

**Town Council  
Council Chambers  
Windsor Town Hall  
July 5, 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 Kenneth Wilkos, Councilor James Govoni, and Councilor Bernard Petkis.

**2. PRAYER** – Councilor Jepsen prayed.

**3. PLEDGE OF ALLEGIANCE** – Councilor Jepsen led in the Pledge of Allegiance.

**4. PROCLAMATIONS/AWARDS** – None

**5. PUBLIC COMMUNICATIONS AND PETITIONS**

Bradshaw Smith of 23 Ludlow Road expressed his opinions about shopping carts in town and planters in the Wilson median. He raised the issue of a report having to be made to the Town Council by the Windsor representative to the Metropolitan District Commission.

**6. REPORT OF APPOINTED BOARDS AND COMMISSIONS**

a) Board of Education (BOE) - None

b) Human Relations Commission (HRC)

HRC Chairman Kevin Washington provided an overview of the HRC's mission, membership and FY16 activities. Chairman Washington shared changes for the upcoming Town of Windsor International Peace Festival and the FY17 Bridge Builder awards. Chairman Washington said the HRC is planning a group trip to Cuba as well as an examination of demographic trends impacting Windsor. Chairman Washington went on to summarize activities held with the Windsor Police Department, community organizations and other groups.

Councilor Jenkins asked what the time frame is for a trip to Cuba. Chairman Washington said the planning began in January of this year and the trip would last 5-7 days and be held in March or April.

Councilor Govoni praised Chairman Washington's report and the HRC's activities.

Councilor McKenney praised the recent HRC program on the subject of Lesbian Gay Bisexual Transgender Questioning.

Councilor Jenkins expressed her appreciation for the HRC reaching out to the Muslim community. Chairman Washington said the HRC regularly extends invitations to the Muslim community to participate in events.

Mayor Trinks thanked Mr. Washington and Mr. Knickerbocker for their service.

## **7. TOWN MANAGER'S REPORT**

### **Goslee Pool Update**

The motor for Goslee pool is expected to be received and installed on Wednesday. The pool will be prepared for a scheduled health department inspection this Thursday. Assuming health inspections are successful, Goslee pool will be open to the public on Saturday, July 9.

Swim lessons this week have been moved from Goslee to Veteran's pool. The second portion of the session will be held at Goslee pool from July 11-July 14. Other programs, such as lap and family swim will be accommodated at Welch Pool. The revised schedule and other information are available on the town's website at [townofwindsorct.com/recreation](http://townofwindsorct.com/recreation) or by calling 860-285-1990.

### **Concerts on the Green**

The annual summer concerts on the Town Green series kicks off this Thursday, July 7<sup>th</sup> at 6:30 PM. The First Company Governor's Foot Guard Band will be performing. The annual series is organized and produced by the Chamber of Commerce and First Town Downtown with the generous support of many Windsor businesses. Concerts are scheduled for every Thursday evening through August 18th. A complete list of dates and performers can be found on the Chamber of Commerce website at [windsorcc.org](http://windsorcc.org).

### **Taxes Due By August 1st**

A reminder that taxes on the Grand List of October 1, 2015 were due in full on July 1, 2016, and payable until August 1, 2016 without penalty. Unpaid taxes will be considered delinquent on August 2, 2016. On that date, interest will be charged from the original due date of July 1, 2016 in accordance with State statutes with a minimum of \$2.00.

Credit card payments are now accepted at the tax office and residents also have the option of paying either online through the Town of Windsor website or directly at [www.officialpayments.com](http://www.officialpayments.com) or by calling 1-800-272-9829 using Jurisdiction Code 1771.

Payments can also be made by mail or in person at the tax collector's office, located on the first floor of the town hall, Monday through Friday, from 8:00 AM to 5:00 PM. Tax payment drop-off boxes are also available at the Windsor and Wilson libraries and the L.P. Wilson Community Center during the month of July. The drop-off box located in the center section of the town hall parking lot is available year-round.

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### **Windsor Ranked 5<sup>th</sup> by Yale**

Yale researchers have released a series of scorecards that rate Connecticut municipalities based on their support for residential solar photovoltaic (PV) deployment. The scorecards, produced by the Yale Data-Driven Environmental Solutions Group — also known as Data-Driven Yale — reveal how municipalities stack up in terms of installed solar capacity, permitting processes, community engagement, and information availability. Windsor's overall score was 80 out of 100 which ranks us as 4<sup>th</sup> place in the Capitol Region and 5<sup>th</sup> statewide out of 169 communities. Windsor's full scorecard is available here: [http://www.ctsolarscoreboard.com/static/data/pdfs/Windsor\\_WEB.pdf](http://www.ctsolarscoreboard.com/static/data/pdfs/Windsor_WEB.pdf)

Mayor Trinks inquired about tree clearing completed on Archer Road. Town Manager Souza said clearing has occurred on a private parcel on Archer Road, just to the northeast of Archer Memorial cemetery. He said staff has reached out to the owner of the parcel to inquire of his plans with the property. No plans have been submitted to Planning and Zoning. It is zoned "Warehouse" and is approximately a 14 acre parcel of land.

Councilor Simon asked that the MDC report to the Town Council be placed on the next agenda. Town Manager Souza said he would reach out to MDC Representative Curtis.

Councilor Jepsen asked if the owner of the parcel on Archer Road would be developing in the Bradley Area Development Zone. Town Manager Souza said he believes the development would not take place in that area.

### **8. COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor McKenney - Nothing tonight.

Councilor Simon - Nothing tonight.

Councilor Govoni - Nothing tonight.

Councilor Jenkins - Nothing tonight.

Deputy Mayor Terranova - Nothing tonight.

Councilor Jepsen - Nothing tonight.

Councilor Petkis - Nothing tonight.

Mayor Trinks said on Friday night between 6 and 7 p.m., Windsor High School alum Chris Baker will be at 55 Palisado Avenue for a meet and greet with the public. Mayor Trinks said Mr. Baker is in the NFL and he is having a football camp for the youth. Mayor Trinks spoke of Mr. Baker's book donations to youth.

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## **9. REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Simon said the Town Improvements Committee is scheduled to meet on July 11<sup>th</sup> at 6:30 p.m for purposes of reviewing the proposed Capital Improvement Plan and recommending funding of projects to the full Town Council.

Health & Safety Committee – None.

Joint Town Council/Board of Education Committee – None.

Personnel Committee – None.

Special Projects Committee – None.

Finance Committee – None.

## **10. ORDINANCES – None**

## **11. UNFINISHED BUSINESS**

- a) Approve 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 Councilor Jenkins seconded 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 9-0-0

Councilor Jepsen MOVED and Councilor Wilkos seconded to approve 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.”

Motion Passed 9-0-0

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## 12. NEW BUSINESS

- a) Approve closing the FY16 Stone Road Rehabilitation project and transferring the project balance into the Capital Projects Assigned Fund Balance

Councilor Simon MOVED and Councilor Jepsen seconded that FY16 Stone Road Rehabilitation project (#9406) be closed and that the remaining funds in the amount of \$206,283.97 be transferred into the Capital Projects Assigned Fund Balance.

Councilor Simon briefly explained that the motion allows for the funding of road rehabilitation to take place at specific roads.

Motion Passed 9-0-0

- b) Approve an appropriation of \$275,000 from the Capital Projects Assigned Fund Balance for the FY 2017 Stone Road Area Roadway Rehabilitation project

Councilor Simon MOVED and Councilor Jepsen seconded that \$275,000 be appropriated and transferred from the Capital Projects Assigned Fund Balance to the Stone Road Rehabilitation project from the vicinity of Birchwood Road to Winterwood, including improvements to Karen Circle, Webber Road, and Loren Circle.

Councilor Simon said the motion allows for more roads to be rehabilitated.

Motion Passed 9-0-0

- c) Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$190,000 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 Jepsen MOVED and Deputy Mayor Terranova seconded to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND

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AUTHORIZING THE ISSUE OF \$190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Town Manager Souza asked Town Engineer Bob Jarvis to speak about the project itself and the requirement for a public hearing. Town Engineer Jarvis described the vision for the pedestrian walkway along the Day Hill Road corridor. He went on to explain the work performed to date as well as the proposed work. Town Engineer Jarvis explained that easements are required within the project area to provide for construction and maintenance of the proposed walkway. He said that staff has already discussed the easements with the affected businesses. Town Engineer Jarvis said that a proposed bus shelter is included in the project. He provided a breakdown of how the project would be funded by the town.

Councilor Petkis thanked Town Engineer Jarvis for the proposed plan. He described significant pedestrian activity going on from the commuter lot on Route 75 and then across a busy intersection and then up to Day Hill Road on the one way section of walkway. He asked if there are plans to address this issue. Town Engineer Jarvis said that plans for future years, which will require cooperation from the state, would address the issue.

Councilor Wilkos asked why there are different types of concrete used in the proposed walkway. Town Engineer Jarvis explained that the type of concrete to be used is determined by the intended use of the path. He said the intent is for the ten foot wide walkway on Day Hill Road to accommodate walkers and recreational users, while the smaller sections of walkway on side streets are designed to accommodate walkers.

Councilor Wilkos asked if it is less expensive to use bituminous concrete compared to traditional concrete. Town Engineer Jarvis answered yes.

Councilor Wilkos asked if the town will maintain the sidewalks. Town Manager Souza said the town is responsible for structural maintenance and that the abutting property owner would provide snow removal. Town Manager Souza said the town has historically provided snow removal in one or two sections of town where the walkways abut vacant parcels. He said that property owners in this section of the walkway have been receptive to providing snow removal.

Councilor Govoni spoke favorably of the use of bituminous concrete, provided the base of the walkway is good.

Councilor Jepsen spoke favorably of the proposed bus shelter. He asked if the plan is for a bus shelter to be constructed at each bus stop on Day Hill Road. Town Manager Souza said the goal is to provide bus shelters at the busiest stops. He explained that the expansion of bus stops and the walkway may encourage CT Transit to consolidate the number of bus stops on Day Hill Road.

Motion Passed 9-0-0

- d) Set a Public Hearing for August 1, 2016 at 7:20 p.m. (prevailing time) for an ordinance entitled, “AN ORDINANCE APPROPRIATING \$190,000 FOR COSTS IN CONNECTION

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WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$190,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded that a Public Hearing be held at the Windsor Town Hall on Monday, August 1, 2016 at 7:20 p.m. (prevailing time) to approve or disapprove the foregoing ordinance entitled, “AN ORDINANCE APPROPRIATING \$190,000 FOR COSTS IN CONNECTION WITH DAY HILL ROAD PEDESTRIAN CIRCULATION IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$190,000 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

- e) Set a Public Hearing for August 1, 2016 at 7:20 p.m. (prevailing time) regarding proposed sidewalk/multi-use path along segments of Day Hill Road per Sec 15-33 of the Windsor Code of Ordinances

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded that a Public Hearing be held at the Windsor Town Hall on Monday, August 1, 2016 at 7:20 p.m. (prevailing time) regarding the proposed multi-use path segment locations in the Day Hill Road Corridor pursuant to Section 15-33 of the *Town of Windsor Code of Ordinances* and be it FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Councilor Jepsen explained that a public hearing is required when the town wants to construct a new sidewalk.

Motion Passed 9-0-0

- f) Approve a resolution to incorporate town owned land into the Old Iron Road right-of-way

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to incorporate the 0.177 acre five-foot strip of town-owned land adjacent to Old Iron Ore Road into the Old Iron Ore Road right-of-way.

Town Manager Souza asked Town Planner Eric Barz to provide an overview of the agenda item.

Town Planner Barz explained the need to incorporate the town owned land into the Old Iron Ore Road right-of-way. He explained that the five foot wide right-of-way was never incorporated into the recently constructed Old Iron Ore Road. He explained that the motion before the Town Council tonight would result in two parcels gaining right-of-way access to Old Iron Ore Road.

Councilor Simon asked if the 60 foot wide right-of-way that the town thought it owned was not actually the town’s right-of-way. Mr. Barz answered yes. Councilor Simon asked if the town

only has a five foot wide right-of-way. Mr. Barz answered no and said that the town thought the five foot wide right-of-way would be added to a fifty five foot wide right-of-way to create a sixty foot wide road that would be owned by the town and be up to commercial/industrial standards. Mr. Barz said that after the road was constructed, a title search revealed that Old Iron Ore Road was not built on a town right-of-way, but instead built on property that was owned by Griffin Land.

Councilor Simon asked if the town only has a five foot wide right-of-way. Town Planner Barz explained that Griffin Land created a road using its own land and that the road was approved through subdivision and accepted by the Town Council. He said Griffin Land was unable to add our five foot wide right-of-way into the road. Councilor Simon asked if a private land owner has the right to create a public right-of-way. Mr. Barz explained that Griffin Land created the public right-of-way through subdivision approval. Town Manager Souza said the road was ultimately accepted by the Town Council.

Motion Passed 9-0-0

### **13. RESIGNATIONS AND APPOINTMENTS**

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to accept the resignation of Richard Armstrong from the Human Relations Commission.

Motion Passed 9-0-0

### **14. MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the June 20, 2016 Regular Town Council Meeting.

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the June 20, 2016 Regular Town Council meeting.

Motion Passed 9-0-0

### **15. PUBLIC COMMUNICATIONS AND PETITIONS**

None

### **16. EXECUTIVE SESSION**

- a) Strategy and Negotiations with respect to collective bargaining (WPDEA, UPSEU)
- b) Discussion of the selection of a site or a lease, sale or purchase of real estate

Councilor Jepsen MOVED and Councilor Simon seconded to enter into executive session at 8:19 p.m. for the purposes of strategy and negotiations with respect to collective bargaining (WPDEA, UPSEU), and to discuss the selection of a site or a lease, sale or purchase of real estate.

Motion Passed 9-0-0

All members of the Town Council, except Councilor Petkis, entered the Ludlow Room for Executive Session. Joining members of the Council were Town Manager Souza, Director of Human Resources Amelia Bliss, Police Chief Donald Melanson, and Assistant Town Manager Jonathan Luiz.

At 9:06 p.m., Police Chief Donald Melanson and Human Resources Director Amelia Bliss exited Executive Session. Councilor Petkis then entered Executive Session.

Councilor McKenney MOVED and Councilor Govoni seconded to end Executive Session at 9:43 p.m.

Motion Passed 9-0-0

## **17. ADJOURNMENT**

Councilor McKenney MOVED and Councilor Govoni seconded to adjourn the meeting at 9:44 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Jonathan Luiz  
Assistant Town Manager