

**Town Council
Council Chambers
Windsor Town Hall
September 19, 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 Kenneth Wilkos, Councilor James Govoni and Councilor Bernard Petkis. Councilor Jepsen was absent as of roll call.

Councilor Jepsen joined the meeting at 7:36 p.m.

2) PRAYER – Councilor Wilkos prayed.

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

4) PROCLAMATIONS/AWARDS – None.

5) PUBLIC COMMUNICATIONS AND PETITIONS – None.

6) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission (PBC)

Chair Bob Gustafson provided an update on several projects.

Animal Shelter Relocation project - The PBC has awarded the construction drawings work to Russell and Dawson. The PBC expects to review these drawings at its next meeting. Staff has completed the site drawings. The project is expected to go out to bid this fall.

Clover Street School Partial Roof Replacement Design - The process to receive state grant approval has delayed this project until the summer of 2017.

Clover Street School HVAC project - Due to the numerous DDC Control start-up issues, the PBC authorized Colliers International to perform a commissioning report on the delivered controls system. The PBC has hired Environmental Services Corporation to correct the software deficiencies noted in the Colliers report.

Landfill Office Garage Renovation project - The contractor, Millennium Builders, has completed the replacement of insulation, sheet metal walls and roof to the landfill office garage building. The last part of this project is the replacement of the original HVAC system, which is scheduled to take place before the upcoming heating season.

Town Hall HVAC, Electrical, and Energy project - The contractor, Facility Solutions Group, is 95% complete with the Town Hall LED lighting conversion project. The remainder of the work is anticipated to be completed in the next few weeks.

LP Wilson Restroom and EOS Shower project - The contractor, Pelletier Construction, is two weeks behind schedule due to abatement delays. Pelletier will use weekends and extra hours on weekdays to make up this time. The PBC expects that phase one, the renovation of the girls and boys locker rooms into restrooms, will be completed in early December. Phase two, the renovation of restrooms opposite the auditorium, will then begin.

Windsor High School Door and Fire Alarm Replacement project - The PBC awarded the contract to the lowest cost bidder, Keltra Construction. As a result of performance abandonment, the PBC removed Keltra Construction from the project. The work was then awarded to the next qualified bidder, McKinney Construction Company. McKinney has informed the PBC that the project will be completed by mid-October.

Town Hall Renovations project Phase Two - The PBC awarded this project to best qualified bidder, McKinney Construction, for \$209,800. The work is scheduled to begin in early October and to be completed in December.

Oliver Ellsworth Elementary School HVAC Replacement Design - Town staff has published an RFP for the design of the HVAC systems replacement. The bids are due tomorrow. The PBC will review these bids at its next scheduled meeting.

Councilor Simon asked for more details about the software problems experienced with the Clover Street School HVAC project. Chair Gustafson explained that the first contractor selected for the project did not perform its contractual obligation to use a specific software company so the PBC worked with the Town Attorney to hire another firm to perform the work per the contract. Chair Gustafson said the system runs, but it is not properly controlled.

Councilor Simon asked if the software at issue is for the overall energy management. Chair Gustafson answered yes.

Councilor Simon asked if the PBC is in the process of a solution. Chair Gustafson answered yes and said that the PBC has hired the original software company that it wanted to do the work.

Councilor Simon asked who will pay for the original software company to perform the work. Chair Gustafson said the PBC will pay for the work with the money originally appropriated for the project.

Councilor Jenkins thanked Chair Gustafson for his report. She requested clarification about the status of the high school door replacement project. Chair Gustafson said the original contractor removed all 38 doors and ordered 38 replacement doors, but that was the last the PBC heard of the contractor. He said the doors have been sitting at Builders Hardware. Chair Gustafson said the Town Attorney has been in contact with the contractor's legal representatives. Chair Gustafson said that the original doors were put back on because school was going to start. He said the old doors will be taken off again and the new doors will be installed and be hooked up to the alarm system.

Councilor Jenkins asked if the new doors are currently sitting in a warehouse. Chair Gustafson said the new doors are at Builders Hardware.

Councilor Jenkins asked if the supplier has been paid. Chair Gustafson said the contractor never paid the supplier. Mr. Gustafson said the new contractor will acquire the doors from Builders Hardware.

