BOARD OF SELECTMEN
Tuesday, January 21, 2020

SELECTMEN PRESENT: J. Christopher Kervick, Paul Harrington, Scott Storms

ALSO ATTENDING: Amanda Moore, Chris Bullock, Chief Osanitsch, Kathleen Montemerlo, John Montemerlo, Lori Quagliaroli, Lacinda VanGieson, William Rousseau, Michael Bracken, Anne Marie Claffey, Joe Calsetta, and other residents.

CALL TO ORDER:
First Selectman J. Christopher Kervick called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was observed.

Selectman Kervick moved to change “7 a. New Business, ClearGov” to follow after “6 a. Old Business, and to add a line item to New Business as “item 7 f. Resolution Regarding Refinancing of Bonding” to the agenda. Selectman Storms seconded the motion. All were in favor. Motion carried.

PUBLIC INPUT:
Lori Quagliaroli, 4 Norman Ave. - inquired on the status of the Selectmen establishing a Work from Home Policy.

Michael Bracken, 12 Tinker Drive- had concerns regarding renovations made to the offices in Town Hall. Mr. Bracken also shared his concerns over the Police not using vehicular cameras, or body cameras.

William Rousseau, 407 Elmwood Drive- had concerns regarding the proposed location for a new Senior Center site at 52 Church Street, and thought that other sites should be considered for both the Senior Center and the new Public Safety Complex. He also suggested that the town provide rides to residents to attend meetings, and to have live-streamed meetings for those unable to attend.

APPROVAL OF THE JANUARY 7, 2020 MEETING MINUTES:
Selectman Harrington moved the acceptance of the January 7, 2020 Meeting Minutes as published. Selectman Kervick seconded the motion. The motion was two in favor (Selectmen Kervick & Harrington) and one abstention (Selectman Storms). Motion carried.

CORRESPONDENCE:

a. Letter Re: Hartford Foundation for Public Giving Greater Together Community Funds:
Selectman Kervick reviewed a letter from John Sullivan regarding the Hartford Foundation for Public Giving Greater Together Community Fund, and explained the process for awarding grant funds.

b. The Veterans Service Center Grand Opening is on January 23, 2020 from 2:00 -7:00 p.m
There will be a CT Wartime Recipients Ceremony at 6:00 pm

c. A letter received from the State of Connecticut DOT stating that complete testing of the traffic signal at the Intersection of Woodland Street & Southwest Avenue is finished, and requested that the Town of Windsor Locks take ownership of the light. Selectman Kervick felt the Board of Selectman would need to discuss the matter further.
d. The Attorney representing 24 Grove Street have request a meeting of the Board of Selectmen to discuss future use of the easement upon town property.

OLD BUSINESS:

a. Public Safety Building Upgrade Update:
Brian Humes, from Jacunski Humes Architects, LLC, discussed the space needs for Public Safety Building upgrades with the Board of Selectmen.

The next step in the process will be to start looking at any physical space that is available in Town. Site Plans with schematic designs will follow. The consultant estimates with costs could be complete by end of March.

* ClearGov Presentation (Website Transparency Website Services) (item 7 a. New Business)
  Chris Bullock, CEO of ClearGov shared gave a presentation overview on this cloud-based transparency software solution.

  No action taken.

  Resolution Regarding Refinancing of Bonding (addition - item 7 f. New Business):
  Selectman Harrington moved to approve the Resolution as presented “authorizing the issuance of not exceeding $3,000,000 refunding bonds for payment in whole or in part of the outstanding principal of and interest and any call premium on the Town of Windsor Locks $4,740,000 General obligation bonds, issue of 2013; and costs related thereto”. Selectman Kervick seconded the motion. All were in favor. Motion carried. (Schedule B)

Selectman Kervick moved to discuss 6) d. Senior Center 52 Church Street as the next item on the agenda. Selectman Storms seconded the motion. All were in favor. Motion carried.

  Senior Center 52 Church Street Option (Old Business, 6 d.):
  The Selectmen reviewed the Preliminary Report for 52 Church Street from the Committee appointed to review the site.

  Selectman Harrington moved to request the sellers to extend the option to purchase 52 Church Street to provide additional time to get more information on the lot size and parking sufficiency, and to set a Public Hearing for Thursday, February 6, 2020 at 6:00 p.m. in the Ella Grasso Conference Room. Selectman Storms seconded the motion. All were in favor. Motion carried.

7:23p.m. Selectman Kervick entered into break
7:26p.m. Selectman Kervick entered back into session

b. Municipal Ethics Policy (Draft Proposed in 2015):
Selectman Storms suggested sending the Draft proposed from 2015, and the current Ethics Policy to the Towns Attorney to update.

c. Travelodge Update:
Selectman Kervick stated that he is waiting for follow-up reports that will summarize enforcement action to be taken by the Police, Fire, Health Department, Building Official, etc. with regard to recent event hosted by Travelodge. The matter was tabled until the next Board of Selectman meeting.
e. **Litter Ordinance:**
   Tabled until next meeting.

f. **Motor Vehicle Use Policy:**
   A Policy has been in effect since 2000. Subsequent revisions to the Policy have been made that only allow two employees to take vehicles home in addition to the Emergency Management Director. The Police Department vehicle use is under the jurisdiction of the Police Commission and is subject to the terms of employment contracts negotiated by the Commission with Police personnel.

   The Selectmen agreed to revise the current Policy, and table the matter until the revisions are complete.

**NEW BUSINESS:**

b. **Set Town Meeting Date for 2019 Annual Report (February):**
   *Selectman Harrington moved to set the Town Meeting Date for 2019 Annual Report on Thursday, February 6, 2020 at 7:30p.m. Selectman Storms seconded the motion. All were in favor. Motion carried.*

c. **Charter Revision:**
   The Selectmen agreed to discuss the possibility of a Charter Revision with their perspective Town Committees. If warranted, a Selectmen’s Workshop will be scheduled to review the need for changes.

d. **Adopt OPM Regional Performance Incentive Program Resolution:**
   *Selectman Kervick moved to adopt a Resolution to endorse a Regional Performance Incentive Program project proposal provided no municipal expenditures shall be authorized hereby. Selectman Harrington seconded the motion. All were in favor. Motion carried. (Schedule C)*

e. **Vehicle for Town Hall Employee Use:**
   The Selectmen discussed the immediate need for a town vehicle. The current vehicle is not roadworthy. Selectman Harrington suggested looking into leasing a vehicle. The matter will be addressed at the next Board of Selectmen’s meeting.

**APPOINTMENTS, RE-APPOINTMENTS, RESIGNATIONS:**
a. **Appointment of Tamie Quaglieroli (R) to the Planning & Zoning Commission for a Term Expiring on September 15, 2022:**
   *Selectman Harrington moved the appointment of Tamie Quaglieroli (R) to the Planning & Zoning Commission for a term expiring on September 15, 2022. Selectman Storms seconded the motion. All were in favor. Motion carried.*

**TAX REFUNDS:**
*Selectman Harrington moved to approve the January 21, 2020 Tax Refunds for $4,242.12. Selectman Storms seconded the motion. All were in favor. Motion carried. (Schedule A)*
PUBLIC INPUT:
Lori Quagliaroli, 4 Norman Avenue. - questioned if vehicles being taken home have tax implications. Also suggested that each employee should sign the Ethics Policy.

Michael Bracken, 12 Tinker Drive- suggested adding a ban on “driving under the influence” in the Motor Vehicle Policy.

Joan Casello, Woodridge Drive- inquired on the status of the Travel Lodge incident and if there is a noise Ordinance.

Diane Wisnoski, 52 Woodridge Drive- commented on the hiring of Police Officers for the Travelodge incident.

Kitty Montemerlo, 18 Woodridge Drive- commended the public safety facilities space needs assessment.

William Rousseau, 407 Elmwood Drive- requested a copy of the Public Safety Report Upgrade. He thought that the Town should look into regionalizing Police Services and Dispatch.

Lacinda VanGieson, 70 Grove Street- suggested that buildings in town should be looked at to see if they could be utilized for new purposes.

John Montemerlo, 18 Woodridge Drive- shared his concerns about Church Street being used as a site for a new Senior Center.

SELECTMEN’S COMMENTS:
Selectman Harrington stated he would like to start planning a listening session for the residents.

Selectman Storms shared that there will be an FOI Informational Meeting on February 20, 2020 at 6:00 pm.

Selectman Kervick noted it is often problematic for Selectmen to participate in enforcement decisions. Enforcement Officers need to be able to do their jobs independent of any influences.

ADJOURNMENT:
There being no further discussion or information to come before the Board of Selectmen,

A motion to adjourn the meeting at 8:49 p.m. was made by Selectman Harrington and seconded by Selectman Storms. All were in favor. Motion carried.

Respectfully submitted,

Rachel DeAlfi

Rachel DeAlfi
Recording Secretary
## SCHEDULE A

### REFUND REQUEST FOR JANUARY 21, 2020

<table>
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<tr>
<th>NAME</th>
<th>BILL NUMBER</th>
<th>REASON FOR REFUND</th>
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<td>Cory Coolidge</td>
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RESOLUTION AUTHORIZING THE ISSUANCE OF NOT EXCEEDING $3,000,000 REFINANCING BONDS FOR PAYMENT IN WHOLE OR IN PART OF THE OUTSTANDING PRINCIPAL OF AND INTEREST AND ANY CALL PREMIUM ON THE TOWN OF WINDSOR LOCKS’ $4,740,000 GENERAL OBLIGATION BONDS, ISSUE OF 2013; AND COSTS RELATED THERETO

RESOLVED,

(a) That the Town issue its refunding bonds, in an amount not to exceed THREE MILLION DOLLARS ($3,000,000), the proceeds of which are hereby appropriated: (1) to fund one or more escrows, to be applied together with the investment earnings thereon, to the payment in whole or in part, as determined by the First Selectman and the Treasurer of the Town, of the outstanding principal of and interest and any call premium on the Town’s $4,740,000 General Obligation Bonds, Issue of 2013 (consisting of $1,965,000 School Bonds and $2,775,000 General Purpose Bonds), including the payment of interest accrued on said bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants’ fees, trustee or escrow agent fees, underwriters’ fees, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 7-370c of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The First Selectman and the Treasurer of the Town shall sign the bonds by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds. The First Selectman and the Treasurer are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds; to provide for the keeping of a record of the bonds or notes; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

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

(c) That the First Selectman and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(d) That the First Selectman and the Treasurer are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Town’s $4,740,000 General Obligation Bonds, Issue of 2013, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with underwriters, trustees, escrow agents and others to facilitate the issuance of the refunding bonds; the escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

(e) That the Superintendent of Schools, the Chairman of the Board of Education, the Board of Education and other proper officers and officials of the Town are authorized to execute and file all necessary applications, agreements and documents with the State Board of Education in order to obtain State grants to defray in part principal and interest on refunding bonds authorized hereby to the extent such bonds are allocable to the refunding of any school bonds issued pursuant to Section 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended.

(f) That the above authorization to issue refunding bonds shall lapse on June 30, 2020.
Support Resolution
OPM Regional Performance Incentive Program

**********

Whereas Section 4-124s provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on December 18th, 2019 the Policy Board of CRCOG passed resolutions authorizing development and submittal of an application packages to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of Windsor Locks has expressed an interest in taking part in the project proposal(s) entitled

1. CRCOG Region-wide Planimetric Data
2. School-Municipal Back Office Consolidation Cost Benefit Analyses and Implementation Plans
3. TOD Marketing and Deal Structuring Assistance
4. East Granby, Windsor Locks and Suffield Economic Development Consultant

Now, Therefore Be It Resolved that the Town of Windsor Locks Board of Selectmen does hereby endorse the above referenced Regional Performance Incentive Program project proposal providing that no municipal expenditure shall be authorized hereby.