

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
OCTOBER 15, 2018  
Regular Town Council Meeting  
APPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:32 p.m.

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

Councilor Richard O'Reilly arrived at 7:42 p.m.

**2) PRAYER**

Councilor Jepsen offered a moment of silence in memory of former Councilor Guy Jacobs who recently passed away on October 5<sup>th</sup>. Councilor Jacobs served in the army and for several terms on the Windsor Town Council.

**3) PLEDGE OF ALLEGIANCE**

Councilor Jepsen led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation designating October 23-31, 2018 as Red Ribbon Week

Deputy Mayor Terranova invited members of the Youth Services Bureau to the podium and read aloud the proclamation in honor of National Red Ribbon Week.

Sarah Maffiolini, Youth Services Bureau Coordinator, invited citizens to the Red Ribbon Week kickoff and the Night of 1001 Pumpkins which will be held next Friday, October 19 from 6-8 p.m. at L.P. Wilson Community Center.

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

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

- a) Public Building Commission

Gary Johnson, member of the Public Building Commission, presented the following:

### **Safety Complex Project Roof and Boiler Replacement**

*The Replacement Roof project:* Several punch list items remain to be completed by the contractor but the replacement roof is completely installed. We expect these items to be completed by the end of the month.

*The Boiler Replacement project:* The replacement boilers and domestic hot water heater are both on line. Heat is available when it detects it needs to be used. We expect HVAC control work to be completed this week. We expect to close the boiler project in October. The roof project will stay open until the punch list is complete.

### **JFK School HVAC Replacement Project**

The replacement boilers were started last week and are also available for heat when the weather requires it. The new electrical service switchover is scheduled for Saturday, October 28<sup>th</sup>. After the new electrical service is complete, project work during the fall winter months will be the installation of the air conditioning system. We expect the air conditioning system will be fully completed and tested in spring 2019.

### **Town Hall Portico Restoration Project**

This project is currently out to bid. There is a mandatory walk-through on Wednesday, October 17<sup>th</sup>. Bids are due on Tuesday, November 6<sup>th</sup>. Project work will begin in April 2019, weather permitting.

### **Fire Security Systems**

The contractor, Siemens, is continuing the installation of updated fire alarm systems in town facilities. The Luddy House has been completed and work continues on the Sill House installation. The remaining locations scheduled to be upgraded are: Milo Peck School, Freight House, Train Station, DPW at 99 Day Hill Road, 330 Windsor Avenue Community Center and the Wilson Branch Library.

### **Oliver Ellsworth School HVAC**

All of the project replacement HVAC equipment has been installed and is operating. The air conditioning system was on line last week. Once several punch list items are complete, the PBC will close out this project.

### **Poquonock Air Conditioning Design**

The PBC has awarded this project to Salamone and Associates. They have started the preliminary design and have spent several days working in the school. The PBC will receive draft design drawings at its October 23<sup>rd</sup> meeting. The PBC also expects to receive full design drawings at its November 13<sup>th</sup> meeting. Town staff expects to bid this project during the month of December. The goal is to award the project as soon as possible to avoid equipment delays from manufacturers and to avoid delays in project completion during the summer of 2019.

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

### **Leaf Collection Program Starts on Monday October 29**

Windsor's 2018 leaf collection program will begin on Monday, October 29 and will end on Friday, December 21. During this eight-week period, your leaves will be picked up on the same day as your trash pick-up.

Residents must place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a "Leaves Only" sticker that can be easily identified by the driver (i.e., sticker facing the road). Residents can obtain these stickers at town hall or at the Windsor Transfer station (formerly known as the landfill).

In Windsor, the transfer station accepts residents' leaves at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves (no contaminants or plastic bags). The transfer station accepts leaves Monday and Friday from 8:00 AM - 2:45 PM, Tuesday and Wednesday from 10:00 AM – 2:45 PM and Saturday from 8:00 AM – 3:45 PM. The Windsor Transfer Station is closed on Thursday and Sunday and is located at 500 Huckleberry Road. For more information, please call the landfill scale office at 860-285-1833.

### **Night of 1001 Pumpkins**

This Friday, October 19<sup>th</sup> is the annual Night of 1001 Pumpkins event from 6:00 PM – 8:00 PM at the LPW Community Center. Enjoy a ride on a mechanical pumpkin, bounce house, a maze, a photo booth, pumpkin carving and arts & crafts. There will also be a pumpkin decorating contest for all ages with prizes at this free event. Donuts and apple cider will be served. For more information call 860-285-1990.

### **Nightmare on Broad Street**

First Town Downtown and Windsor Federal Savings invite you to Windsor Center on Wednesday, October 31<sup>st</sup> from 5:30 PM – 7:30 PM for some ghoulish treats and fun at Nightmare on Broad Street. Windsor businesses will be giving out treats to the youngsters and more at this free event. Broad Street will be closed to traffic. For more information call 860-688-5715.

### **Police Cadet Open House**

Are you between 11 and 20 years old? Are you interested in community service, law enforcement, or making new friends? If so, please join us for the Windsor Police Cadets Open House, to be held on Wednesday, October 17, 2018 from 7:00 PM to 8:00 PM at the Windsor Public Safety Complex, 340 Bloomfield Avenue, Windsor, CT. Non-residents

are encouraged to attend. To learn more about the program, please visit our website at [www.windsorpolicecadets.org](http://www.windsorpolicecadets.org).

### **Windsor Bridge Builders**

The Human Relations Commission is seeking nominations for its 2018 Windsor Bridge Builders Awards. This year's awards will showcase true community role models in the contexts of human relations. Nominees can include students, church members, neighbors or local businesses who have worked toward greater diversity in Windsor. Anyone of any age may fill out an official nomination form. Nomination forms and information can be obtained from the Town of Windsor website link, Windsor Public Libraries, and Town Clerk Office or any Human Relations Commissioner. The deadline for submitting applications is November 2<sup>nd</sup>. A panel of judges will review all entries and select this year's honorees. A reception will be held in their honor on Thursday, November 29, 2018 in Windsor Town Hall in the Council Chambers.

### **Updates from the MDC**

The MDC has asked to be on the November 5<sup>th</sup> Town Council meeting agenda to make a presentation on the Clean Water project and their proposal to submit a long-term 'Integrated Plan' for managing stormwater and wastewater to meet Federal Clean Water Act regulations. The MDC staff is making presentations to all member towns prior to having the MDC Board of Directors consider action to submit a plan to the CT Department of Energy & Environmental Protection for review and approval.

Also, the MDC staff and representatives of the member towns have been working with a consultant firm to analyze the pros and cons of potentially utilizing a user fee approach for sewer services versus the current ad valorem or general fund taxes. It is expected that a preliminary report could be completed by the end of the calendar year or shortly thereafter. This is a rather complex analysis as each member town will be effected differently under a user fee alternative. It is likely that legislative action by the general assembly would be needed to amend the MDC charter to allow for a change to the user fee.

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

Councilor O'Reilly – None

Councilor Wilkos – None

Councilor Black-Burke stated that October is Breast Cancer Awareness Month and noted that there will be a walk to raise money and awareness for breast cancer at Bushnell Park in Hartford on Sunday, October 28<sup>th</sup>.

Councilor Govoni – None

Councilor McAuliffe encouraged citizens to read up on the ballot questions ahead of Election Day on November 6<sup>th</sup>. The topics include the potential new safety complex in

Windsor and on a state level, will decide how money is used from the transportation fund and whether or not the state can sell land to non-state entities without a public hearing. He stated that the questions are often not worded well so it's helpful to prepare ahead of time.

Councilor Tustin – None

Deputy Mayor Terranova – None

Councilor Jepsen – None

Mayor Trinks – thanked Councilor Jepsen for bringing awareness to the passing of Guy Jacobs and called Mr. Jacobs a great mentor. Mayor Trinks recalled a story of Mr. Jacobs being arrested at a segregated hotel in his full army uniform just for trying to order a drink. Mayor Trinks said that Guy told the story often to bring awareness to the fact that segregation really wasn't that long ago. Mayor Trinks called Mr. Jacobs a gentleman and a statesman who served his country and town and noted that he will be missed.

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

Personnel Committee – None

Health & Safety Committee – None

Finance Committee – Deputy Mayor Terranova reported that the committee met last Monday regarding an open purchase order and the first quarter financials for the Enterprise Funds including the landfill and transfer station, Discovery Center, and Caring Connection. The Discovery Center is tracking along toward the projected \$60,000 loss due to a lack of enrollment. The Caring Connection had projected a loss of \$86,000, but as of now, is projected to lose an additional \$25,000 on top of that. In 2018, there was an increase in revenues of about \$1 million from property taxes, investment income, and permit revenues. The town also came in under budget about \$1 million, so \$2.5 million was added to the General Fund.

Special Projects Committee – None

Town Improvements Committee – None

Teacher Negotiations - Councilor Jepsen reported that there has not yet been a settlement in teacher negotiations so they are heading toward arbitration. Councilor Jepsen told other council members that they may become involved if a solution is not reached.

## **10) ORDINANCES**

## **11) UNFINISHED BUSINESS**

## 12) NEW BUSINESS

- a) Approve FY 18 Open Purchase Order

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the remaining FY 18 General Fund purchase order No. 18277 in the amount of \$22,000 be re-approved and carried forward until December 17, 2018.

Deputy Mayor Terranova noted that this is the last open purchase order from last fiscal year. The work should be completed in the next week or so but it is requested that it remain open until December 17, 2018 to ensure that the work is completed.

Motion Passed 9-0-0

- b) Approve appropriation of \$65,000 from the Capital Projects Fund and from the Archer Road Special Revenue Account for design of Archer Road pavement rehabilitation

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve an appropriation of \$39,697.74 from the Special Revenue Account #4003 "Archer Road Maintenance" and \$25,302.26 from the Capital Projects Fund Assigned Fund Balance for the design of the Archer Road Rehabilitation project.

Bob Jarvis, Town Engineer and Director of Public Works, gave an overview of the pavement project. Several months ago, the town submitted an application for the funding of the pavement rehabilitation of Archer Road through the Local Transportation Capital Improvement Program (LOTICIP) and was selected for funding. The pavement is in fair/poor condition with many cracks and potholes. The town is responsible for the design phase of the project and then the state will pay for the construction phase, which in this case is approximately \$995,000. Town staff are seeking funding to initiate the design phase, estimated at \$65,000. That cost includes survey, geotechnical evaluations, storm pipe televising, and delineation of watercourses and wetlands that may be within the scope of the project.

Councilor Wilkos asked if Archer Road goes to the town line. Mr. Jarvis replied that it does and is approximately 6,100 feet long.

Motion Passed 9-0-0

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

Motion Passed 9-0-0

## 13) RESIGNATIONS AND APPOINTMENTS

**14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the October 1, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve the unapproved minutes of the October 1, 2018 Regular Town Council meeting as presented.

Councilor Jepsen asked for an edit to clarify that he recused himself from the Arrasate vs. Town of Windsor case.

Motion Passed with amendment 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:06 p.m. for the purpose of strategy and negotiations with respect to pending claims and litigation (Windsor Marriott vs. Town of Windsor) and for discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation).

Motion Passed 9-0-0

**16) EXECUTIVE SESSION**

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

Staff: Peter Souza, Town Manager; Larry Labarbera, Town Assessor

Guests: Kevin Deneen, Town Attorney

Town Attorney Deneen and Larry Labarbera left Executive Session at 8:15 p.m.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to exit Executive Session and re-enter the regular Town Council session.

Motion Passed 9-0-0

- 12 c) Consideration of settlement in Windsor Marriot vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to authorize the settlement in Windsor Marriott vs Town of Windsor (tax appeal) case as discussed in Executive Session.

Motion Passed 9-0-0

**17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjourn the meeting.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council