Councilor Jepsen asked if the contractor will pay sales tax on the doors or if the town could purchase the doors. Town Manager, Peter Souza, explained that it is his understanding that the practice in these types of situations is that sales tax is not charged.

b) Library Advisory Board

Board Member, Carol Sama, provided an overview of the Board's makeup, duties and activities. She informed the Council about policy changes concerning youth computer usage, pets in the library and linked library records. Ms. Sama reviewed resignations and appointments to the board that occurred the past fiscal year. She then provided an overview of circulation figures, patron visits, meeting room visits, program attendance, reference service requests and computer usage for the past fiscal year. Ms. Sama said a mezzanine makers' space will be unveiled soon in response to results received from a recent library user survey. She listed the different equipment that will be available for public use in the maker's space.

Councilor Jenkins thanked Ms. Sama for her report. She expressed excitement about the maker's space. Councilor Jenkins asked if there are plans to help expand e-book usage. Ms. Sama described various programs in place in the library related to electronic reading. Councilor Jenkins asked Ms. Sama if she expects e-book usage to increase over time. Ms. Sama said she is not qualified to say.

Councilor Simon asked if the community loom was a part of the maker's space. Ms. Sama said that a community loom is part of the maker's space.

7) TOWN MANAGER'S REPORT

Foreclosure Prevention Workshop

Our Social Services, Community Development and Assessor's office are offering a program that will provide foreclosure prevention services and resources to assist homeowners. It will be held on Wednesday, September 28th in the town hall council chambers from 6:00 PM to 7:30 PM. A light supper will be provided at 5:30 PM. Discussion will include options to avoid foreclosure, how to deal with your lender, HUD approved housing counseling agencies, the "red Flags" of predatory loans and state and local tax reductions and benefits available to qualified Windsor residents. For more information call Social Services at 860-285-1839.

Library Advisory Board Agenda materials

Based on a suggestion from a resident, Library staff are now including additional agenda backup materials for the Library Advisory Board meetings where policy and procedures are being reviewed and considered.

Route 159 Guiderails at Stony Hill

Town staff, together with two representatives of the immediate property owners met with representatives from the CT Department of Transportation to discuss the possibility of installing guiderails along Rte. 159 Stony Hill. While the discussion was informative and the DOT

appreciates the safety concerns, it appears that the DOT is not agreeable to installing guiderails. This is based on two primary reasons: 1) the multiple driveway or curb cuts in the immediate area creates constraints for installing guiderails to perform as intended and 2) the number of accidents in the past 3 years and roadway geometry do not meet federal highway/roadway engineering design standards or warrants for guiderails.

Although disappointing, the DOT committed to look at a few options such as additional street markings, height of the northbound warning sign, altering curb heights in the immediate area as well as reviewing accident data. Town staff will also look at possible ways to add appropriate warning beacons as well as the feasibility of installing landscape berms on the east side of the roadway with the goal of helping to stop vehicles from reaching the houses.

Traffic Stop Study

Just a quick update regarding the statewide traffic stop study that was completed in the spring. As a follow up to the report, the research team and authors at Central CT State University (CCSU) are to conduct a more in-depth review of the Windsor data along with a handful of other communities. Chief Melanson recently reached out to the CCSU team last week for an update. The research team is in the process of analyzing Windsor's data. We are working to coordinate a staff meeting with the research team in the next 30 days or so. There is no set timeline on when the Central CT State University research team will complete the additional analysis.

Also, we expect to have a report on the 1st quarter FY 17 traffic stop data ready for review by the Health and Safety Committee in mid to late October.

Potential Health District Consolidation

The State Department of Public Health is drafting proposed legislation for the upcoming General Assembly session which would call for local health departments and districts to be consolidated into larger geographic districts. The proposal could include districts based on the eight county boundaries or the boundaries of the various regional council of governments. Staff and I will be reaching out to CCM and COST as well as other agencies throughout the fall to gather information about the possible legislation.

Mobilitie Request to Install Utility Poles

A company called Mobilitie has notified multiple Connecticut municipalities, including Windsor, of its intent to install utility poles within existing rights of ways. The proposed utility poles are extremely large (up to 120 feet high and a max diameter of 40 inches.) It is reported the poles will have various data communication equipment installed on them.

As of now, the one location in town that has been proposed is along Windsor Avenue in the vicinity of the Windsor Shopping Center.

