

**TOWN OF WINDSOR  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
March 18, 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 O'Reilly offered a moment of silence for victims of the mass shooting in Christchurch, New Zealand. He also observed the passing of Howard Jubrey, Jr. on March 8<sup>th</sup>. Mr. Jubrey was actively involved with the youth in Windsor and served on the Board of Education. He will be remembered for his passion and avocation for all children in Windsor. Councilor O'Reilly offered his condolences to Mr. Jubrey's family and friends.

**3) PLEDGE OF ALLEGIANCE**

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

**4) PROCLAMATIONS AND AWARDS – None.**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Yvonne Mitto, 21 Rood Avenue, 28 year resident of Windsor, spoke on behalf of homeowners residing at 21, 25, 31, 37, 39, and 41 Rood Avenue. These six homes have stairs leading up from Rood Avenue and driving access via a gravel road. The gravel road is listed as 19 Rood Avenue, owned by Oakland Realty but has a nonprofit status and taxes are not paid on the property and it is not being maintained. Ms. Mitto has been calling and meeting with individuals in various town departments but so far, no plan of action has been formed. Residents fear that if something happens on the property such as a tree falling across the driveway, residents would essentially be trapped as it is the only access road for their homes. Residents are also concerned about who would be responsible if a serious incident did occur. David and Leona Holley, an elderly couple who live at 41 Rood Ave, are unable to get necessary transportation services such as dial-a-ride to get to doctor appointments, the pharmacy and the grocery store.

The residents on Rood Avenue are pleading with the town to take action quickly and be proactive before something bad happens.

## 6) REPORT OF APPOINTED BOARDS AND COMMISSION

### a) Public Building Commission (PBC)

Rick Hazelton, Chair of Public Building Commission, reported the following:

#### **Safety Complex - Police and Fire Station Design**

The project architect and town staff held a meeting last week to review the information technologies and security systems integration into the design drawings. The PBC will receive a project update from the architect at the next meeting.

#### **JFK Elementary School Replacement HVAC Systems**

The new air-conditioning systems are now completely installed. The air-conditioning systems will be energized and tested during the week of April 8<sup>th</sup>. In the following weeks, the system will be commissioned. The contractor will turn the project over to town staff on May 1st.

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

Town staff, the architect, and contractor have been reviewing project submittals. The replacement cast stone components of the portico are in production. The contractor is expected to mobilize and start the project this week.

#### **Fire Security Systems**

The only buildings left to be upgraded is Milo Peck School and 330 Windsor Avenue Community Center. The Fire Marshal's office is continuing with their inspections of the installed systems. The PBC expects the next two buildings to be completed by the end of April.

#### **Poquonock School Air Conditioning Project**

The PBC has signed a contract with Sav-Mor cooling of Southington, CT. Sav-Mor Cooling was the contractor for the JFK project. Submittals are being processed and approved. The longest lead time item (main electrical switchgear) has been ordered. The contractor is scheduled to start project work in May. All of the 30 classroom air-conditioning systems will be installed and operating for the beginning of the fall school session.

#### **WHS Pool House Replacement HVAC Unit**

This project is now scheduled to begin on July 2<sup>nd</sup> and to be completed in mid-August.

#### **Sage Park Middle School Roof Design**

The architect, Hibbard & Rosa, is in the process of completing the design drawings. Once the drawings are completed, the PBC will review them with the architect. After the PBC approves the design, they will then be forwarded to the state for their approval of the design. The PBC now expects this project be scheduled for the summer of 2020.

#### **DPW Building Renovation Design**

The architect, Capital Studio, met on site last week with town staff to review the progress drawings. This design work is expected to be completed by early spring 2019.

### **Clover Street School Partial Roof Design**

The architect presented the completed drawings to the PBC at its last meeting. The PBC reviewed the drawings and approved them. The architect will proceed to register this project with the State of Connecticut for their review. Once the state applies a project number, and it is approved for reimbursement, we can proceed to bid this project. We expect this work to be scheduled for this summer.

Councilor Wilkos asked what the approximate completion date is for the portico. Mr. Hazelton responded that it will be hopefully finished in June. There is limited access through the front of the town hall. In the meantime, visitors are encouraged to use rear entrances.

Councilor O'Reilly asked if the two remaining fire systems being implemented were to code. Mr. Hazelton and Town Manager Souza agreed that the systems were previously up to code. The systems are just being updated to more modern systems.

#### b) Commission on Aging & Persons with Disabilities

Town Manager Souza reported that nobody was available to come tonight, but they will reschedule.

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

Town Manager Souza stated that he would reach out to the citizens of Rood Avenue who spoke during the public comment section in the next few days after doing some research about the area in order to offer some solutions.

### **"Adulting 101" Youth Summit**

The Youth Services Bureau is hosting an "Adulting 101" Youth Summit for Windsor teens ages 14-18 on Saturday, March 23, 2019 from 10:00 AM to 3:00 PM at the 330 Windsor Avenue Community Center. Adulting 101 will focus on life skills not taught in the class room, like the importance of voting, managing money and life hacks such as dorm etiquette and living frugally. The keynote speaker will be Representative Brandon McGee who will speak about the importance of community engagement. This conference will include a light breakfast, door prizes, lunch, and many take home lessons about how to become an active and thriving adult. This program is free and registration is limited to the first 75 people. Participants must be a Windsor resident. For more information call 860-285-1946.

### **March 28 Budget Workshop for Windsor Residents**

Residents are invited to a budget workshop on Thursday, March 28th from 6:30 PM to 8:30 PM here at town hall. The meeting is an informal and interactive gathering that will provide residents with an opportunity to hear an overview on the proposed fiscal year 2020 budget.

A public hearing on the FY 2019-2020 budget will be held on April 1<sup>st</sup> at 7:00 PM.

On April 25<sup>th</sup>, May 1<sup>st</sup> and May 9<sup>th</sup>, community budget forums will be held throughout town sponsored by the League of Women Voters and CTVotes.

A detailed schedule of budget hearings, workshops and community forums can be found on the town's website. For more information call 860-285-1835.

### **Friends of Northwest Park (NWP) Pancake Breakfast**

Wake up and head over to NWP for their annual pancake breakfast on March 23<sup>rd</sup> from 8:00 AM to 11:00 AM in the warming shed. There will be pancakes smothered with 100% pure maple syrup (made at NWP), sausages, juice, tea and coffee. \$6.00 for adults, \$4.00 for kids. Children ages 3 and under free. For more information and to register, call 860-285-1886.

### **2019 Neighborhood Assistance Act Proposals Welcomed**

The Town of Windsor Office of Community Development is soliciting program proposals from community non-profit organizations and municipal agencies for funding consideration under the State's Neighborhood Assistance Act (NAA) program.

This program allows businesses to claim a State tax credit for cash contributions made to qualifying community programs conducted by tax exempt or municipal agencies. The minimum contribution on which a tax credit may be granted is \$250, and the maximum contribution is \$150,000.

For further information about the Neighborhood Assistance Act Program or to receive an application packet, please contact the Office of Community Development at (860) 285-1984 or go to the DRS website at [www.ct.gov/drs](http://www.ct.gov/drs). All applications must be received by close of business (5 p.m.) on May 24, 2019 in order to be considered.

### **Portico Work at Town Hall**

Work has begun on the renovation of the town hall portico. Work is expected to last through the month of May. During this time, access to the front entrance of town hall will be limited. Visitors are asked to use the entrance to the rear of the building at the parking lot area.

### **Update on Reuse of the former Mill Brook Clubhouse**

Staff is in the process of finalizing a marketing and request for proposals package for the reuse of the former clubhouse building at the Mill Brook golf course. We have conferred with a commercial real estate broker who has experience with retail and restaurant properties. The goal is to have the outreach initiated by the first of April.

We are in the process of identifying marketing and outreach efforts. The initial plan includes:

- Direct contact to local and regional commercial brokers with experience in leasing restaurant space
- Direct outreach to various restaurant ownership groups and associations in the region
- Place information on internet sites such as CERC Site-finder; Loop.net, CoStar, and Craigslist

We will also utilize the town's various social media platforms as well as websites of other local and regional partners.

Councilor Wilkos thanked Town Manager Souza for the comprehensive report and noted that there are many new businesses and opportunities in Windsor as well as a lot of information about how to get started.

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

Councilor O'Reilly stated that this coming Saturday, March 23<sup>rd</sup>, is the 29<sup>th</sup> annual Northwest Park Pancake Breakfast from 8 a.m. – 11 a.m.

Councilor Wilkos thanked folks who came out and spoke about the issues on Rood Avenue. He also thanked Town Manager Souza for the transparency and heads up about the situation. Councilor Wilkos noted that the situation is incredibly complex and noted that the tax-exempt status is baffling. He stated that he feels for the residents because they are in a difficult situation and definitely should be helped. Then he thanked Ms. Mitto for being incredibly well-spoken about the situation. Councilor Wilkos noted that one of the appointed members of the Commission on Aging and Persons with Disabilities made a threat against a senator at a state hearing on gun control and was removed from the state capitol. He wondered if the commission has had an opportunity to meet about it and wished to discuss it as a council as well.

Councilor Black-Burke stated that regarding the residents on Rood Avenue, it's clear they have been doing their research for a while and whatever is decided, it should be done with expedience and urgency in order to assist them so nothing tragic happens.

Councilor Govoni noted that other streets in Windsor may have similar situations to Rood Avenue, but not to this extent. As the current tree warden, he went there recently to assess the situation and went in with a four-wheel drive and wasn't even able to back up and turn around. Regarding the hazardous trees, he noted a property maintenance ordinance where you can't have dead dangerous trees. He went to the enforcement officer and started the process to figure out whose trees they are and they were put on notice. He stated that there have been cases where the town will take the trees down because the town does have a responsibility for emergency services to be able to pass through and access these homes. He advised that the noticeably dead trees be removed and the road at least be graded while a solution is created because the road is horrific and he feels sorry for the residents.

Councilor McAuliffe, regarding Rood Avenue, stated that he agrees that it would be incredibly difficult to get an ambulance in there and something should be done quickly. He also noted that in New Zealand, Sunday School attendance at local mosques was half of what it had been prior to the shooting. He was happy to hear that there were police and reinforcements there and nothing happened. He also stated that it was great to hear that Windsor Police were at local mosques to make people feel safe and reinforced the idea that everyone should feel safe to go to their mosque or other place of worship in this community.

Councilor Tustin – None.

Deputy Mayor Terranova – None.

Councilor Jepsen asked for further discussion or possible action regarding the incident at the state capitol last week. He stated that the incident made national press and feels that this type of behavior should not be condoned.

Mayor Trinks agreed with Councilor Jepsen regarding the state capitol incident, but did clarify that it was a private conversation via text message that was overseen.

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

Personnel Committee – Councilor O'Reilly reported that the committee met on February 28<sup>th</sup> and it will be discussed during agenda item 13.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – None.

## **10) ORDINANCES – None.**

## **11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$290,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE NORTHWEST PARK NATURE CENTER, LANG HOUSE, AND ARCHIVE BUILDING; AND AUTHORIZING THE ISSUE OF \$290,000 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 \$290,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE NORTHWEST PARK NATURE CENTER, LANG HOUSE, AND ARCHIVE BUILDING; AND AUTHORIZING THE ISSUE OF \$290,000 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 \$290,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO THE NORTHWEST PARK NATURE CENTER, LANG HOUSE, AND ARCHIVE BUILDING; AND AUTHORIZING THE ISSUE OF \$290,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 9-0-0

## 12) NEW BUSINESS

- a) Approve amendments to Public Building Commission attendance policy

MOVED by Deputy Mayor Terranova, seconded by Councilor McAuliffe that the proposed amendments to the attendance policy for the Public Building Commission be approved as presented.

Town Manager Souza stated the following:

During its March 12, 2019 meeting, the Public Building Commission reviewed its attendance policy and is requesting the Town Council make the following amendments.

Regular Member:

1. All members must attend a minimum of 75% of regular, scheduled meetings during a ~~calendar year~~ 12 month period.
2. A missed special meeting will not be counted as a missed meeting.

Alternate Member:

- ~~1. Must attend a minimum of 60% of regular, scheduled meetings during a calendar year.~~
- ~~2. A missed special meeting will not be counted as a missed meeting.~~

Hypothetically, if the commission held 20 regularly scheduled meetings in a twelve month period, the recommended policy calls for an alternate member to attend 15 meetings (same as a regular member) versus 12 meetings under the present policy. This allows more flexibility and more uniformity for all members.

Councilor Govoni asked if there are guidelines on board and commission policies and suggested that if there aren't, it would be worth looking into. Town Manager Souza responded that each board and commission has their own staff liaison and it is mostly up to them to establish the policies, but there are clear expectations regarding the role, ethics, and attendance for each one.

Councilor McAuliffe asked if there is a standard rule regarding attendance across the commission and boards and Town Manager Souza responded that each board and commission has its own policies that differ among them.

Motion Passed 9-0-0

## 13) RESIGNATIONS AND APPOINTMENTS

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

- REAPPOINT Veronica DeBetham-Taylor as an Unaffiliated member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2022 or until a successor is appointed.

- REAPPOINT Michael Bivans as a Democratic Alternate member (homeowner) to the Fair Rent Commission for a three year term to expire March 31, 2021 or until a successor is appointed.
- REAPPOINT Max Kuziak as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2021 or until a successor is appointed.
- REAPPOINT Noel Osowiecki as a Democratic member to the Insurance Commission for a four year term to expire October 31, 2022 or until a successor is appointed.
- APPOINT George Roebelen as a Republican Alternate member to the Public Building Commission for a three year term to expire November 30, 2020 or until a successor is appointed.
- APPOINT Alexander Correia as a Republican member to the Town Planning & Zoning Commission for a five year term to expire November 10, 2024 or until a successor is appointed.
- REAPPOINT Jill Levine as a Democratic member to the Town Planning & Zoning Commission for a five year term to expire November 10, 2023 or until a successor is appointed.
- REAPPOINT Andrea Barton-Reeves as a Democratic member to the Youth Commission for a three year term to expire September 30, 2021 or until a successor is appointed.
- REAPPOINT Pamela Cook as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2022 or until a successor is appointed.

Motion Passed 9-0-0

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

- a) Minutes of the March 4, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the March 4, 2019 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the March 4, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the March 4, 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 8:22 p.m. for the purpose of:

- a) Discussion and the selection of a site or a lease, sale or purchase of real estate (cell tower leases)

Motion Passed 9-0-0

## **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 and Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager; Jim Bourke, Finance Director; Paul Goldberg, Fire Administrator

MOVED by Deputy Mayor Terranova, seconded by Councilor Wilkos to exit Executive Session at 9:09 p.m. and to re-enter the Regular Town Council session.

Motion Passed 9-0-0

## **17) ADJOURNMENT**

MOVED by Deputy Mayor Terranova, seconded by Councilor Wilkos to adjourn the meeting at 9:10 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand  
Clerk of the Council