

**Town Council  
Council Chambers  
Windsor Town Hall  
February 6, 2017  
Regular Council Meeting**

**UNAPPROVED 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** – Deputy Mayor Terranova asked in lieu of the prayer that she would recite an excerpt from a speech given by Frederick Douglass on December 7, 1869. The speech advocated for equal rights for immigrants, especially Chinese laborers. Deputy Mayor Terranova noted “the parallels from that time, and today, are astounding.”

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

**4) PROCLAMATIONS/AWARDS** – None

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Aaron Romano of 55 Woodland Avenue Bloomfield, CT introduced himself and noted that he was announcing his candidacy as an independent for the 2<sup>nd</sup> district for state legislature. Specifically, he is concerned with the cutting of \$20 million in state educational funds to the municipalities. Mr. Romano noted that if elected, he would vote against these cuts, which would have a dramatic effect on educational services.

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

a) Board of Education (BOE)

Rich O’Reilly, Secretary of the Board of Education provided a brief update highlighting some of the BOE activities that had occurred from his previous report to the Town Council on January 3, 2017 as follows:

- Budget Preparation Process – There have been a number of budget meetings and budget public forums which have taken place. The next meeting is

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scheduled to be held on Tuesday February 7, 2017 at 6:00 p.m. at LP Wilson Center. This may be the last regular Finance Committee meeting. However, if additional time is required, then what should be the final regular Finance meeting will be held on Tuesday February 14, 2017 at 6:00 p.m. at LP Wilson Center. The budget will be voted on by the Board on Wednesday, February 22, 2017 at 7:00 p.m. and will then be sent to the Town Council for its consideration. The BOE remains transparent in the budget process and any questions or comments can be addressed by emailing Superintendent Cooke through the main website at [www.windsorct.org](http://www.windsorct.org).

- Report cards were sent out the previous week and we are half way through the school year.
- High School students are continuing with their SAT prep and five Windsor Warrior football players have signed national letters of intent to play college football.
- Three Windsor High School seniors were recognized out of 3,000 entrants for Art Scholastic Awards.
- Black History Month events and movies are scheduled throughout the month and a complete listing with details is available on the BOE website under the "Calendar" section. Events and movies are open to the public.
- Project Graduation meetings are taking place at the high school. Everyone is encouraged to attend and help out, regardless if you have a child in the school system. It takes over 100 volunteers to make this event successful and it is a good way to help out the community. Those interested in volunteering can contact the high school for more information.

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

### **Tax Relief for Senior Citizens**

Applications for Elderly Homeowners tax relief are now being taken in the Windsor Assessor's office and will be accepted until May 15, 2017. In order to be eligible for this program, you must be at least 65 years of age by December 31, 2016 or declared totally disabled by the Social Security Administration. You must also own and occupy your home and meet income requirements.

In addition to the state program, Windsor also offers a local program. All taxpayers that qualify for the state program will automatically qualify for the local program. However, if you do not qualify for the state program, you could still possibly qualify for the local program. For more information please contact the Windsor Assessor's office at 860-285-1817.

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### **Town Clerk's Office Annual Marriage License Tradition Continues**

The Windsor Town Clerk's office is offering free marriage licenses on Tuesday, February 14<sup>th</sup> in honor of Valentine's Day for any couple wanting to get married in Windsor within the next 65 days. This is an annual tradition which began in 1962 by Town Clerk, George Tudan. Both parties must be present and need to bring a photo identification. The Clerk's office will be issuing these free licenses from 8:30 a.m. to 4:30 p.m. In addition, each couple will be eligible to win a beautiful gift basket filled with assorted gift items, which have been donated by our generous local Windsor merchants.

For those who wish to marry immediately, a Justice of the Peace will be available all day however, prior arrangements must be made. For details call the Town Clerk's office at 860-285-1902 or visit the Town of Windsor's website.

### **Absentee ballots Available for February 28<sup>th</sup> Special Election**

A Special Election will be held on Tuesday, February 28<sup>th</sup> for the 2<sup>nd</sup> Senatorial District, which encompasses voting Districts 1, 2, 3, 4, 5 and 6 only, due to the resignation of Senator Eric Coleman. Polls will be open from 6:00 a.m. to 8:00 p.m.

Absentee ballots are currently available in the Town Clerk's office. The deadline to apply for an absentee ballot is Monday, February 27<sup>th</sup> at 5:00 p.m. The Town Clerk's office hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

### **Black History Month Events in Windsor**

On February 10<sup>th</sup> the Human Relations Commission will host State Representative Brandon McGee and the Windsor High School Gospel Choir with Director Ms. Tracee White at 6:30 PM here at town hall. Representative McGee will reprise his presentation on how to be politically involved, obtaining help with issues in the community and effective communications with legislators. In addition there will be the beautiful voices of the Windsor High School Gospel Choir by Ms. White. Donations to the Human Relations Commission scholarship will be accepted at the door.

Details on other events planned for this month including a trip to Washington D.C. and other speakers can be found on the town's website at: <http://www.townofwindsorct.com/announcements.php?id=503>

### **Police Department's New Patrol Schedule**

The police department has switched over to a new patrol schedule that will provide added flexibility and enhance opportunities for officers. The new schedule will allow for two officers to be dedicated to traffic enforcement. The department will also be assigning an officer to serve as a Youth Engagement Officer, working with the middle and elementary schools and with the Parks and Recreation department to increase positive police/youth interactions.

In addition, the new schedule provides Detective coverage during evening hours that will enhance the department's ability to investigate calls to better meet citizens' work schedules.

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The new schedule will also feature a small number of officers working 10 hour shifts, providing coverage on the road during normal roll call / shift change times.

These changes are part of the most recent contract negotiations between the WPDEA and the town.

### **Northwest Park Maple Sugaring Project**

The Friends of Northwest Park have operated the maple sugaring program for over 30 years and provide educational opportunities for more than 900 students and 1,400 park visitors annually. The "Friends" recently submitted a grant application and were awarded \$33,000 from the Connecticut Department of Agriculture farm viability program. The grant will be used toward the renovation and expansion of the Sugarhouse. The project includes new equipment and information signage.

This is an exciting project and I'd like to extend my sincere appreciation to Chuck Drake of The Friends of Northwest Park for all of his work in planning the project and preparing the grant application. It is anticipated the project will start late this spring or early summer. Town staff will provide some assistance towards preliminary and final site preparation.

### **Animal Shelter Update**

Formal advertising for construction bids take place starting on Tuesday, February 7<sup>th</sup>. Bids are due by the end of the month. It is expected the Public Building Commission will review bids in early to mid-March with the request for Town Council project authorization and funding anticipated shortly thereafter. This project as well as the demolition of the existing facility on Mechanic Street is funded by large part through a state grant.

Town Manager, Peter Souza asked that Town Assessor, Lawrence LaBarbera, to provide a recap of the October 1, 2016 Grand List. Mr. LaBarbera reported that per state statute, the Grand List was signed on January 31, 2017 and gave the following update:

The October 1, 2016 Net Taxable Grand List totaled \$2,886,746,036 which is a decrease of \$37,696,679 or -1.29% compared to the Grand List of October 1, 2015. Real Property and personal property contributed similarly to the reduction. The Motor Vehicle Grand List increased slightly compared to 2015. The Real Estate portion of the October 1, 2016 Grand List, which totals \$2,242,852,652, reflects a decrease of \$19,778,905 or -0.87% over last year. This decrease is primarily due to the tax agreement beginning for the Amazon distribution facility and is partially offset by the construction of the Windsor Station apartment complex as well as a reduction of the abatement on the Dollar Tree facility.

The Personal Property portion of the October 1, 2016 Grand List equals \$438,291,434 and reflects a decrease of \$22,767,369 or -4.94% from the Grand List of October 1,

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2015. The number of accounts increased from 1,279 as of October 1, 2015, to 1,287 as of October 1, 2016.

Mr. LaBarbera noted the Grand List report is available on the Town's website, under the Assessor's Department and this report also reflects the major changes to the October 1, 2016 Grand List (from the October 1, 2015 Grand List report) for real estate and reflects property address, owner name and grand list change. The report also reflects major changes to the October 1, 2016 Grand List (from the October 1, 2015 Grand List report) for personal property and reflects company, description of property and grand list change.

The motor vehicle portion of the October 1, 2016 Grand List equals \$205,601,950 which is an increase of \$4,849,595 or 2.42% over the October 1, 2015 Grand List. According to information provided to the town by the Connecticut Department of Motor Vehicles, there are 26,906 registered motor vehicles in Windsor, up from last year's number of 26,525.

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

Councilor McKenney – none

Councilor Petkis – none

Councilor Simon – none

Councilor Govoni – none

Councilor Jenkins – none

Councilor Wilkos – none

Deputy Mayor Terranova – none

Councilor Jepsen – none

Mayor Trinks – none

## **9) REPORTS OF STANDING COMMITTEES**

Special Projects Committee - Councilor McKenney – None

Town Improvements Committee - Councilor Simon – None

Health & Safety Committee - Councilor Jenkins reported that the committee had met and reviewed several topics. The Town Council had previously reviewed a report on the Town's radio communication system in which a presentation was made to replace the existing system at a cost estimate of \$1.92 million. An up to date proposal was

reviewed by the committee which reflected an updated cost estimate in the range of \$3-4 million. Also discussed at the meeting was the condition of the existing breathing apparatus used by the town firefighters. There is a proposed ordinance to come before Town Council in tonight's meeting regarding this item on the agenda tonight under New Business.

Ms. Jenkins noted that there remains racial disparities in the statistics that are provided by the town regarding police stops of motor vehicles. The Committee and Police Chief Melanson will be working with CCSU in the future to identify ways to improve (reduce) the racial disparities.

The committee received a full report and presentation by Chief Melanson on the police car radio system that was purchased. Although the new system does not presently have body cameras, body cameras can be integrated into the current car video system.

Finance and Personnel Committee - Deputy Mayor Terranova reported that the Personnel Committee had met and has some recommendations for boards and commissions which will be reviewed by the Town Council later on in tonight's meeting. The Finance Committee had met during the previous week and reviewed with the auditors the annual financial audit with the auditor. This audit, which was very favorable reflected recommendations pertaining to some aspects of the accounting for student activity accounts and procedures have been implemented based on the recommendations. Also reviewed at the Finance Committee meeting was extending the contract with the current auditors. This will be reviewed during tonight's meeting New Business.

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS - None**

**12) NEW BUSINESS**

a) Resolution concerning colonial Windsor residents

Mayor Trinks then passed the gavel to Deputy Mayor Terranova so that he could act on the following:

Mayor Trinks MOVED and Councilor Govoni seconded to approve the resolution relative to the convictions of Alse Young and Lydia Gilbert in colonial Windsor.

Mayor Trinks provided council members with background information on both Alse Young and Lydia Gilbert, residents of colonial Windsor, who were convicted of Witchcraft and hung during the mid-1600's. Mayor Trinks then introduced three ladies who wished to address this issue and offer perspectives from a historical, religious and local viewpoint.

Ms. Beth Caruso addressed the Town Council in her capacity as local author and history scholar and provided Town Council members with a signed petition from many town and state residents that are moved by this issue. She provided extensive background on both Alse Young and Lydia Gilbert.

Brianna Dunlap addressed the Town Council, noting she was speaking on behalf of Anthony Griego, a gentleman that has worked for over 10 years to clear the names of 11 individuals who lost their lives as a result of witchcraft accusations in Connecticut. Alse Young and Lydia Gilbert are counted among the 11. Ms. Dunlap provided additional historical information regarding these two women, the circumstances surrounding how they came to be accused and hung over witchcraft accusations.

Reverend Charlene Corbett, Associate Pastor of First Church in Windsor, CT stated that the church cabinet (the governing board of the church) met on January 17, 2017 to review and vote on the proposed resolution. The church cabinet voted favorably to support the resolution as drafted and Reverend Corbett provided a letter reflecting this. Reverend Corbett provided background information on the reasons why, and the role that First Church played in the hanging of Alse Young and Lydia Gilbert and apologized for the "egregious mistake" 370 years ago that resulted in the deaths of these two women and mistreatment of their families and descendants.

Mayor Trinks thanked Ms. Caruso, Ms. Dunlap and Reverend Corbett for bringing this issue to his attention and for all of their hard work. He added that it was his hope that other towns that had similar events in its history will do the same thing that Windsor is doing, and further that the State of Connecticut will look at this again.

Deputy Mayor Terranova asked if there was any discussion from Town Council members on this issue. Councilor Simon asked that the resolution be read in its entirety. Deputy Mayor Terranova did so.

Councilor Simon noted that he had received an email passed along from Mayor Trinks that had been sent to the Town Council by a descendant of Ms. Young. Councilor Simon read the email out loud, reflecting that he had been very moved by it and asked Town Council members to consider establishing a memorial in honor of people who lost their lives to the witchcraft hysteria.

Councilor Jenkins added that she believes Windsor is such a special place, that Windsor can serve as a beacon of light for the rest of the state and each of us must always put our best foot forward and do the right thing. She will do everything in her power to promote unity, justice and love. She thanked the ladies for bringing this to the attention of the Town Council and concluded by saying she would definitely support the resolution.

Councilor Govoni also thanked the ladies for their presentation and for the education that he received from them.

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Councilor McKenney thanked the ladies for their presentation, noting he recently attended an event at the Windsor Historical Society where a presentation was made on the life of Nancy Toney, the last known enslaved person who died in Windsor in 1857. Councilor McKenney stated he supports the proposed resolution and hopes that it may help pave the way for other issues from the past that have yet to be addressed.

Motion Passed 9-0-0

Mayor Trinks left the meeting at 8:29 p.m.

- b) Approve collective bargaining agreement with UPSEU – Dispatchers

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to approve the collective bargaining agreement between the Town of Windsor and UPSEU Local 424, Unit 10 for the period of July 1, 2016 through June 30, 2019.

Town Manager Peter Souza asked Police Chief Melanson and Town Attorney Kevin Deneen to make a presentation to the Town Council regarding the proposed United Public Service Employees Union (UPSEU) Public Safety Dispatchers Collective Bargaining Agreement. Chief Melanson noted negotiations were relatively simple and centered on four main issues: active employee health insurance, eligibility for retiree health insurance, wages and pension contributions. Management and the dispatchers have come to an agreement on contract terms and members of the employee association have ratified the proposed agreement. Town Council is now asked to approve the contract. Deputy Mayor Terranova asked if there were any questions or comments. There were none.

Motion Passed 8-0-0 (Mayor Trinks out of room)

- c) Authorize Town Manager to negotiate a contract extension for Annual Financial Audit services for the completion of Fiscal Year 2017 audit.

Councilor Jepsen MOVED and Councilor McKenney seconded to appoint the firm of RSM US, LLP as the Town Auditor to carry out the financial audit of the Town of Windsor for fiscal year 2017, and authorize the Town Manager to finalize a one-year agreement with said firm.

Town Manager Souza provided a brief overview noting the Town Council has the opportunity to extend the term of the Town Auditor, the firm of RSM US, LLP, for a one year period. Alternatively, Town Council can elect to have management begin the process for a Request for Proposal for financial audit services. Fees for the financial audit for the Town of Windsor for fiscal year 2017 would remain the same, if the Town utilizes RSM US, LLP and maintains the same engagement manager as in the past. If a different engagement manager within RSM US, LLP is utilized, it is anticipated the cost of the audit would increase by 5%.

Mayor Trinks entered the room at 8:34 p.m.

Councilor Jenkins asked Town Manager Souza if the fee would increase if the existing engagement manager were to leave the firm of RSM US, LLP. Town Manager Souza responded that it would not and the fee would remain the same as it is now, approximately \$61,000.

Councilor Jenkins noted that the Town has engaged the firm of RSM US, LLP for several years and noted perhaps that Town Council can review next year at this time the feasibility of making a change in the firm it uses for its annual financial audit. There were no other comments or questions.

Motion Passed 9-0-0

d) Resolution Authorizing Debt Refunding

Councilor Jepsen MOVED and Councilor Wilkos seconded the following:

RESOLVED, that the reading into the minutes of the text of the resolution entitled "Resolution of the Town Council of the Town of Windsor authorizing the Issuance of refunding bonds for payment of the outstanding principal, interest and any call premium on the Town's \$8,930,000 general obligation refunding bonds, Issue of 2009 Series A; \$9,695,000 general obligation refunding bonds, Issue of 2009 Series B; \$12,305,000 general obligation refunding bonds, Issue of 2010 Series B; and \$4,490,000 general obligation bonds, Issue of 2011; and costs related thereto" is hereby waived, the full text of the resolution having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the resolution be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Councilor Wilkos seconded the following:

RESOLVED, that the following resolution entitled, "Resolution of the Town Council of the Town of Windsor authorizing the Issuance of refunding bonds for payment of the outstanding principal, interest and any call premium on the Town's \$8,930,000 general obligation refunding bonds, Issue of 2009 Series A; \$9,695,000 general obligation refunding bonds, Issue of 2009 Series B; \$12,305,000 general obligation refunding bonds, Issue of 2010 Series B; and \$4,490,000 general obligation bonds, Issue of 2011; and costs related thereto" be introduced and approved.

Town Manager Souza provided an overview to Town Council members, noting Finance staff has been working with the Town's financial advisor and an opportunity to refinance a series of bond issues due to lower market interest rates has been identified. Such refinancing would not extend the term of any of the original bond issues being refinanced and it is expected that such refinancing, while still preliminary, could

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potentially save the town between \$235,000 - \$275,000 in debt service payments over a seven year period. If the Town Council were to approve the refinancing, it is expected that it would take place in late May. The town's advisors expect market conditions to remain favorable in the near term. However, if rates were to turn upward, the town would forego the refinancing. Town Manager Souza then asked Jim Bourke, the Town's Finance Director, and Mr. Chapman, of Independent Bond & Investment Consultants LLC (IBIC) to answer any questions the Town Council might have.

Councilor Simon noted Page 5 of the proposal received from IBIC reflected two different estimated cash flow scenarios and asked what the difference was between them. Town Manager Souza noted one of the scenarios reflects much of the savings upfront.

Councilor Simon then asked what the cost would be to the town to refinance the debt and Mr. Chapman replied the estimate is in the range of \$75,000 to \$85,000 and the numbers in the proposal are net of the fees.

Councilor Jepsen noted this was discussed by the Finance Committee and the refinancing would help free up some cash for other larger expenditures "coming down the pike". There were no other comments or questions.

Motion Passed 9-0-0

- e) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that the reading into the minutes of the text of an ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 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 that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Councilor Jenkins seconded to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF

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\$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" the full text of the ordinance is available in the Town Clerk's Office.

Fire Chief, Bill Lewis, and Fire Administrator, Paul Goldberg, were asked to join the meeting and provided the following highlights.

The Town followed the request for proposal process and received two proposals; one from MSA and one from Scott. The Scott proposal included the air compressor, which is necessary to fill the air packs. Scott is the best bidder at this time. Fire Chief Lewis noted there are 100 bottles that will need to be replaced in 2017. The life of a bottle is 15 years. The existing air packs cannot be revised.

Town Manager Souza noted that the Capital Improvements Program (CIP) for FY 2017 to FY 2022 reflected a project to replace a 1993 fire engine in FY17 and replacement and updating of the self contained breathing apparatus and air bottles in FY18. Fire Chief Lewis and Town Manager Souza are recommending the scheduled years be changed.

Councilor Govoni noted he attended a nice presentation regarding the new tanks and that this purchase is necessary to protect the firemen that do such a wonderful job for the town.

Councilor Jepsen asked if it made sense to structure the debt service over a 15 year period (to match the life of the bottles), as opposed to the 20 year period. Town Manager Souza responded the final debt structure may change to 15 years, depending on other factors.

Councilor Simon noted that the original estimate for this expenditure was \$1.4 million and the actual expense is expected to be \$720,000, a difference of \$680,000. There were no other questions or comments.