The Town Manager's Office has expressed both safety and aesthetic concerns about the proposed poles to both the Connecticut Conference of Municipalities (CCM) and Council of Small Towns (COST). Staff from CCM and COST are working to express their concerns and questions of Windsor and other towns to the Connecticut Siting Council and the Public Utilities Regulatory Authority.

Information on Gun Buyback Program

The Town Council previously requested information relative to the possibility of the town conducting a "Gun Buyback Program" in Windsor. Gun Buyback programs occur on a fairly regular basis in Connecticut's major cities, such as Hartford, New Haven, Bridgeport, and Stamford. These communities have on occasion held buyback programs twice a year. Staff research indicates very few programs in communities of our size being held. Most buyback programs provide gift cards in varying amounts depending on the type of firearm turned in. Results from these programs vary, however it is most common that rifles or long guns are turned in, usually at a ratio of 3 rifles for every handgun.

The programs have been funded in various ways. Some have been through public funds while others have been funded through private donations from individuals, foundations and businesses.

It is difficult to determine how successful such a program would be in Windsor. Some of the larger cities in the State with four times the population have had anywhere from 125 to 200+ guns turned in at a single event, while Ridgefield, CT, (25,000 population), had slightly over 100 weapons exchanged. The Ridgefield program in 2013 offered a much higher dollar value for each weapon than other cities.

The cost of holding such a program would involve police personnel, the cost of providing gift cards as well as marketing costs. The cost for gift cards would be \$3,400 assuming 20 rifles/shotguns (@ \$100 each) and 7 handguns (@ \$200 each) are turned in. Therefore the total estimated cost of the event could be approximately \$4,750 including \$300 for printing/miscellaneous expenses.

Currently, the Police Department accepts firearms from residents at any time. Residents can simply call the Police Department and arrangements are coordinated to secure the unwanted firearms, ammunition, or any other weapon. Residents use this method several times a year. For instance, this summer on two occasions residents turned over a total of eight weapons (3 shotguns, 4 rifles, and a revolver) they no longer wanted in their homes. When the Police Department takes custody of these weapons, they are sent to the Connecticut State Police Crime Lab to be destroyed.

Along with using our current practice of taking in firearms at any time, residents can also utilize Hartford's Gun Buyback program should they wish to gain something of value in return for turning over firearms.

Annual Farmington River Clean-Up

The annual Farmington River clean-up event is scheduled for September 24th from 10:00 AM to 2:00 PM. Volunteers should contact Tom Hazel, our Wetlands Agent / Environmental Planner to sign up at 860-335-5482. Volunteers will meet at the town hall between 10:00 AM - 10:30 AM.

21st Annual Chili Challenge Set for October 1st

The 21st annual Windsor Chamber of Commerce Chili Challenge will be held Saturday, October 1, 2016 (rain date October 2nd) on the Windsor Town Green from 11:00 AM to 3:00 PM.

Samples of delicious chili will be available for \$1 each.

Prizes are awarded for 1st, 2nd and 3rd place best tasting chili. In addition, prizes for 1st, 2nd and 3rd place in the Best Booth category, always a crowd favorite, will be awarded. Those attending the event will have their say in determining 1st, 2nd and 3rd place winners for the "People's Choice Award."

Live entertainment will be on the green from 11:00 AM to 2:00 PM. For more information, call the Windsor Chamber of Commerce at 860-688-5165 or visit the Chamber of Commerce website at www.windsorcc.org.

Councilor Jenkins asked what the length of time would be for a gun buy-back event. Town Manager Souza said an event would be four or five hours in length. Councilor Jenkins asked if other communities in the area are planning to have a gun-buyback event. Town Manager Souza said he would look into that. Councilor Jenkins said she thinks there is minimal gun violence in Windsor, so a buyback program would be for preventative purposes.

Councilor Simon spoke about an article in today's Hartford Courant concerning municipalities expressing concern about companies wanting to install cell towers in the public right-of-way. He said the article seems to be stating that some towns think the companies are claiming that their towers are utility poles so they can avoid regulation by the Siting Council. He asked Town Manager Souza to confirm this. Town Manager Souza said that some communities have raised that concern. Town Manager Souza went on to explain that companies certified as utility companies can install utility poles in the public right-of-way, while companies that want to install cell towers have to go before the Siting Council, and not before the Town's Planning and Zoning Commission.

