriation of \$15,000 from the Capital Projects Assigned Fund Balance to fund a study of the HVAC replacement project at Clover Street School

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to approve an appropriation in the amount of \$15,000 from the Capital Projects Assigned Fund Balance to fund the study phase of the Clover Street School HVAC Upgrade project and resolved that the Clover Street School HVAC Upgrade project be referred to the Public Building Commission for oversight.

Mr. George Greco, Board of Education Facilities Manager, discussed the project. Boilers #1 and #2 were installed in 1957 and are original to the building and they are approaching the end of their useful life. Presently the entire facility is heated with steam directly from these boilers. Since this will be a rather substantial project, it will be divided into three phases: study, design, and construction. The study phase will consider all optional alternative energy sources.

Funding for the study phase is requested from the Capital Projects Assigned Fund Balance. Design and construction phases are currently slated for bond funding in FY 2013 and FY 2014.

Councilor Jepsen asked if air conditioning is part of the project. Are we making things less efficient by moving away from steam? Mr. Greco said they are going to look at air conditioning; it is less expensive to add an air conditioning coil. Steam is expensive to maintain. The new hot water boilers are far more efficient than the steam ones.

Motion Passed 9-0-0

G. Approve an appropriation of \$70,000 from the Capital Projects Fund, Assigned Fund Balance to fund the design of the roof replacement project at L.P. Wilson Community Center

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to approve an appropriation in the amount of \$70,000 from the Capital Projects Assigned Fund Balance to fund costs in connection with the design of the L.P. Wilson Roof Replacement project and Resolved that the L.P. Wilson Roof Replacement project be referred to the Public Building Commission for oversight.

Mr. Brian Funk, Director of Public Works, discussed the request. This project entails the replacement of a section of the roof over the L.P. Wilson Community Center. Funding totaling \$70,000 is being requested for the design work of the replacement of the roof on the southern half of the building. This roof was installed in 1988. It has experienced leaks in the existing roof drains, flashing and to areas around the exhaust fans.

It is anticipated that the roof replacement work would occur in the spring and summer of 2013. Staff will investigate using the same roofing material (Siplast) that was applied to the other half of the building so that the roofing membrane will match.

The construction phase is in the adopted Capital Improvements Program (CIP) in FY 2013 and is estimated at just under \$1 million. Due to the town's experience this year, staff anticipates that the construction cost estimate will increase in the next revision of the CIP. The design phase will help refine the construction cost estimate.

Councilor Boccia asked about handicapped parking at the community center. Mr. Funk responded that the handicapped parking spots are on the other side of the median and they were placed there four or five years ago. There were some regular parking spots prior to the renovation work that needed to be re-lined, which didn't get completed because of the storm. These, along with speed bumps will be completed in the spring. This area is not appropriate for handicapped parking due to the curb on the passenger side and the prospect of having people load and unload in the driveway.

Motion Passed 9-0-0

H. Approve an appropriation of \$47,200 from the Capital Projects Fund, Assigned Fund Balance to fund the replacement of a utility support vehicle for the Windsor Volunteer Fire Department

Moved by Councilor Herzfeld, seconded by Councilor McKenney, to approve an appropriation in the amount of \$47,200 from the Capital Projects Assigned Fund Balance to fund the acquisition of a Fire Department Utility Vehicle.

Fire Chief, Bill Lewis, and Fire Administrator, Paul Goldberg, discussed the appropriation.

The fire department currently uses several smaller vehicles to carry personnel, tow marine craft and the HAZMAT trailer and for the movement of small equipment to the scenes of emergencies. To ensure that response standards are maintained, a regular schedule of replacement is needed for fire apparatus.

The vehicle being disposed of is a 1990 Ford 4x4 pickup truck and is the oldest of the fire department's utility or support vehicles. The new vehicle will be housed at the Poquonock Fire House. Delivery of the vehicle is approximately two months.

The total purchase cost for a new utility vehicle is \$47,200. Included in this cost is the price of the truck and the equipment needed to meet both NFPA 1901 guidelines that the fire department has historically used during emergency responses.

Town Manager Souza added that the town is utilizing the state contract to purchase the vehicle.

Councilor Jepsen asked if this is a stock vehicle. Chief Lewis replied that it is a Ford 350 with a utility body on it, but it is not custom made.

Councilor Boccia asked what we do with the old vehicle. Chief Lewis said we try to sell it. There are some fire apparatus dealers, but we typically keep things until they are really old and there is not a big market for them.

Motion Passed 9-0-0

- I. Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO TENNIS COURTS AT WINDSOR HIGH SCHOOL, SAGE PARK MIDDLE SCHOOL, AND WELCH PARK AND TO BASKETBALL COURTS AT WELCH PARK; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Resolved by Councilor Jepsen, seconded by Councilor McDonald, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO TENNIS COURTS AT WINDSOR HIGH SCHOOL, SAGE PARK MIDDLE SCHOOL, AND WELCH PARK AND TO BASKETBALL COURTS AT WELCH PARK; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Moved by Councilor Jepsen, seconded by Councilor McDonald, to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO TENNIS COURTS AT WINDSOR HIGH SCHOOL, SAGE PARK MIDDLE SCHOOL, AND WELCH PARK AND TO BASKETBALL COURTS AT WELCH PARK; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Paul Norris, Director of Recreation & Leisure Services, discussed the proposed ordinance.

The FY 2012 Capital Improvements Program (CIP) includes Phase III of a multiple-year project to improve hard surface sports courts in the town's parks. This phase of the project will involve repairing hard court surface play areas at the Windsor High School, Sage Park Middle School and at Welch Park. The high school and Sage Park tennis courts are used for general recreational purposes, lessons provided by the recreation department, physical education classes and interscholastic competition.

The high school tennis courts are showing their age and have deep and widening cracks around and within the playing surface, causing an unsafe situation. The courts at Sage Park also have cracks within the playing surface that require repair to avert future damage. This project will involve filling these cracks, applying sealant and restriping the lines on both of these surfaces.

The basketball court at Welch Park has many cracks and the condition is impacting its playability and safety. The hoop/backboard stanchions are also located beyond the paved surface causing an unsafe playing surface. This project will involve filling the cracks, paving around the stanchions, overlaying the entire surface with a thin layer of bituminous concrete and restriping the entire court.

The tennis court surface at Welch Park has also developed cracks and the surface paint is peeling and is in need of repair. The court will be repaired, sealant will be applied and the lines will be restriped.

The project's anticipated completion date is for the summer of 2012.

Councilor Herzfeld asked if tennis is still a popular sport. Mr. Norris said twelve years ago, it was quite popular. It experienced a dip five years ago, but there were record numbers last summer. There has been an increase in registration for recreation programs as well. Town Manager Souza added that Welch Park tennis courts are the only courts the town owns in the northern section of town.

Councilor McDonald asked if there has been any discussion about bringing back the basketball courts at the high school. Mr. Norris said there has not, but they can bring it up with the Board of Education.

Councilor Jubrey doesn't know why the basketball courts at the high school came down. The kids in town used them and the recreation department used them for clinics. He would like to see them brought back.

Motion Passed 9-0-0

- J. Set a Public Hearing for February 6, 2012 at 7:00 p.m. (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO TENNIS COURTS AT WINDSOR HIGH SCHOOL, SAGE PARK MIDDLE SCHOOL, AND WELCH PARK AND TO BASKETBALL COURTS AT WELCH PARK; AND

AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Moved by Councilor Jepsen, seconded by Councilor McDonald, that a Public Hearing be set for February 6, 2012, at 7:00 p.m. (prevailing time) to act on a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO TENNIS COURTS AT WINDSOR HIGH SCHOOL, SAGE PARK MIDDLE SCHOOL, AND WELCH PARK AND TO BASKETBALL COURTS AT WELCH PARK; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” and be it further resolved that the town clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

K. Introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$100,000 FOR COSTS IN CONNECTION WITH THE STREETLIGHT REPLACEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$100,000 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 \$100,000 FOR COSTS IN CONNECTION WITH THE STREETLIGHT REPLACEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$100,000 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 9-0-0

Moved by Councilor Jepsen, seconded by Councilor Boccia, to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$100,000 FOR COSTS IN CONNECTION WITH THE STREETLIGHT REPLACEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$100,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Mr. Brian Funk, Director of Public Works discussed the appropriation regarding the streetlight replacement program.

The town owns 269 metal streetlight poles and fixtures, many of which are old and failing. The replacement value of all of these streetlights is approximately \$807,000 (in current dollars). The FY 2012-18 CIP includes funding to replace 82 streetlights (for a total cost of approximately \$282,000) that are presently in the worst condition. To begin this asset management effort, funding had previously been provided to replace 36 of these poles and fixtures.

The continuation of this effort entails the replacement of 30 metal streetlight poles, support arms and light fixtures with a newer design that is less problematic in regard to repair and maintenance, and one that is more attractive for the corporate areas. Funding would also be used for replacement of streetlight control boxes and associated wiring.

