

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
OCTOBER 1, 2018
Regular Town Council Meeting
APPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:31 P.M.

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Black-Burke, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, 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) Certificate of Appreciation for Charles Erickson

Mayor Trinks read aloud the Certificate of Appreciation for Charles Erickson acknowledging his service on the Insurance Commission from 1978-2018.

Mr. Ed Samolyk, Chairman of the Insurance Commission, spoke about Mr. Erickson's numerous achievements and contributions to the Insurance Commission.

Mr. Erickson stated that it was a pleasure to serve the town and feels that the commission is a great group of people that can create amicable solutions that benefit the town.

b) Proclamation declaring October 2018 as Fire Prevention Month

Councilor Black-Burke invited Fire Chief William Lewis and Fire Marshal Robert Bolasevich forward and then read aloud the proclamation declaring October 2018 as Fire Prevention month.

Chief Lewis and Fire Marshal Bolasevich presented the proclamation to the American Red Cross and thanked them for their service. Since 2015, the Red Cross has visited 189 residents and installed 454 smoke alarms in Windsor.

- c) Proclamation designating October 2018 as Community Planning Month

Councilor Govoni invited Anita Mips, Chairperson of the Town Planning and Zoning Commission, Eric Barz, Town Planner, and Todd Sealy, Assistant Town Planner, forward and read aloud the proclamation designating October 2018 as Community Planning month.

5) PUBLIC COMMUNICATIONS AND PETITIONS – None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

- a) Board of Education (BOE)

Maryam Khan, BOE Secretary, reported the following:

- Ms. Khan thanked community members who participated in the “Calling all Windsor Men” initiative last Friday, September 21st.
- The New England Association of Schools Committee voted to accept the 5-year progress report of Windsor High School and to continue the school’s accreditation.
- Windsor Public Schools will be conducting a demographic study from the New England School Development Council in response to potential overcrowding. It will project enrollment based on real estate trends, magnet and parochial school enrollment, along with other factors. The study should take 6-8 weeks.
- Sage Park Middle School will be hosting an internet safety presentation on Wednesday, October 10th at 6:30 p.m. in the auditorium. Parents, guardians, and adult family members are invited to attend.

- b) Town Planning & Zoning Commission

Anita Mips, Chairperson, reported that this year there were less meetings over the course of the year, most of them of a commercial/non-residential nature. Text amendments were implemented that included regulation updates for farm breweries and electric vehicle charging stations. Ms. Mips gave many examples of business applicants this year and also noted that there are many new warehouse distribution facilities in town.

Councilor McAuliffe asked for details on vehicle charging stations. Mr. Eric Barz, Town Planner, stated that these types of applications were becoming ubiquitous enough that it was time to put together specific requirements for charging stations and create reasonable standards.

Councilor O’Reilly asked what a farm brewery is. Mr. Barz responded that farms can produce a limited quantity of beer for sale with a requirement that a percentage of the products used to make the beer need to be produced in Connecticut. Councilor O’Reilly asked if there are any farm breweries in Windsor. Mr. Barz responded that there are not, yet some local farms are interested in growing hops and barley.

Councilor Jepsen asked if changes to Great Pond Village would affect the fiscal plan. Town Manager Souza explained that demands on general government services were

reduced so that even though there are less revenues, the service demands are reduced as well so there may even be a net gain for the town.

c) Library Advisory Board

Cheryl Curtis, Chairperson, reported the following:

- The Library Advisory Board consists of nine members appointed by the Town Council and advises town staff on formulating policies, recommending new programs, promoting the library to the public, assisting with cultural programs, and making recommendations regarding gifts and endowments.
- This year the board adopted a program policy that supports the library's mission to inform, enlighten, and inspire in an environment that fosters community gathering. The policy directs staff to offer a broad range of enriching programs for all ages and states that registration may be required. It also states that parents and caregivers may be asked to stay with their participants during a program.
- The library director informed the board of a recent vote by the American Library Association to overturn language that specifically mentioned hate groups and the reaffirmation of their first amendment rights. It will revert to its 1991 version with no specific examples of groups, controversial or otherwise.
- Member activity included the reappointment of Betty Hellerman and David Raney for three year terms. Bill Warner-Prouty informed the board at the September meeting that he will be giving up his seat as he will soon be moving out of town.
- Both libraries are very busy. From FY17 to FY18, circulation increased 8%, reference questions increased 22%, and electronic lending increased but only represents 4% of the total circulation. Most Windsor patrons still prefer borrowing physical items.
- Many visitors came to attend programs and meetings, make photocopies, send faxes, apply for a passport, use the mezzanine makerspace, or simply to enjoy lunch with a friend at the outdoor tables. Over 22,000 people attended more than 4,000 meetings, a 12% increase over last year. Program attendance rose 17% with 16,000 people attending 850 programs.
- Library staff continues to use valuable feedback from its 2015 citizen survey and strategic planning initiative to add new products and services. Examples include wireless printing and the relocation of the main level information desk. For patrons using the library at home, Hoopla and Canopy are two new online services that address the strategic goal to expand access to more digital items. Both platforms allow patrons to instantly borrow over 500,000 feature films, music albums, audiobooks, and graphic novels. An improved website makes it possible for patrons to register online for programs, museum passes, tutoring, volunteering, and other library activities as well as download a variety of useful resources.

7) TOWN MANAGER'S REPORT

Amtrak update

The Connecticut Department of Transportation (CTDOT) has completed the installation of a second track on the CT *rail* Hartford Line, between Hartford and Windsor. This signifies the completion of four miles of track construction as part of the current New Haven-Hartford-Springfield (NHHS) Rail program. Some follow-up construction activity will be ongoing through mid-November.

The new second track provides reliability allowing trains north of Hartford to pass each other quickly and efficiently. It provides additional rail capacity that benefits both passenger and freight service, reducing potential delays.

Future phases of construction include installation of a second track between Windsor and Enfield, which is currently in design. It would connect with the existing double track between Enfield and Springfield. Also, the CTDOT is in design for new stations in North Haven, Newington, West Hartford, Windsor, Windsor Locks and Enfield, however, construction funding has yet to be secured. CTDOT continues to seek funds for construction of these stations, as well as for the second track between Windsor and Enfield.

Senior Health Fair & Flu Shot Clinic

The Senior Health Fair and flu shot clinic will be held on October 4th from 8:30 AM – 12 noon at the Senior Center. Windsor residents age 50 and above and disabled adults 18 and over will be able to receive their flu shot as well as a variety of other health-related screening and tests. Please bring all your insurance coverage cards with you (Medicare, Medicare HMO and standard insurance card.) The cost without insurance will be \$30 for a flu shot. Approximately 30 vendors will be available to share information, and refreshments will be available for purchase. You do not need to arrive early as slots and tests will be available all morning. For more information call 860-285-1992 or 860-285-1824.

Chili Challenge

The Windsor Chamber of Commerce's Chili Challenge, presented by Windsor Federal savings, will be on October 6th on the town green from 11:00 AM – 3:00 PM. More than 30 local businesses, civic groups and creative cooks will all be there with some of the best chili you have ever tasted. Chili sample tickets are \$1.00 each. Don't forget to bring a non-perishable food item to the Kiwanis Club Canoe race to benefit the Windsor Food Bank. Rain date: October 7th.

25th Annual Lions Club Fall Arts and Crafts Show

The 25th annual Lions Club Fall Arts and Crafts show will take place on October 6th from 9:00 AM – 3:00 PM on the Windsor town green. The green will be filled with arts and crafts booths of all types. Food and beverages will be for sale. Free. Crafters can call 413-297-2470 to reserve a booth space.

Route 305 Bloomfield Avenue Traffic Detour

Both east and west bound lanes on Bloomfield Avenue, between Marshall Phelps Road and Addison Road, will be closed Tuesday, October 2, and Wednesday, October 3 between 8:00 AM and 4:00 PM due to emergency sewer line repair. Traffic will be detoured using Addison Road to Pigeon Hill to Marshall Phelps back to Bloomfield Avenue.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly – None

Councilor Wilkos – None

Councilor Govoni – None

Councilor McAuliffe – None

Councilor Tustin encouraged everyone with children to attend the internet safety presentation on Wednesday, October 10th at 6:30 p.m. in the Sage Park auditorium.

Deputy Mayor Terranova – None

Councilor Jepsen – None

Mayor Trinks – None

Councilor Black-Burke – None

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None

Health & Safety Committee – None

Finance Committee – Deputy Mayor Terranova reported that there will be a meeting next Monday, October 8th.

Special Projects Committee – None

Town Improvements Committee – None

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Approve amendments to Town Clerk and Deputy Town Clerk position descriptions

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke that the job descriptions for the positions of Town Clerk and Deputy Town Clerk be approved as presented.

Anna Posniak, Town Clerk, and Amelia Bliss, Director of Human Resources, presented the following:

The Deputy Town Clerk position is becoming vacant due to a resignation and hasn't been reviewed since 2000. The Town Clerk and Deputy Town Clerk job descriptions were reviewed and changes were suggested to update the language and duties of the positions. Primary changes were to clarify duties related to public records, the freedom of information act, years of experience required to align with pay grade 9, updated terminology regarding knowledge and skills in Microsoft Office.

Councilor Wilkos asked if the Deputy Town Clerk position needed to receive a master's degree in order to be a certified town clerk within a four year period. Ms. Posniak responded that the certification seen in the job description refers to a state statute. Town Clerks receive twice yearly training and after five modules, can sit for a test to become a certified Town Clerk through the Secretary of State's Office. They are not required to attain a master's degree.

Deputy Mayor Terranova asked about a duty that was removed from the job description, "accepts claims for damages and other legal papers served to the town." Ms. Posniak responded that the duty is still the responsibility of the Town Clerk, but it now fits into the duties listed a few lines above its previous location.

Motion Passed 8-0-0 (Mayor Trinks out of the room)

- b) Approve lease renewals with Windsor Art Center for 35 Central Street and 40 Mechanic Street

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the renewal of lease agreements, as presented, with the Windsor Art Center for use of the Freight House, located at 40 Mechanic Street, and the Train Station located at 35 Central Street.

Town Manager Souza stated that the art center has been operating out of the freight house since 2008 and leasing the train station for studios and class space since mid-2013. A wide range of programs are offered there and currently there are seven or eight artists renting studios at the train station. Over 4,500 visitors have come to the studios and art center over the past 18-24 months.

Utilities for the train station are expensive, between \$750 and \$775 per month, so the rent has been lowered from just under \$1,300 per month to \$1,000 per month to accommodate these costs. Rent amounts for the subleased artist studios will also be increased to help pay for these costs.

Councilor Wilkos asked if there has been an energy audit performed on the building because the utilities seem high. Town Manager Souza stated that there is an even split between gas and electric on the train station side. The building has gas heat but does have a center staircase with no insulation, which could be changed but would significantly impact the historic nature and aesthetic of the building. Councilor Wilkos recommended that the efficiency of the lighting be looked into.

Councilor Govoni supported the pay structure of the lease, stated it was fair, and noted that the amount of construction in the area has probably deterred customers recently.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to amend tonight's agenda so that items (c) and (d) appear after agenda item 16.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to:

- REAPPOINT Louis Morando as a Democratic Alternate member to the Capital Improvements Committee for a three year term to expire May 5, 2021 or until a successor is appointed
- REAPPOINT Kevin Washington as an Unaffiliated member to the Central Connecticut Tourism District for a three year term to expire July 1, 2021 or until a successor is appointed
- APPOINT Donna Grossman as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year unexpired term to expire January 31, 2020 or until a successor is appointed
- REAPPOINT Marsha Brown as an Unaffiliated member to the Commission on Aging & Persons with Disabilities for a three year term to expire November 8, 2020 or until a successor is appointed
- APPOINT Randy McKenney as a Democratic member to the Housing Authority of the Town of Windsor for a five year term to expire July 31, 2023 or until a successor is appointed
- APPOINT Byron Bobb as a Democratic Alternate member to the Human Relations Commission for a three year term to expire May 31, 2021 or until a successor is appointed
- REAPPOINT Kevin Washington as an Unaffiliated member to the Human Relations Commission for a three year term to expire March 31, 2021 or until a successor is appointed

- REAPPOINT Kevin Washington as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2022 or until a successor is appointed
- REAPPOINT Louis Morando as a Democratic member to the Inland Wetlands and Watercourses Commission for a four year term to expire October 31, 2021 or until a successor is appointed
- REAPPOINT Carol Sama as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2021 or until a successor is appointed
- REAPPOINT Denise Panos as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2021 or until a successor is appointed
- REAPPOINT Theresa Tillett as a Republican Alternate member to the Zoning Board of Appeals for a two year term to expire October 10, 2019 or until a successor is appointed

Motion Passed 9-0-0

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the September 17, 2018 Special

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the September 17, 2018 Special Town Council meeting as presented.

Motion Passed 9-0-0

- b) Minutes of the September 17, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the September 17, 2018 Regular Town Council meeting as presented.

Councilor O'Reilly noted an error where the minutes referred to the Personnel "commission" instead of "committee".

Motion Passed with change 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:35 p.m. for the purpose of strategy and negotiations with respect to pending claims and litigation (Jordan vs. Town of Windsor) and (Arrasate vs. Town of Windsor).

Councilor Jepsen recused himself from the discussion of Arrasate vs Town of Windsor.

Motion Passed 9-0-0

16) EXECUTIVE SESSION

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Black-Burke, Councilor James Govoni, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager; Marty Maynard, Risk Manager; Cori Lynn Webber, outside counsel

Ms. Webber left Executive Session at 8:42 p.m.

Attorney Patrick Allen and Councilor Jepsen entered Executive Session at 8:43 p.m.

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke to exit Executive Session and re-enter the regular Town Council session at 9:07 p.m.

Motion Passed 8-0-1 (Councilor Jepsen abstained)

12 c) Consideration of settlement in Jordan vs. Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to authorize the offer of judgment in the Jordan vs. Town of Windsor case as discussed in Executive Session.

Motion Passed 9-0-0

12 d) Consideration of settlement in Arrasate vs. Town of Windsor

MOVED by Councilor Govoni, seconded by Councilor O'Reilly to authorize the settlement of Arrasate vs. Town of Windsor as discussed in Executive Session.

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

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjourn the meeting at 9:08 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council