

**Town Council  
Council Chambers  
Windsor Town Hall  
September 6, 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 Jill Jenkins, Councilor Alan Simon, Deputy Mayor Jody Terranova, Councilor Donald Jepsen, Councilor Kenneth Wilkos, Councilor James Govoni, and Councilor Bernard Petkis.

Councilor Randy McKenney was absent.

**2) PRAYER** – Deputy Mayor Terranova read a brief history of Labor Day.

**3) PLEDGE OF ALLEGIANCE** – Deputy Mayor Terranova led in the Pledge of Allegiance.

**4) PROCLAMATIONS/AWARDS**

a) Proclamation designating September as Senior Center Month in Windsor

Councilor Govoni read aloud the proclamation and presented a commemorative plaque to Senior Center Director Rebecca Joyce and Senior Center patron Sharon Stimpson.

**5) PUBLIC COMMUNICATIONS AND PETITIONS** – None

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

a) Board of Education (BOE)

No report was provided because the BOE has a meeting tonight.

b) Insurance Commission

Commission Chair Ed Samolyk presented the annual Insurance Commission report. Mr. Samolyk provided information about the bid process for a coverage provider.

Mayor Trinks said a great job was done by the Commission in getting a nominal increase in the annual policy renewal charged by the insurance carrier.

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

### **Windsor Walk of Light 9/11 Community Remembrance Event this Sunday**

In commemoration of the 15<sup>th</sup> anniversary of 9/11, the Town of Windsor will host a "Walk of Light" community remembrance ceremony on the historic Windsor Town Green this Sunday, September 11<sup>th</sup> at 7:00 PM.

Approximately 3,000 paper luminary bags, one for each individual who lost their life on September 11, 2001 will line the sidewalks of the green. Each luminary bag has been inscribed with the name of a person who perished on 9/11 and has been decorated by Windsor residents, Windsor's First Church and Grace Episcopal Church, and students from Windsor Discovery Center, St. Gabriel School, Madina Academy, Praise Power and Prayer School, Trinity Christian School, Loomis Chaffee, Windsor High School and Sage Park Middle School. The bags will be illuminated with glow sticks at dusk. A remembrance ceremony honoring our fallen heroes will be held from 7:00 PM to 7:30 PM. Following the ceremony, those in attendance can stroll the town green until 9:00 PM to view the bags and reflect on the events of 9/11 in their own way. This is a free event and open to the public. Details available at [townofwindsorct.com](http://townofwindsorct.com).

### **Openings Still Available for Citizen's Academy**

The Town of Windsor's Citizen's Academy begins Thursday, September 15<sup>th</sup> at 7:00 PM in the town hall council chambers and there is still time to sign up. The seven-week interactive Citizen's Academy will continue to meet on Thursday evenings, meeting at various town facilities including the Police Station, Library and community centers. Participants will go behind the scenes and see what happens in the day-to-day operations of the town.

The program is free and anyone 18 years or older living or working in Windsor is welcome to sign up. Register soon by calling 860-285-1835 or by email at: [jubrey@townofwindsorct.com](mailto:jubrey@townofwindsorct.com).

### **20<sup>th</sup> Anniversary Freedom Trail Run September 17**

The Windsor Freedom Trail Run will be held on Saturday, September 17<sup>th</sup>. The run will begin at 5:30 AM at the Archer Memorial A.M.E. Zion Church, 320 Hayden Station Road and will end at the Riverside Cemetery on East Street – the site where a number of African American soldiers from the Connecticut 29<sup>th</sup> and 31<sup>st</sup> colored regiments and other civil war units are buried. The run is approximately 3.9 miles (a bus will follow the runners.) Participants will stop at the other Windsor Freedom Trail sites including the Joseph Rainey House and the Nancy Toney grave site. Upon returning to the church, the group will visit the historic Archer cemetery. A Freedom Trail t-shirt will be given to all runners and a country style breakfast will be served at the church for event participants after the run. This is a free event, but participants are asked to bring a non-perishable food item for the Windsor Food Bank to share with our neighbors in need. For information call 860-688-2479.