Councilor Jepsen said companies wishing to install large towers are saying they are not cell providers because they are only providing data and not providing voice service. He said these companies may have found a loophole in state law, but the state legislature may take care of the loophole.

Councilor Govoni said the existence of a cell tower in front of one's property certainly does not increase property value. He also said that birds will roost in the towers and create a nuisance for people parking below.

Mayor Trinks asked for clarification about the State's concern of installing guide rails along Route 159. Town Manager Souza said the State expressed concern about installing rails with a blunt ending, and that the driveways in the area would not allow the guide rails to do their job of guiding vehicles to safety.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney – nothing tonight.

Councilor Petkis said that a police cadet recognition event will be held next Thursday in Council Chambers from 7 p.m. to 8 p.m. He requested a future update about school bus transportation problems experienced this school year.

Councilor Simon – nothing tonight.

Councilor Govoni – nothing tonight.

Councilor Jenkins commended everyone for putting together the 9/11 event. She said she heard many compliments about the event and that the spirit of the event was beautiful. She said the turnout for the Northwest Park Fair was robust and that the event was a display of what Windsor really is. She reminded people that dogs at Northwest Park are required to be on a leash except if the dog is swimming and in select areas away from other humans. She said people are responsible if their dogs bite someone. She said that the Farmington Valley Chapter of the Links, Incorporated will be hosting a Community Health Fair on Saturday, October 3rd, 2016 at the Simpson-Waverly School in Hartford. She said the event will feature free mammograms, breast exams, prostate screenings, rectal screenings, blood pressure screenings, dental screenings, oral and health cancer screenings, HIV and STD testing and a host of other health and wellness information. Councilor Jenkins encouraged people to take advantage of it.

Councilor Wilkos said the Northwest Park fair was an exceptional day. He said the Tavern Trot was attended over the weekend by over one thousand people. Councilor Wilkos said that over \$40,000 was raised by the Union Street Tavern to benefit brain cancer research.

Deputy Mayor Terranova – nothing tonight.

Councilor Jepsen said the 9/11 event last weekend was quite moving. He thanked Archer Memorial AME Zion Church for the Freedom Trail events on Saturday. He said the church will hold a walk event this Saturday.

Mayor Trinks said the Chilli Challenge is October 1st. He said he was at a pancake fundraiser event for a gentlemen suffering from pancreatic cancer. He said donations will still be accepted at 55 Palisado Avenue. Mayor Trinks said the 9/11 event in Windsor was beautiful and extraordinary. He thanked town staff and volunteers for their work on the event.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – None

Health & Safety Committee – Mayor Trinks asked Councilor Jenkins if she would like the gun buy-back information to be referred to Health and Safety. Councilor Jenkins said yes.

Joint Town Council/Board of Education Committee – None

Personnel Committee – Deputy Mayor Terranova said the Personnel Committee will be meeting tomorrow night.

Special Projects Committee – None

Finance Committee – None

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Approve a transfer of \$75,000 from the Community Investment Initiative for Board of Education Technology Infrastructure

Councilor Simon MOVED and Councilor Jepsen seconded to approve the transfer of \$75,000 from the Community Investment Initiative to fund the School Technology Infrastructure project.

Town Manager Souza provided an overview of the use of the funding.

Councilor Jepsen expressed support for the technology purchase.

Mayor Trinks called for a vote. Motion Passed 9-0-0

- b) Approve an appropriation of \$54,369 from the General Fund Unassigned Fund Balance for costs associated with the FY 2015- FY 2018 Teamsters' contract arbitration award

Councilor Jepsen MOVED and Councilor Jenkins seconded to approve an appropriation of \$54,369 from the General Fund Unassigned Fund Balance, and authorize an expenditure in the amount of \$7,546 from the Landfill Enterprise Fund, to fund the Teamsters Local 671 Public Works and Clerical Employees retroactive wage increase for FY 16.

Town Manager Souza provided an overview of the arbitration award.

Councilor Simon asked why the 2% wage increase effective July 1, 2014 would not trigger back pay. Town Manager Souza explained that the increase becomes part of the base for Fiscal Year 15, but the 2% is not received retroactively.

