

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
JULY 2, 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 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 Jepsen led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen 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 - None

7) TOWN MANAGER'S REPORT

Community Block Party Series

The Youth Services Bureau and Police Department invite families to come and join their annual Community Block Parties which are taking place on Friday, July 13th at Sharshon Park; Friday, July 27th at Lancaster Park and Friday, August 10th at Deerfield Park. All parties run from 4:30 PM until 7:30 PM. Admission is a school snack donation for the Weekend Wheels program. Enjoy carnival games, arts and crafts, face painting, music, bounce-house, food and more! There will be prizes and giveaways. These events are created by youth in the Summer Teen Employment Program (STEP) to promote family fun and community spirit in a substance free environment.

For more information, call 860-285-1990.

Newly Designed Website

The town's current website has been enhanced over the years, but the general design has been in place since 2008. In the past year we have embarked on a redesign that was done in-house by Jose Garibay of our Information Technology department. The new design features a clean, uncluttered look that translates seamlessly to mobile devices. The revamped design is easy-to-use, integrates well with the town's growing social media presence and increases service offerings.

Many thanks to Jose Garibay for leading this complete redesign.

New Museum Passes Available at the Public Library

I'm pleased to let you know the library has added four new places for Windsor residents to visit at free or reduced admission prices as part of its museum pass program – they are Mystic Seaport, Magic Wings Butterfly Conservatory, Florence Griswold Museum and our own Town of Windsor pools. These are in addition to 24 other attractions like Mark Twain House, New England Air Museum and Wadsworth Athenaeum which are all available through the museum pass program. Many of the passes can be reserved online from home with a Windsor Public Library card. Patrons can reserve up to eight passes per month and two per day. This popular program is funded primarily through the generosity of the Windsor Library Association.

Project Updates

John F. Kennedy Elementary School

The John F. Kennedy Elementary School Heating Ventilation and Air Conditioning project is underway and the goal is to have the project substantially completed by Fall. The contractor is dedicating significant resources to this project as it is reportedly their primary project for this summer season.

Windsor High School

Work on renovating the Windsor High School girls' softball fields and the junior varsity baseball fields is set to start later this week or early next week. This work is planned to be largely completed by the end of the summer.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly wished everyone a happy Fourth of July and encouraged everyone to take advantage of all of the nice concerts on Thursdays on the town green throughout the summer.

Councilor Wilkos told citizens to enjoy the concert tomorrow night and wished safe travels to everyone heading out on the roads.

Councilor Jenkins told citizens to be safe.

Councilor Govoni told citizens to stay cool.

Councilor McAuliffe stated that he attended the Eagle Scout Ceremony on Saturday where two young men received their Eagle Scout badges: Oliver Langston King and Kevin Kijak. Oliver Langston King had a batting cage installed at Oliver Ellsworth baseball field and Kevin Kijak created walking paths in the Lancaster Woods area. Councilor McAuliffe congratulated both of them. He also attended a vigil on Sunday at First Church for children separated from their parents at the southern border. He stated that it was a very eye opening and informative experience. He hopes everyone on the Council thinks deeply about that situation and does something about it.

Councilor Tustin wished everyone a Happy Fourth of July.

Deputy Mayor Terranova wished everyone a Happy Fourth of July.

Councilor Jepsen – None.

Mayor Trinks – None.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that there are four new individuals looking for an appointment to a board or commission and ten reappointments. They are in the process of accommodating everyone's schedules and will have a meeting to interview the candidates as soon as possible.

Health & Safety Committee – Councilor Jenkins reported that the Health and Safety Committee met and discussed the FY 2018 quarterly traffic stops reports. There was very little change statistically, therefore there was not much to report.

Finance Committee – None

Special Projects Committee – None

Town Improvements Committee - None

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Amendments to price guide

MOVED by Deputy Mayor Terranova, seconded by Councilor McAuliffe to approve the attached amendments to the Price Guide related to fees for services in the Town Clerk's office.

PRICE GUIDE AMENDMENTS

Fee Increases Effective 7/1/18

	<i>Current</i>	<i>New</i>
<i>Liquor Permit Filing</i>	<i>\$2.00</i>	<i>\$20.00</i>
<i>Trade Name Certificates</i>	<i>\$5.00</i>	<i>\$10.00</i>
<i>Map Filing & Indexing</i>	<i>\$10.00</i>	<i>\$20.00</i>
<i>Subdivision Map Filing</i>	<i>\$20.00</i>	<i>\$30.00</i>
<i>Notary Public Commissions</i>	<i>\$10.00</i>	<i>\$20.00</i>
<i>Notary Public Authentication</i>	<i>\$2.00</i>	<i>\$5.00</i>
<i>Burial Permit</i>	<i>\$3.00</i>	<i>\$5.00</i>
<i>Cremation Permit</i>	<i>\$3.00</i>	<i>\$5.00</i>
<i>Marriage Fee</i>	<i>\$30.00</i>	<i>\$50.00</i>

Town Manager Souza gave an overview as follows:

In its recently concluded session, the Connecticut General Assembly adopted Public Act 18-136, "An Act Concerning the Machinery Rental Surcharge Rate, Certain Municipal Filing Fees and the Property Tax Exemption for Certain Paint Mixing Machinery and Equipment." Section 4 enacts increases in fees that are charged for filing certain documents with the Town Clerk's office. The fee increases are effective July 1st per the Public Act.

The various fees in Public Act 18-136 have not been affected by an increase in well over twenty years. Most of the fees are retained by the Town with the exception of marriage license fees, which are shared with the State of Connecticut. The increase in fees is projected to bring in an additional \$4,400 in revenue to the General Fund annually.

Motion Passed 9-0-0

- b) Set Public Hearing for August 6, 2018 at 7:25 p.m. regarding possible lease of Luddy Carriage House at 261 Broad Street

MOVED by Councilor Jepsen, seconded by Councilor Jenkins that a public hearing be set for Monday, August 6, 2018 at 7:25 p.m. on a proposed lease of town-owned real property, the Carriage House, located at 261 Broad Street; and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.

Town Manager Souza gave an overview of the item as follows:

In October of 2016, the Council authorized the Town Manager to sign a lease agreement with Janice Porri for use of the Carriage House located to the rear of the Luddy House at 261 Broad Street. The original lease term was for three years with the possibility of extensions for two more years. The lease also provided for termination by the lessor or lessee within sixty days' notice. Earlier this spring, the tenant provided written notice that she planned to vacate the building at the end of May.

Staff has spoken with a number of interested parties about leasing the now vacant space. Currently, we are working with a business which would sell yarn and conduct knitting classes. We expect to complete negotiations of a proposed lease over the next few weeks.

Section 7-163e of the Connecticut General Statutes requires that a public hearing be held for the sale, lease or transfer of real property owned by a municipality. In addition, Section 8-24 requires that any sale or lease of public property must be reviewed by the Town Planning and Zoning Commission. The Town Planning and Zoning Commission will be requested to review the proposal to lease the property as per Section 8-24 at an upcoming meeting.

Motion Passed 9-0-0

c) Referral of Oliver Ellsworth HVAC Improvements

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the Windsor Public Building Commission oversee Phase 2 of the Oliver Ellsworth School HVAC Equipment project.

Bob Jarvis, Director of Public Works/Town Engineer, gave an overview of the project as follows:

The Town Council deferred five CIP projects in FY17. One of the five projects deferred was a portion of the Oliver Ellsworth School HVAC project. On March 5, 2018, the Town Council approved funding, in the amount of \$320,000, for the deferred components of the project. The deferred components consist of the replacement of a cooling tower, replacement of three air handling units in the gym mezzanine, associated digital controls, and cleaning of the school's entire ductwork system. This work will complete the project as designed.

The Agenda Item Summary dated March 5, 2018 did not include an action item proposing that the Public Building Commission oversee this project. At this time, staff is respectfully requesting the Town Council formally approve the Public Building Commission to oversee phase 2 of the project. Town and Board of Education staff have advertised the project

and selected a qualified low bidder. The replacement of the deferred items are planned to occur during the summer of 2018 while students and staff are not in the building.

Councilor O'Reilly asked when the project could be expected to be complete. Mr. Jarvis responded that it would likely be completed in early September.

Motion Passed 9-0-0

d) Presentation on past and future Town Center enhancement efforts

Town Manager Souza wanted to take the time to look back and celebrate the efforts that the Town Council and previous Town Councils have been involved in to enhance the town center and to grow small businesses in the past, present, and future. Town Manager Souza stated that these projects showcase what long-range community planning can accomplish. In the 1970's, the town plans indicated a desire to redevelop the areas to the east of the train tracks in town center. Town Manager Souza wanted to recognize the community for the accomplishments made in the past as well as highlight some of the ongoing activities related to implementing the present day town center enhancement plan.

Town Manager Souza introduced Jim Burke, Director of Economic Development, who presented the following:

In the late 1980's through the early 1990's, the town took on some major capital projects to turn the east side of the railroad tracks into a more organized, non-industrial area. The town worked with state and federal grants to renovate the freight house and the train station, installed brick paving, period lighting, and connected Mechanic Street all the way to Batchelder Road. The Town Council led by Mayor Griffin championed the concept of the mile long Farmington River trail.

Over the past 15 years, the town has focused on changing zoning regulations to allow higher density along the railroad tracks and on changing parking requirements to make it possible recognizing that the same parking standards at town center with active transit are not required in an outlying area.

In 2000, the town partnered with CIL Development to convert the mill building at 33 Mechanic Street into 50 condominium units totaling 80,000 square feet.

The Town Council worked to purchase a building next to the town parks garage in order to assemble a site that would be sufficient to entice a developer to redevelop the area. In addition, the Council approved actions for environmental remediation, tax abatement agreement, and the whole disposition process of turning over public land for private redevelopment. The result is 130 apartment units in the town center.

Town Manager Souza recognized the successful collaboration between many town agencies like the Town Council and Planning and Zoning Commission, along with many community partners including First Town Downtown, the Chamber of Commerce,

Windsor Arts Center, and the Lions Club. These are critical partnerships that help to facilitate events such as the Shad Derby.

Town Manager Souza presented the ongoing enhancement efforts in town center. A plan was developed in the 2012-2013 timeframe that establishes a framework for the physical changes and improvements to town center. Many of these have already been completed such as pedestrian improvements along Mechanic Street and the sidewalk to Batchelder Road. Ongoing efforts include continued pedestrian improvements, future rail station improvements, a partnership to increase public parking, and environmental assessment on 2 parcels.

Councilor McAuliffe asked about tax incentives for development and gave an example of someone owning a vacant property. Mr. Burke responded with an example regarding the Mechanic Street apartments. The developer had a concern where they needed to be able to cash flow the project, so a partial abatement of taxes was requested for the first four years of the project. Councilor McAuliffe followed up by asking if it is typical to offer incentives on an individual level. Mr. Burke responded that it is typical as each property has unique needs.

Councilor Jenkins commended the forethought of the whole process and stated that there is a lot to be proud of in Windsor. Councilor Jenkins looks forward to future projects as well and thanked Mr. Burke for all of the hard work that has gone into these projects. Mr. Burke in return thanked the Council for their willingness to take some risks with these projects.

Councilor O'Reilly echoed Councilor Jenkins' appreciation and asked how Loomis Chaffee has participated in the redevelopment of Windsor Center. Mr. Burke responded that Loomis participated in the rebuilding of the causeway and the new sidewalks are plowed by Loomis crews. Loomis' CFO is a participant in First Town Downtown. Mr. Burke noted that Loomis will be hosting sports camps this summer which draws new visitors into the town center area. Loomis students conducted a study concluding that approximately \$500,000 per year is spent by Loomis students on food outside of the Loomis property which also helps the Windsor community.

Councilor O'Reilly asked if a significant impact is expected from the new transit system. Mr. Burke responded that they must continue to monitor it as it grows. The system is limited until the double track is completed. Mr. Burke said that there is a lot of potential, noting that a number of people from Baystate Medical have rented apartments in the town center citing the transit system as a factor for commuting, particularly in bad weather. Mr. Burke also noted that the state has said they want to promote use of the railroad system and are happy to play a role in marketing Windsor events as a means of using the train.

Councilor Jepsen wondered if there were any properties where Tax Increment Financing (TIF) could be used in the center or elsewhere in town. Town Manager Souza stated that TIF is generally a geographic based program and approximately 4-5 years ago the state rewrote TIF laws. It is now much easier to use and about a dozen communities have

adopted it. Town Manager Souza said that he and Mr. Burke have been identifying opportunities for continued development, possibly in the Poquonock or Wilson areas. Town Manager Souza commended the General Assembly for the improvements to the TIF laws. Councilor Jepsen asked if there was anything policy-wise on the local level that needs to be done to align with the new TIF laws. Town Manager Souza responded that it will be project specific and overall TIF has become a much easier process.

Councilor Wilkos asked if Mr. Burke could speak about the façade improvement project for the sake of new building owners that may not know about it. Mr. Burke said that the Town Council authorized \$100,000 for the façade program to provide architectural assistance to both the applicant and the town. Out of the \$90,000 available, there have been three projects: Windsor Plaza, the VFW, and Masonic Hall. Mr. Burke said that the façade improvement financing is a matching program between the developer and the town. The town is currently involved in \$142,000 in investments for \$70,000 spent by the town. There is still \$20,000 remaining with various applicants being reviewed. There are also still funds available for architectural assistance on projects. Mr. Burke concluded that by improving iconic buildings such as Windsor Plaza, VFW, and Masonic Hall that they have set a tone to encourage others to come forward and improve their buildings.

Town Manager Souza thanked the Council and said the next step will be a proposal in August regarding parking in the Union and Central Street area.

13) RESIGNATIONS AND APPOINTMENTS

Mayor Trinks appointed Councilor Jepsen to be the observer to the Board of Education.

Councilor Jepsen then explained that state law requires an observer from Town Council to be present during certain meetings as the Board of Education is the largest town expense.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the June 18, 2018 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 18, 2018 Public Hearing.

Motion Passed 9-0-0

- b) Minutes of the June 18, 2018 Regular Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 18, 2018 Regular Town Council meeting.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Sandra Nelson, 461 Poquonock Avenue, spoke about building a pedestrian pathway related to the commuter rail from east to west. She then asked about how to go about building a section of sidewalk that would connect a part of Poquonock Avenue to Windsor Center. Mrs. Nelson said that she and her husband have been residents of Windsor their whole lives and love the improvements that have been made to the town center. They would love to be able to walk to the town center and participate in town center events safely.

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor O'Reilly to adjourn the meeting at 8:27 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council