### **Windsor Freedom Trail Walking Tour**

On September 24<sup>th</sup> you can learn about the rich history of the Connecticut Freedom Trail and visit the Windsor Freedom Trail sites on the 3.9 mile Windsor Freedom Trail Walking Tour (a bus will follow the walkers). Meet at the Archer Memorial A.M.E. Zion Church at 7:30 AM and then be transported to the first site, Riverside Cemetery on East Street in Windsor. Learn about African-American soldiers from the Connecticut 29<sup>th</sup> and 31<sup>st</sup> colored regiments and other civil

war units that are buried there. Participants will then walk to the rest of the sites (in sequence: the Nancy Toney grave site, the Joseph Rainey House, the William Best House, and the historic Archer Memorial church cemetery) where the history will be given at each site. A Freedom Trail t-shirt will be given to all participating walkers and a continental breakfast will be available at the church for event participants after the walk. This event is free and open to the public. Participants are asked to bring a donation for the Windsor Food bank. For more information call 860-688-2479.

### **34th Annual Northwest Park Country Fair**

The Northwest Park Country Fair will be held on Saturday, September 17th from 10:00 AM to 4:00 PM. Activities include youth crafts, games, adult crafts, antique road show, demonstrations of crafts, music, including the Windsor High School Gospel Choir, the 94th US Army Rock Band, strolling minstrels and more. Great food and refreshments will be available for purchase. New this year will be a silent auction. Proceeds from the silent auction will be dedicated to the upgrade and expansion of the Sugar Shack. Other activities include pony rides, hayrides, a farmer's market, environmental programs, and kitchen, garden and craft competitions. Rain date is September 18th from noon to 4:00 PM. Admission price is \$3.00 per person or \$8.00 maximum per family. For more information call 860-285-1886 or visit [northwestpark.org](http://northwestpark.org).

### **Animal Shelter Update**

Staff has continued working with the State's Department of Economic and Community Development on grant documentation. Construction drawings and specifications are scheduled to be completed this month for the Public Building Commission's (PBC) review and approval. The Engineering staff is completing the site plan design for review by the Town Planning and Zoning Commission. Construction bidding is expected to occur later this fall, pending Public Building Commission approval and DECD review. Once bids are received and reviewed by the PBC, I anticipate requesting Town Council funding authorization. The state grant is a reimbursement grant, therefore the full project cost estimate will be requested with the anticipation of receiving 75% reimbursement from the State at project completion.

### **High School Door Replacement Project**

In May the Public Building Commission (PBC) voted to award this project to the low bidder. The award followed a successful reference check performed by George Greco, Physical Plant Manager of the Board of Education. Each of Keltra's references attested to their ability to complete the door replacement project. A subcontractor took down the required doors in mid-July.

Board of Education and Town staff have not been able to contact either the General Contractor or their subcontractor since that time. The PBC has alerted the Town Attorney of their desire to remove the general contractor and engage the services of the second low bidder.

The town has not made any payments to the General Contractor or subcontractors. When it became apparent that the new doors would not be installed in time for school to begin, the town engaged McKinney Construction to re-hang the old doors in conjunction with Board of Education facility staff. The town incurred a cost of \$4,500 to rehang the 38 fire doors.

The new fire alarm panel portion of the project is not affected by the fire door issue. It was suitably installed and was successfully tested by the Fire Marshal before the start of school. Once the new fire doors are installed, the fire alarm contractor, Siemens Company, will return and make their connections to these doors.

The PBC is holding a special meeting tonight (9/6/16) to vote to remove the original contractor and engage the second lowest bidder, McKinney Construction. McKinney has satisfactorily performed several projects for the town. We are confident that they will perform this work to our satisfaction as well. The new doors will be installed nights and weekends and we expect completion in early October.

Councilor Jepsen asked what the exposure is to the town for hiring the second lowest bidder. Town Manager Souza said the town will explore its options with the Town Attorney. Councilor Jepsen asked if the contractor was required to post a bond. Town Manager Souza said he did not have that information in front of him.

## **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Petkis shared that he and the Town Manager attended an event at Union Baptist Church in Hartford called "Ending the Crossfire: A service of Payer, Appreciate and Compassion" designed to get the public and first responders all together in one place and thank them for their service. He thanked Hartford's Union Baptist Church and Windsor's Hopewell Baptist Church for putting the event together.

Councilor Simon – nothing tonight.

Councilor McKenney – nothing tonight.

