

**Town Council
Council Chambers
Windsor Town Hall
June 20, 2016
Regular Council Meeting**

APPROVED MINUTES

1) ROLL CALL

Mayor Trinks called the meeting to order at 7:30 p.m. Present were Mayor Donald Trinks, Councilor Randy McKenney, Councilor Alan Simon, Councilor Jill Jenkins, Deputy Mayor Jody Terranova, Councilor Donald Jepsen, Councilor James Govoni, and Councilor Bernard Petkis.

Councilor Kenneth Wilkos was absent.

2) PRAYER – Councilor Govoni prayed.

3) PLEDGE OF ALLEGIANCE – Councilor Govoni led in the Pledge of Allegiance.

4) PROCLAMATIONS/AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate of 74 Ethan Drive spoke about the Public Safety Complex project and the property tax impact that such a project would have on the town. He also said that any vote to change the Town Charter should be done during a presidential election.

6) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission (PBC)

PBC Chairman Bob Gustafson provided information about several ongoing projects.

- Animal Shelter Relocation project: The PBC has completed its executive study of costs for a smaller animal shelter building and an animal shelter internal to an existing building.
- Clover Street School Partial Roof Replacement Design: Town staff has a final drawing review meeting with the state scheduled for June 28th. This is the last step in supplying documentation to the state to receive grant approval for the roof project. The roof replacement is still anticipated to be completed during school summer recess.
- Clover Street School HVAC project: The PBC has authorized the town attorney to send the contractor, B & G Mechanical, a demand letter informing them to stop project work as it relates to the programming of the DDC Controls, but they are to continue on in all other aspects of their contractual obligations to the town. The PBC will hire another company to finish the job.
- Landfill Office Garage Renovation project: The contractor, Millennium Builders, is 50% completed with this project. Unknown masonry and steel deterioration issues were

uncovered and have been corrected by the contractor. The project is expected to be completed in July.

- Town Hall HVAC, Electrical, and Energy project: The contractor, Facility Solutions Group is scheduled to start the town hall LED lighting portion of this project this month. This work is anticipated to be completed in August.
- LP Wilson Restroom and EOS Shower project: Town staff received bids on June 8, 2016. The PBC, at its meeting last week, awarded the project to the low bidder, Pelletier Construction Management. We anticipate work to begin on August 1, 2016 and it will take six months to complete.
- Windsor High School Door and Fire Alarm Replacement project: The PBC awarded this project to the low bidder, Keltra Construction. The work is scheduled to begin next week and be completed by August 15th.

Councilor Jenkins asked if the Clover Street School HVAC project will be completed by the beginning of school. Mr. Gustafson answered yes.

Mayor Trinks asked what the exterior of the proposed stand-alone animal shelter building would be made of. Mr. Gustafson said it is sculptured cement block.

Mayor Trinks asked what the timeline is to build an animal shelter. Town Manager Souza said the timeline would be impacted by the details in the grant award agreement.

Mayor Trinks asked if the town staff could perform site work on the animal shelter project. Mr. Gustafson said it is possible for the sidewalks to be indefinitely postponed in order to save \$74,000. He also mentioned that there is the potential for Public Works to perform approximately \$104,000 of site work for the animal shelter project.

Mayor Trinks asked if the Animal Control Officer reviewed the preliminary drawings to make sure that the proposals presented are in compliance with state regulations. Mr. Gustafson explained that the Animal Control Officer and Police Chief reviewed the proposals and that the drawings are in accordance with state requirements.

Mayor Trinks said his vision was to save trees on the property where the animal shelter would be built. Councilor Govoni explained the history of the property based on his visitation of the site and discussions with other people. He said cutting of trees could be done in accordance with further review of the site.

Councilor Jenkins sought clarification about the façade proposed on the back wall. She proposed a wood façade in order to better accommodate for future expansion. Mr. Gustafson said there is no brick façade over the concrete block. Town Manager Souza explained that elevations distributed have not been fully updated as to reflect the PBC's latest changes to the façade on the back wall.

Councilor Simon expressed his pleasure with the progress of the animal shelter. He cited the reasonable cost of proposed construction, the town's ability to pay for the project with the aid of a state grant, and the opportunity for the town to borrow less for this particular project.

Councilor Govoni spoke in favor of masonry work being utilized for the new structure in consideration of long-term durability.

Councilor Jepsen asked for clarification regarding the state grant award. Town Manager Souza provided details about the match requirement and what the grant monies can be used for.