Mayor Trinks called for a vote. Motion Passed 9-0-0

- c) Approve amendments to the Town's Pension Plan regarding increases in non-union employee contributions

Councilor Jepsen MOVED and Councilor McKenney seconded the following resolution: RESOLVED that EXHIBIT I, entitled "Eighth Amendment to the Town of Windsor, Connecticut Defined Benefit Retirement Plan" is hereby adopted and approved and BE IT FURTHER RESOLVED that the Mayor and Town Manager are hereby authorized and directed to take any actions, and to execute such documents and instruments, as may be necessary or appropriate to carry out the intent of the foregoing resolution."

Councilor Govoni asked if the town has contributed the actuarially recommended contribution amount each fiscal year. Town Manager Souza answered yes.

Mayor Trinks called for a vote. Motion Passed 9-0-0

- d) Approve a transfer of \$25,000 from the Community Investment for 330 Windsor Avenue Restroom Renovations

Councilor McKenney MOVED and Councilor Wilkos seconded to approve the transfer of \$25,000 from the Community Investment Initiative to fund a project entitled, "Town Facility Improvements – 330 Windsor Avenue Restrooms."

At Town Manager Souza's request, Town Engineer, Bob Jarvis, provided an overview of the proposed project.

Councilor Jenkins asked if lowering the ceiling in the girls bathroom would negatively impact the HVAC system. Town Engineer Jarvis answered no. Councilor Jenkins asked if a color other than red has been determined. Town Engineer Jarvis said the color is undetermined at this point in time.

Mayor Trinks called for the vote. Motion Passed 9-0-0

- e) Approve expenditure of \$95,000 from the Police Private Duty Account for acquisition of mobile video recorder system

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to authorize the purchase of the Police Department Mobile Video Recording system utilizing up to \$95,000 from the Police Private Duty Account.

At Town Manager Souza's request, Police Chief Melanson provided an overview of the proposed purchase.

Councilor Wilkos expressed his support for the purchase. He said the funds are coming out of an account that is funded by entities that pay the town for private duty police jobs performed by the Windsor police officers.

Councilor Jenkins said she is very happy to support the proposed purchase.

Councilor Jepsen asked if there are instances when the camera turns off by itself. Chief Melanson explained that the cameras would be turned off after a prolonged period of the vehicle engine being turned off – probably two to three hours.

Councilor Jepsen asked if once the data is uploaded if someone in records management oversees the process of reviewing the recorded video. Chief Melanson discussed the officers' selection of the incident and how that selection sets the retention period. Councilor Jepsen asked if someone in the hierarchy has to oversee the officers' selection. Chief Melanson said a supervisor will oversee it, but the retention period is built into the system.

Deputy Mayor Terranova said fourteen cameras would be purchased and asked how many more cameras would be needed to outfit the entire fleet. Chief Melanson said the fourteen cameras would outfit the twelve patrol vehicles and two canine vehicles. He said eight to ten more cameras would be needed to outfit the entire fleet.

Deputy Mayor Terranova asked if it is a future plan to outfit the entire fleet. Chief Melanson answered yes. He said detectives make very few motor vehicle stops so we would have to do a cost-benefit analysis of outfitting all cars.

Councilor Govoni inquired about the camera's field of view. Chief Melanson said a recording system being considered has a 65 degree view in standard and high definition. Another view is almost 125 degrees. Councilor Govoni said he thinks the cameras would be an excellent tool for Windsor.

Mayor Trinks asked if the system that transfers information from the cruiser to the storage unit would experience problems if the cruiser is far away from the unit receiving the data. Chief Melanson said the download occurs via WI-FI transfer at the Police Station. He said the unit in the cruiser could hold several days of data before a transfer of data is needed. Town Manager Souza clarified that the data upload from the cruiser occurs only at the police station.

Councilor McKenney asked for clarification about when an officer would categorize the event being recorded. Chief Melanson said the categorization takes place at the site of the incident. Councilor McKenney asked if the officer can change the video after he or she has categorized it. Chief Melanson said the officer could review the video but not alter it.

Mayor Trinks called for the vote. Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS – None.

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the September 6, 2016 Regular Town Council meeting

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the September 6, 2016 Regular Town Council meeting as presented.

Motion Passed 8-0-1 with Councilor McKenney abstaining from vote.

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

16) EXECUTIVE SESSION

17) ADJOURNMENT

Councilor Jenkins MOVED and Councilor Wilkos seconded to adjourn the meeting at 9:06 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager