

**Town Council
Council Chambers
Windsor Town Hall
October 17, 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 Jill Jenkins, Deputy Mayor Jody Terranova, Councilor Donald Jepsen, Councilor Kenneth Wilkos, Councilor James Govoni, and Councilor Bernard Petkis. Councilor Alan Simon was absent.

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 spoke of abandoned shopping carts and about the Town Manager.

Windsor Health Department Nurse, Sharon Enot, provided information about influenza. She then administered flu shot vaccinations to Councilors that were willing recipients.

6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education (BOE)

BOE Secretary, Richard O'Reilly, provided information about school bus transportation problems, complaints about lack of air conditioning at the middle school, the 'Calling all Windsor Men' event, teacher hiring statistics, pupil count, and contract negotiations. He said the next BOE meetings are scheduled for October 18th at 7:00 p.m. and a Special Meeting will take place on Tuesday, November 1st at 6:30 p.m. at L.P. Wilson.

Councilor Govoni said there is professional development scheduled on Election Day. He asked if there will be sufficient parking spaces available at the schools to accommodate voters that are senior citizens and handicapped. Mr. O'Reilly said he would look into it.

Councilor Jepsen proposed a joint meeting between the Town Improvements Committee and a similar committee of the Board of Education to discuss air conditioning concerns.

7. TOWN MANAGER'S REPORT

Responses to Town Council questions regarding MDC user water fees

A number of questions were asked at the last meeting relative to the MDC water user fees.

Q1: Does water for a household irrigation sprinkler system get charged the same clean water project surcharge as household water being used for other purposes?

Yes, if the home is connected to the MDC sewer. If it is on septic then the Clean Water Project surcharge is not applied to any of the water consumed.

Q2: Do municipalities that use water to irrigate fields pay the Clean Water Project Surcharge on the use of that water?

Yes, similar to households, the town does pay the surcharge for irrigation water as long as the facilities at that site have MDC sewer connections.

Caring Connection to host light bulb swap on November 12th

On Saturday, November 12, 2016, the town will host a free light bulb swap from 9:00 AM to 3:00 PM at the Caring Connection Adult Day Care, 330 Windsor Avenue. Windsor residents, with proof of residency, may bring up to five household light bulbs and exchange them for new, energy efficient LED bulbs free of charge. In addition to the light bulb swap, representatives from Eversource and energy experts will be on-hand to answer questions and provide information about further actions residents can take to save money by making their homes more energy efficient. The goals for November 12th are to exchange 6,000 bulbs and to educate residents about the services provided at the Caring Connection. All bulb costs are supported by a \$10,000 Bright Idea Grant that the Town of Windsor became eligible to receive as a result of its participation in the Clean Energy Communities program. Bulbs will be given out on a first-come, first-served basis. The bulb swap held in December at the Town Hall saw 4,000 bulbs exchanged in just a few hours, so residents should come early. For more information call 860-285-1807 or go to the Town of Windsor's website at: [Light Bulb Swap](#).

Windsor's 2016 Leaf Collection Program Starts on Monday October 24

Windsor's 2016 leaf collection program will begin on Monday, October 24 and will end on Friday December 16. During this period, your leaves will be picked up on the same day as your trash pick-up.

Residents must place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a "Leaves Only" sticker that can be easily identified by the driver (i.e., sticker facing the road). Residents can obtain these stickers at Windsor Town Hall or at the Windsor Transfer Station (formerly known as the Landfill).

In Windsor, the transfer station accepts residents' leaves at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves (no contaminates or plastic bags).

The transfer station accepts leaves Monday and Friday 8:00 AM to 2:45 PM; Tuesday and Wednesday 10:00 AM to 2:45 PM; and on Saturday 8:00 AM to 3:45 PM. The Windsor Transfer Station is closed on Thursday and Sunday. It is located at 500 Huckleberry Road in Windsor. 860-285-1833.

Nightmare on Broad Street

First Town Downtown and presenting sponsor, Windsor Federal Savings, invite you to Windsor Center from 5:30 PM to 7:30 PM on Monday, October 31st for some ghoulish treats and fun at Nightmare on Broad Street! Windsor businesses will be giving out treats to the youngsters and more. Broad Street will be closed to traffic. For more information visit firsttowndowntown.org or call 860-688-5715.

November 8 is Election Day

All Windsor polling locations will be open from 6:00 AM to 8:00 PM for Election Day. Turn out to vote for the President, Vice President, U.S. Senator, U.S. Representative, State Senator, State Representative, and Registrar of Voters. Absentee ballots for the election are currently available in the Town Clerk's Office, Monday – Friday from 8:00 AM to 5:00 PM. The Town Clerk's Office will also have extended hours on the following days for absentee ballots:

- Saturday, October 29 from 10 AM to 12 noon
- Tuesday, November 1st from 5:00 PM to 7:00 PM
- Saturday, November 5th from 10:00 AM to 12 noon

For more information contact 860-285-1902 or visit the town's website at townclerk.

Windsor Police Cadets Open House

Are you between 11 and 20 years old? Are you interested in community service, law enforcement, or making new friends?

If so, please join us for the Windsor Police Cadets Open House, to be held on Wednesday, October 19, 2016 from 7:00 PM to 8:00 PM at the Windsor Public Safety Complex, 340 Bloomfield Avenue, Windsor, CT. Non-residents are encouraged to attend. To learn more about the program, please visit www.windsorpolicecadets.org.

8. COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor McKenney – nothing tonight.

Councilor Petkis praised the Connecticut chapter of the Make a Wish Foundation for building a miniature Fenway Park at the home of a boy with Duchenne muscular dystrophy.

Councilor Simon – absent

Councilor Govoni discussed a request he received for street lights on East Service Road.

Councilor Jenkins encouraged the public to consider donating to the Windsor Food Bank.

Councilor Wilkos – nothing tonight.

Deputy Mayor Terranova – nothing tonight.

Councilor Jepsen – nothing tonight.

Mayor Trinks congratulated First Town Downtown on its successful Hoe Down event.

9. REPORTS OF STANDING COMMITTEES

Town Improvements Committee – None

Health & Safety Committee – None

Joint Town Council/Board of Education Committee – None

Personnel Committee – Deputy Mayor Terranova said the Personnel Committee has put forth some recommendations for appointments tonight. She said the committee has been working on the Town Manager's evaluation as well.

Special Projects Committee – None

Finance Committee – None

10. ORDINANCES – None

11. UNFINISHED BUSINESS

- a) Consider approval of lease of 261 Broad Street

Councilor Jepsen MOVED and Councilor McKenney seconded that the Town Manager is authorized to sign the attached lease agreement with Ms. Janice Porri for use of the town owned Luddy Carriage House located at 261 Broad Street.

Councilor Jepsen said the Town Council received two emails supporting the lease.

Mayor Trinks called for a vote.

Motion Passed 8-0-0 with Councilor Simon not present.

12. NEW BUSINESS

- a) Authorize an appropriation of \$40,000 from the Capital Project Undesignated Fund balance to fund assessment of outdoor pool facilities.

Councilor Wilkos MOVED and Councilor Jepsen seconded to approve an appropriation of \$40,000 from the Capital Projects Fund, Assigned Fund Balance for the "Town Facility Improvements – Outdoor Pool Facilities Project."

At Town Manger Souza's request, Director of Recreation and Leisure Services, Paul Norris, provided an overview of this agenda item.

Councilor Wilkos asked what the overall condition of the pools are. He also inquired about the liner at a pool. Mr. Norris said the pools are generally holding up, but each year the town is spending more to repair and fix cracks, pump malfunctions and filtration system problems. Mr. Norris said the plan will tell the town what we need to be looking for and when.

Councilor Jepsen spoke in support of the proposed appropriation, citing wear and tear at the pools due to their age.

Councilor Jenkins asked if the plan will provide a maintenance plan with a recommended schedule. Mr. Norris answered yes and explained the value of a maintenance program.

Councilor Govoni spoke in support of the proposed appropriation, citing the old, outdated and worn down pool facilities. He said it makes a lot of sense to protect our infrastructure by doing this research.

Mayor Trinks called for a vote.

Motion Passed 8-0-0 with Councilor Simon not present.

- b) Approve an appropriation of \$47,366 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 McKenney seconded to approve an appropriation of \$47,366 from the General Fund Unassigned Fund Balance, and authorize an expenditure in the amount of \$6,534 from the Landfill Enterprise Fund, to fund the remaining portion of the Teamsters Local 671 Public Works and Clerical Employees retroactive wage payment for FY 16.

At Town Manager Souza's request, Human Resources Director, Amelia Bliss, and Finance Director, James Bourque, summarized the agenda item.

Councilor Wilkos asked how much funding for anticipated wage increases was returned to the General Fund. Town Manager Souza said that the Town had budgeted slightly more to pay the retroactive wage increases. He estimated that about \$120,000 was returned and that roughly \$101,000 will be spent on retroactive wage increases for the two contract years as a result of the arbitration award.

Councilor Wilkos explained that this retroactive wage payment issue is the result of the town complying with a mandate that came about from an arbitration award.

Mayor Trinks called for a vote.

Motion Passed 8-0-0 with Councilor Simon not present.

13. RESIGNATIONS AND APPOINTMENTS

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded the following:

- Appointment of James Klase as a Democratic member to the Conservation Commission for a five year unexpired term to expire November 30, 2016 or until a successor is appointed.
- Appointment of Steven Fraysier as a Republican Alternate member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2017 or until a successor is appointed.
- Appointment of James Walton as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2020 or until a successor is appointed.
- Reappointment of Paul St. Amand as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2020 or until a successor is appointed.
- Appointment of Kevin Washington as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2018 or until a successor is appointed.
- Appointment of Kevin Washington as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2019 or until a successor is appointed.
- Appointment of Jill Levine as a Democratic member to the Town Planning and Zoning Commission for a five year term to expire November 10, 2018 or until a successor is appointed.

Motion Passed 8-0-0 with Councilor Simon not present.

14. MINUTES OF PRECEDING MEETINGS

- a) Minutes of the October 4, 2016 Regular Town Council Meeting

Councilor Jepsen MOVED and Councilor Jenkins seconded to accept the unapproved minutes of the October 4, 2016 Regular Town Council meeting.

Motion Passed 8-0-0 with Councilor Simon not present.

15. PUBLIC COMMUNICATIONS AND PETITIONS

Bradshaw Smith of 23 Ludlow Road shared his customer service perceptions in and around Windsor.

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee

Councilor Jepsen MOVED and Councilor Jenkins seconded to enter into executive session to discuss the appointment, employment, performance, evaluation, health or dismissal of the Town Manager.

Motion Passed 8-0-0 at 8:24 p.m. with Councilor Simon not present.

Town Manager Souza left Executive Session at 9:31 p.m.

Councilor Jepsen MOVED and Councilor McKenney seconded to leave executive session and to enter regular session.

Motion Passed 8-0-0 at 9:46 p.m. with Councilor Simon not present.

17. ADJOURNMENT

Councilor Jepsen MOVED and Councilor McKenney seconded to adjourn the meeting.

Motion Passed 8-0-0 at 9:47 p.m. with Councilor Simon absent.

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager