

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
AUGUST 6, 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, Deputy Mayor Jody Terranova, Councilor James Govoni, Councilor Donald Jepsen, Councilor Jill Jenkins, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

2) PRAYER

Councilor McAuliffe offered a moment of silence in memory of George Brooks, Jr. who lost his life in the early morning hours of July 11, 2018 while working as a Windsor EMT. Mr. Brooks is survived by his wife Maureen and son Jonathan.

3) PLEDGE OF ALLEGIANCE

Councilor McAuliffe led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMENTS AND PETITIONS

William Herzfeld, 1031 Windsor Avenue, wished his best to Councilor Jenkins. He spoke about how Windsor Avenue was a road known for racing since 1968 and nothing has changed since. He sees unsafe driving and cars that average 60-75 miles per hour on a regular basis. In 2015, when Mr. Herzfeld was on the town council, he brought forward these issues to the state but feels they did not do an adequate job. He stated that property values are affected when people avoid buying homes on Windsor Avenue and Broad Street due to traffic safety concerns. Mr. Herzfeld urged the council to apply the pressure to the legislators stating that it is a matter of safety and quality of life for all residents on Windsor Avenue. He then wished the councilors a good summer.

Cristina Santos, 65 Winthrop Road, is concerned about the potential for reckless driving by delivery drivers who are in a hurry to get people's orders to them while it is fresh and hot. She requested a town ordinance mandating that all businesses offering delivery services require drivers to retain auto insurance in order to keep the roads safe.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Maryam Khan, BOE Secretary, gave the following report:

- School buildings have been busy this summer with HVAC and school safety projects.
- Summer school and camps are nearing an end. Once that happens, the schools will be cleaned.
- Student athletes and staff are appreciative for and excited about the field projects underway.
- A convocation will be held on August 27th at 8:30 a.m. in the Windsor High School Auditorium. Town council members and the Town Manager Souza are invited.
- The first day of school is September 4th. School Registration is busy and a large kindergarten class is anticipated for this year.
- This summer has been quiet for the BOE but work will begin shortly with a self-evaluation and considerable policy work.
- The early May passing of the budget has allowed the board to get a jump on new hires and there are 16 new hires entering the district this year.

Councilor O'Reilly asked about the number of students attending summer school this year and for more information about the large upcoming kindergarten class. Ms. Khan did not have information on either topic but said she would report back.

Councilor Jenkins asked for details about the new format of summer school and asked how it was going. Ms. Khan reported that the board has not met since summer school has begun, but she will be able to report on that after they have their first meeting.

Councilor Jepsen asked about two more vice principals being hired at the high school, totaling four, and wondered how that could happen ten days into the fiscal year when it was not reflected in the approved budget. Ms. Khan responded that in order to fund the new position, they decreased a teaching position and altered the school-based budget. This change allowed Advanced Placement courses to be offered at each grade level. Councilor Jepsen was curious about which teaching position was cut. Ms. Khan stated that she would find out.

Councilor Tustin asked where the leftover money from mealtime accounts goes at the end of the year. Ms. Khan stated that she believed that it rolls over into the next year. Councilor Jenkins confirmed that it does.

b) Public Building Commission (PBC)

Rick Hazelton, Public Building Commissioner, reported the following:

- Safety complex roof and boiler replacement projects are basically complete as the replacement roof is fully installed. Contractors have two roof ladders to install and five skylights to replace.
- The boiler replacement project is underway. The new boilers are on site and contractors are working to connect the hydronic piping and electrical control connections to the existing building systems. The project is expected to be completed in early September.
- At the last meeting, PBC endorsed the scope of the Public Safety Complex, including relocating the police department to 100 Addison Road and the renovations to 340 Bloomfield Avenue for the fire department and EMS.
- The JFK School HVAC project contractor has completed the demolition of all existing heating systems along with the abatement of all hazardous materials. The contractor will now start installing the new heating and air conditioning systems. Completion of the heating system will be in September of 2018 and the air conditioning will be completed by the Spring of 2019.
- The town hall portico restoration project is on hold and will be completed in late March 2019. This will allow for a shorter overall construction period when factoring in the bidding process, the contractor ordering/receiving materials, and late fall weather concerns.
- The PBC has awarded all proposed Fire Security Safety systems upgrades to Siemens. Work will continue through the fall. Locations scheduled for upgrades are Rainbow Road cell tower, Luddy House, Milo Peck School, Sill House, Freight House, Train Station, and the Department of Public Works on 99 Day Hill Road. Proposals for upgrades to 330 Community Center and the Wilson Branch Library are pending.
- The Ellsworth HVAC project consists of three parts: replacing the cooling tower, cleaning all duct work in the building, and the replacement of two exhaust fans along with three air handling units. The duct work cleaning is complete. The cooling tower is scheduled for installation the week of August 13th. Delivery of the air handling units has been delayed until August 20th by the manufacturer. The contractor, SK Mechanical has agreed to work 7 days per week to complete installation by September 4th, the first day of school.

Councilor Jenkins asked if the entrance to town hall will be blocked off during the construction of the portico projects. Mr. Hazelton responded that arrangements have been made for some of the events that occur out front but once construction starts it will be fully blocked off.

Councilor Wilkos spoke about visiting the dog pound recently and wondered why fans were implemented instead of an air conditioning system in a brand-new facility. He expressed specific concern for the hot and humid temperatures in the areas where the dogs are kept. Town Manager Souza responded that the office area of the building is air conditioned but the kennel area is not, but the facility is in compliance with all state regulations. State regulations do not require the kennel area of the facility to be air conditioned but it does require the kennel to have air ventilation which the facility does have. Town Manager Souza agreed that it does get warm in the kennel area and confirmed that a technician was reviewing the ventilation system that afternoon to make sure it was operating properly. Town Manager Souza said there is an option to install a split air conditioning unit that would go on the wall for a relatively low cost and reasonable power output if the council desires air conditioning in the kennel area.

Town Manager Souza welcomed Whit Przech, Building Facilities Manager, to elaborate further for the council. Councilor Wilkos asked if this would be a condenser on the outside of the building and the air conditioning unit mounts on the wall. Mr. Przech responded that was correct and that the unit could also produce heat in the winter. Councilor Wilkos reiterated his disappointment of visiting a brand new, high-end facility that did not include air conditioning throughout. He said that the split unit is something that should be pursued.

c) Inland Wetlands and Watercourses Commission

Mr. Louis Morando, Chair of Inland Wetlands and Watercourses Commission, reported the following:

- Between August 2017 and July 2018, 27 applications were reviewed for activity. The applications included 11 commercial/industrial sites, 13 residential sites, and 2 maintenance town projects.
- Notable projects include the Verizon expansion, Loomis Chaffee Solar project, and the Fastpitch Nation project at Day Hill Road.
- A total of \$7,959 in application fees were collected, an increase of almost \$3,000 over the previous year.
- There was a decrease in violations of the regulations.
- The goals of the Inland Wetland and Watercourses Commission remains the same for erosion protection, minimizing pollution runoff, minimizing encroachment, protecting watercourses and wetlands, wetland linkages, conservation easements, and promoting the best use of management practices.

d) Human Relations Commission

Kevin Washington, Chair of the Human Relations Commission, presented the following:

- New members are Tracy Green, Treasurer, and two student representatives from Windsor High School: Xavier McGeorge and Kyle Wilson.
- Returning officers for this year are Chairman Kevin Washington, Vice Chairman Patricia Mack, Secretary Pamela Lofton-McGeorge. Serving as commissioners are Joyce Armstrong, Leonard Swade, Max Kuziak, Desiree Primus, Jeremy Lawson, and liaison Diane McDougald.
- There has been an issue of commissioners being appointed but not active, which inhibits interested parties from joining.
- This year the commission has been pulled into many social justice issues regarding human rights, eliminating discrimination in all forms, and encouraging community involvement. The commission aims to avoid partisan conflict, seeking to benefit the Windsor community as a whole.
- The commission has stepped up visibility this year, utilizing social media, and collaborating with Windsor Public Television, the Chamber of Commerce, the Historical Society, and the local media. Consequently, the commission has garnered praise from Human Relations Commissions in other towns as well as local and state officials.
- In September 2017, the commission took a trip to Washington, D.C. and visited the African American History Museum, the Library of Congress, the Capitol Chambers, and received the White House Special VIP tour.
- The Commission is partnering with Loomis' Norton Family Center for the Common Good on events such as the Integrated Refugee and Immigrant Services (IRIS), Human Trafficking International, and additional partnership with the First Church of Windsor.
- In October 2017, the Commission began planning for the 22nd annual Bridge Builder Awards, featuring a visit by the nominees to the Mashantucket Pequot Museum and Research Center in recognition of Native American indigenous culture.
- In January of 2018, commissioners brought food to people relocated to the area due to Hurricane Maria. The food was presented at an event organized in the refugees' honor by Tracy Green and Vice Chair, Patricia Mack.
- The Commission implemented an educational series on diversity, race, culture, gender, and economic disparities.

- A human trafficking forum was organized by the commission along with Loomis Chaffee and First Church and was successful at creating an open dialogue within the community.
- The commission began the annual African American History Celebration with a screening of *The Immortal Life of Henrietta Lacks* on February 2nd.
- On February 9th, the commission hosted their first ever Black History Jeopardy event. African American History month was closed by a presentation by the first female African American President of the Hartford County Medical Association.
- In March 2018, the Commission hosted a forum on gun violence attended by state representatives, state senators and town officials, Mayor Trinks, Deputy Mayor Terranova, School Superintendent Craig Cooke, School Board President Leonard Lockhart, Police Chief Melanson, and the Madina Academy Executive Director. The Commission received requests to host another forums on gun violence for students during school hours in Windsor and Bloomfield.
- The Commission offers an annual Human Relations Scholarship Award in the amount of \$500 to be given to a deserving Windsor High School student planning to study Social Justice, Sociology, Urban Studies, Race-Culture Relations and/or Public Health. The 2018 recipient was Windsor High School Senior Laura Faulk.
- The Commission hosted an LGBTQI celebration in June 2018 along with the Windsor High School Gay Straight Alliance and the First Church of Windsor. The movie *Love, Simon* was screened at the event before having an open forum for discussions on LGBTQ lifestyle and culture.
- The One Book One Windsor program starts this month featuring *White Houses* by Connecticut author, Amy Bloom highlighting the life and times of historic First Lady Mrs. Roosevelt. The One Book One Windsor program also includes a visit to the home and Presidential Museum of the Roosevelts in Hyde Park, NY.

Councilor Jenkins thanked the commissioners for their service. She also spoke about political issues and civil rights violations and asked how these concerns are addressed. Mr. Washington replied that he refers people to the state. The commission doesn't take any particular stance. Councilor Jenkins spoke more specifically about children in cages not being a political issue, but rather a moral one.

Councilor Jenkins wanted to leave citizens with the thought that "Doing nothing is doing something."

Councilor O'Reilly asked about members who do not attend meetings. Mr. Washington stated that there are 4-5 members who do not attend meetings regularly. Councilor O'Reilly suggested that they request resignations from members who are not active so that those seats can be filled by active members.

Councilor Jepsen thanked the commission for all of the work they do in the community and called the commission one of the gems of the community.

e) Metropolitan District Commission (MDC)

John Avedisian, commissioner, presented the following:

- Mr. Avedisian apologized for not making it to the previous meeting. Because the Department of Energy and Environmental Protection (DEEP) is not paying their bill, he needed to attend a vote that evening so that come September 1st, the MDC is going to shut them off from putting contaminated water into the sewer system.
- Suggested citizens reach out to representatives because unless there is a change and DEEP pays their bill, water rates will increase another 5-6%. The dollar value that DEEP owes the MDC is up to \$5,000,000.
- The MDC has a contract with the government about storage of water at Colbrook Reservoir. A final payment of \$240,000 is due and it then needs to be decided whether they will still be involved with it or not.
- The dikes have been looked at and they are almost at a state of being uncertified. A project was recommended to the City of Hartford to spend \$77 million on the dikes but they did not do it. If flood insurance cannot be attained and a problem does occur, downtown areas will be flooded, including the MDC, and MDC customers will have to pay.
- A new, 400-foot drill will be up and running in the next couple months. He invited councilors and Town Manager Souza to attend the ribbon cutting.
- The MDC is looking into supplying water to Easthampton and Portland. There will be significant costs to install water pipes, but they expect to sell around 400,000 gallons of water per day to these customers.
- There was an MDC imposter in West Hartford. He told citizens to make sure anyone who represents themselves as being from the MDC has photo identification on their MDC badge.

Councilor McAuliffe asked if the dike maintenance is the City of Hartford's responsibility. Mr. Avedisian responded that it is. Councilor McAuliffe followed up by asking if it is a yearly expenditure for the city. Mr. Avedisian replied that no, it is a project that should last until the water reaches a 500-year level.

Councilor Govoni asked if it could flood I-91 if the dikes fail. Mr. Avedisian responded that it could.

Councilor Jenkins asked about the breakdown of the vote to shut off MDC. Mr. Avedisian responded that 100% of the council felt that it is unacceptable for an agency that overlooks everyone else to not pay their bill and voted as such.

Deputy Mayor Terranova thanked Mr. Avedisian for his commitment.

7) TOWN MANAGER'S REPORT

Community Block Party

Just a reminder that there will be a community block party on Friday, August 10th at Deerfield Park, 70 Colton Street. This event runs from 4:30 PM until 7:30 PM and 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. This event is created by youth in the Summer Teen Employment Program (STEP) in partnership with the Windsor Police Department to promote family fun and community spirit in a substance free environment. Call (860) 285-1990 for more information.

August 14th State Primary

The 2018 State Democratic and Republican Primaries will be held on Tuesday, August 14th. All polling locations will be open from 6:00 a.m. to 8:00 p.m.

To participate in the primary you must be an enrolled party member of either the Democratic or Republican parties. The deadline for new or unaffiliated voters to enroll in a party is August 9th by mail or August 13th in person at Town Hall.

Absentee ballots are now available in the Windsor Town Clerk's office. Applications for an absentee ballot may be obtained by calling 860-285-1902 or by downloading the application from the town's website.

The Town Clerk's office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Extended office hours for absentee ballots will be on Thursday, August 9th from 8:00 a.m. to 6:00 p.m.

Windsor Citizen's Academy

Since 2005, more than 200 Windsor residents have graduated from the Windsor Citizen's Academy.

The program is a fun opportunity to learn more about the services the Town of Windsor provides, how they are funded, a look at our day-to-day operations, and how you can get involved. The interactive Citizen's Academy meets on Thursday evenings beginning September 20th and focuses on how daily government operations contribute to a better community.

This is a free program. To register call 860-285-1835, by going online at townofwindsorct.com or by email at: jubrey@townofwindsorct.com.

Deerfield Avenue

On May 21st, Council approved the submission of 2 grant applications, under the Local Transportation Capital Improvement Program (LOTICIP), for the rehabilitation of Deerfield Road and Archer Road. The Capital Region Council of Governments voted recently to approve the \$936,000 grant request for the Deerfield Road project. CRCOG voted to fast-track the project under its initiative to accelerate the spending of \$5 million of LOTICIP funding. Windsor was one of 4 communities selected to receive the fast-track funding. In order to be considered for fast-track funding, the municipality must commit to a May 2019 final design date. In September staff plans to request funding for any necessary geotechnical, survey and traffic services related to the design of the improvements. We are currently anticipating performing the design in-house.

Upcoming Paving Projects

The next phase of street repaving is scheduled to occur in late August with the third phase slated for late fall. Earlier this summer we repaved just under 3.5 miles. Public Works crews have been working to replace storm drain tops in preparation of milling the existing paving. Remaining road sections, totaling 6.25 miles, to be repaved this construction season include:

Mill & Overlay – Phase 2

- Bent Road
- Harvest Lane (Prospect Hill to Ethan)
- Silver Birch Lane
- Prospect Hill Road (Harvest to Lang including circle)
- Ethan Drive
- Wooduck Farms
- River Street (Strawberry Hill to Stop sign)
- Lamberton Road (Day Hill to Pigeon Hill)

Mill & Overlay – Phase 3

- Preston Street (Maple to Kellogg)
- Sycamore Street
- Sycamore Circle
- Welch Avenue
- Capen Street (Crest Drive to Dudley Town)
- Remington Road
- Bristol Street
- East Barber Street
- Rodney Street
- Upton Street
- Great Pond

Police Department Matter

Through the Town Attorney's office an independent fact finder has been engaged to review matters or concerns related to the police chief and handling of an in-car video. The

name of the firm is Marcum Accountants and Advisors and they have offices in Boston and Hartford.

It is expected that the findings and report will be completed prior to the end of the month. Funding will be from projected vacancy savings within the FY19 budget.

Mill Brook Open Space Steering Committee

The volunteer Mill Brook Steering Committee has had 3 meetings. The first meeting was an orientation meeting and the second was a site tour of the property. During the last meeting, the committee discussed various ways to obtain public input during the planning process.

The steering committee has scheduled two public open houses or tours of the property. They will be held on August 22 and 28 from 5:00 PM to 7:00 PM. Citizens will be able to tour the former clubhouse building as well as walk the property if they wish. Steering Committee members and staff will be on hand to answer questions and to receive ideas as to the future use and management of the open space and the buildings. Residents can drop in anytime at the former clubhouse at 147 Pigeon Hill Road between 5:00 PM and 7:00 PM.

An on-line survey is also being developed to gather additional input and it is expected to be available the first week or so of September. Various means will be used to publicize the open houses including a mailing to neighboring property owners within the next week.

Northwest Park

We've had recent sightings of a coyote on Brookside Trail, as well as the usual frequent bear sightings in that area. Northwest Park staff conferred with wildlife resources officers at CT Department of Energy & Environmental Protection and they advised to post informational signs for park patrons, especially dog walkers. The signs include the do's and don'ts or precautions if a hiker sees a coyote or a bear.

There are no reasons to close off the trail or part of the park at this point. However, we are working to inform and educate our visitors on how to act if they have an encounter with our larger wildlife. Dogs running off leash are at the highest risk. People running away from a bear or coyote may also endanger themselves unintentionally.

Councilor Jenkins warned citizens that there was a bear sighted at the intersection of Matianuck Avenue and Park Avenue and recommended using caution while out walking. She also remarked that there have been many hostile comments online regarding a police investigation and asked citizens to refrain from commenting and let the professionals do their jobs first.

Councilor O'Reilly asked how word was getting around about the Mill Brook open houses in August. Town Manager Souza responded that they are posting information in various ways and nearby neighbors will receive a mailing.

Councilor Govoni asked if money allocated for paving Deerfield Road will cover it in its entirety. Town Manager Souza responded that it would.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly noted that reckless driving came up a lot during the public comment portion of the meeting and agreed that the council and police department should be addressing traffic safety issues.

Councilor Wilkos expressed his concerns about cars parked on both sides of the road near the Wilson Pizza area making it very difficult to watch for pedestrians. Being a state road, there should be no parking along it just like there is no parking along Windsor Center to the Hartford line. He wondered if the state is aware and addressing this issue. Town Manager Souza replied that they will get in contact with the Regional Manager in charge of issuing the permits because the state issues permits and then installs no parking signs.

Councilor Wilkos thanked WIN-TV, specifically Jenny Hawran and Charles Jackson, for hosting a free concert Sunday afternoon with food on the town green as a fundraising event. They raised \$500 to fund their Kidvid program where they teach children to use production equipment and also offer a free after school program at WIN-TV for kids to learn about audio visual production.

Councilor Govoni spoke fondly of he and Councilor Jenkins' professional work together and stated that he will miss her terribly and she is a wonderful Councilor.

Councilor McAuliffe thanked Councilor Jenkins for her help and service to the town.

Councilor Jenkins stated that she will be relinquishing her position at the end of the month due to family reasons. She wants people to know what an honor it has been to serve the people of Windsor to this capacity. She also stated that she loves Windsor and hopes to come back and serve the town at a later date.

Councilor Tustin wished the best of luck to Councilor Jenkins and her family. He also thanked everyone involved in the concerts on the town green and stated that they are wonderful events where a lot of people from the community show up. The concerts are something he and his family look forward to every week.

Deputy Mayor Terranova thanked Councilor Jenkins for her dedication to this council and town. She stated that Councilor Jenkins is one of the most prepared councilors and she appreciates her contributions to this fairly homogenous group of councilors. She appreciates her insight as a person of color and hopes that she will be back to serve again soon.

Councilor Jepsen stated that he will miss Councilor Jenkins and feels that they worked well together. He thanked Councilor Jenkins for her preparedness and wishes her family all the best.

Mayor Trinks reminded citizens that the rescheduled Taste of Windsor event hosted by First Town Downtown is tomorrow night on the green from 6:00 p.m. - 8:30 p.m. He supported Councilor Jenkins' decision to put her family first and told her that there will

always be a place for her on a board, commission, or perhaps back on the council in the future.

Councilor Jenkins assured citizens that this particular town council is unique and special in that everyone gets along and can speak about issues. She hopes that the council will carry on in that spirit and set a positive example for the town. Councilor Jenkins thanked town employees who work hard to prepare all of the materials that the council reviews and expressed appreciation to Town Manager Souza for all he's done and for carrying a big weight with class.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported that the committee met on July 16th to interview candidates for appointments and reappointments. He stated that he will speak more about the details during agenda item 13. He also wants citizens to know that there are a number of boards and commissions with vacancies that any one in town can apply for on the town website.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – Councilor McAuliffe reported that the committee will be meeting on August 13th at 6:30 p.m. at the town hall.

10) ORDINANCES – None.

11) UNFINISHED BUSINESS – None.

12) NEW BUSINESS

a) Approve lease for 261 Broad Street, Luddy Carriage House

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen that the Town Manager is authorized to sign the attached lease with Ewe and You Fiber Arts, LLC for use of the town-owned Luddy Carriage House, located at 261 Broad Street.

Councilor Jenkins thinks this is a great opportunity for a small business in town and hopes everyone supports it.

Councilor Govoni stated that fiber arts kept his mother sharp at 92 years of age and thinks there are a lot of benefits that come from these crafts and people having positive interactions around it.

Motion Passed 9-0-0

b) Introduce Northwest Park facility rental fee amendments

Paul Norris, Director of Recreation and Leisure Services, and Marilyn Smith, Manager of Northwest Park, presented the following:

Northwest Park has two picnic shelters available for public rental that accommodate private gatherings and public events. The picnic pavilion has a capacity of 150 people, while the warming shed is sized for groups up to 50. Estimated attendance at rental events is over 13,000 people annually.

Mr. Norris and Ms. Smith are proposing rental fee increases and the addition of a staff member to oversee the appropriate use of the facilities, specifically where parking is concerned.

Councilor Govoni asked if the revenue from the proposed increased rental fees would fund the new position. Mr. Norris replied that was correct. Councilor Govoni expressed his support.

Councilor McAuliffe asked what the proposed fee is for the pavilion. Mr. Norris replied that currently it is \$50 and they are proposing that it cost \$150 per day, which is in line with what other towns are charging.

Councilor Wilkos asked about current staffing and wondered if some of the current employees' hours could be adjusted rather than hire a new employee so that the revenue collected could be placed back into the park. Mr. Norris noted that although the earnings collected from rental use could cover the cost of an employee, right now the \$8,000 collected per year is retained so that would be less money for the park itself, even with fee increases.

Councilor Jepsen spoke about citizens being very used to parking near the picnic pavilion so it may be a challenge to enforce the change.

Mayor Trinks expressed concerns that part of the appeal of renting the pavilion may be the close parking, therefore prohibiting parking may decrease the popularity of the facility. He noted that the walk from the pavilion to the parking lot will probably require a better, well-lit walking path. Ms. Smith replied that it should be noted that the park does close at sunset, before dark.

Town Manager Souza offered the town council the option to form a committee regarding these changes. Mayor Trinks responded that it would be fine to bring the issues back to the attention of the full council in the Fall.

c) Introduce an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE."

RESOLVED by Councilor Jepsen, seconded by Councilor Jenkins that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE I, FIRE PREVENTION CODE" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Councilor Wilkos out of room)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE."

Lori Volkert, Fire Inspector, presented the following:

Chapter 6 of the town ordinances relate to fire protection and prevention. Articles I, II, III were adopted in the 1960's and have remained mostly untouched. Since then the legal environment has changed, including the adoption of the Connecticut State Fire Safety Code and Connecticut State Fire Prevention Code. These codes are intended to set a minimum standard of fire safety to be enforced uniformly across the state, are based on nationally recognized codes with state specific amendments and have been updated through time to stay current.

The state has established, both legislatively and judicially, that they consider the state Codes to also be a maximum standard to be enforced across the state such that municipalities cannot require more than the state code on subjects it regulates, except in specific areas outlined in the regulations. As such, much of our Chapter 6 became "unenforceable" under these statewide codes. In the current Codes, the State has deleted some of the model code requirements in order to leave the matters such as water supply, emergency responder support, and outdoor burning up to local jurisdiction. These topics are then unregulated unless a town adopts local requirements. The existing Chapter 6 does not address many of these topics.

- Section 6-1 - 6-7. Establishes the relationship of this code with the state codes and establishes enforcement authority.
- Section 6-8 - 6-9. Water supply is one of the areas left up to local jurisdiction. Fortunately most of our town is serviced by the MDC and has adequate hydrants. Unfortunately new developments only have defined requirements for water supply under the subdivision regulations, meaning it is only applied to developments where parcels were subdivided into 3 or more parcels. This section simply carries those existing regulations to here, expands them to cover all new development and provides protection for development in the few areas of town that may not be serviced by the MDC.

- Section 6-9(e). This is a new requirement, however, it is in line with what other towns require and is codifying what the Fire Marshal's office has requested on a case by case basis. Very few developable areas in town are outside the reach of MDC water mains, so we see this as having a minimal impact on the majority of development. However it will have a positive impact on the fire department's ability to adequately suppress fires in these non-MDC areas in order to protect life and property.
- Section 6-20 Fire Zones. CGS §29-293 allows towns to create "fire zones", or areas of particular concern, regarding fire and life safety and to require additional items for protection in these zones. This has been addressed in the zoning regulations with the establishment of certain overlay design districts and the Great Pond Development plan. However the statute says that such zones must be adopted "by ordinance," so this is simply naming these design districts as "fire zones."
- Section 6-21 – 6-26 Fire lanes. These have been amended to reflect the new requirements in the CT fire prevention code. We have also moved the fine amount out of the ordinance and into the price guide. If the council adopts the proposed ordinance, we will subsequently prepare a new fee schedule for Council consideration.
- Section 6-27 Emergency responder radio coverage. This is an area left up to local jurisdiction and this language is simply codifying what this office has been requiring on a case by case basis
- Section 6-28 Outdoor Fires. This is an area where the state code is silent, although CT DEEP has some statutes addressing open burning. However, in the DEEP statutes, towns are allowed to prohibit outdoor fire by ordinance if they so choose. This section codifies what this office has been doing informally and will give residents and emergency responders a better definition of what is allowed and what is expected.
- Section 6-29 Properties served by both liquefied petroleum gas and natural gas. The current ordinance prohibits the use of LPG on properties where the street was served by natural gas. The original intent was to provide firefighters with a degree of certainty that when they shut off the gas, that all gas would indeed be shut off and that there would be no mixing of fuels. This ordinance has become cumbersome and difficult to enforce. We believe this new language will provide an adequate level of protection to the fire department and will allow residents flexibility as to fuel type.

Councilor Wilkos asked about sprinkler requirements. Ms. Volkert replied that those requirements are taken out of already existing subdivision regulations and spoke about larger buildings needing an additional tank of water to supply the sprinklers adequately.

Councilor Tustin thanked Ms. Volkert for her department's hard work in keeping residents safe.

Councilor Jenkins asked about grills being considered a portable fireplace. Ms. Volkert replied that they are not; grills have their own protocol.

Motion Passed 9-0-0

- d) Set a Public Hearing for September 4, 2018 at 7:15 PM for an ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, "AN ORDINANCE REPEALING CHAPTER 6, FIRE PROTECTION AND PREVENTION, ARTICLES I, II AND III AND ADOPTING CHAPTER 6, ARTICLE 1, FIRE PREVENTION CODE" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- e) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of the bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 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 introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Town Manager Souza gave an overview of the next steps required for the Public Safety Radio System Replacement Project as follows:

TUSA Consulting was hired in July 2016 to review the present radio system and to suggest a path for the town to follow in meeting radio communications needs for the

future. TUSA Consulting has continued working with town staff to create and implement a Request for Proposal process.

Project funding authorization, as per the *Town Charter*, is required by referendum vote. If the Town Council were to decide to move this project forward to a referendum as part of the November 2018 General Election, such a decision needs to be made by no later than September 6th.

At this juncture, it is recommended that the Town Council consider the following: introduction of a bond ordinance, setting a public hearing for September 4, 2018, as well as introducing a resolution to set a referendum date and ballot question. On September 4, 2018 the Town Council would act on the bond ordinance and decide whether to set a referendum date and question for November 6, 2018.

Motion Passed 9-0-0

- f) Set a Public Hearing for September 4, 2018 at 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- g) Introduce a resolution to set a referendum date and ballot question for Town-Wide Public Safety Radio System project

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to introduce the following resolution: "RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled, "AN ORDINANCE APPROPRIATING \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT, AND AUTHORIZING THE ISSUE OF \$4,405,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" shall be submitted to the voters of the Town on Tuesday, November 6, 2018 between the hours of 6:00 AM and 8:00 PM (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1)

of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office."

FURTHER RESOLVED, that said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

"SHALL THE TOWN OF WINDSOR APPROPRIATE \$4,405,000 FOR THE TOWN-WIDE PUBLIC SAFETY RADIO SYSTEM REPLACEMENT PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?"

Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election."

Motion Passed 9-0-0

- h) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that the reading into the minutes of the text of the bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 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 introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Town Manager Souza gave the following highlights about the timeline of the Public Safety Complex project:

Phase 1 – Police Department Relocation to Addison Road – \$16.04 M

- Renovate 30,000 square feet of space for police department operations
- Partial roof replacement
- Site improvements

Phase 2 – Renovate and Add Fire Apparatus Bays at Public Safety Building – \$17.86 M

- Construct new fire apparatus bays and storage space
- Site improvements related to parking and vehicle circulation
- Renovate existing police department space for fire department support areas including offices, restrooms/lockers and a kitchen area
- Renovate existing fire department space to accommodate EMS offices, training, sleeping quarters and storage
- Mechanical, electrical and plumbing systems replacement, including HVAC
- Public lobby and restroom improvements

It is proposed that the Town Council consider placing a referendum question for the full project scope on the November 2018 general election. In order to do so, a public hearing, formal vote on a recommended bond ordinance and ballot question would need to be taken by no later than September 6, 2018.

Based on a November 2018 voter approval, it would be possible that design of Phase 1, renovation of 100 Addison Road, could be completed by approximately June 2019 with bidding and contract award being finished in early fall 2019. This would allow construction to start by the end of the 2019. Construction length is preliminarily estimated to be 12 to 14 months, meaning the police operations could relocate in the first quarter of 2021.

Phase 2 design could potentially overlap with parts of Phase 1 design and be completed in summer / fall of 2019. This would allow for bidding and contract award in the winter of 2020 and the building expansion to start in the summer of 2020. Interior renovations would start in a phased manner upon the police operations moving to 100 Addison Road. Preliminary cost estimates have been developed and include allocations for furniture, equipment and technology, as well as a cost escalation factor given the phasing nature of the project.

Councilor Govoni spoke about growth on the grand list helping to recover some of the debt incurred with the project and Town Manager Souza responded that the grand list can be up and down but there is definitely room for growth within it.

Motion Passed 9-0-0

- i) Set a Public Hearing for September 4, 2018 at 7:15 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT AND AUTHORIZING THE ISSUE

OF \$33,900,000 BONDS AND NOTES TO FINANCE THE
APPROPRIATION.”

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that a Public Hearing be held at the Windsor Town Hall on September 4, 2018 at 7:15 PM (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- j) Introduce a resolution to set a referendum date and ballot question for public Safety Complex project

“MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to introduce the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT, AND AUTHORIZING THE ISSUE OF \$33,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ shall be submitted to the voters of the Town of Windsor on Tuesday, November 6, 2018, between the hours of 6:00 AM and 8:00 PM (prevailing time) in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk’s office.

FURTHER RESOLVED, that said ordinance shall be placed upon the voting machines or paper ballots under the following heading:

“SHALL THE TOWN OF WINDSOR APPROPRIATE \$33,900,000 FOR THE PUBLIC SAFETY COMPLEX PROJECT AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION?”

Voters approving said ordinance will vote “yes” and those opposing said ordinance will vote “No.” Absentee ballots will be available from the Town Clerk’s office.

FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election.”

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

Councilor O'Reilly reported that the Personnel Committee met three weeks ago and has submitted names for the council's consideration. There is one candidate for appointment and five members for reappointment.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the July 2, 2018 Public Hearing

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

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Leonard Lockhart, 57 Columbia Road, BOE President, provided clarity about the BOE report presented earlier tonight. He thanked the council for approving the budget and then stated that Superintendent Dr. Cooke was well within his rights to make the changes he made and staff the building as he sees fit. He feels that the fourth assistant principal position is necessary to provide more focus on academics and discipline. He also noted that Dr. Cooke consulted with the executive committee, who were all in agreement with his decision.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Jenkins, seconded by Councilor Wilkos to adjourn the meeting at 10:09 P.M.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council