Mayor Trinks asked for clarification about the process going forward. Town Manager Souza said that the next decision for the Town Council is to provide direction to the PBC and staff as to whether or not the animal shelter should be a stand-alone facility or consider having the shelter be in an existing building. Town Manager Souza said a site plan approval and sidewalk waiver would have to be approved by the Town Planning and Zoning Commission.

b) Housing Code Board of Appeals

Chairman John Sasportas distributed a written summary of the Board's activities over the past year. He said there have been two items discussed since the last report to the Town Council. One in September of 2015 and the other in March of 2016. He provided a brief review of the outcome of each issue. Chairman Sasportas provided a summary of current Board membership.

7) TOWN MANAGER'S REPORT

Taxes Due July 1, 2016

Tax bills are scheduled to be mailed on June 24, 2016.

Real estate, personal property taxes and motor vehicle taxes on the Grand List of October 1, 2015 are due in full by July 1, 2016 and payable by August 1, 2016. Taxes are considered delinquent if unpaid on August 2nd. If any taxpayer has not received their tax bills by July 1, 2016, they should contact the Tax Office at 860-285-1810 to obtain a copy.

The Tax Office hours are Monday through Friday, from 8:00 AM to 5:00 PM or you can pay online with an electronic check or with your debit/credit card.

Detailed information is available on the town's website at www.townofwindsorct.com or by contacting the tax office at 860-285-1810.

Information From State of CT About Motor Vehicle Tax Bills

CT Department of Motor Vehicles and municipalities across the state are working to resolve some inconsistencies among residents' mailing addresses and domicile (town in which vehicle is garaged) addresses.

If you have received a tax bill from a town that you **did not** reside in, or garage your vehicle in as of October 1, 2015, contact the tax assessor from the town you received the bill from to request a transfer to the correct town/city of residency as of October 1, 2015.

It's Time to Get Ticked Off Event This Saturday

Visit Northwest Park on June 25th from 11:00 AM to 4:00 PM for a fun afternoon of activities and key note speakers on the importance of protecting your family from Lyme Disease. Free lunch and activities for children will be offered by Voices Against Lyme Disease CT, the Windsor Health Department and Northwest Park staff. The panelists of speakers begin at 1:30 PM. Register on line at townofwindsorct.com/recreation or call 860-930-2446.

Orlando Observance

The Human Relations Commission has organized a celebration of life and memorial for the victims of the Pulse, Orlando, FL tragedy.

The ceremony will be held Sunday, June 26th at 7:00 PM in the town hall council chambers. For more information call 860-285-1984.

Grant Funding for Northwest Park Energy Efficiency Upgrade

The town received a second 'Bright Idea Grant' in the amount of \$10,000 from Eversource. The grant has been used to upgrade the lighting at Northwest Park buildings to LED fixtures. It is projected that the conversion will reduce electricity consumption by approximately 15,200 kWh annually for a \$2,400 savings. This grant was earned through the town's participation in the Energize Connecticut Clean Energy Communities program.

Grant Award - Transit-Oriented Development and Responsible Growth Program

In February the Town Council authorized the submittal of a grant to the State of CT for the Animal Shelter Relocation and Site Development project under the Transit-Oriented Development and Responsible Growth Program. Two weeks ago, the Governor's Office announced the town has been selected to receive a grant under the program. We were one of the twenty approved applicants.

The announcement stated the grant amount from the state is \$993,000 which is the full amount requested in the Town's application. The project intent is to create a development-ready site near the commuter rail station in town center by providing for the relocation of the existing animal shelter, demolishing the existing facility and completing environmental assessment and remediation planning. The application included town matching funds in the amount of \$331,000.

We will be working with the State to get additional information on the next steps. I anticipate that a grant agreement and refined project scope with the State will need to be prepared. Once that is done we will be able to establish a project schedule.

My thanks to Jim Burke, our Economic Development Director for all of his work in preparing the grant application.

Farmer's Market to Begin June 23rd

First Town Downtown is bringing back the Farmers Market every Thursday this summer beginning June 23rd. The Farmer's Market will be held on Thursdays from 3:30 PM to 6:30 PM at 240 Broad Street (corner of Broad and Maple) through October 20th. A few new vendors

have been added this year as well as the variety of fresh locally grown produce and specialty items offered last year. For more information call 860-688-5715.

Delayed opening of Goslee Pool

Due to a failed motor, Goslee Pool is not opened as scheduled. We have moved swim lessons as well as lap and family swim to Veteran's Pool at Windsor High School. We are working on opening Veteran's Pool for the weekend of 6/25 and 6/26 and are working with the school district to provide weekend staffing during that time. Coordination with the school district is needed in order to provide access to shower facilities, as required by the State of Connecticut Public Health code.

This past weekend, swim lesson registrants as well as season pool pass holders were notified by phone and email of the scheduled changes. We also used social media and the town's website to notify the general public of the changes.

Councilor Govoni thanked Town Manager Souza and staff for their work in getting the grant for the dog pound relocation project.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney - Nothing tonight.

Councilor Simon - Nothing tonight.

Councilor Govoni - Nothing tonight.

Councilor Jenkins extended her heart-felt sympathies to all those effected by the tragedy in Orlando. She encouraged people to attend the Human Relations Commission's memorial event scheduled for Sunday, June 26th at 7:00 p.m. at the Town Hall.

Deputy Mayor Terranova - Nothing tonight.

Councilor Jepsen congratulated all of the Windsor High School graduates.

Councilor Petkis announced that on Saturday, June 25th from 11:00 a.m. to 4:00 p.m. at Stop & Shop there will be a fundraiser event benefitting the young daughter of a Windsor Volunteer Firefighter. He also reminded people to keep their cars locked and secure so that auto thefts can be prevented.

Mayor Trinks - Nothing tonight.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Simon said the Committee met last week and there are a few items on the agenda tonight related to the Committee's meeting.

Health & Safety Committee – Councilor Jenkins said the Committee met last week and that two issues were taken up. She said that the Committee discussed at length how the animal control

ordinance could be revised to address the issues that came before the Town Council. She said that they realized that there was nothing they could advise that would bring down the number of incidents. She said that people are going to have to be more diligent about keeping their dogs on a leash. Councilor Jenkins said the Committee was sensitive to the fact that dogs at Northwest Park are irritating people and the animals in the barn. She said the Committee would like to make people more aware of the ordinance. She suggested preparing a brochure to be placed in people's tax bills or in dog registration materials.

Councilor Govoni asked people to be respectful with their dogs at Northwest Park. He asked owners to consider leashing their dogs and to pick up after them.

Councilor Simon said that in consideration of the evidence provided by the Police Department, he was unpersuaded that there is a need to change the current ordinance that allows people to unleash their dogs at public open spaces where there is water access. He said the current ordinance mandates that owners maintain control of their dogs, even when the dogs are off leash.

Councilor Jenkins said the Committee has nothing to vote on at this point and that they ask the Town Manager to prepare a notice that would go out with the tax bills so that people can be made better aware of their responsibilities.

Councilor Jenkins went on to provide an overview of the traffic study discussion that took place at the last Health & Safety Committee meeting on the subject of why a disparity exists in the number of black and white drivers that the police stop. She said there was a great discussion about the new CAD system that is in place and how it would help reveal more specific stop data. She also said that the Police Chief provided his assurance that implicit bias training is being provided to officers on a continual basis. She said that the new CAD system will continue to monitor Windsor's traffic stop data. She said the goal is for stop data to show that stops are equal and fair.

Councilor Govnoni said the new CAD system data will be very important in terms of having accurate information.

Councilor Simon said that the new computer system can capture real-time information. He said he is pleased that the software allows us to run our own reports on a more frequent basis. He said the Committee asked for six months of data to be provided in January for their review.

Councilor Jenkins said the new software system will provide more accurate information because it forces officers to answer questions.

Joint Town Council/Board of Education Committee – None

Personnel Committee – None.

Special Projects Committee – None

Finance Committee – Deputy Mayor Terranova said the Committee met last week and addressed open purchase orders and transfers for the closing fiscal year.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

a) Discussion of FY17-FY22 Capital Improvements Plan (CIP)

Town Manager Souza said the question is how the Town Council wishes to adjust the first year of the FY17 CIP. Councilor Simon explained how the proposed CIP is intertwined with FY17 revenues and a future Public Safety complex.

Councilor Jepsen expressed doubt that the Town could afford the proposed public safety complex in its current form. He said the project is intertwined with the Town Council's decision regarding FY17 CIP spending.

Councilor Simon suggested that the state grant award for the dog pound relocation would enable the town to forgo borrowing by almost \$1 million.

Councilor Simon suggested reducing the Community Investment Initiative down to \$1 million.

Councilor Jepsen asked how much it would cost to keep the existing Public Safety complex going for a while by making improvements to the roof and boiler. Town Manager Souza said roof replacement, heating ventilation and air conditioning replacements and potentially electrical upgrades would need to take place. He said such improvements would cost between \$4 million and \$5 million and may or may not include restroom improvements to the lobby.

Town Manager Souza said that such improvements would not address the operational needs of the Fire Department.

Councilor Simon said the immediate need is whether the Town Council wants to fund the Community Investment Initiatives in the total amount of \$1.3 million or \$1 million. He said once that decision is made, the Town Improvements Committee would reconvene and come up with a list of recommended projects for Town Council consideration. Councilor Simon said the \$1 million figure could increase in the future, depending on how FY17 goes.

Councilor Govoni asked the Town Manager if renovating portions of the existing public safety complex would trigger the requirement that the town make more upgrades at the complex. Town Manager Souza said he is not aware of any such triggers.