Councilor Govoni asked the Town Manager for the next steps concerning the replacement of the Self Contained Breathing Apparatus equipment since the town's attempt to get a grant to fund replacement of that equipment was unsuccessful. Town Manager Souza said the adopted Capital Improvement Plan contains funding for the replacement of that equipment in FY18.

Councilor Govoni mentioned requests he received from members of the public to make repairs to certain sidewalks, curb replacements and brick walkways in town.

Councilor Jenkins – nothing tonight.

Councilor Wilkos – nothing tonight.

Deputy Mayor Terranova – nothing tonight.

Councilor Jepsen – nothing tonight.

Mayor Trinks – nothing tonight.

---

## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – None

Health & Safety Committee – None

Joint Town Council/Board of Education Committee – None

Personnel Committee will be meeting later this month.

Special Projects Committee – None

Finance Committee – Deputy Mayor Terranova said Finance met in August to take up the issue of Fabcon's request for a fixed assessment agreement.

## 10) ORDINANCES – None

## 11) UNFINISHED BUSINESS

### a) Approve fixed assessment agreement with Fabcon Precast, LLC

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded that the Town Manager is authorized and directed to execute on behalf of the Town of Windsor the fixed assessment agreement between the Town of Windsor and Fabcon Precast, LLC.

Deputy Mayor Terranova explained that the Finance Committee took this issue up at its August meeting. She provided a summary of the company's request and explained that Fabcon requested that the total construction price as stated in the proposed agreement be lowered from twelve million dollars to eleven million dollars in consideration of the company still being in the early stages of design for the construction of the plant. Councilor Jepsen said that Fabcon has expressed its desire to finish the agreement approval process as soon as possible so it can move forward with the construction of a new plant.

Councilor Simon pointed out that the impact of Fabcon falling short of the \$11 million construction mark is the difference between the company getting a 30% abatement and a 40% abatement. Fabcon's Ryan Ksiazek said the company expects to spend \$12 million but might spend less than that depending on how the project turns out. Councilor Simon explained that he does not want to experience another situation where a business does not realize the full tax abatement benefit because the agreed upon construction expenditure threshold was not met.

Councilor Simon asked for an explanation as to why the information presented to the Town Council in the past concerning Fabcon wages has recently changed. He questioned why the Town would not ask for verification of the median wage paid until the third year of the fixed assessment agreement. Economic Development Director, Jim Burke, explained that the change is the result of town staff's efforts to come up with reasonable expectations of the company, with the expectation that the company will ultimately exceed the wage expectations. Mr. Burke said the town does not know exactly when the company will start hiring and when the company would reach its full operation. He said the company is looking at \$18 an hour as

its median number. Mr. Burke went on to explain that labor numbers are released once a year at the first quarter and that those numbers are reflective of wages paid in the past year.

Councilor Simon said he is sure some other municipalities could provide guidance on how to track wages paid. Councilor Simon said he is concerned that the town would be giving a 5% abatement in consideration of wages paid when the information the town has concerning wages would really not allow Fabcon to have that 5% abatement.

Deputy Mayor Terranova said she recalls there is a separate entry level median wage as well as a global median wage. Mr. Burke confirmed that was correct. Councilor Simon noted the word "median" is not mentioned in the wage report provided.

Councilor Simon said it looked to him like the company was retreating from what it had earlier said it would pay people. Mr. Burke said the company is not retreating and that staff was trying to be careful about what goal is established. Mr. Burke said the entry level wage is the average of the starting wages that are reported by the company. He explained the computation of the entry level wage in greater detail.

Councilor Simon said he has had issues in the past with the manner in which the town implements the fixed assessment agreements. He said the problem is the way the agreements are applied and that it is not really a two way street in terms of how these agreements are applied. He said that he has yet to see companies' annual reports as required by fixed assessment agreements. Councilor Simon said he will not vote in support of the motion because the town is not doing what it initially said it would. He pledged to continue to work to make the fixed assessment agreements better.

Councilor Wilkos asked Mr. Ksiazek from Fabcon would commit to building a plan in Windsor if the Town Council votes in favor of the abatement agreement tonight. Mr. Ksiazek said it would be his recommendation to the officers of Fabcon that Windsor is the number one choice.

Councilor Govoni asked if the company's anticipated building commencement is still this fall. Mr. Ksiazek said the anticipation is that the process with architects and engineers and others would start in a week or two.

Motion Passed 7-1-0 with Councilor Simon opposed and Councilor McKenney absent.

b) Discussion regarding outside review of Public Works Department

Councilor Simon MOVED and Councilor Wilkos seconded that the Windsor Town Council solicit Proposals for Consulting Services for review of the Public Works Department.

Councilor Simon explained that six years ago the Town Council wanted to conduct this type of analysis for the Public Works Department, but enough funding was not available at the time. He explained that a consultant would be hired to look at things such as staffing and services and organization from a fresh perspective.

Councilor Govoni said the timing is perfect for this type of study to occur.

Mayor Trinks asked if the parameters of the work to be completed by the consultant as provided in agenda item summary is sufficient. Councilor Simon said the scope of services is general, but specific enough.

Motion Passed 8-0-0 with Councilor McKenney absent

Mayor Trinks said that the Finance Committee would review the proposals received.

c) Approve Director of Public Works / Town Engineer job description

Councilor Simon MOVED and Councilor Wilkos seconded that the job description for the position of Director of Public Works / Town Engineer be approved as presented and incorporated in Grade 3 of the administrative pay plan, and that the job titles of Director of Public Works and Town Engineer be deleted from the administrative pay plan.

Town Manager Souza provided information about the current vacancy in the Public Works Director position and the desire to combine the position with the position of Town Engineer. Town Manager Souza explained that a variety of communities in Connecticut have the combined position. He explained that the person holding the position would be required to hold the civil engineering certification. He added that the functions of the Public Works Department could be reviewed with the consultant that would be hired to evaluate the Public Works Department.

Councilor Govoni said he thinks that the proposed combination of the positions of Engineer and Public Works Director is a very good move forward for the Town and the Public Works Department.

Councilor Wilkos said he thinks this proposal to combine the positions is a good thing. He said this is part of moving forward with making great changes in the Public Works Department. Councilor Wilkos said he has spoken with members of the Public Works Department that have expressed to him their support of this change. He explained that their support is important to him.

Motion Passed 8-0-0 with Councilor McKenney absent

## 12) NEW BUSINESS

a) Approve appropriation and resolution for State of Connecticut Intertown Capital Equipment Purchasing Incentive Program

Councilor Jepsen MOVED and Deputy Mayor Terranova seconded the adoption of the following resolution:

BE IT RESOLVED that the Windsor Town Council endorses the Inter-Town Capital Equipment (ICE) Purchase Incentive program proposals as presented:

BE IT FURTHER RESOLVED that Peter Souza, Town Manager, is authorized to act on this endorsement by signing all necessary agreements and to take all necessary actions related to the proposals, and to enter into agreements with the Town of Bloomfield and the Office of Policy and Management according to terms of the ICE grant program.

BE IT FURTHER RESOLVED that \$24,850 be appropriated from the Capital Projects Fund Assigned Fund Balance to fund a project entitled "ICE Equipment Sharing.

At the request of Town Manager Peter Souza, Assistant Town Manager Jonathan Luiz provided an overview of this agenda item.

Councilor Jepsen expressed his concern about Windsor entering into this arrangement with Bloomfield given the past lawsuit Bloomfield filed against Windsor regarding the transfer station.

Councilor Jenkins inquired as to which municipality would be responsible for housing the equipment. Assistant Town Manager Luiz said that the agreement worked out between staff from the towns calls for Windsor to house the snow blower attachment unless Bloomfield was using it for a period of time, and for Bloomfield to house the chipper and message signs unless Windsor was using them for a period of time.

Councilor Govoni asked if the message signs could be used for events such as Shad Derby. Town Manager Souza said the signs could be used at those events to announce detours and road reconstruction projects.

Motion Passed 8-0-0 with Councilor McKenney absent

- b) Approve expenditure of \$35,000 from FY17 Community Investment Initiative for acquisition of building permit software

Councilor Wilkos MOVED and Councilor Jenkins seconded to approve the acquisition and implementation of building permit software and to approve the transfer of \$35,000 from the Community Investment Initiative to fund a project entitled "Building Permit Software."

Town Manager Souza explained that the transfer request would come out of the Community Investment Fund. At Town Manager Souza's request, Assistant Town Manager Luiz provided an overview of the agenda item.

Councilor Jepsen asked if town staff is confident that our data is safe on the Capital Region Council of Government's server. Town Manager Souza answered yes.

Mayor Trinks asked if the data from the existing software would still be available to town staff once the new software is purchased. Assistant Town Manager Luiz said that the new Muncicity software would incorporate the data currently held on the GeoTMS system.

Councilor Jenkins asked if the proposed software would be able to interface with software from other departments and whether or not the companies that provide the software to other departments would charge the town extra fees in consideration of Muncicity interfacing with

software from those other departments. Assistant Town Manager Luiz explained that the agreement for the Muncity software calls for interfacing of Muncity with software from the Assessor's Office and Fire Marshal's office, and if needed, the Finance Department. He said the companies that provide software to those offices would not charge in consideration of the interface with the Muncity software.

Motion Passed 8-0-0 with Councilor McKenney absent

- c) Approve expenditure of \$22,000 from FY17 Community Investment Initiative for roof replacement at Northwest Park nature center

Councilor Jenkins MOVED and Councilor Jepsen seconded to approve the transfer of \$22,000 from the Community Investment Initiative to fund a project entitled "Northwest Park Nature Center Roof Replacement."

Town Engineer Bob Jarvis provided information about the need to replace the roof and the proposed work to be performed. He said he expects the work to be initiated and completed this fall before the winter season.

Councilor Petkis asked if building use would be impacted due to the roof project. Town Engineer Jarvis said he does not suspect a significant disruption.

Councilor Govnoi asked if the building to be roofed has insulation. Town Engineer Jarvis said he is unsure. Councilor Govoni asked for that information to be provided once staff learns the answer.

Councilor Jenkins asked how long the project should take to complete. Town Engineer Jarvis said he does not anticipate that it would take more than twelve weeks to be completed.

Motion Passed 8-0-0 with Councilor McKenney absent

- d) Authorize Town Manager to execute a Master Municipal Agreement with CT Department of Transportation

Councilor Wilkos MOVED and Councilor Jepsen seconded the adoption of the following resolution:

RESOLVED, that Peter Souza, Town Manager, is hereby designated as the Designated Official defined in the Agreement between the State of Connecticut, Department of Transportation and the Town of Windsor and entitled "Master Municipal Agreement for Design Projects" and that Peter Souza, as Designated Official, be authorized to sign said agreement.

Town Engineer Bob Jarvis provided an overview of the Agreement at issue.

Councilor Wilkos asked if the Agreement will eliminate red tape. Mr. Jarvis answered yes.

Motion Passed 8-0-0 with Councilor McKenney absent

- e) Approve transferring \$305,000 from FY17 Community Investment Initiative to Pavement Management capital account as well as transferring \$100,000 to Sidewalk and Curb Replacement capital account

Councilor Simon MOVED and Councilor Jepsen seconded to approve the transfer of \$305,000 from the Community Investment Initiative to the Pavement Management Capital Account Project #9030; and the transfer of \$100,000 from the Community Investment Initiative to the Sidewalk and Curb Replacement Capital Account Project #9362.

Town Manager Souza asked Town Engineer Bob Jarvis to provide an overview of the proposed transfer. Mr. Jarvis provided information about the projects that would be funded with the transferred funds, including road pavement improvements and sidewalk improvements.

At Mayor Trinks' request, Councilor Simon provided an overview of the town's decision to dedicate one-time revenues generated from economic development this fiscal year towards the completion of the Community Investment Initiative projects.

Motion Passed 8-0-0 with Councilor McKenney absent

**13) RESIGNATIONS AND APPOINTMENTS – None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the August 1, 2016 Public Hearing

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the August 1, 2016 Public Hearing as presented.

Motion Passed 8-0-0 with Councilor McKenney absent

- b) Minutes of the August 1, 2016 Regular Town Council Meeting

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the August 1, 2016 Regular Town Council meeting as amended.

Motion Passed 8-0-0 with Councilor McKenney absent

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

Bradshaw Smith of 23 Ludlow Road expressed his opinion of shopping carts existing in the Wilson and Deerfield sections of town.

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

Councilor Simon MOVED and Deputy Mayor Terranova seconded to adjourn the meeting at 8:47 p.m.

Motion Passed 8-0-0 with Councilor McKenney absent

Respectfully Submitted,

Jonathan Luiz  
Assistant Town Manager