

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
FEBRUARY 5, 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, Councilor Michael Tustin, and Councilor Kenneth Wilkos.

**2) PRAYER**

Councilor O'Reilly led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor O'Reilly led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

Councilor Wilkos read aloud the proclamation for Volunteer firefighter Lt. Mike Formanek for his heroic actions during a house fire on January 27, 2018.

Councilor Tustin read aloud the proclamation for Police Officer Nicholas Dally for his heroic actions during a house fire on January 27, 2018.

Mayor Trinks read aloud the proclamation for Swain Wallace (citizen) for his heroic actions during a house fire on January 27, 2018. Mr. Wallace then described his account of seeing the fire and making a U-turn to go assist at the fire. He helped Officer Dally and Lt. Formanek to carry a victim away from the house.

**5) PUBLIC COMMENTS AND PETITIONS**

Darleen Klase, 318 Hitching Post Lane, came forward to ask the council to continue their commitment to the high school athletic fields, especially the softball fields. She stated that the fields are in rough shape and balls are consistently flying into a nearby street, causing team members to run after them. She also stated there are no places for onlookers to sit and that new dugouts and fencing are needed. Adult leagues also use the fields during the season, sometimes interfering with the high school games. She requests that other fields in town, perhaps at L.P. Wilson, be used for adult leagues instead of the high school fields.

Tom (TJ) Barresi, 10 Lighthouse Hill Road, came forward to state that he agrees it is not fair to have high school fields used by others during the season. Mr. Barresi suggests that other fields in town could be used that are not currently being offered for public use. He predicts that overuse of the fields will affect their infrastructure and that having outside groups use other fields and parks would beautify other areas of town and help to maintain the integrity of the high school fields.

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

### **a) Board of Education (BOE)**

Leonard Lockhart, President gave the following report:

Mr. Lockhart opened by thanking Lt. Mike Formanek for his heroic actions during the house fire on January 27, 2018. He then expressed appreciation for the council's support for the infrastructure of schools. He fully supports air conditioning in all of the town's schools and hopes that is something council members will take seriously as the school climate is a part of safety.

There will be an internet safety presentation on Thursday, February 22, 2018 for families and students in grades 5-12 from 6:30 P.M. until 8:00 P.M. at Sage Park Middle School. Internet safety presentations will also be held during the day for students in grades 6-12.

The third of four scheduled budget meetings will be held on February 6, 2018.

The Board of Education is looking to increase after school activities and expand efforts directed toward SAT and Advanced Placement (AP) course interest. The BOE pays for testing and those credits apply toward college classes.

When Mr. Lockhart previously spoke to the council he prepared them for a 3-4% budget increase and Dr. Cooke has come in at a 2.37% budget increase. The majority of this increase is contractual. Each school is full and positions cannot be cut without sacrificing quality. Dr. Cooke has found ways to make the budget work but it is hard to hold the superintendent accountable for the education of children if tools and resources cannot be afforded.

The winter installment of the district newsletter will be coming out later in the week.

The second installment of the BOE community forum will be on February 27, 2018 from 6:30 P.M. until 8:30 P.M. during which he will present the three new task forces: one made up of external parties such as parents and community members, one internal consisting of educators and para-educators, and a third consisting of previous BOE presidents and minority leaders of the BOE. These task forces will meet and submit ideas on how to improve the district.

## 7) TOWN MANAGER'S REPORT

### **Fire Prevention and Awareness**

Unfortunately there has been several house fires the past few weeks. Although there has been significant property damage thankfully none of the occupants have been seriously injured.

On an ongoing basis our Fire Marshal's Office continues to promote fire prevention and awareness through programs, written materials and social media platforms. We maintain our partnership with the American Red Cross through their Home Fire Preparedness Campaign. This is a no cost program where the Red Cross demonstrates some simple changes in your home to help you protect your family against fire. In addition, the Red Cross will install a FREE smoke alarm.

Also we offer programs on fire extinguisher training for both community groups and businesses. In collaboration with Social & Senior Services we have held a variety of fire prevention sessions combined with fall prevention information. These efforts have included outreach to our senior housing locations in town.

### **Flu Shot Clinic**

Mass Dispensing Area #31, the towns of Windsor and South Windsor will be offering a flu shot clinic to anyone age 9 and up on Saturday, February 10, 2018 at the L.P. Wilson Community Center, 599 Matianuck Avenue from 10:00 AM – 12 noon. Health Insurance will be accepted. Please bring your insurance card with you otherwise the cost of the flu shot will be \$30/shot. For more information, call the Windsor Health Department at 860-285-1824 or 860-285-1823.

### **At Risk Registry**

Social Services, in partnership with Emergency Management and the Commission on Aging and Persons with Disabilities, has developed a voluntary "At Risk Registry" to identify Windsor residents who might need extra assistance during a major emergency. The Commission on Aging and Persons with Disabilities is participating in community outreach for this project.

There are three ways to register:

- Call Windsor Social Services at 860-285-1839
- Log onto [www.townofwindsorct.com/socialservices](http://www.townofwindsorct.com/socialservices) and link to At Risk Registry
- Visit Windsor Social Services at 599 Matianuck Ave

This project is ongoing. Currently 52 persons are registered.

### **Police Department Community Outreach**

The Police Department will be holding a community outreach program on Thursday, February 22, starting at 6:30 PM here at Town Hall. 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 will include: police use of force, motor vehicle stops and traffic enforcement, crime investigations.

### **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, 2018. To be eligible for this program, you must be at least 65 years of age by December 31, 2017 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.

