



**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL MEETING
APRIL 15, 2019
APPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:33 p.m.

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

Councilor Nuchette Black-Burke arrived at 6:38 p.m.

2) INFORMATION SERVICES

Anna Posniak, Town Clerk gave an overview of the proposed FY 20 budget for Information Services as follows:

The overall FY 20 budget reflects an increase of \$25,820 or 4.0% as compared to the FY 19 budget due to the addition of a full-time position in the Town Clerk's office offset by a decrease in special revenue funds used to complete the lower archival room project. The FY 20 General Fund budget reflects an increase of \$48,810 or 9.9% due primarily to salary and benefits for the proposed full-time position and existing positions in the department as well as increases in software maintenance contracts. The salary and benefits for the proposed full-time position in the Clerk's office are offset by the elimination of part-time hours funded by the General Fund. A remaining .07 FTEs will be funded by special revenue funds to assist with customers during peak times such as dog licensing and elections.

Public Relations

Enita Jubrey, Assistant to the Town Manager, presented the public relations budget. She stated that the FY 20 budget reflects an increase of \$7,800 compared to FY19 due to personal services. She highlighted funding source tables and the chargebacks to other departments. Ms. Jubrey then spoke about Windsor's social media presence and noted there is a 30% increase in followers since this time last year. She stated that social media continues to be a valuable tool. This year, the department was able to focus on topics such as locking your cars, not hitting golf balls in our parks, winter storm tips, a video explaining how the budget process works, a caring connection advertisement, and "This is Windsor", a community spirit video that had over 2,300 views.



Deputy Mayor Terranova asked Ms. Posniak to speak about the shift of a part-time position to a full-time one in the clerk's office. Ms. Posniak responded that considering the strong job market, turnover has been quite high and they are hoping for a larger candidate pool if it's offered as a full-time position. Ms. Posniak stated that the position has turned over four times in three years and noted that it takes between one and one and a half years to train the person, so this amount of turnover has resulted in staff really not being fully trained lately.

Councilor Govoni supported the change. He stated that he uses the office frequently and it's nice if you need a birth certificate or death certificate to be able to get it an efficient manner. He has seen the amount of turnover recently and how it has affected the office.

3) HEALTH SERVICES

Dr. Michael Pepe, Director of Health Services and Mr. Matthew Brattoli, Registered Sanitarian, gave an overview of the proposed FY 20 for the Health Services budget as follows:

The overall FY 20 budget reflects a decrease of \$21,240 or 3.7% as compared with the FY 19 budget due primarily to Personal Services cost increases offset by the loss of the Bioterrorism Grant. The FY 20 General Fund budget reflects an increase of \$13,350 or 2.7% due primarily to salary and benefit cost increases.

The four program areas in this department are Inspection and Regulation, Disease Prevention and Control, Clinic Services, and Emergency Management. This year, sanitarians received additional training in order to be able to enforce new food codes beginning as of January 2020. During FY 20, the health department is planning to use social media platforms to market the various programs and services and to increase the department's visibility. They are also planning to add an emergency preparedness page on the town website.

Councilor McAuliffe asked how many employees are in the department. Dr. Pepe responded that there are four full-time and two part-time positions.

Councilor O'Reilly asked for more information about the head injury prevention program and wondered if it is unique to Windsor. Dr. Pepe responded that the department sells helmets at just about cost, at \$10 a piece, so it is a self-funded initiative. Town Manager Souza added that the program started nearly 20 years ago, and at the time, it was one of the first of its kind, but now many communities do it. Councilor O'Reilly called it a commendable initiative.

Councilor Wilkos asked for details about maintenance remediation activities and blighted properties. Dr. Pepe responded that when work is completed on an abandoned property, a lien is placed on it and when the money gets paid, it goes into an 03 account that stays funded through this revolving system. Town Manager Souza added that it was originally seeded with general fund dollars and now sustains itself.



Councilor Jepsen asked about the elimination of the Mass Dispensing Area (MDA) grant. Dr. Pepe responded that the state is requiring regionalization and the grant is to be eliminated. The department is still expected to plan updates and emergency operations, conduct surveys, and carry out other tasks involving man hours.

Deputy Mayor Terranova asked if the opioid prevention grant is expected to be continued or if it is a one-time thing. Dr. Pepe responded that as of right now, it is a one-time thing, but he hopes it continues. He was first made aware of it in February and it was awarded in March.

Deputy Mayor Terranova asked if there were any specific reasons that the number of mandatory reported diseases went up so much and asked if it was one disease in particular or many. Dr. Pepe responded that he attributed it to more reporting and testing going on. Nothing else jumps out about it when they look at the statistics.

Councilor Wilkos asked if the department actively seeks out blighted properties or if they wait until people call. Dr. Pepe responded that they are proactive and will write down an address if they notice something. Mr. Brattoli added they especially try to be proactive since it takes such a long time to do a full investigation, even a tree complaint can take months to resolve.

Councilor Govoni asked if there was an increase in calls for code enforcement. Dr. Pepe responded that yes, this time of year is their busy season.

Mayor Trinks asked if health inspections can be converted to a digital process that uses paperless software. Mr. Brattoli responded that right now, it is a three page document, but they would like to invest in iPads and digital software to make the whole process easier.