One of the areas in greatest need is Day Hill Road, which has 103 of these streetlights that were installed during the original construction of the Day Hill corporate area. It is requested that funding totaling \$100,000 be provided for the purchase of this equipment. Included in this cost is the removal of 30 year old streetlight poles, support arms and fixtures and the installation of the new equipment. This funding request also includes \$1,500 for bond issuance costs.

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

Councilor Boccia asked if this would upgrade the light bulbs to energy efficient light bulbs. Mr. Funk said that they have been investigating the LED lights, but they have a way to go in price and technology. They will continue to review them.

Councilor Jepsen asked about the expected lifetime of the structure. Mr. Funk said the ones that we have now are all steel and are starting to rot and rust. Some have had to be taken down and others are nearing their service life. We are replacing them with aluminum poles with almost no maintenance. The lifespan is at least 50 years with adequate maintenance.

Motion Passed 9-0-0

- L. Set a Public Hearing for February 6, 2012 at 7:00 p.m. (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$100,000 FOR COSTS IN CONNECTION WITH THE STREETLIGHT REPLACEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$100,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Moved by Councilor Jepsen, seconded by Councilor McDonald, that a Public Hearing be set for February 6, 2012, at 7:00 p.m. (prevailing time) to act on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$100,000 FOR COSTS IN CONNECTION WITH THE STREETLIGHT REPLACEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$100,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and be it further resolved that the town clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- M. Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$185,000 FOR COSTS IN CONNECTION WITH PUBLIC WORKS EQUIPMENT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$185,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Resolved by Councilor Jepsen, seconded by Councilor McDonald, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$185,000 FOR COSTS IN CONNECTION WITH PUBLIC WORKS EQUIPMENT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$185,000 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 9-0-0

Moved by Councilor Jepsen, seconded by Councilor Herzfeld, to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$185,000 FOR COSTS IN CONNECTION WITH PUBLIC WORKS EQUIPMENT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$185,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Brian Funk, Director of Public Works, discussed the ongoing program to replace Department of Public Works equipment. This request is primarily for the replacement of a 1987 John Deere 544D payloader. This payloader is 25 years old, which is significantly higher than our asset management goal of replacing such equipment by the time it has been in use for 15 years.

It is requested that funding totaling \$185,000 be provided for the purchase of this equipment. Included in this cost are attachments for snow plowing and for picking up tree waste, and \$2,700 for bond issuance costs.

The debt service payment from this purchase will affect the town's FY 2013 budget. The adopted FY 2012 Capital Improvement Program's borrowing, which includes this purchase, will not increase the town's annual debt service payment.

Councilor Herzfeld asked how long we would bond it and what the cost would be over the life of the bond. He wishes we could purchase this type of equipment with cash. Bonding over ten years for an item that may be replaced in seven years doesn't make sense. Town Manager Souza said most likely it will be a ten year term and that the interest rate is about 2.25%, or roughly \$20,000 a year.

Councilor Jepsen understands what Councilor Herzfeld is saying. Unfortunately that equipment budget was cut. He is hoping we will get more than seven years of use out of the equipment.

Motion Passed 8-1-0 (Councilor Herzfeld opposed)

- N. Set a Public Hearing for February 6, 2012 at 7:00 p.m. (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$185,000 FOR COSTS IN CONNECTION WITH PUBLIC WORKS EQUIPMENT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$185,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Moved by Councilor Jepsen, seconded by Councilor McDonald, that a Public Hearing be set for February 6, 2012, at 7:00 p.m. (prevailing time) to act on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$185,000 FOR COSTS IN CONNECTION WITH PUBLIC WORKS EQUIPMENT REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$185,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and be it further resolved that the town clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- O. Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$115,000 FOR COSTS IN CONNECTION WITH THE CONSTRUCTION OF SIDEWALKS AND RELATED IMPROVEMENTS ALONG NORTHFIELD DRIVE FROM DAY HILL ROAD TO 'ING' CAMPUS AT ONE ORANGE WAY; AND AUTHORIZING THE ISSUE OF \$115,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Resolved by Councilor Jepsen, seconded by Councilor Jubrey, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$115,000 FOR COSTS IN CONNECTION WITH THE CONSTRUCTION OF SIDEWALKS AND RELATED IMPROVEMENTS ALONG NORTHFIELD DRIVE FROM DAY HILL ROAD TO 'ING' CAMPUS AT ONE ORANGE WAY; AND AUTHORIZING THE ISSUE OF \$115,000 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 9-0-0

Moved by Councilor Jepsen, seconded by Councilor McDonald, to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$115,000 FOR COSTS IN CONNECTION WITH THE CONSTRUCTION OF SIDEWALKS AND RELATED IMPROVEMENTS ALONG NORTHFIELD DRIVE FROM DAY HILL ROAD TO 'ING' CAMPUS AT ONE ORANGE WAY; AND AUTHORIZING THE ISSUE OF \$115,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Ms. Lauren Good, Assistant Town Planner, discussed the Day Hill Road Pedestrian Circulation Enhancements along Northfield Drive. This will provide walkers and joggers within the Day Hill corporate area with a safe pedestrian travel route and safe places to access public transportation. They presently use the vehicle travel way in close proximity to a variety of vehicles including large tractor trailers.

This segment of the corridor-wide project will involve the construction of a five-foot wide Portland cement concrete sidewalk along with ADA-compliant sidewalk ramps along the east side of Northfield Drive, from Day Hill Road to the ING campus at One Orange Way, a distance of approximately 1,250 linear feet. The work is proposed to take place within the town's right-of-way at this time. However, if it is determined as final design work is completed that easements are necessary, staff will need to return to the Council to request the approval of easements. The town is planning to have the design work completed by an outside consultant using design money appropriated in FY 2010. Construction is anticipated to begin in the spring of 2012.

It is anticipated that this system will also attract weekend and evening use by walkers and joggers. Positive feedback from abutting property owners has been received.

Councilor Boccia asked who is at 100 Northfield Drive. Ms. Good responded it is owned by a real estate investment firm and it is a multi-tenant building.

Councilor Herzfeld asked if the abutters are committed to shoveling. Ms. Good said they will shovel and the town will maintain the sidewalks.

Motion Passed 9-0-0

- P. Set a Public Hearing for February 21, 2012 at 7:20 p.m. (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$115,000 FOR COSTS IN CONNECTION WITH THE CONSTRUCTION OF SIDEWALKS AND RELATED IMPROVEMENTS ALONG NORTHFIELD DRIVE FROM DAY HILL ROAD TO 'ING' CAMPUS AT ONE ORANGE WAY; AND AUTHORIZING THE ISSUE OF \$115,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Moved by Councilor Jepsen, seconded by Councilor McDonald, that a Public Hearing be set for February 21, 2012, at 7:20 p.m. (prevailing time) to act on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$115,000 FOR COSTS IN CONNECTION WITH THE CONSTRUCTION OF SIDEWALKS AND RELATED IMPROVEMENTS ALONG NORTHFIELD DRIVE FROM DAY HILL ROAD TO 'ING' CAMPUS AT ONE ORANGE WAY; AND AUTHORIZING THE ISSUE OF \$115,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and be it further resolved that the town clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- Q. Set a Public Hearing for February 21, 2012 at 7:15 p.m. (prevailing time) to hear comments regarding the construction of sidewalks along Northfield Drive from Day Hill road north to the ING campus

Moved by Councilor Jepsen, seconded by Councilor McDonald, that a Public Hearing be set for Tuesday, February 21, 2012 at 7:15 p.m. (prevailing time) on the proposed

construction of a sidewalk along Northfield Drive from Day Hill Road to ING Campus at One Orange Way.

Councilor Jepsen stated that the town ordinance specifies that each time a sidewalk is proposed to be built, that a public hearing must be held.

Motion Passed 9-0-0

13. Resignations and Appointments

Moved by Councilor McDonald, seconded by Councilor Boccia to:

Item A Appoint David Raney as a republican member to the Greater Hartford Transit District for a four year term to expire February 28, 2012 or until a successor is appointed.

Item B Reappoint Thomas Ferranti as a republican member to the Zoning Board of Appeals for a three year term to expire November 10, 2014 or until a successor is appointed.

Item C Appoint Dr. Sara Dever as a republican member to the Human Relations Commission for a three year unexpired term to expire May 31, 2012 or until a successor is appointed.

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the January 3, 2012 Public Hearing (Fire Truck ordinance)

Moved by Councilor Jepsen, seconded by Councilor Boccia, to approve the minutes of the January 3, 2012 Public Hearing (fire truck ordinance). Corrections: None.

Motion Passed 9-0-0

B. Minutes of the January 3, 2012 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor McDonald, to approve the minutes of the January 3, 2012 Regular Town Council Meeting. Corrections: page 7 – eliminate repeat of partial paragraph #3 in paragraph #4 (“When complete...”).

Motion Passed 9-0-0

15. Public Communications and Petitions

Ms. Deborah Samson, 604 Stone Road, commended Cyd Groff who has gone above and beyond to address a situation in her neighborhood. She has restored her faith in the system and she hopes Ms. Groff is acknowledged.

16. Executive Session

None

17. Adjournment

Moved by Councilor Boccia, seconded by Councilor Jubrey, to adjourn the meeting at 9:25 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

cc: Town Clerk, Main Library, Wilson Branch