### **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.

### **October 2017 Grand List Report**

I am pleased to report that the overall net taxable Grand List FY 17 budget is increasing by \$73.06M over October 1, 2016. The October 1, 2017 Net Taxable Grand List totals \$2,959,806,528 which is 2.53% greater than the previous year. This is great news compared to a year ago when there was a decrease of 1.29%. As you'll see in the attached link, much of the increase is related to several of the large economic development projects the Town Council has facilitated/incentivized through fixed assessment agreements.

[http://www.townofwindsorct.com/documents/departments/assessor/docs/grand\\_list\\_report.pdf](http://www.townofwindsorct.com/documents/departments/assessor/docs/grand_list_report.pdf)

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

Councilor O'Reilly - None

Councilor Wilkos - None

Councilor Govoni - None

Councilor McAuliffe – None

Councilor Jenkins - None

Councilor Tustin - None

Deputy Mayor Terranova - None

Councilor Jepsen - None

Mayor Trinks – None

**9) REPORTS OF STANDING COMMITTEES**

Personnel Committee - Councilor O'Reilly reported that there is a meeting scheduled on February 12, 2018 at 6:00 P.M. at Town Hall in order to interview candidates for various appointments and reappointments.

Health & Safety Committee – Councilor Jenkins reported that there is a meeting scheduled on February 8, 2018 to discuss the radio system replacement project, food health code, and quarterly traffic stop reports from the police department.

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee had a meeting during the end of January and reviewed their FY 2017 audit in which no issues were revealed. The committee also looked at the enterprise funds which includes Discovery Center and Caring Connection. Both centers are running in the negative, but doing better so far this year than they were at the same time last year.

Special Projects Committee - None

Town Improvements Committee – Councilor McAuliffe reported that the committee did meet and it will be covered in unfinished business.

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS**

- a) Discuss and provide direction regarding the proposed FY 2018 Capital Improvements Program (CIP)

Councilor McAuliffe reported that the Town Improvements Committee met on January 25, 2018 to review five projects that were eliminated from last year's budget and proposed to be taken care of this year. They also reviewed several new projects being proposed for this year. Councilor McAuliffe then turned it over to Town Manager Souza to discuss the details of the projects.

Town Manager Souza presented the 2018 CIP plan to the council including the five projects that had been deferred from last year to this year which included:

Paving at school & town facilities	\$205,000	\$0 (grant funded)
Town Hall Interior Renovations (Phase 3)	\$290,000	\$290,000
Windsor High School Athletic Fields	\$845,000	\$575,000

Oliver Ellsworth School HVAC	\$400,000	\$265,000
Streetlight Replacement Project	<u>\$415,000</u>	<u>\$415,000</u>
TOTAL	\$2,155,000	\$1,545,000

The total original cost of these projects was \$2,155,000 and the revised cost is \$1,545,000.

The March 2017 proposed CIP for FY 2018 included approximately \$12.8M in planned borrowing. The borrowing amount was comprised of \$5.1M for 10 projects as well as an estimated \$7.7M for Phase 2 of the Public Safety Complex.

Based on a review of the FY 18 projects for possible revisions and suggested prioritization, it is proposed that the planned borrowing for FY 18 projects be adjusted from \$5.1M to \$4.2M. This would allow for the adjusted FY 17 deferred projects (\$1.54M) plus a portion of the Public Safety Complex project (\$900,000) to be authorized and funded in FY 18. This would bring FY 18 borrowing to \$6.7M. Please note a number of the FY 18 projects may require Special Town Meeting action per the *Town Charter*.

Also, as part of the debt management planning process, staff developed three scenarios based on the above alterations to the FY 17 and FY 18 projects and utilizing the proposed borrowing amounts from the March 2017 CIP for years 2019 through 2023 (the models will change based on the upcoming annual update to the CIP). These revisions total \$72.5M in possible debt borrowing. Of the \$72.5 million, approximately \$44.1 million is related to projects forecast to require voter referendums.

#### *Model 1*

If the annual General Fund debt service appropriation is increased 3% each year and \$190,000 in reserve funds were utilized over a 6 year period, the full \$72.5 million in proposed projects could be financed through a combination of long-term bonds and short-term notes.

#### *Model 2*

If the annual General Fund debt service appropriation is increased 3% each year and no reserve funds were utilized over a 6 year period, then \$60.8 million in projects could be financed *without* the use of short-term notes.

#### *Model 3*

If the annual General Fund debt service appropriation is increased 3% in FY 2019 only and then held flat for 5 years with no reserve funds utilized, then \$49.1 million in projects could be financed *without* the use of short-term notes.

It is recommended that the Town Council provide direction as to the overall FY 18 capital spending plan and the presentation of specific project funding authorization requests. It is desired to have Town Council guidance in early February so staff can complete drafting funding authorization requests. This allows for the Town Council, and if needed a Special Town meeting, actions to be taken in late February through March for various projects.

Mayor Trinks invited questions from the council.

Councilors asked for clarification on the scope of many of the projects to gain a clear understanding of how the projects have developed, many with a specific interest in the work to be done to the schools including the athletic fields, HVAC systems, and LED Project.

In response to budget concerns from councilors, Town Manager Souza offered to provide a projection for the General Fund Unassigned Fund Balance.

**12) NEW BUSINESS**

- a) Appointment of Clerk of the Council

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, to affirm the Mayor's appointment of Ms. Erin Rand as Clerk of the Town Council.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS – None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the January 16, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Tustin to approve the unapproved minutes of the January 16, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

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

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

MOVED by Councilor Jenkins, seconded by Councilor Tustin to adjourn the meeting at 8:56 P.M.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council