

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
NOVEMBER 19, 2018
Regular Town Council Meeting
UNAPPROVED 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 James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

Councilor Black-Burke was absent.

2) PRAYER

Councilor O'Reilly offered a moment of silence for people affected by the ongoing wildfires in California.

3) PLEDGE OF ALLEGIANCE

Councilor O'Reilly led the group in the pledge of allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

6) REPORT OF APPOINTED BOARDS AND COMMISSION

7) TOWN MANAGER'S REPORT

Property Revaluation

The Assessor's Office has mailed out the real estate 'Notice of Assessment Change' to all property owners.

A searchable database is on the town's website which allows individuals to look up specific properties to see the new valuations as well as the previous valuations.

The notices and website have an explanation about the process to schedule an informal hearing in December. Informal hearings, which will be by appointment only, are planned for weekdays from December 3 - December 28. Property owners can schedule an informal hearing by contacting the Assessor's Office between now and December 14.

Property owners will also be able to make a formal appeal to the Board of Assessment Appeals. The formal appeals are held in March and appeal applications must be filed by no later than February 20.

Below is a high-level summary of the revaluation results. Please note these are overall *averages* by class or category.

- 1, 2 & 3 family residential property assessed values increased by 4.8%
- Condominium assessed values increased by 11.3%
- Apartments assessed values increased by 9.0%
- Commercial/Industrial property assessed values increased 9.0%

With this revaluation, there appears not to be a significant overall tax burden shift in terms of real estate value. Net assessments for non-residential and apartments comprise approximately 38% of the 10/1/18 Real Estate Grand List compared to 37% for the 10/1/17 Grand List.

Proposed MDC Budget

The Metropolitan District Commission is in the process of reviewing their proposed budget for calendar year 2020. The Commission plans to adopt a budget on December 10th.

The proposed MDC budget would result in the ad valorem sewer assessment to the town increasing 17% or approximately \$720,000 over the FY 19 amount.

Water rates are proposed to increase over 10%.

Also, the district is proposing to increase the annual maintenance fee for fire hydrants by 25%. This equals a \$27,000 increase to the town's operating budget.

While I recognize and appreciate the MDC's efforts to reduce the overall number of employees, combining job responsibilities and renegotiating employee benefits, these proposed increases are placing significant pressure on the town's operating budget.

To help mitigate the ad valorem assessment to member towns, it is imperative that the CT Department of Energy and Environmental Protection and the MDC come to an agreement to resolve the dispute over the fees the State of CT should be paying related to discharging of leachate into the sewer system.

Prescription Drug and Opioid Abuse Awareness Program

A presentation and discussion will be given on December 5 regarding the epidemic of prescription drugs and opioid abuse. The program's objective is to help the public understand the scope and severity of this crisis. A documentary film will be shown followed by a moderated panel discussion with local law enforcement and medical personnel.

This program is a collaboration between the Windsor Youth Services Bureau, Windsor Youth Commission and Windsor High School. The event is on Wednesday, December 5, 6:00 PM – 7:30 PM, in the Windsor High School Auditorium. This screening contains strong language and graphic images. Viewer discretion is advised. This event is open to Windsor Public School

students and their families as well as the general public. For more information, please call the Windsor Youth Services Bureau at 860-285-1990.

Winter Parking Rules Began November 15

Just a reminder for residents that from November 15th to April 15th of each year, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM. Also, there is no parking on any street during a snow or ice storm that has been in progress for one hour or more. Residents are asked to not leave their vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

When the snow arrives this year, remember to keep outside exits, walks and stairs free of snow and ice. Don't forget there is a town ordinance that requires all property owners to clear snow from the sidewalk (and fire hydrants if there is one on or adjacent to your property) within 12 hours after a storm.

Town Hall Closed Thursday and Friday

Just as a reminder, town offices will be closed on both Thursday, 11/22, and Friday, 11/23, for the Thanksgiving holiday.

Councilor Wilkos noted that if the MDC added any other users that fall under the proposed high-volume discount, they would seemingly be maxing out their available water supply. If this is accurate, he wondered what the motivation is to offer the discounted rate. Town Manager Souza responded that he is not sure about the MDC's water supply, but the proposed high-volume discount has been tabled for now. He also stated that he would reach out to the MDC for clarification.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly wished everyone a Happy Thanksgiving.

Councilor Wilkos wished everyone a Happy Thanksgiving and safe travels.

Councilor Black-Burke – Absent

Councilor Govoni – None

Councilor McAuliffe – None

Councilor Tustin – None

Deputy Mayor Terranova wished everyone a Happy Thanksgiving.

Councilor Jepsen wished everyone a Happy Thanksgiving.

Mayor Trinks – None.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O’Reilly reported that the committee is in the process of scheduling a meeting, likely during the second week of December, to discuss appointments and reappointments.

Health & Safety Committee – None.

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee will be meeting Monday, November 26 to discuss MDC’s Integrated Plan proposal and to begin looking at next year’s budget.

Special Projects Committee – None.

Town Improvements Committee – None.

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Approve Library Services job position descriptions

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job descriptions for the positions of Children’s Services Librarian, Information Technology Librarian, Library Director, Head of Reference and Technical Services Librarian, Library Branch Manager, Lending Services Librarian, Librarian, and Library Assistant be approved as presented.

Amelia Bliss, Human Resources Director and Gaye Rizzo, Library Director presented the following:

- The proposed changes will update the current job descriptions of full time positions at the library to reflect duties the incumbents are currently performing and do not add new duties or expectations for employees.
- The Librarian, Assistant Librarian, Branch Manager, and Library Director job descriptions have not been updated since 2000.
- The Lending Services Manager job description was last updated in 2009 and the Reference and Technical Services job description was updated in 2012.
- The proposed changes will ensure that they all use the same language for physical demands, work environment, and required competencies.

Ms. Bliss gave an overview of the changes for each specific job description as well as an overview of the requirements for the two new job descriptions of Children’s Services Librarian and Information Technology Librarian.

Councilor Wilkos stated that these updates needed to be done.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- b) Refer Public Safety Complex to Public Building Commission for implementation and oversight

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the Public Safety Complex project be referred to the Public Building Commission for implementation and oversight.

Town Manager Souza stated that the project is being referred to the Public Building Commission for a second time as recommended by Councilor Jepsen and Deputy Mayor Terranova to provide clarity after the recent referendum. Town staff recently met with the architect and the project will be entering the next phase of design this December.

Councilor Jepsen clarified that the Radio System Replacement project did not need to be referred because town staff already oversees it. Town Manager Souza responded that was correct.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- c) Approve accepting \$27,442 from the Metropolitan District Commission and authorize these funds be placed in Capital Project No. 9030, Pavement Management, to be utilized for the pavement rehabilitation of East Street

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to accept \$27,442 from the Metropolitan District Commission and to authorize funds from Capital Project No. 9030 for the pavement rehabilitation of East Street.

Bob Jarvis, Town Engineer and Director of Public Works presented the following:

This past summer, the MDC replaced an outdated water main on East Street between Pleasant Street and Clubhouse Road. Following completion, the MDC restored the trench and patched the pavement. In lieu of performing the milling and overlay work, the MDC offered \$27,442 to the town toward the pavement rehabilitation. The cost was based on engineering staff's cost estimate to do the work. Staff expects to request funding to be allocated for the rehabilitation of streets in the East Street area within the next two years. The MDC funds will help to offset the cost of that funding allocation.

Councilor Wilkos asked if all of East Street is scheduled to be milled and paved in the Capital Improvement Plan (CIP). Mr. Jarvis responded that it was not a CIP project and it would have come from the paving and rehabilitation budget as that area has been designated to receive rehabilitation. Councilor Wilkos recommended that it be considered for next year.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- d) Approve an appropriation of \$75,000 from the Capital Project Fund Assigned Fund Balance to fund the Goslee Pool Improvement project

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve an appropriation of \$75,000 from the Capital Projects Fund Assigned Fund Balance to fund the Goslee Pool Filtration System Replacement project.

Town Manager Souza stated that during FY 18, the filtration system replacement project was completed at Welch Pool and this evening, funding is requested to do similar work at Goslee Pool. The project has already been bid, so if the council approves the project this evening, the work can be scheduled for this spring. The money includes a \$2,500 contingency.

Councilor Govoni expressed his support for the project and recalled part of the filtration system failing and it was down for multiple days during the heat of the season. He remembered it being very disruptive and thinks it is great to be proactive about the project.

Councilor Wilkos asked if the project included replacing the pump that was purchased a few years ago as well. Paul Norris, Recreation Director, responded that the pump will be replaced with a new one to be consistent with the other work being done, but the old one will be kept as a spare. The new pump is interchangeable with the one at Welch Pool and the main objective is that the main components are similar at each pool in order to easily maintain parts and train staff.

Councilor Jepsen expressed his support for the project in order to keep the pools safe and healthy for our citizens. He noted the importance of teaching children in town how to swim in order to prevent drowning and stated that the maintenance of the pools is connected to that mission.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to move item 12(e) to appear on tonight's agenda after item 16(a).

Motion Passed 8-0-0 (Councilor Black-Burke absent)

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to accept the resignation of Nathan Scharoff from the Town Planning & Zoning Commission.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the November 5, 2018 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the November 5, 2018 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly to enter into Executive Session at 8:05 p.m. for discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation).

Motion Passed 8-0-0 (Councilor Black-Burke absent)

16) EXECUTIVE SESSION

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor Nuchette 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

Peter Souza, Town Manager, entered Executive Session at 8:35 p.m.

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to exit Executive Session at 8:52 p.m. and to re-enter the regular Town Council session.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

12 e) Town Manager Annual Performance Evaluation

Councilor O'Reilly reported that the Town Council had completed the Town Manager's annual performance evaluation. Overall, the rating was 3.81.

MOVED by Councilor O'Reilly, seconded by Councilor McAuliffe to adjust the Town Manager's annual salary compensation by \$2,500.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjourn the meeting at 8:54 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council