

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
JANUARY 16, 2018  
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 Donald Jepsen, Councilor Jill Jenkins, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, and Councilor Michael Tustin. Absent: Councilor Kenneth Wilkos

**2) PRAYER**

Councilor McAuliffe led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor McAuliffe led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMENTS AND PETITIONS - None**

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

a) Public Building Commission - None

**7) TOWN MANAGER'S REPORT**

**Development of FY 19 Budget**

A Public Hearing will be held on February 5<sup>th</sup> at 7:15 PM regarding the development of the FY 19 budget. Citizens are welcome to come voice their opinions and give their input during that time.

**Income Tax Consulting for Seniors**

Income tax consulting for seniors begins Thursday, February 1st and will be held every Monday and Thursday through March 31st from 9:00 AM to 11:00 AM at the Windsor Senior Center. Seniors can get the advice they need to fill out their federal and state income tax returns from trained AARP volunteers. Bring your 1099 and W/2 forms together with a copy of last year's tax return. This is a free service, but appointments are necessary and available spots fill quickly. Make an appointment by calling 860-285-1992.

### **Police Department Community Outreach**

The Police Department is planning a community outreach program in late February. The program is designed to foster communication and understanding through analysis and discussion of current issues and trends involving law enforcement and the community. Topics such as officer recruitment and training, police use of force, and motor vehicle stops and traffic enforcement will be covered. As details on date, time and location are finalized in the next few weeks, we will be getting the word out to the community.

### **Open Space Grant Award**

I am pleased to announce the town has been awarded \$1,086,000 from the State of Connecticut's Open Space and Watershed Land Acquisition (OSWA) grant program towards the purchase of 95 acres of the former Millbrook Golf Course on Pigeon Hill Road in Windsor. The Trust for Public Land, a national not-for-profit organization, has been working alongside the town to help protect this key parcel. The property will open to the public for walking and other passive recreation after the conclusion of the acquisition.

The grant program provides financial assistance to municipalities and nonprofit land conservation organizations to acquire land for open space and to water companies to acquire land to be classified as Class I or Class II water supply property. The grants are administered through the Department of Energy and Environmental Protection (DEEP). Funding for the DEEP OSWA grants is derived from State Bond funds and the Community Investment Act.

The former golf course property was once slated for a 240-unit subdivision, however, the development approval expired in 2014 and the property was soon back on the open market. The Trust for Public Land has an option to purchase the land and plans to deed the property to the town this spring once the remaining funds needed to purchase the property are secured. The Millbrook property is one of the largest unprotected properties immediately adjacent to town center.

With a mix of open meadows and wooded areas as well as the Mill Brook running through it, the property provides a range of wildlife habitat. This acquisition will also help further protect the Mill Brook which is an important tributary to the Farmington and Connecticut River.

In the next 60+ days, formal action to approve the land purchase and appropriate funding will be needed by both the Town Council and a Special Town Meeting. The suggested funding model for the acquisition is to utilize the nearly \$1.1M grant award plus approximately \$650,000 in existing funds from the Town's Open Space Fund and an additional \$350,000 through new borrowing or use of the General Fund's Undesignated Reserve Fund.

Councilor McAuliffe asked if the former golf course property will still look like it does now with paths and bridges, or will it look more like an open space. Town Manager Souza explained that some areas will remain the same. The former cart paths could be turned into walking paths and some of the paths might be paved and some may remain natural.

A land management plan will be prepared over time regarding all the uses of the 95 acres. There will be no additional buildings on the property. Two and 1/2 acres around the club house will remain useable, developable area. The rest of the area would be deeded to an easement to the State of Connecticut for passive recreation.

Councilor Jenkins noted that the area will be attractive to people who like wild life. She asked if we can impose hunting and dangerous weapon restrictions on the property. Town Manager Souza explained that there are a variety of laws and regulations on the books currently that restrict those type of uses on this kind of parcel. He added that similar to Northwest Park, hunting will not be allowed.

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

Councilor O'Reilly - None

Councilor Wilkos - Absent

Councilor Govoni warned residents about fire and health dangers as a result of cold weather and supplemental heater use.

Councilor McAuliffe said the Martin Luther King ceremony was an excellent event.

Councilor Jenkins said there are many people suffering at this time of the year and they are struggling to meet their responsibilities, so please be generous to the food bank.

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen is excited about the open space purchase and wished Mrs. Trinks a happy birthday.

Mayor Trinks - the Martin Luther King service was packed and the presentation and the people all were amazing. We forget what we have here in town. He also mentioned Councilor Jepsen's birthday is Sunday and wished him a happy birthday in advance.

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

Personnel Committee – None

Finance Committee – Deputy Mayor Terranova said the committee is going to meet on Monday to review the annual financial audit prepared by the external auditors, midyear financial statements and staff reports on the new purchase of open space.

Special Projects Committee - None

Health & Safety Committee – None

Town Improvements Committee - None

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS - None**

**12) NEW BUSINESS**

a) Approve renewal of Stony Hill School lease

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly, to approve the proposed lease of town-controlled real property at Stony Hill School located at 1195 Windsor Avenue.

Town Manager Souza explained the use of the Stony Hill School over the years. Since 2012, it has been used for yoga. The yoga instructors are requesting to renew the lease for one year with the possibility of a one year extension. The proposed lease terms were discussed.

Councilor McAuliffe commented that the hours in the contract are set in ways that are not convenient for other groups to use the building.

Town Manager Souza responded that very few people have requested use of the building prior to the yoga instructors, but they are open to coordinate other uses of the building during non-yoga class times.

Motion Passed 8-0-0 (Councilor Wilkos absent)

b) Approve amendments to Public Works Job Descriptions

Councilor Govoni recused himself as he is a public works employee.

MOVED by Deputy Mayor Terranova, seconded by Councilor McAuliffe, that the job descriptions for the Mechanic, Crew Leader-Mechanic, and Crew Leader be amended and approved as presented.

Amelia Bliss, Human Resources Director, and Bob Jarvis, Director of Public Works and Town Engineer, presented the item. Town job descriptions are typically updated as they become vacant. There are three public works positions that are being amended and considered at this time. They are for a mechanic, crew leader-mechanic, and crew leader. The job descriptions describe the job duties as they are performed now and the changes do not add any duties to what the current incumbents are doing now.

Councilor Tustin asked if surrounding towns' similar job descriptions were reviewed. Mr. Jarvis responded he did review other towns' job descriptions to make sure the work efforts were similar.

Councilor Jepsen is concerned about making a decision tonight because of the pending results of the recent Public Works study. He wanted to know if they should wait to see

the report before they make the changes to the job descriptions. Town Manager Souza has seen the draft recommendations and they address the overall organizational structure, not to the level of specific titles and tasks of each job. Based on this, he feels comfortable with moving forward with the proposed updates.

Councilor Jepsen wanted to know if the changes are combining two job descriptions. Town Manager Souza stated that it is more of a format change and that the jobs are not being combined and still are distinct from one another.

Councilor Jepsen asked when the consultant's final report will be available. Town Manager Souza said it's in the final stages and will be distributed by the end of this month.

Councilor Jepsen is going to vote against this until he sees the consultant's report.

Motion Passed 6-0-1 (Councilor Wilkos absent, Councilor Govoni recused, and Councilor Jepsen opposed)

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

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen, to accept the resignation of Tim Fitzgerald from the Board of Ethics.

Motion Passed 8-0-0 (Councilor Wilkos absent)

### **14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the January 2, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the unapproved minutes of the January 2, 2018 Regular Town Council meeting as presented.

Motion Passed 6-0-1 (Councilor Wilkos absent, Councilor Jenkins abstained)

### **15) PUBLIC COMMUNICATIONS AND PETITIONS - None**

Councilor Govoni recused himself from executive session since he is a member of the bargaining unit to be discussed.

MOVED by Councilor Jepsen, seconded by Councilor Tustin, to enter Executive Session at 8:04 p.m. for the purpose of:

- a) Discussion of strategy and negotiations related to collective bargaining (Teamsters)

Motion Passed 7-0-0 (Councilor Wilkos absent, Councilor Govoni recused)

**16) EXECUTIVE SESSION**

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

Staff: Peter Souza, Town Manager, Amelia Bliss, Director of Human Resources

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to exit Executive Session and return to the Regular Town Council meeting at 8:31 p.m.

Motion Passed 7-0-0 (Councilor Wilkos absent, Councilor Govoni recused)

**17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly to adjourn the meeting at 8:32 p.m.

Motion Passed 8-0-0 (Councilor Wilkos absent)

Respectfully Submitted,

Linda Collins  
Recorder