

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
APRIL 2, 2018  
Regular Town Council Meeting  
APPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:32 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 Govoni led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Govoni led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation recognizing April 2018 as Fair Housing Awareness Month

Deputy Mayor Terranova read the proclamation out loud recognizing April 2018 as Fair Housing Awareness month.

**5) PUBLIC COMMENTS AND**

**PETITIONS** None

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

- a) Board of Education (BOE)

Mr. Leonard Lockhart, BOE President, gave the following report:

- On April 3, 2018 at 6:30 PM the BOE will hold a special meeting. The agenda includes the district school accountability report in which principals will each give a presentation on their school. The meeting will be held at the Board Room at L.P. Wilson. Our schools have achieved above state average on this measure and the Board is excited to hear this presentation.

- On Wednesday, April 4, 2018 at 6:30 PM, Leonard Lockhart, BOE President; David Furie, BOE Vice President and Finance Chair; Danielle Batchelder, Director of Business Services; and Superintendent Dr. Craig Cooke will present the BOE budget to the Town Council at the first budget meeting.
- Oliver Ellsworth received NAEYC accreditation for the Pre-K program--a prestigious early childhood accreditation.
- Amazon presented Oliver Ellsworth and Poquonock Schools with over \$15,000 in supplies and cash to support their STEM programs.
- Seven Sage Park Middle School students are state finalists in the 'Letters About Literature' contest which was sponsored by the Library of Congress. Congratulations to Gage Miller, Eliza Heil-Mc, Abigail Rendock, Lily Sargalksi, Natalie Reilly, Napa Elarabi, and Rory Martindale.
- The Sage Park Leaders were featured on WIN-TV Channel 8 during their "What's Right with Schools" segment.
- Sage Park Middle School student Bryce Bittner-Chee Hing has received notice from the National Geographic Society that he is one of the semifinalists eligible to compete in the 2018 Connecticut National Geographic State Bee. The contest will be held at Central Connecticut State University on Friday, April 6, 2018.
- Windsor High School (WHS) Senior, Ava Peters, was selected as a finalist in the 2018 National Merit Scholarship program. The BOE recognized Ava in the fall as a semifinalist.
- Three WHS orchestra students were accepted into the New England Music Festival Association this year: Jo-Lee Nelson on violin, Leonardo Sanchez on violin, and Jacob White on bass. They performed Copland's "An Outdoor Overture"; Delius' "Summer Evening", and Shostakovich's "Symphony No. 5 Finale". It was a very challenging program.
- Kristina Wallace, Windsor's current teacher of the year, has been selected by the Connecticut School Counselor Association as Connecticut's School Counselor of the Year. She will now represent Windsor and Connecticut in the National Counselor of the Year process. She will be recognized at the April meeting.
- WHS Boys' Hockey team co-op Farmington Valley won the state championship. We have invited our students to attend our April meeting. Windsor is grandfathered into the co-op but it will be our last year of hockey.
- The Annual Senior Citizen Breakfast will be held on Friday, May 4, 2018 from 8:30 AM - 10:00 AM in the WHS Library. Citizens wishing to attend should RSVP to Jenna Herrick at 860-687-2000 (x292).

---

Councilor Govoni asked Mr. Lockhart to speak about the alliance grant at the meeting on Wednesday. Mr. Lockhart replied that he would be happy to.

Councilor Jenkins congratulated all of the winners that put Windsor on top and thanked Mr. Lockhart for including these accolades in the report.

Councilor O'Reilly asked if there has been any events to recognize the Parkland, Florida school shooting. Mr. Lockhart responded that yes, events were held with safety in mind. WHS Principal, Mr. Osunde, allowed students to hold a protest within the confines of the building.

b) Public Building Commission (PBC)

Mr. Rick Hazelton, PBC, gave the following report:

Animal Shelter Relocation project

The PBC has accepted this building as complete. Closed out documents have been received by town staff. The contractor is responsible for the replacement of road cuts on Marshall Phelps this spring and the replacement of any landscaping plants that did not survive the winter. Once these two items are completed, the PBC will close this project.

Safety Complex project

The PBC has approved construction drawings for the roof and boiler replacement projects. Town staff has placed both projects out to bid. The bids are due April 20th. The PBC will review the bids at its regularly scheduled meeting on April 24, 2018. It is anticipated that the construction work for both of these projects will take place during the late spring/early summer months.

JFK School HVAC Replacement project

At its last meeting, the PBC approved the project as amended through value engineering and deductions with Sav-Mor Cooling. Once all approvals are received, the PBC will then enter into a contract with Sav-Mor Cooling. Work is expected to begin in June 2018.

Town Hall Portico Restoration project

The PBC will be signing an agreement with the B & D Engineering group for the design work for the Town Hall Portico. Their proposal of \$43,500 was approved by the PBC. We also anticipate the construction work for this project to begin during the late summer or early fall. While the majority of this restoration work is being performed, the front entrance to our Town Hall will be closed for safety reasons but available for emergency egress if necessary.

Town Hall Renovation Phase Three

The PBC has signed an agreement with McKinney Construction for the third floor renovation project. Work started last week and we expect this project to last nine weeks.

c) Conservation Commission

Ann Beaudin, Chair of the Conservation Commission, gave the following report:

Ms. Beaudin congratulated the Council for supporting the preservation of 95 acres of open space. She noted that the Conservation Commission was privileged to be a part of the endeavor by providing support and help to the public as well as meeting with representatives from the Trust for Public Land, town planning, and other town staff.

The commission recently held a series of public education forums: 1) a free residential E-Cycling event in cooperation with Take 2 that collected over 300 drop-offs where WHS students participated by directing vehicles to the site, 2) a presentation on coexisting with wildlife, and 3) currently planning to hold a forum on pollinators.

The commission originated and scripted a series on WIN-TV and local access spots which included "The Shad May Never Return" and "Local Farms and the Community They Serve."

Commission members wrote a series of articles on topics such as saving open space, farmlands, and shad in the rivers.

Ms. Beaudin and Mr. Nigel Pepin attended the 2017 Connecticut Association Conservation Inland Wetlands Commission's annual conference that included workshops and a keynote presentation on climate change.

This month the commission will be participating in Earth Day.

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

Town Manager Souza gave the following report:

### **Chamber of Commerce Auction**

The Windsor Chamber of Commerce's auction will take place on Friday, April 6th from 6:00 PM to 11:00 PM at Maneeley's Banquet Facility in South Windsor. Proceeds for the auction go towards a variety of community organizations. The event will feature heavy hors d'oeuvres and a cash bar. Tickets are \$45 per person. For more information, to purchase tickets, or to make a donation, please call 860-688-5165.

### **Street Sweeping**

The annual street sweeping program will begin this week. It is expected that the sweeping will be complete by mid-June, weather permitting.

This year, the sweeping will begin in the Walden Meadow and Prospect Hill neighborhoods. The order of the neighborhoods to be swept changes each year so that one neighborhood is not always swept first or swept last.

### **Water Main Replacement on East Street**

The MDC is expected to begin the replacement of a water main on East Street between Clubhouse Road and Pleasant Street during the week of April 9, weather permitting. Work will be completed by May 25.

The MDC will post the roadway for Local Traffic Only, discouraging pass-through traffic. However, the area will be open for resident and emergency vehicle traffic throughout the construction period. The MDC will conduct an outreach effort by placing door hangers at the home of the residents that are adjacent to the work. The door hangers will have the contact information of MDC's construction personnel, if homeowners have any questions.

East Street will be open and usable for the Historical Society's Annual house tour which is scheduled for Saturday, April 28th.

### **National Volunteer Month April 2018**

April is National Volunteer month. I would like to extend my thanks to the volunteers that help to make a difference in our community. First I'd like to thank the Town Council for your volunteer service. There are many ways that volunteers contribute to the community through a variety of organizations. I'd like to highlight a number of volunteer efforts that are coordinated through town departments.

- The **food bank** — 2,000 volunteer hours utilized in 2017 to help pick up food from local stores, stock shelves, and distribute food.
- The **Mobile Foodshare** — 200 volunteer hours utilized in 2017 to make 4,230 food distributions for people in need.
- **Weekend Wheels** program — 800 volunteer hours utilized to help distribute food to insecure households by filling 2,445 backpacks that were sent home with the participants of the program to keep them fed through the weekend.
- **Groceries to Go program** - 234 volunteer hours utilized in 2017 to make 979 food distributions to local seniors. Included in that number were 520 home deliveries to homebound seniors.

**Windsor/Wilson Libraries** - 73 hours per week in volunteer help — help with filing, copying, organizing public bulletin boards, discharging and mending library materials, miscellaneous clerical tasks, staff support for library programs, etc.

**Board/Commission members** — 23 boards/commissions with over 150 volunteers which help to give town officials a better understanding of a citizen's point of view and to help them make decisions that will ensure the enhancement of the town for generations to come.

### **Senior Services**

More than 130 Windsor residents volunteer their time and efforts to enhance the lifestyles of seniors and adults with disabilities through the following activities:

- Assist staff in the coordination of more than 1,500 out-of-town medical appointments per year

- Provide front desk coverage and customer service for 30 hours a week
- Help set up, lead and break down large monthly events
- Organize and lead all of the senior center clubs
- Provide staffing for the health fair
- Process more than 700 state and federal tax returns each year

### **Volunteer Firefighters and Emergency Medical Personnel**

We also have over 100 volunteer firefighters and emergency medical personnel that serve our residents and businesses.

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

Councilor O'Reilly encouraged citizens to look at the boards and commissions in town and to consider serving in the spirit of volunteer month.

Councilor Wilkos — None

Councilor Govoni — None

Councilor McAuliffe — None

Councilor Jenkins None

Councilor Tustin stated that there have been issues brought to his attention in regards to him acting on the Council as a town employee and requested that the Board of Ethics conduct a review.

Deputy Mayor Terranova — None

Councilor Jepsen welcomed everyone to Spring.

Mayor Trinks reminded citizens to pick up a copy of the "There's a Lot to Do in Windsor" publication and look on the town website. April and May are extraordinarily busy months in town and he doesn't want anyone to miss out.

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

Personnel Committee — None

Health & Safety Committee — None

Finance Committee — None

Special Projects Committee — None

Town Improvements Committee — None

**10) ORDINANCES — None.**

**11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEMS UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe that the reading into the minutes of the text of a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEMS UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 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

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$215,000 FOR COSTS IN CONNECTION WITH THE FIRE AND SECURITY SYSTEMS UPGRADES PROJECT PHASE I; AND AUTHORIZING THE ISSUE OF \$215,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 9-0-0

**12) NEW BUSINESS**

- a) Establish a citizen advisory committee for Millbrook Open Space planning process

Town Manager Souza recommended that a committee be created to develop a vision, guiding principles, and a recommended concept plan that would include things such as a trail network, public access points, habitat preservation and restoration, and reuse of the clubhouse and private residence at 72 Mack Street.

Council members discussed their goals for the Millbrook Open Space committee and would like to see diverse, qualified members who would be able to operate under the parameters set forth by the open space grant.

Council members discussed members being appointed from each of the three committees that will be involved in the planning: the Conservation Commission, the Inland Wetlands and Watercourses Commission, and the Town Planning and Zoning Commission. They also discussed adding two slots to the commission for unaffiliated

citizens and perhaps in involving Windsor students and the Board of Education in the process. These discussions ultimately resulted in the below motion.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to establish a citizen steering committee to assist in developing a recommended land management plan for the Millbrook open space property that provides a long range vision and guiding principles for the use and stewardship of the property. A recommended plan shall be submitted prior to the end of October 2018. Citizens interested in serving should complete an online application form by April 21, 2018 for two slots which the Personnel Committee shall vet. For the remaining three slots, one shall be appointed each by the Town Planning and Zoning Commission, Inland Wetlands and Watercourses Commission, and the Conservation Commission. Said commissions will decide amongst their membership who they will decide to represent them on this committee.

Motion Passed 9-0-0

- b) Set a new date for a Special Town Meeting for a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Special Town Meeting be set for April 16, 2018 at 6:15 P.M. (prevailing time) at the Council Chambers of the Windsor Town Hall, to approve or disapprove an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,735,000 FOR COSTS IN CONNECTION WITH THE JOHN F. KENNEDY SCHOOL HVAC IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$2,735,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" which ordinance the Town Council recommends be approved and "BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Special Town Meeting."

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to amend tonight's agenda to move item 12(c) to appear on the agenda after item 16(a).

Councilor Jepsen explained that item 12(c) is to approve a collective bargaining agreement with the Teamsters Local 671. The Town Council plans to meet during the Executive Session to find out what is in the agreement first and will vote on it after Executive Session.

Councilor Govoni recused himself from the Executive Session.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS — None.**

**14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the March 19, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the March 19, 2018 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the March 19, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor Jenkins, to approve the unapproved minutes of the March 19, 2018 Regular Town Council meeting as presented.

Motion Passed 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

None

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to enter Executive Session at 8:49 P.M. for the purpose of:

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

Motion Passed 8-0-0 (Councilor Govoni recused)

**16) EXECUTIVE SESSION**

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

Staff: Peter Souza, Town Manager; Amelia Bliss, Human Resources

Director Councilor Jenkins entered Executive Session at 8:55 p.m.

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to exit Executive Session at 9:08 p.m. and to re-enter the regular Town Council meeting.

Motion Passed 8-0-0 (Councilor Govoni recused)

- 12 (c) Approve collective bargaining agreement with Teamsters Local 671 for the period of July 1, 2018 through June 30, 2020

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to approve the collective bargaining agreement with the Teamsters Local 671 for the period of July 1, 2018 through June 30, 2020 as discussed in Executive Session.

Motion Passed 8-0-0 (Councilor Govoni recused)

### **17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to adjourn the meeting at 9:10 P.M.

Motion Passed 8-0-0 (Councilor Govoni not in room)

Respectfully Submitted,

Erin Rand  
Clerk of the Council