Motion Passed 9-0-0

- f) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that a Public Hearing be set for Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$720,000 FOR COSTS IN CONNECTION WITH THE FIRE DEPARTMENT SELF-CONTAINED BREATHING

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APPARATUS REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$720,000 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

- g) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor McKenney seconded the following:

RESOLVED, that the reading into the minutes of the text of an ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 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 being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Councilor Simon left the room at 8:55 p.m.

Motion Passed 8-0-0 (Councilor Simon out of room)

Councilor Simon came back into the room at 8:59 p.m.

Councilor Jepsen MOVED and Councilor McKenney seconded to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION".

Town Manager Souza asked Bob Jarvis, Director of Public Works/Town Engineer, to provide Town Council members with an overview on this proposal.

Mr. Jarvis noted that the 6-year CIP called for a multi-phased plan to replace/improve the Town Hall finishes on a floor-by-floor basis. Phase I and Phase II were completed. Phase III of the program includes the third floor of Town Hall where damaged wall coverings would be removed and replaced as well as replacing the ceiling tile, repainting the existing ceiling grid and replacing worn carpet with new carpet tiles.

Mr. Jarvis added that McKinney (McKinney) Construction was the low bidder on Phase I of the project which was completed in June, 2016 and was the lowest responsible bidder for Phase II of the project, which was recently completed. McKinney would perform Phase III work at a price per square foot that is less than the price for the

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Phase II work. McKinney workers have gained a familiarity with the operation of town hall and the functional requirements of staff and town hall patrons. Using McKinney for Phase III would require requesting a waiver on the RFP process.

Councilor Wilkos asked Mr. Jarvis if Phase I and Phase II fell within the CIP. Mr. Jarvis replied that contingency funds were used however, that was a result of upgrades that the town requested.

Councilor Simon asked what the price per square foot ended up being for Phase II and Mr. Jarvis noted it was \$14.51 and is expected to be \$14.13 for Phase III work. The price per square foot for the Phase I work was \$7.07; however, that phase did not require such items as moving of furniture, etc.

There were no other questions or comments.

Motion Passed 9-0-0

- h) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor McKenney seconded the following:

RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH TOWN HALL INTERIOR IMPROVEMENTS - PHASE III; AND AUTHORIZING THE ISSUE OF \$290,000 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

- i) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND

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SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 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 being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Councilor Jepsen MOVED and Councilor Jenkins seconded to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Jarvis reported that the 6-year CIP includes a multi-year project to address pavement conditions within paved parking and driveway areas at town-owned facilities and schools. Much of this pavement is in fair to poor condition and as it continues to deteriorate, it may become a liability to the town.

At this time, staff is recommending the milling and paving of 2" of existing bituminous concrete pavement that will occur within the existing curb lines. Mr. Jarvis continued by stating that the proposed improvements are to the Clover Street School parking area, Oliver Ellsworth pavement and portions of the LP Wilson Community Center site and bonding in the amount of \$210,000 is being requested.

Councilor Wilkos asked if any area at Town Hall would be addressed. Mr. Jarvis responded not during Phase III work and that there may be some work required as a result of the construction for the commuter rail.

Councilor Jepsen asked if speed bumps would be part of the work done at Oliver Ellsworth. Mr. Jarvis responded that he would look into this. Town Manager Souza stated that the Superintendent would be consulted on this. There were no other comments or questions.

Motion Passed 9-0-0

- j) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Jenkins seconded the following:

RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) on the following ordinance entitled, "AN

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ORDINANCE APPROPRIATING \$210,000 FOR COSTS IN CONNECTION WITH PAVEMENT MANAGEMENT IMPROVEMENTS AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$210,000 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

- k) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL – EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION".

Councilor Jepsen MOVED and Councilor McKenney seconded the following:

RESOLVED, that the reading into the minutes of the text of an ordinance entitled "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 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 being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion passed 9-0-0

Councilor Jepsen MOVED and Councilor McKenney seconded to introduce an ordinance entitled "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Jarvis noted that various field improvements at several athletic facilities throughout town have been prioritized in the town's 6-year CIP, in accordance with the recommendations made in the approved 2013 Athletic Field Master Plan. Construction documents have been prepared and the project was bid in January, 2017 for the proposed work. Seven bids were received and the lowest responsible bidder was Mountain View Lawncare and Landscapes. There were several alternates to the base bid and staff will work with the contractor and design consultant to review costs relative to bid alternates. If approved, construction could begin in June, 2017 at the end of the school year with completion estimated for fall, 2017. Play could resume as early as the fall of 2018.