Councilor Jenkins expressed her concern about the town investing some money in the existing Public Safety Complex and being stuck there for ten, fifteen or twenty years.

Councilor Jepsen explained that incremental improvements made to the police side of the complex may be augmented by future improvements to the fire side.

Mayor Trinks asked if any of the Councilors objected to Councilor Simon's suggestion that the Town Improvements Committee come back with a proposal to spend \$1 million on the Capital Investment Initiative projects. No objections were raised.

12) NEW BUSINESS

- a) Discussion of Fiscal Year 2017 Community Investment Initiative

The Town Council discussed this item in conjunction with the previous agenda item.

- b) Approve Fiscal Year 2016 Year End Purchase Orders

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded that the General Fund open purchase orders as of June 15, 2016 be approved until October 17, 2016.

Deputy Mayor Terranova explained the need for the motion.

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

- c) Approve Fiscal Year 2016 Year End Transfers

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded that the Director of Finance be granted approval of transfer authority to make year-end transfers in the General Fund of not more than \$5,000 per account and to approve a transfer of \$34,550 from Public Works to General Government to cover the year-end projected deficit.

Deputy Mayor Terranova explained the need for the motion.

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

- d) Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded the adoption of the following resolution: RESOLVED, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

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

Councilor Jepsen MOVED and Councilor Simon seconded to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO

WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Town Manager Souza asked project Engineer Victoria Houle to provide an overview of the Stone Road project. Ms. Houle did provide an overview.

Councilor Jenkins asked if the cold-in-place recycling method can be used on all road projects going forward or if there are limitations in using it. Ms. Houle explained that the method can only be used depending on the specific characteristics of the proposed road.

Councilor Govoni said combining the roads makes sense.

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

- e) Set a Public Hearing for July 5, 2016 at 7:20 PM to hear an ordinance entitled, “AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to adopt the following resolution: RESOLVED, that a Public Hearing be set for July 5, 2016 at 7:20 PM (prevailing time) to approve or disapprove the foregoing ordinance entitled, “AN ORDINANCE APPROPRIATING \$345,000 FOR COSTS IN CONNECTION WITH STONE ROAD REHABILITATION FROM THE VICINITY OF BIRCHWOOD ROAD TO WINTERWOOD, INCLUDING IMPROVEMENTS TO KAREN CIRCLE, WEBBER ROAD, AND LOREN CIRCLE; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION,” and BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

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

13) RESIGNATIONS AND APPOINTMENTS

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to approve the following:

- Appointment of Alexander Correia as a Republican Alternate member to the Town Planning and Zoning Commission for a two-year term to expire November 11, 2017 or until a successor is appointed.
- Appointment of Pamela Lofton-McGeorge as a Democratic member to the Human Relations Commission for a three year unexpired term to expire May 31, 2017 or until a successor is appointed.

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- Appointment of Max Kuziak as a Democratic Alternate member to the Human Relations Commission for a three year unexpired term to expire May 31, 2018 or until a successor is appointed.
 - Appointment of Marcia Hinckley as a Democratic Alternate (residential) member to the Historic District Commission for a two year term to expire October 14, 2017 or until a successor is appointed.
 - Appointment of Pamela Cook as an unaffiliated member to the Youth Commission for a three year term to expire January 30, 2019 or until a successor is appointed.
 - Reappointment of Joyce Armstrong as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2019 or until a successor is appointed.
 - Appointment of Linda Rickard as a Democratic Alternate member to the Commission on Aging and Persons with Disabilities for a two-year unexpired term to expire November 30, 2016 or until a successor is appointed.
 - Appointment of Amy Silliman-Avedisian as a Democratic member to the Commission on Aging and Persons with Disabilities for a three year unexpired term to expire January 31, 2017 or until a successor is appointed.

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

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the June 6, 2016 Public Hearing (NAA)

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to approve the unapproved minutes of the June 6, 2016 Public Hearing (NAA).

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

- b) Minutes of the June 6, 2016 Regular Town Council Meeting

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to approve the unapproved minutes of the June 6, 2016 Regular Town Council meeting.

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

- c) Minutes of the June 9, 2016 Special Town Council Meeting

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to approve the unapproved minutes of the June 9, 2016 Special Town Council meeting.

Motion Passed 7-1-0 (Councilor Wilkos absent & Councilor Jepsen opposed)

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate of 74 Ethan Drive spoke about Other Post Employment Benefit (OPEB) liabilities. He suggested utilizing annual budget surpluses for funding of OPEB liabilities. He said that the Town Council does not have an OPEB policy.

16) EXECUTIVE SESSION

- a) Discussion of the selection of a site or a lease, sale or purchase of real estate - None

17) ADJOURNMENT

Councilor Simon MOVED and Councilor Govoni seconded to adjourn the meeting at 8:57 p.m.

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

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager