

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
JANUARY 7, 2019  
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 Nuchette 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 Wilkos wished everyone a healthy and happy 2019.

**3) PLEDGE OF ALLEGIANCE**

Councilor Wilkos led the group in the pledge of allegiance.

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Aaron Szotka, 511 Hearthstone Drive, was on the Millbrook Open Space Steering Committee and came to speak about the project. He noted that there is no provision in the current document for an ecosystem inventory of any kind and emphasized that before working too much at this location, we need to know what's already there. He recommended consulting with a forester to look at the trees, doing a botanical inventory, and performing a limnological survey of the ponds to find out what's living in there. Goals in the mission statement are to preserve and enhance the space, which can't really be done without knowing what's currently there.

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

a) Board of Education (BOE)

Maryam Khan, BOE Secretary, presented the following:

- BOE member Ayana Taylor was selected for the Bridge Builders Award this year.
- Councilor Nuchette Black-Burke, former board member, has also been selected to receive a Bridge Builders Award.
- Superintendent Cooke was selected as "Outstanding School Superintendent for 2019" by the UConn School of Education and its alumni board. The school's 21<sup>st</sup> annual alumni award celebration will be on Saturday, March 16, 2019. Dr. Cooke will be honored with 6 other outstanding alumni during the event.

- Dr. Cooke will present the 2019/2020 budget at the Board of Education's regular meeting on Tuesday, January 15, 2019 beginning at 6:30 p.m.
- Windsor Public Schools has rolled out "STOPit" software for staff, students, and families. It is an anonymous online reporting tool for grades 3 through 12 to report mean behavior or unsafe activity, and for students who may consider harming themselves or others. Councilor O'Reilly shared the idea for this software years ago and the software was recently developed into an easy to use app.
- Poquonock teacher, Jennifer Harrison, was named one of 10 winners of Crayola's national "Thank A Teacher" contest. Parent, Nina Montilla, and student, Xavier Montilla, nominated Ms. Harrison in appreciation for all of her work with Xavier. They received a \$10,000 classroom makeover, a one year supply of Crayola products, a \$1,000 scholarship for Xavier, a \$1,000 gift card for both Jennifer and Poquonock, and a free Create Ed seminar for the school. Ms. Harrison will be recognized at the January 15, 2019 Board of Education meeting.

Councilor O'Reilly asked why the "STOPit" software was only available for grades 3-12 and not younger. Ms. Khan responded that it's more appropriate for the older grades and that younger grades have other processes in place. Councilor O'Reilly followed up by asking if other districts use it. Ms. Khan believed that it was developed specifically for Windsor.

Councilor Tustin asked who receives the reports from the STOPit software. Ms. Khan responded that the reports get forwarded to the appropriate staff members in the district. This then gives staff an opportunity to respond with follow up questions in order to ensure that the incoming information from the app is sent to the correct individuals.

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

### **Dr. Martin Luther King, Jr. Celebration – January 21, 2019**

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Dr. Martin Luther King, Jr. celebration for the community on Monday, January 21, 2019, from 2:00 PM to 3:30 PM in the council chambers of town hall. All are welcome to attend. For questions, please contact the church office at 860-688-5225.

### **Town Offices Closed for Martin Luther King Day**

Town Offices will be closed on January 21, 2019 due to the Martin Luther King holiday.

### **Bridge Builders Award Ceremony**

A reception will be held on Thursday, January 10, 2019 at 6:00 p.m. in the Town Council Chambers at the Town Hall, for the Bridge Builder awards. All are welcome to come and celebrate. Bridge Builder awards are given to those individuals, organizations and companies that exhibit excellence in human relations, cultural and social justice and humanitarian interest in the Windsor community. To RSVP and for more information, contact Jim Burke at (860) 285-1877.

### **Winter Parking Rules**

Just a reminder that until April 15<sup>th</sup>, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM and no parking on any street during a snow or ice storm that has been

in progress for one hour or more. Also, please do not leave your 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, please remember that the town ordinance requires all property owners to clear snow from the sidewalk (and fire hydrants if there is one on your property) within 12 hours after the storm.

### **Book-A-Librarian**

Looking for more help with your technology? Book-A-Librarian! Make an appointment to meet with a staff member for one hour to get help with downloading e-books or audiobooks to e-readers or other devices; basic computer skills; how to set up an email or social media account or to learn more about Ancestry, Reference USA and more library services. To get your free one hour appointment, call 860-285-1922.

### **Fiscal Year 18 Independent Financial Audit**

The FY 18 independent financial audit performed by RSM US LLP has been completed and submitted to the State of Connecticut on time.

Hard copies have been distributed to Council this evening.

An auditor's management letter was not issued as there were no findings or recommendations by the auditors.

As in years past, I look forward to reviewing the reports with the Finance Committee and the external auditor at the Committee's convenience.

Councilor O'Reilly asked if it was unusual not to receive a letter about the report from the auditors. Town Manager Souza replied that in previous years, there had been recommendations, but it is not unusual not to receive it if there are no recommendations.

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

Councilor O'Reilly – None

Councilor Wilkos commented on the amount of people who came out to support the open space preservation at Brown's Harvest and said it was awesome. He thanked the Trust for Public Land, Windsor Land Trust, and Town Manager Souza and his staff for all of their work on the project. He thanked the Brown family for their cooperation and willingness to ensure that the farm always remains a part of the community. He also thanked Windsor residents for coming out to support it.

Councilor Black-Burke – None

Councilor Govoni – None

Councilor McAuliffe – None

Councilor Tustin – None

Deputy Mayor Terranova – None

Councilor Jepsen asked if the State of CT or UConn could take on the survey issues that Mr. Szotka referred to in the public comment portion of tonight's meeting. Town Manager Souza recalled that UConn does offer this service for low or no cost, but it is in high demand so it's hard to know what the timeline would be. This and other options will be looked into.

Mayor Trinks stated that he echoes Councilor Wilkos' comments regarding Brown's open space.

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

Personnel Committee – Councilor O'Reilly reported that the committee has a number of appointments and reappointments that people have applied for and they will be holding interviews.

Health & Safety Committee – Councilor Black-Burke reported that she will be meeting with the Town Manager soon regarding the committee.

Finance Committee – Deputy Mayor Terranova reported that the committee will be meeting soon to review the annual audit.

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported that the committee is meeting on January 22, 2019 at 6:00 p.m.

## **10) ORDINANCES – None**

## **11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance in the amount of \$295,000 for Windsor High School Indoor Pool HVAC Replacement project

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 \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 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 Deputy Mayor Terranova to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL INDOOR POOL HVAC

REPLACEMENT PROJECT AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Motion Passed 9-0-0

**12) NEW BUSINESS**

- a) Friends of Northwest Park presentation

Town Manager Souza welcomed Terry Langevin, President of the Friends of Northwest Park.

Ms. Langevin presented a history and overview of Northwest Park and highlighted that the park's mission is to provide conservation, environmental education, and passive recreation. She provided slides regarding what it costs to run the park's education and maintenance goals. Ms. Langevin then announced the grand opening of the maple sugarhouse on Sunday, January 27, 2019 at 1:30 p.m. and invited everyone to attend.

Councilor McAuliffe asked how many members there are. Ms. Langevin reported that there are almost 400 memberships, but those include family memberships, so there are even more individual members. Councilor McAuliffe followed up by asking how many trustees there are. Ms. Langevin reported that 22 of the 27 seats are currently filled.

Councilor McAuliffe asked about the braille trail and asked if it was not suitable for someone who is sight impaired. Ms. Langevin responded that it is, but time marches on and there is new technology available in addition to the braille plates, which were also just replaced.

Councilor O'Reilly asked if there are significant resources to take care of the animals. Ms. Langevin responded that there are. She noted that there are daily volunteers.

Councilor McAuliffe asked if the dog park is part of Northwest Park. Town Manager Souza replied that it is physically a part of it, but it is not managed by the park or the Friends of Northwest Park.

Councilor Black-Burke thanked Ms. Langevin for the presentation and then suggested that school groups leave with some type of marketing after when they attend field trips there. Ms. Langevin responded that's a wonderful idea and that they could do more in that area.

Mayor Trinks thanked the Friends of Northwest Park for everything they do and for coming out.

- b) Approve an easement at 55 Mack Street with the Housing Authority

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the proposed easement with the Town of Windsor Housing Authority as shown on the attached map titled, 'Boundary Survey Showing Proposed Easement from the Town of Windsor to Windsor Housing Authority, #35 Mack Street and Town Parcel "A" Windsor, Connecticut, Scale 1" = 20', Dec. 17, 2018.'

Town Manager Souza reported that the Windsor Housing Authority is initiating major renovations as a part of this project. They had to do a title search and it revealed that a portion of the property is owned by the town. It is requested that an easement of 7,000 square feet be approved that will allow the Housing Authority to close on their financing and begin renovations. The Town Attorney, engineer, and planning staff have reviewed the easement. It will also go to the Town Planning and Zoning committee for their review at their next meeting. There is no cost to the town.

Motion Passed 9-0-0

- c) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 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 Deputy Mayor Terranova to introduce a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

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

The town's Capital Improvement Program (CIP) includes a multi-year project to address pavement conditions at town-owned facilities and schools. Improvements are proposed to be made at the Town Hall, L.P. Wilson Community Center, Milo Peck Center, Poquonock Fire Station, Rainbow Fire Station, and Wilson Fire Station, as funding permits. Bonding in the amount of \$225,000 is being requested at this time.

Councilor O'Reilly asked if the price of paving is related to the price of oil. Mr. Jarvis responded that it is. They use the state's bid system, but it fluctuates, depending on the price of petroleum.

Councilor Wilkos asked if the town hall paving would include the area near the post office. Mr. Jarvis responded that it does include that area, but not most of the parking spaces.

Motion Passed 9-0-0

- d) Set a Public Hearing for January 22, 2019 at 7:20 PM (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Councilor Deputy Mayor Terranova that a Public Hearing be held at the Windsor Town Hall on Tuesday, January 22, 2019 at 7:20 p.m. (prevailing time) on the following ordinance entitled, 'AN ORDINANCE APPROPRIATING \$225,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$225,000 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

### **13) RESIGNATIONS AND APPOINTMENTS**

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

- REAPPOINT Linda Rickard as a Democratic Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2020 or until a successor is appointed.
- REAPPOINT Elizabeth Dupont-Diehl as a Democratic member (resident) to the Historic District Commission for a five year term to expire October 13, 2023 or until a successor is appointed.
- REAPPOINT Theresa Tillett as a Republican member to the Housing Code Board of Appeals for a five year term to expire October 31, 2023 or until a successor is appointed.

Motion Passed 9-0-0

### **14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the December 17, 2018 Regular Town Council meeting

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

Motion Passed 9-0-0

### **15) PUBLIC COMMUNICATIONS AND PETITIONS – None**

### **16) EXECUTIVE SESSION – None**

**17) ADJOURNMENT**

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen to adjourn the meeting at 8:37 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council