

**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
JANUARY 22, 2019
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 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 Black-Burke led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Black-Burke led the group in the pledge of allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS – None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Metropolitan District Commission (MDC)

John Avedisian, Commissioner, presented the following:

- The proposed integrated plan was approved by all involved towns except West Hartford. The plan will be sent to the Department of Energy and Environmental Protection (DEEP) for their approval.
- The Barkhamsted Reservoir is at 99% capacity with around 39 billion gallons of water.
- Negotiations are underway with the DEEP over an \$8,000,000 payment for water coming off of the Hartford dump. The MDC may have to settle for less. With the new governor there is a delay, but it will continue until resolved.
- MDC employment has been reduced from 702 to 489 people.
- The Niagara Bottling Plant used 7,000,584 gallons of water in November, about 245,000 gallons per day. In December, they used 10,000,000 gallons, up to about 357,000 per day. This is revenue for the MDC that does not include a discount.
- The sewer user ad valorem consulting group has completed their assessment. MDC is waiting for final results in order to decide whether to get away from the ad valorem system or not.

- The MDC budget has been approved. They are owed a \$2.5-\$3.5 million payment from Pratt & Whitney that will reduce the 15% ad valorem rate to 7%. When they settle on a payment from the DEEP, it is slated to go toward ad valorem and will reduce the amount even further.
- With the reduction of employees at the MDC, Mr. Avedisian invited members of the Council to visit the sewer plant because he is impressed with how it's being run. It is immaculate. The technical work is impressive and they would be happy to give tours.

7) TOWN MANAGER'S REPORT

Development of FY 20 Budget – First Public Hearing

A Public Hearing will be held on February 4, 2019 at 7:15 PM regarding the development of the FY 20 budget. Citizens are welcome to come voice their opinions and give their input during that time.

Income Tax Consulting for Seniors

Income tax consulting for seniors begins Monday, February 4, 2019 and will be held every Monday and Thursday through March 28 from 9:00 AM to 11:00 AM at the Windsor Senior Center (no consulting held on February 19). Seniors can get the advice they need to fill out their federal and state income tax returns from trained AARP volunteers. Bring your 1099 and W/2 forms together with a copy of last year's tax return. This is a free service, but appointments are necessary and available spots fill quickly. Make an appointment by calling 860-285-1992.

Assistance for Furloughed Federal Employees

Today the House and Senate passed, and Governor Lamont signed, bill [HB 5765](#) establishing a loan program and a local option provision for towns (at their choice) to establish a program to defer the due date of specific property taxes owed by affected federal employees.

Affected employee means a federal employee who during the shutdown is (A) a resident of this state, and (B) required to work as a federal employee without pay or furloughed as a federal employee without pay. The law authorizes municipalities to defer taxes due after December 22, 2018.

Here in Windsor, this would only apply to the supplemental motor vehicle bills which became due on January 1, 2019 since we bill annually for all other taxes.

In order to establish the program, the Town Council would need to take a formal vote.

October 1, 2018 Revaluation

Revaluation work began in March of 2018 with the mailing of residential and condominium data mailers. The purpose of the data mailer was to verify the accuracy of the information already in the assessment system. This process eliminated the need for an on-site visit and measurement of every property.

All sales from January 1, 2016 through September 2018, were field checked and information gathered to verify the sale amount and the physical condition of the property at the time of the sale. This process determined the market value changes needed for the revaluation.

Income and Expense forms were mailed to all rental properties. The information received was used to value the commercial, industrial and apartment properties as of October 1, 2018.

Consultants, Vision Governmental Services, assisted in analyzing the residential sales and valuing those properties.

The following are the % changes for the various property types:

Residential	+ 4.6%
Condominium	+11.4%
Multi Family	+11.7%
Apartments	+15.8%
Commercial/Industrial	+ 7.9%

Once all values were determined, a notice was mailed to each property owner showing the new market value. This notice was sent at the end of November and it allowed for a period of time for Informal Hearings if the owner requested one. The hearings, with assessment staff, were held in December and early January. 207 appointments, or 1.8% were completed and taxpayers were notified of the results.

A property owner may appeal their valuation to the Board of Assessment Appeals by submitting a formal request to the Tax Assessor by February 20, 2019. More information can be found at <https://townofwindsorct.com/assessor/> or by contacting the Assessor's office at 860-285-1816.

Town Manager Souza invited Larry Labarbera to speak about the recent revaluation. Mailers were sent out in March 2018 and there was a 70% return, which is very good. The mailers help to maintain accuracy and eliminate door to door data collection. Overall the revaluation resulted in a 6.3% increase in real property. Residential properties went up 5%, condominiums/multi-families went up 11%, apartments went up 15%, and commercial/industrial went up 8%. 207 people went through informal hearings, which is 1.8% of property owners. If citizens are unsatisfied with the results of those hearings, they can go to the Board of Assessments and Appeals, who will meet in March.

The 2018 Grand List is almost complete. Right now, the total Grand List Value is about \$3.1 billion. Real property went up 6.3%, as stated above. Personal dropped 0.32% and motor vehicles are up about 4%, which creates an overall grand list increase of about 5%.

Councilor Wilkos asked if any nearby towns have had revaluations recently and wished to compare them to Windsor. Mr. Labarbera replied that they have, but he is not aware of how they compare. Town Manager Souza responded that town staff could look into that as well as how it compares to last year.

Councilor Jepsen asked if other people's addresses/revaluations could be looked at in order to compare. Mr. Labarbera responded that yes, you can type in any address in the revaluation page on the town website and the information is all there.

Mayor Trinks asked Town Manager Souza what the process would be in order to offer support for government employees during the government shut down. Town Manager Souza said he

expected that if the Council wanted to move forward with adopting those provisions, town staff could publicize it through a variety of means.

Councilor Jepsen noted that the tax deadlines are due at the end of this month. He asked if the penalties could be retroactively waived come February. Town Manager Souza noted that he had just received notice of the signed bill and would have to look into it further.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly stated that he appreciates Mayor Trinks comments and recommends that anyone affected by the government shut down reach out to the Town Council.

Councilor Wilkos – None

Councilor Black-Burke – None

Councilor Govoni – None

Councilor McAuliffe - None

Councilor Tustin – None

Deputy Mayor Terranova – None

Councilor Jepsen wished a belated happy birthday to Mayor Trinks' wife Barbara, the "First Lady of Windsor."

Mayor Trinks attended and spoke highly about the celebration of the previous day hosted by Archer Memorial AME church. He noted that the First Church Choir also came to participate. He finds it extraordinary how the faith-based communities in Windsor work together. He then wished a happy belated birthday to Councilor Jepsen.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None

Health & Safety Committee – None

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee will be meeting on Monday, February 11, 2019 to review the annual audit.

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported that the committee met earlier that evening and it was well attended. The committee primarily spoke about the Millbrook project and will be meeting again on February 6, 2019 to finish the conversation and provide recommendations to the Town Council.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

- a) Approve 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.”

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 \$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 approve 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.”

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Introduce an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS

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 AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS” 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 an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.”

Jim Bourke, Finance Director, and Larry Labarbera, Town Assessor, presented the following:

The town's qualifying local income limits have been greater than the state's limit since being set in 2013. This year the state has notified towns that the qualifying income limit will increase to \$36,000 for single households and \$43,900 for married households. It is recommended that the local qualifying income limit be increased to \$49,500 to be above the State program so that local married households can qualify for both programs.

Councilor O'Reilly asked how the town knows who is eligible. Mr. Bourke replied that the assessor's office notifies individuals that are currently on the program every two years and the program is publicized for new applicants so that they can also apply.

Town Manager Souza added that the program is also publicized at the senior center, on WIN-TV, in the local magazine, and is also spread around by word of mouth.

Councilor O'Reilly asked if the government notifies the town. Mr. Labarbera responded that they do not and that individuals have to apply.

Councilor Jepsen asked if there was a way for the Council to look at how much money the program costs so they can consider this when looking at the budget. Town Manager Souza responded that town staff can put it on their calendar to notify the Council within a given time frame when they know what the program will cost, and if the Council wanted to skip a year, they would be able to.

Councilor O'Reilly asked for clarification from Councilor Jepsen. Councilor Jepsen responded that there could come a time when the current cost of the program, \$92,000, may be a lot higher and it would be helpful for the Council to be notified ahead of time.

Councilor Black-Burke asked about clarification regarding the income limits being made higher so more people can be eligible. Mr. Bourke and Mr. Labarbera indicated that was correct. Councilor Jepsen then noted that it also makes the program more expensive to the town.

Motion Passed 9-0-0

- b) Set a Public Hearing for February 4, 2019 at 7:15 PM to hear an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that a Public Hearing be set for Monday, February 4, 2019 at 7:15 PM (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS" 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

- c) Approve amendments to Public Health Nurse position description

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job description for the position of Public Health Nurse be approved as presented.

Amelia Bliss, Human Relations Director, presented an overview of the changes to the job description, with the most significant changes being:

- Adding the essential duty of participating in public health emergency preparedness training and activities.
- Adding the academic nursing accreditation organization, the Commission on Collegiate Nursing Education (CCNE).
- Adding knowledge of Advisory Committee on Immunization Practices (ACIP) recommendations for vaccinations as a minimum requirement.
- Adding competencies and updating the physical demands and work environment sections.

Councilor Black-Burke asked about the change in minimum qualifications. Ms. Bliss stated that although they changed the language to say “required now”, at the end of the posting it says “any equivalent combination of training and experience”, so there is still flexibility there.

Councilor Govoni asked if it was the same salary range that the consultant went through and Ms. Bliss confirmed that it is.

Councilor Jepsen asked if it is anticipated to be a difficult position to fill. Mr. Michael Pepe, Director of Health Services, responded that he has heard from surrounding towns that there is a great talent pool for it.

Councilor Govoni noted that it is a unique position and is an asset to town employees and residents.

Councilor Black-Burke asked why “A significant portion of the job requires field work outside of the office setting” was red-lined and asked if it was added elsewhere. Ms. Bliss responded that similar language can be seen under the “work environment” section. Town Manager Souza noted that it is more implied throughout the posting rather than explicitly stated, so if the Council advises, it could be added back in. Councilor Black-Burke stated that she wants to make sure that the community involvement aspect is highlighted. Deputy Mayor Terranova then pointed out that the community interaction language is also included at the top of page three.

Motion Passed 9-0-0

- d) Approve appropriation of \$10,000 from the Capital Projects Fund for design services related to the replacement of a portion of the Clover Street School Roof

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that \$10,000 be appropriated from the Capital Projects Fund, Assigned Fund Balance to fund the design and preparation of schematic drawings and specifications for the Clover Street School Partial Roof

replacement project; and that the project be referred to the Public Building Commission for oversight.

Bob Jarvis, Town Engineer and Director of Public Works, and Whit Przech, Building and Facilities Manager, presented an overview as follows:

A 7,000 square foot portion of the roof at Clover Street Elementary School is in need of being replaced. This section of roof was installed in 1995 and is no longer under the manufacturer's warranty. A third party professional inspection found water has saturated much of the roof insulation in a portion of the roof area. There are limited repair options except for full replacement. The estimated cost to design and prepare bid documents is \$10,000. The cost of construction is preliminarily estimated at \$150,000.

Councilor Wilkos asked why this portion of the roof was not fixed the last time a roofing project was completed at Clover Street school. Town Manager Souza replied that at that time, this area of the roof was not failing, but many other areas of the school were.

Councilor Tustin asked if there are any other buildings out there that we should be concerned about. Mr. Przech responded that about every five years, a roofing consultant does a complete assessment of all town buildings and schools and offers recommendations for repairs and replacement.

Town Manager Souza added that a portion of the gymnasium at Wolcott is leaking and the roof on the Chaffee house near the Palisado Green is also deteriorating. Both projects have been recommended to be moved up on the proposed project timelines.

Councilor Jepsen noted that he saw photos of the standing water and asked if mold is anticipated to be a problem. Mr. Przech responded that the roof decking is concrete and there is a sealed membrane applied to it so no air was getting to it and there is no mold.

Councilor Govoni recalled issues with the life span of the roofs when trees were planted too close to the buildings. There are current projects to remove trees too close to the buildings in order to save the life spans of the roofs.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to amend tonight's agenda so that item 12 (e) appears after item 16 (b).

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS – None.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the January 7, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the January 7, 2019 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the January 7, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the January 7, 2019 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:34 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (Fusco vs Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (SCA Pharma vs Town of Windsor)

Councilor Jepsen recused himself from item 16 (a).

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Guests: Cori Lynn Webber, outside legal counsel; Kevin Deneen, Town Attorney

Staff: Peter Souza, Town Manager; Marty Maynard, Risk Manager; Larry Labarbera, Town Assessor

Marty Maynard and Cori-Lynn Webber left Executive Session at 8:40 p.m.

Larry Labarbera and Kevin Deneen entered Executive Session at 8:42 p.m.

MOVED by Deputy Mayor Terranova, seconded by Councilor Tustin to exit Executive Session at 9:05 p.m. and to re-enter the Regular Town Council session.

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

12 e) Consideration of settlement in Town of Windsor vs Fusco (Town Manager)

MOVED by Deputy Mayor Terranova, seconded by Councilor Tustin to settle the case of Fusco versus Town of Windsor as discussed in Executive Session.

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

17) ADJOURNMENT

MOVED by Councilor O'Reilly, seconded by Councilor Tustin to adjourn the meeting at 9:08 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council