

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
DECEMBER 4, 2017
Regular Town Council Meeting
APPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 p.m.

Present: Mayor Donald Trinks, Councilor James Govoni, Councilor Jill Jenkins, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin, and Councilor Kenneth Wilkos

2) PRAYER

Councilor Govoni led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Govoni led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMENTS AND PETITIONS

Bradshaw Smith, 23 Ludlow Road commented that the Roger Wolcott School was absent from the Redevelopment Priority Property List. The property has been on the market for 2 years and he would like to know more details of the plan going forward.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Leonard Lockhart, BOE President, said the newly elected board had a 2 hour training session after being sworn in. There are 5 new members, one had served previously. They also attended the CABA (Connecticut Association of Boards of Education) convention, for 1 ½ days of training in New Groton.

Bullying and discipline issues were brought up by the public at their first meeting. The board intends to address any and all issues brought forth and support Dr. Cooke, Superintendent of Schools. The BOE will be hosting a community forum on December 12, 2017 from 6:30 PM to 8:45 PM at L.P. Wilson. A presentation by Dr. Cooke will begin the program concerning discipline and safety protocols, followed by a town hall type discussion between the community and the board. The press has been invited to attend.

Dr. Cooke presented information to the council on how the BOE came to the 1.23% increase in the original FY18 budget request. Reductions included 4.3 teachers, a paraprofessional, a secretary, and data manager. The budget was further reduced with some one time purchases that will be needed next year. To get to the zero percent that they are currently under, further cuts were done including eliminating summer school. Additional staff was cut – 14.9 positions in total - including Technology and Science teachers.

In response to questions from council members, Dr. Cooke explained that enrollment is up by 70 students as compared to the previous year. They are at upper limits for elementary class sizes.

Students have been identified that needed summer school and are getting help either through tutoring and/or teacher support. A Remedial Reading teacher is being paid through Title 1 funds. The district will not know how the lack of a science teacher at the elementary level or technology teacher at the high school level will impact test scores in the future.

Dr. Cooke expects to receive the Accountability Report from the state soon. He expects Windsor to come in at the top third in the state and to be removed from the Alliance status. The impact of reduced teaching positions will not be quantified as of yet in this report.

With the savings that have been realized to date, Dr. Cooke believes the district needs about one quarter of the \$826,783 cut back to make the school run as they feel is necessary for the remainder of this fiscal year.

Mayor Trinks wanted to make clear that these reductions had to be made as a result of the budget failing last year.

Mr. Lockhart and the BOE will ask for money in the next budget for what is necessary to properly educate Windsor students. The town cannot afford to lose what has been gained in the schools.

b) Zoning Board of Appeals (ZBA)

Joe Breen, Chairman of the ZBA, has been a member of this board since 1993. Mr. Breen complimented the work done by town staff and the revised Annotated Zoning Regulations.

This past year 13 variances were submitted: 10 were approved, 2 denied and 1 withdrawn.

The ZBA is lacking one alternate member and he hopes that spot will be filled soon.

7) TOWN MANAGER'S REPORT

Update on FY 18 State Aid

Subsequent to the Council's last meeting, staff has been informed the Town will not receive State reimbursement for the mandated elderly property tax relief program. This means the Town will not receive \$180,000 as included in the proposed FY 2018 budget. Also as previously reported, the State is transferring one-half of the expense related to the mandated renter's rebate program to cities and towns. To cover this cost, the State will be cutting or "holding back" approximately \$37,000 from the General Fund Education Cost Sharing grant.

Town Attorney Opinion regarding Budget Referendum

The Town Attorney has provided a written opinion relative to the question of whether the Town Council is required to submit a revised budget to referendum or can the Town continue to operate on last year's appropriation per Section 9-3 of the *Town Charter*. In short, the Town Attorney states the Council may elect to continue to operate under the FY 2017 appropriation level without submitting a revised budget to referendum. I will be distributing the written opinion to the Council.

Renovations to Train Station

Amtrak is expected to start renovations to improve handicapped accessibility at the Train Station on Mechanic Street in the next 30 to 45 days. The work will entail work on the restrooms as well as exterior improvements such as constructing a ramp on the east side of the building and rebuilding the sidewalk on the northwest side of the property along Union Street.

Thanksgiving Turkey Distribution

I'd like to thank Windsor Food & Fuel Bank, Foodshare, Social Services staff and volunteers for providing and distributing 194 turkeys and chickens to individuals and families in need this past Thanksgiving. Also included was a local grocery store gift card to help them purchase the fixings of their choosing.

I also want to thank the Windsor Recovery Club for delivering Thanksgiving meals to Windsor Housing Authority residents.

Wreaths Across America

Carmon Community Funeral Homes of Windsor, Windsor's American Legion Post #59, and Windsor resident Lucy Goicoechea-Hernández will host a *Wreaths Across America* wreath-laying ceremony on Saturday, December 16th at 12:00 p.m. at the Windsor Veteran's Memorial Cemetery on East Street. All are invited to attend this special event to be held on the same day as similar wreath-laying ceremonies across the nation.

Carol Sing

I would like to extend my appreciation to First Town Downtown for their efforts in organizing the Carol Sing event which was held November 30th on the town green. I'd also like to thank members of the Windsor Volunteer Fire Department for their participation in decorating fire trucks and providing transportation for Santa Claus.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - None

Councilor Wilkos wished everyone a safe holiday season.

Councilor Jenkins wished the same.

Councilor Govoni reminded citizens to water their Christmas trees and check their smoke and CO alarms.

Councilor McAuliffe - None

Councilor Tustin reminded citizens that this Saturday and Sunday at the Public Safety Complex, 340 Bloomfield Avenue, from 9:00 AM to 4:00 PM, the Annual Toys for Tots Drive takes place. New un-wrapped toys or monetary donations are gratefully accepted.

Deputy Mayor Terranova - None

Councilor Jepsen responded to the earlier comment concerning the Redevelopment Priority Property List. This list is just commercial properties that may be given Tax Increment Finance assistance, not town-owned properties.

Mayor Trinks congratulated the recipients of this year's Bridge Builder Awards. He said the Annual First Town Downtown Carol Sing was well attended. He thanked the Police Cadets that decorated the town green for the event and the Fire Trucks that were there with holiday decorations and he congratulated the Poquonock Fire Department for winning 1st place.

9) REPORTS OF STANDING COMMITTEES

Finance Committee – The Finance Committee will be meeting on Wednesday night to have further discussions on the proposed FY 18 budget.

Special Projects Committee - None

Health & Safety Committee – None

Town Improvements Committee - None

Personnel Committee – The Personnel Committee will be meeting on Monday, December 11th.

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Authorize Town Manager to execute a grant agreement and approve funding for purchase of Dial-A-Ride replacement vehicle

MOVED by Councilor Jepsen, seconded by Councilor Jenkins, that the Town Manager be authorized to negotiate and execute all necessary agreement and contract documents on behalf of the town of Windsor with the Connecticut Department of Transportation for the purchase of a Section 5310 program vehicle to provide transportation for the elderly and people with disabilities.

And

MOVE to authorize the use of \$11,270 from capital project No. 9376, Transportation Bus Fund and \$2,690 from capital project No. 9484, Dial-A-Ride Van Replacement, to fund the town's share of the vehicle purchase.

Rebecca Joyce, Senior Services Coordinator, reported that the bus being replaced exceeds the criteria for replacement. The town has been awarded a Connecticut Department of Transportation Capital Assistance Grant that will provide 80 percent of the funding for the vehicle. The town will match \$13,000. The older vehicle will go to auction.

Motion Passed 9-0-0

- b) Approve Redevelopment Priority Property List

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, that the attached Priority Redevelopment Properties List be adopted as presented.