Councilor Wilkos asked if the costs are in line with what the town has paid for similar work in the past. Mr. Jarvis confirmed that it was.

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Councilor Jepsen asked if the proposed work included an alignment to the varsity baseball field. Mr. Jarvis replied that it did not.

Councilor McKenney asked if dugouts were included in the alternates list. Mr. Jarvis replied that they were.

There were no other comments or questions.

Motion passed 9-0-0

- l) Set a Public Hearing for February 21, 2017 for 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL – EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Jepsen MOVED and Councilor Wilkos seconded the following:

RESOLVED, that a Public Hearing be held at the Windsor Town Hall on Tuesday, February 21, 2017 at 7:15 p.m. (prevailing time) on the following ordinance entitled " AN ORDINANCE APPROPRIATING \$845,000 FOR COSTS IN CONNECTION WITH WINDSOR HIGH SCHOOL - EAST FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$845,000 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

### **13) RESIGNATIONS AND APPOINTMENTS**

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

- REAPPOINT Marsha Brown as an Unaffiliated Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2018 or until a successor is appointed.
- APPOINT Joseph Auclair as an Unaffiliated Alternate member to the Public Building Commission for a three year term to expire November 30, 2019 or until a successor is appointed.
- REAPPOINT Richard Hazelton as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2019 or until a successor is appointed.

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- REAPPOINT Anita Mips as a Democratic member to the Town Planning & Zoning Commission for a five year term to expire November 30, 2021 or until a successor is appointed.
  - APPOINT Wende Ann Cooper as an Unaffiliated Alternate member to the Youth Commission for a two year term to expire September 30, 2018 or until a successor is appointed.
  - APPOINT Dawn Kirkwood as an Unaffiliated Alternate member to the Zoning Board of Appeals for a two year term to expire November 10, 2017 or until a successor is appointed.

Motion Passed 9-0-0

#### **14) MINUTES OF PRECEDING MEETINGS**

a) Minutes of the January 17, 2017 Regular Town Council Meeting

Councilor Jepsen MOVED and Councilor Jenkins seconded to approve the unapproved minutes of the January 17, 2017 regular Town Council meeting as presented.

Motion Passed 9-0-0

#### **15) PUBLIC COMMUNICATIONS AND PETITIONS**

Bradshaw Smith of 23 Ludlow Road informed the Town Council members that body cameras and the maintenance on body cameras is free.

Charles Windsor Jackson, III of 26 Wilson Avenue asked Town Manager Souza whether or not the RFPs that were sent out for carpeting were sent to the two local carpet businesses. Mr. Souza responded that he did not believe so. Mr. Jackson noted for the first time in 20 years he had been stopped by a police officer in town and did not feel the need for a body camera to be used. However, if they are free, that is a good thing. Mr. Jackson stated that he tries to attend the Wilson/Deerfield Advisory Committee meetings as often as he can however, most times the meetings are cancelled due to a lack of a quorum. Mr. Jackson noted he believes in giving back and would like to offer his services for this committee. Lastly he said he was supporting Aaron Romano in his bid for State Representative.

#### **16) EXECUTIVE SESSION**

- a) Discussion of the selection of a site or a lease, sale or purchase of real estate.

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Councilor Jepsen MOVED and Deputy Mayor Terranova seconded to enter into executive session to discuss the selection of a site or a lease, sale or purchase of real estate at 9:32 p.m.

Motion Passed 9-0-0

Present: 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.

Staff: Town Manager Peter Souza

Councilor Jepsen MOVED and seconded by Deputy Mayor Terranova to leave executive session and return to the regular session at 9:58 p.m.

The Motion Passed 9-0-0

## **17) ADJOURNMENT**

Councilor Jepsen MOVED and seconded by Councilor Govoni to adjourn the meeting at 9:59 p.m.

Motion Passed 9-0-0.

Respectfully Submitted,

Christine A. Healey  
Clerk of the Town Council