

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
JUNE 4, 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, Councilor Michael Tustin and Councilor Kenneth Wilkos. Absent: Deputy Mayor Jody Terranova.

2) PRAYER

Councilor Wilkos led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos 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) Board of Education (BOE)

Maryam Khan, BOE Secretary, stated the following:

- Kelly Educational Staffing honored Windsor's own Michelle Pendleton as CT Substitute Teacher of the Year.
- The Windsor High School (WHS) girl's outdoor track team won the class L state tournament on May 29th.
- The WHS boy's baseball team will play in the CIAC state semifinals on Tuesday, June 5th at 7:00 p.m. at Dunkin Donuts park in Hartford. If they win they will play in the class L championship game this Friday, June 8th at 7:00 p.m. at Palmer field in Middletown.
- The WHS senior scholarship and award night will be held this Thursday, June 7th, at 7:00 p.m. in the WHS auditorium.

- The WHS Graduation will be held on Wednesday, June 13th at 6:30 p.m. at the Bushnell in Hartford.
- Sage Park Middle School will hold the grade 8 promotion ceremony on Tuesday, June 19th, which is also the last day of school for students.
- The final BOE meeting for the year will be on Tuesday, June 19th at 7:00 p.m. in the town hall chamber.

Councilor Jenkins congratulated the girl's track team and wished the boy's baseball team good luck.

Councilor O'Reilly asked if DATCO buses still park on Day Hill Road overnight and Ms. Khan responded that she was not aware of any changes but would look into it and get back with an answer.

b) Historic District Commission

Steve Rubino, Chair, gave the following update:

Mr. Rubino spoke about specific aesthetic features he focuses on in order to preserve the look of the historic district. He also reported that last year, the commission put together a book to guide citizens on the regulations within the historic district. The commission is encouraging local realtors to distribute the book to potential homebuyers looking in the historic district so that they will not be blindsided by the criteria. Mr. Rubino thanked his fellow commissioners who have been working diligently for the historical district and town.

7) TOWN MANAGER'S REPORT

Dog Licenses

June is dog licensing month and dog owners are reminded to purchase a new license by June 30th. By state law, dogs six months of age or older must be licensed annually. All dogs must be vaccinated against rabies and owners must submit a current rabies certificate to the Town Clerk's office when licensing their dog. The license fee for dogs that are neutered or spayed is \$8.00 and the fee for dogs that have not been altered is \$19.00.

As a reminder, residents have the option of renewing their dog's license on-line. To learn more about on-line payments, please visit our website at www.townofwindsorct.com.

You may also purchase dog licenses in person at the Town Clerk's office during regular business hours (Monday through Friday, 8:00 AM to 5:00 PM) or by mail. When applying by mail, please include a check made payable to the Town of Windsor and all certificates (rabies and neutered/spayed), and a self-addressed, stamped envelope. Mail to: Town Clerk's office, 275 Broad Street, Windsor CT 06095.

Dogs not licensed in June will be charged a penalty of \$1.00 per month thereafter. For information call 860-285-1902.

Pools Open June 16th

Summer Pool passes are available for purchase at the Recreation office or you can purchase a pool pass at Welch or Goslee pool starting June 16. Summer pool passes are valid at either Goslee or Welch pool during any of the Open, Family or Lap swim hours. Season passes are \$60.00 per family, \$35.00 for an adult individual or \$25.00 for a child or senior individual pass. Both pools open Saturday, June 16. For more information call 860-285-1990.

Amtrak Work at Hayden Station Road Crossing

At the end of last week Amtrak informed us they would be undertaking repair work at the Hayden Station Road rail crossing this week. The planned work includes a full closure of the street and will take approximately the entire week to complete.

On Friday we used social media to inform the public as to this activity and to seek alternate routes.

Commuter Rail Improvements

Work to construct a new passenger loading platform on the east side of the rail tracks directly across from the existing train station has started. The platform will allow passengers to load and discharge from rail cars utilizing the soon to be installed 2nd track.

The platform itself will be roughly 11' wide and 120' long. It will be made of concrete and have a handicap access ramp on the south end. Decorative fencing similar to the current style will be installed along the east edge of the platform.

The Department of Transportation (DOT) is finalizing plans to install a ticketing vending machine near the platforms area later in the summer.

Wayfinding signs directing train patrons to the town-owned parking lot on Mechanic Street will also be installed by the DOT in the coming weeks. Permanent signage will be erected in late summer.

The town owns the parking lot area immediately along the east side of the tracks. During construction, the 16 public parking spaces will not be accessible. This may cause inconvenience for patrons of the Art Center and the employees working in the office building at the end of Central Street. Access to the Mechanic Street condos will remain open during construction. Once construction is complete, the 16 parking spaces will be available to the public as well as rail patrons.

Councilor Govoni asked if the platforms being constructed are covered. Town Manager Souza responded that they are not. Eventually the permanent platforms will be covered but these temporary ones will not be.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly - None

Councilor Wilkos congratulated graduates and wished everyone a wonderful summer.

Councilor Govoni - None

Councilor McAuliffe - None

Councilor Jenkins congratulated graduates and all students proceeding to the next level in school. She then wished everyone a safe and happy summer.

Councilor Tustin congratulated the track team and wished the baseball team good luck.

Deputy Mayor Terranova - absent

Councilor Jepsen - None

Mayor Trinks congratulated Dennis Guay, parade marshal, town staff and volunteers on an amazing Memorial Day ceremony. He said that the town green and parade route looked phenomenal and that the staff is second to none in making the town look beautiful.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that a few individuals are seeking appointment and reappointment to committees so there will be a meeting scheduled soon to interview them.

Health & Safety Committee - None

Finance Committee – Councilor Jepsen reported that the committee will be meeting on June 14th at 6:30 for their year-end meeting.

Special Projects Committee - None

Town Improvements Committee - None

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Approve an appropriation of \$252,000 from the General Fund Unassigned Fund Balance to fund the construction of the Department of Public Works' salt storage facility

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve an appropriation of \$252,000 from the General Fund Unassigned Fund Balance to fund the Department of Public Works' Salt Storage Shed project and to utilize insurance proceeds to reimburse the General Fund Unassigned Fund Balance.

Bob Jarvis, Town Engineer, gave an overview of the project as follows:

The intent of this agenda item is to request the spending authorization for the design and construction of a new salt shed. The construction project entails the dismantling and removal of the existing steel superstructure and vinyl cover. A structural engineer will confirm the adequacy of the existing concrete foundation prior to erection of a new structure. Initial indications are that the foundation is suitable for the proposed re-use. A new hot-dipped galvanized steel superstructure will be installed on the existing 100' x 100' concrete foundation. It will be fitted with polyethylene membrane vinyl covering. The superstructure will be 44' high and have a similar configuration as the previous structure. Amenities will include 48"x48" louvers and lights. The steel superstructure will have a 50-year warranty and the membrane cover will have a 10-year warranty.

The dismantling of the superstructure and vinyl covering has been completed. Most of the salt has been removed, stockpiled on site and covered. The selected vendor is ClearSpan. The vendor indicated that the structure could be completed by early to mid-September if given a notice to proceed in early June.

Councilor Wilkos initially doubted that insurance would cover the loss and is pleased that it will be covered. He also asked if this was the best type of material to build with. Mr. Jarvis responded that they took a very cursory look at other types of structures and wood or metal were determined to be not as cost effective. Mr. Jarvis also noted that the ability to use the existing concrete foundation would save money and be desirable in the eyes of the insurance company. Mr. Jarvis confirmed that the local climate does not necessitate heavier materials and the materials being used for this project are typical for Southern New England. Mr. Jarvis also stated that the company that constructed the last structure sent the town a letter in 2007 indicating that some of the super structure was miscalculated and was not suitable for the type of loading that it had. That company went out of business shortly after that. Mr. Jarvis added that this type of structure will be more suited to the environment and will be structurally sound. Councilor Wilkos then responded that the associated warranties are impressive and reassuring.

Councilor McAuliffe asked when the insurance money would be reimbursed to the town. Town Manager Souza responded that he anticipates the completion of the project to be around mid- September so a progress payment would not be made due to the relatively short time frame. He expects reimbursement around late November or early December.

Councilor Tustin asked for an estimate on the amount of salt that is stock piled and if the leftover salt could be used next winter. Mr. Jarvis responded that there is around 1,200 tons of salt on site and he anticipates that it can be used but some of the treated salt would not be quite as effective at lower temperatures due to exposure to the elements. All in all, Mr. Jarvis expects to be able to use a significant portion of the salt for next winter.

Town Manager Souza added that the treated salt has an \$18,000 projected loss to the insurance carrier due to its exposure to the elements and loss of desired effectiveness at the lowest temperatures.

Motion Passed 8-0-0 (Deputy Mayor Terranova Absent)

13) RESIGNATIONS AND APPOINTMENTS

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

Motion Passed 8-0-0 (Deputy Mayor Terranova absent)

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to appoint Aaron Szotka and Hilary Carpenter as members of the Millbrook Open Space Steering Committee.

Councilor O'Reilly stated that Councilor Jenkins spoke eloquently about these two individuals at the previous meeting and he wanted to thank the 21 candidates that were interviewed, Helene Albert Secretary of the Town Manager, and the other members of the Town Council for their efforts and collaboration in this process. Councilor O'Reilly stated that although only two individuals could be selected from the 21 that interviewed, there are many opportunities for the other individuals to volunteer their skills and participate in town functions.

Motion Passed 8-0-0 (Deputy Mayor Terranova absent)

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the May 21, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the May 21, 2018 Public Hearing with the following correction:

Councilor O'Reilly noted that himself and Councilor McAuliffe should have been noted as absent from the public hearing but were marked as present.

Motion Passed 8-0-0 (Deputy Mayor Terranova absent)

- b) Minutes of the May 21, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the May 21, 2018 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Deputy Mayor Terranova absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor Tustin to adjourn the meeting at 8:03 P.M.

Motion Passed 8-0-0 (Deputy Mayor Terranova absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council