Jim Burke, Economic Development Director, reported that the Town Council adopted a Tax Increment Financing Policy in 2002 as one tool to encourage the redevelopment of key vacant or underutilized properties. As part of that policy, the Council approved a Priority Redevelopment Properties List to provide specific guidance regarding which sites should be eligible for Tax Increment Finance assistance.

In recommending the initial list, the Economic Development Commission included a statement of its purpose and procedures and criteria for updating properties. If a property meets 4 of the 7 criteria, it may be considered.

The criteria includes:

1. Visibility – the location is on a heavily traveled roadway or the public's awareness of the site
2. Pending opportunities related to the site
3. Present blighting conditions – nuisance, environmental issues, poor access, or problems of ownership
4. Potential multiplier effects – raising the level of one property encourages growth/revitalization of nearby properties
5. Level of difficulty to redevelop without assistance

6. Potential costs to the town of not acting
7. Length of time on the market (more than 24 months)

One of these provisions states that the Commission should review the list annually and report its recommendations for additions or deletions to the Town Council.

Motion Passed 9-0-0

c) Close out Capital Projects

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that the projects listed on "Attachment A" either be fully or partially closed out, and that the amount indicated for each account be transferred to the Capital Projects Fund Assigned Fund Balance.

Peter Souza, Town Manager, reported that staff is requesting that the Town Council close, in full or in part, a number of capital projects and to transfer the funds to the Capital Projects Fund Assigned Fund Balance.

If the project closeouts (in full or partial) as outlined on Attachment A are approved, the total amount that will be transferred to the Capital Projects Fund Assigned Fund Balance is \$434,000. These funds will be available to help cash finance projects outlined in the proposed FY 18 – FY 23 Capital Improvements Plan. The assigned fund balance in the Capital Projects Fund after the proposed close outs and transfers will be approximately \$1,147,700. The draft plan proposes the use of approximately \$590,000 from the Capital Projects Fund for a variety of projects this fiscal year and \$205,000 in FY 19.

Two projects, Stone Road Rehabilitation and Prospect Hill Road, have the largest balances to be transferred. The Stone Road balance is due to cost savings related to the method of construction used as well as the fact that our Engineering staff acted as general contractor saving expenses related to contractor overhead and profit. The Prospect Hill Road balance is related to project reimbursements from the State of Connecticut under the grant program for phase 1 of the project.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor Terranova, to move items 6D and 6E to after Item 16 Executive Session.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEEDING MEETINGS

a) Minutes of the November 20, 2017 Regular Town Council meeting

MOVED by Councilor Jepsen and seconded by Councilor Tustin to approve the unapproved minutes of the November 20, 2017 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

MOVED by Councilor Jepsen, seconded by Councilor Tustin at 8:26 p.m. to enter Executive Session for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (B&G Mechanical Contractors vs. Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (Johnson vs. Town of Windsor)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

Present: Mayor Donald Trinks, Councilor James Govoni, Councilor Jill Jenkins, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin, and Councilor Kenneth Wilkos

Staff: Kevin Deneen, Town Attorney; Marty Maynard, Risk Manager; Cori-Lynn Webber, outside counsel; Peter Souza, Town Manager

Town Attorney Kevin Deneen left executive session at 8:33 p.m.

Marty Maynard and Cori-Lynn Webber left executive session at 8:50 p.m.

MOVED by Councilor Jepsen, seconded by Councilor Govoni, to exit Executive Session at 8:52 p.m. and to re-enter the Regular Town Council meeting.

Motion Passed 9-0-0

- 12 (c) Approve settlement related to Clover Street HVAC project

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to execute a settlement agreement in the case of B&G Mechanical Contractors versus the Town of Windsor as was discussed during Executive Session.

Motion Passed 9-0-0

- 12 (d) Approve settlement of Johnson vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to execute a settlement agreement in the case of Johnson versus the Town of Windsor as was discussed during Executive Session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly to adjourn the meeting at 8:53 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lori Hartmann
Recorder