

**TOWN OF WINDSOR  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
March 4, 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 James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos. Councilor Nuchette Black-Burke was absent.

**2) PRAYER**

Councilor McAuliffe led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor McAuliffe 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) Board of Education (BOE)

Maryam Khan, BOE Secretary, reported the following:

- The Windsor High School girl's indoor track team are the 2019 Connecticut Interscholastic Athletic Conference (CIAC) Class L state champions. They will be recognized by the BOE at their regular meeting on March 19<sup>th</sup>.
- Kindergarten registration for the 2019/2020 school year has begun and the district is also accepting applications for the preschool program. Families can visit the district's website for more information.
- The Windsor Public School's Family Resource Center encourages families to participate in free playgroups. The playgroups provide children from birth to five years old with stimulating, age appropriate activities and socialization. Families can visit the district's website for more information.
- The district has established a relationship with the manufacturing program at Goodwin College. The BOE will receive a presentation on the new partnership at its April meeting.

Councilor O'Reilly asked about potential changes to the state budget that would require towns to contribute to teacher's pensions. BOE President Leonard Lockhart came forward to say that as of right now, the district is not factoring this cost into their current budget request. The BOE is not in favor of any proposed changes since they do not have any jurisdiction over it due to collective bargaining and called it a state function that should not be pushed back on the town. He said that the BOE will be lobbying against this action with the Connecticut Association of Boards of Education (CABE) on March 20<sup>th</sup>. Both parties are trying to make sure that this will not be pushed back onto the towns.

Councilor Govoni spoke about a recent Personnel Committee meeting that Windsor High School students attended and noted that there was great dialogue about government and the students asked some great questions.

b) Board of Ethics

Mr. Patrick Ring, Chair, Board of Ethics reported the following:

The Board of Ethics is a five-member advisory board that met three times in 2018. During the July 2018 meeting, the board verified that Councilor Tustin could continue to serve on the Town Council while also being a sworn police officer but directed him to refrain from participating in any contract negotiations, votes or actions on any police union matters.

Councilor O'Reilly asked for more information about the board members and Mr. Ring responded that one seat is empty, there is one unaffiliated, two republican members, and one democratic member. Councilor O'Reilly followed up by asking what the term-lengths were for members of the board and Town Manager Souza responded that they are either four or five year terms.

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

### **5<sup>th</sup> Annual Youth Summit**

The Windsor Youth Commission, in partnership with the Youth Service Bureau, Library Services and Public Schools, is presenting its 5th Annual Youth Summit on Saturday, March 23, 2019 at the 330 Windsor Avenue Community Center from 10:00 a.m. – 3:00 p.m.

The Youth Summit is an annual conference for high school teenagers created to help explore some of the challenges young adults face today. This year's interactive conference will focus on life skills not taught in the classroom, like the importance of voting, managing money, and life hacks such as dorm etiquette and living frugally. The summit includes breakfast, door prizes, and lunch. Registration is free and limited to the first 75 people. Participants must be a Windsor resident. Call 860-285-1990 for more information.

### **Windsor Library STEM kits inspire hands-on learning**

STEM (Science, Technology, Engineering and Mathematics) kits are now available for a 3 week loan to patrons and their families interested in hands-on, project-based learning at home. Each kit includes books, tools and other equipment that allows users to experience hands-on

learning about a particular theme. For example, the Universe Experience Kit includes a map of the night sky, reading materials on constellations, stars and the galaxy as well as a 31" size telescope with four lenses to take home and use. The Hiking Experience kit features a compass, binoculars, magnifying glass, field guides, Best Day Hikes in CT, map of Northwest Park and a CD of bird sounds. Other STEM kits feature Geology, Cooking, Human Body, Coding, Geometry and Animation.

STEM kits were purchased with a John A. Bartash and Anna Papikas Bartash memorial bequest administered by the Windsor Library Association.

### **Property Revaluation Update**

The Assessor's office conducted informal hearings for revaluation beginning December 3, 2018 through January 15, 2019. 11,660 notices were sent out to all real property parcels, and 210 appointments for informal hearings were made with the Assessor's office. The 210 appointments consisted of 111 residential and 99 commercial/industrial. Following the informal hearings, the Assessor's office sent letters to the property owners indicating if any adjustments were made. This allowed the owners time to file a formal appeal with Board of Assessment Appeals if they elected to.

Formal hearings before the Board of Assessment Appeals are set for later this month. There are 65 hearings scheduled. 6 residential, 52 commercial/industrial, 4 personal property and 3 motor vehicles. Results of the formal hearings will be sent out to property owners in April by the Board of Assessment Appeals.

### **Taste of Windsor**

First Town Downtown invites you to its annual Taste of Windsor on March 9<sup>th</sup> (snow date March 16) from 6:30 PM – 9:30 PM presented by the Loomis Chaffee School in Windsor Center. Enjoy tastes from local restaurants and spirits from local breweries and from local distributors. Enjoy good company, delicious food and drink, music by The Armentano Duo and a silent auction. Tickets are \$30/person. Please call 860-257-8982 or go to [FirstTownDowntown.org](http://FirstTownDowntown.org) for more information.

### **Winter Festival and Kids Fair**

The third annual Winter Festival and Kids Fair, sponsored by Recreation and the Youth Services Bureau team, will take place on Saturday, March 16, 2019 from 12:00 PM – 2:00 PM at the Community Center at 330 Windsor Avenue.

There will be family fun and entertainment such as a professional face painter, a cartoonist, photo booth, bounce houses and interactive festival games, arts and crafts, and food.

This is a free event, but donations of a nonperishable food item for the Windsor Food Bank are welcome. For more information about this event please call the Recreation Office at 860-285-1990.

Councilor Wilkos was pleased about the low number of revaluation hearings. He then expressed interest in formally supporting Senate Bill 753 regarding fracking waste that was brought up at the last meeting and asked Town Manager Souza what action they could take. Town Manager Souza stated that he had not done any extensive research yet but will look into it further to see what could be done.

Councilor Govoni spoke about how fracking waste also places an added burden on our emergency services because they would need additional training and resources.

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

Councilor O'Reilly – None.

Councilor Wilkos – None.

Councilor Black-Burke – Absent.

Councilor Govoni – None.

Councilor McAuliffe – None.

Councilor Tustin – None.

Deputy Mayor Terranova – None.

Councilor Jepsen – None.

Mayor Trinks – None.

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

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

Health & Safety Committee – None.

Finance Committee – Deputy Mayor Terranova reported that the Finance Committee met on February 28<sup>th</sup> about the past, present, and the future. FY 18's audit was reviewed. It was a clean audit with no significant deficiencies or material weaknesses. Mid-year financials were reviewed for FY 19 and revenues are up due to an increase in licenses and permits, interest earnings, conveyance fees, and some unanticipated money from the state. Budget preparation for FY 20 was discussed and state aid is considered to be level-funded compared to last year. The committee heard of a potential contribution for the teacher's pension plan of about \$190,000, if it goes into effect, and there will be an increased contribution to the Municipal Employees Retirement System. The Metropolitan District increase will be around \$240,000 rather than around \$720,000. The budgetary tax impact will increase about 2.25% with a 3% spending increase.

Councilor Jepsen noted that the figure does not reflect how much individual taxes will go up and recommended checking the tool on the town's website for individual rates.

Special Projects Committee – None.

Town Improvements Committee – None.

**10) ORDINANCES** – None.

**11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 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 8-0-0 (Councilor Black-Burke absent)

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,620,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL HVAC IMPROVEMENTS PROJECT – PHASE III; AND AUTHORIZING THE ISSUE OF \$1,620,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

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

- b) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Councilor McAuliffe that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 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 8-0-0 (Councilor Black-Burke absent)

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

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

## 12) NEW BUSINESS

- a) Introduce 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 Councilor McAuliffe 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 8-0-0 (Councilor Black-Burke absent)

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to introduce 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."

Paul Norris, Recreation Director, gave the following overview:

The original proposal for this project entailed adding indoor storage space, structural repairs and replacing the exterior siding of the nature center. For the Lang House, the scope included replacing windows, repairing and replacing parts of the porch and porch roof.

The proposed project scope has been adjusted to include facility fire alarm upgrades that were identified as part of a separate 2019 Capital Improvement project. It is recommended that replacement windows at the Lang House not be done, as further review indicated this is not as high of a priority as originally envisioned.

The exterior siding of the Nature Center is decayed at numerous locations around the building, allowing water to penetrate into the facility. To reduce the speed of the deterioration of the

siding and to add life expectancy to the new siding, a new roof and gutters were installed at the Nature Center over a year ago.

As the number of programs have grown, so has the need for more appropriate storage space. Currently, storage space in the Nature Center is used by the Friends of Northwest Park to store materials and supplies associated with programs such as the popular Coffee House Concert series. This space is also used by staff for materials and supplies for schools and public programs. The proposed additional storage area will be 10'x 30' and will continue to be shared space with the Friends of Northwest Park.

In December of 2017, a field observation and preliminary structural evaluation of the Nature Center framing was completed. It was determined that the facility has some framing deficiencies that need to be addressed.

The fire alarm systems at the park are original to the facilities. This project will include updating the fire alarm panels and devices in the Nature Center and the so-called Archive Building.

At the Lang House, the front porch and porch roof are in need of repair. This portion of the project will replace the existing porch roof and replace deteriorated portions of the porch.

Councilor Govoni asked if the building is insulated. Mr. Whit Przech, Buildings and Facilities Manager, responded that it is. Councilor Govoni then asked if it has been compromised by any water damage. Mr. Przech stated that there have been damaged areas previously that have been replaced.

Councilor Govoni knows where the storage expansion is needed and expressed his support of the project.

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

- b) Set a Public Hearing for March 18, 2019 at 7:20 PM (prevailing time) to hear an 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 Councilor McAuliffe that a Public Hearing be held at the Windsor Town Hall on March 18, 2019 at 7:20 PM (prevailing local time) on the following 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" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

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

- c) Accept public improvements associated with Tradeport Drive

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to accept the deed and the public improvements associated with Tradeport Drive for perpetual maintenance. Bob Jarvis, Town Engineer and Director of Public Works stated the following:

The construction of all public improvements on Tradeport Drive have been completed. These improvements include approximately 2,000 feet of paved roadway, a 5-foot concrete sidewalk adjacent to the road, storm drainage, and street lighting. The developer has asked the Town to accept public improvements at this time. A maintenance bond will be held by the Town for a period of one year to cover any deficiencies associated with the new improvements, if any. Removal of snow from the sidewalks will be the responsibility of the adjacent property owners as is consistent with the Town Ordinances.

With the acceptance of the improvements and right-of-way, the Town of Windsor will be responsible for the perpetual maintenance of the public improvements.

Councilor Govoni spoke about people in the area complaining about litter, speeding, and traffic in the area. He then asked what the signage was regarding commercial truck use. Town Manager Souza responded that there is a prohibition of trucks over a certain weight with certain exemptions for residential deliveries and construction projects.

Councilor Jepsen asked for clarification on the map as it looked like a stretch of road looped around back, but Town Manager Souza believed that it is a fire access road to the south of the building.

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

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

Councilor O'Reilly reported that there are no resignations or appointments, but names have been submitted for consideration for reappointment during the next meeting.

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

- a) Minutes of the February 19, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the February 19, 2019 Public Hearing as presented.

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

- b) Minutes of the February 19, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the February 19, 2019 Regular Town Council meeting as presented.

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

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

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 8:15 p.m. for the purpose of:

- a) Strategy and negotiations with respect to collective bargaining (Windsor Police Department Employees Association & UPSEU- Dispatchers)

Councilor Tustin recused himself from Executive Session.

Motion Passed 7-0-1 (Councilor Black-Burke absent, Councilor Tustin abstained)

**16) EXECUTIVE SESSION**

Present: Mayor Donald Trinks, Deputy Mayor Jody Terranova, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly and Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager; Amelia Bliss, Director of Human Resources; Bob Melanson, Police Chief

MOVED by Councilor Jepsen, seconded by Councilor O'Reilly to exit Executive Session at 8:50 p.m. and to re-enter the Regular Town Council session.

Motion Passed 7-0-0 (Councilors Black Burke & Tustin absent)

**17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to adjourn the meeting at 8:51 p.m.

Motion Passed 7-0-0 (Councilors Black Burke & Tustin absent)

Respectfully Submitted,

Erin Rand  
Clerk of the Council