4) LIBRARY SERVICES

Ms. Gaye Rizzo, Director of Library Services, and Gabrielle Barnes, Wilson Branch Manager, gave a presentation on the proposed FY 20 Library Services budget as follows:

The overall FY 20 budget reflects an increase of \$41,240 or 2.4% due to Personal Services as well as installation of a fiber connection to the Wilson branch that will be purchased with Special Revenue grant funds from the Windsor Library Association and the State Library. The FY 20 General Fund budget reflects an increase of \$38,940 or 2.3% due primarily to salary and benefit costs. Currently the department has nine full-time and 36 part-time staff members.

Ms. Rizzo spoke about how libraries are more important now than ever and shared that this year:

- There were nearly 260,000 visits to the libraries, a little under 11,000 items were circulated electronically with about 4% of total circulation.
- Library patrons can use online databases to learn a language from Mango, get product information from Consumer Reports, and access Ancestry.com.



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- Over 16,000 patrons attended programming that emphasizes hands-on learning and interactive experiences including Little Picassos, the Mezzanine Makerspace, teen job coaching, adult gut health, and bring your gadgets to the geeks.
- The Wilson branch includes services like summer lunch, after school tutoring, and the six steps to starting a business workshop series. 750 volunteers contributed 3,350 hours last year.
- The libraries act as hubs for community gathering where patrons can send a fax, make a copy of a document, apply for a passport, get tax forms, have a college test proctored, or view an art display.
- Last year, 20,000 people attended 4,100 meetings.
- There are currently 46 internet-accessible desktop computers and 30 wireless licenses that were used nearly 50,000 times last year.

Goals for FY 20 include:

- Expanding Windsor High School student IDs to act as library cards
- Shelving materials differently to be more accessible
- Cross-training staff to work between departments and branches
- Creating space in the library for people to eat

Councilor O'Reilly asked if there is a way to monitor the 170 different magazine and newspaper subscriptions being used. Ms. Rizzo responded that physical copies are being checked out so the library tracks that independently and for the digital loans, they receive reports from Overdrive. All subscriptions are currently being used and if they were not, they would replace them with others.

Councilor O'Reilly asked about proctored exams. Ms. Rizzo explained that people can take college classes from out of state and take tests proctored by a librarian with an MLS degree. They are then submitted via USPS or electronically to the appropriate party.

Councilor O'Reilly asked why it is a goal to find a place for people to eat in the library. Ms. Rizzo explained that many people are there for several hours and would like to be able to eat. The tables outside are used often and they would like to add a designated indoor eating area as well.

Councilor Wilkos added that he has seen one library in southern Connecticut that had a little café area. He thanked Ms. Rizzo for running such a tight ship and said that it's not gone unnoticed. He hopes that the pay studies were able to help Ms. Rizzo retain staff. He also spoke about hearing many compliments about the Windsor libraries. Councilor Wilkos appreciated the anticipated increase in grant money and then thanked Ms. Rizzo for officially being the longest tenured employee in town.

Councilor McAuliffe asked if there is interest in bringing a third branch to town. Ms. Rizzo replied that she doesn't think so. She believes that people like to receive the full services of the main library and then the Wilson branch has its own unique offerings, but between the two, it is sufficient.



Councilor Jepsen asked what the fiber grant covers, if they would have to pay a monthly fee, and if that fee has been budgeted for. Ms. Rizzo responded that right now, the library pays both Frontier and Comcast so when they drop one of those services, that will help to pay the new bill.

5) HUMAN SERVICES

Anne Wakelin, Human Services Director; Sue Raggo, Social Services Coordinator; Rebecca Joyce, Senior Services Coordinator; and George Headley, Senior Services Transportation Coordinator gave an overview of the proposed FY 20 Human Services budget as follows:

The overall FY 20 budget reflects an increase of \$31,360 or 2.9% as compared to the FY 19 budget due primarily to salary and benefit cost increases. The FY 20 General Fund budget reflects an increase of \$32,860 or 3.8% primarily due to an increase in Personal Services. There are five full-time employees and 16 part-time employees that equates to 10.26 full-time employees.

Senior Services provides:

- A hot lunch program five days per week that serves an average of 47 guests per day.
- A fitness center with modern equipment that is open six days per week with both day and evening hours.
- A wide variety of clubs, exercise and dance classes, evening and weekend trips, and special events are offered throughout the year. Recently they expanded the outdoor adventures to include kayaking trips.
- Massage therapy, art classes, and pickle ball that continue to be very popular.
- Collaborations with area schools and businesses that contribute to a very comprehensive and active senior center.

The Transportation Unit provides:

- Transportation to medical appointments.
- Transportation to grocery stores, banks, hairdressers, and the Senior Center.
- A service that is essential for keeping seniors and people with disabilities independent, healthy, and actively engaged in the community.
- Service that is rated at 96% satisfaction for on time services by patrons.

Social Services provides:

- Casework and referral services.
- Support Services and Groups.
- Basic human needs programs like the Windsor Food Bank and Operation Fuel.
- Energy assistance to avoid electric, gas, or water shutoff.
- In calendar year 2018, 115 tons of food was distributed to more than 4,400 households from the food bank.
- Currently the food bank has 386 registered households, an increase over last year.



- In calendar year 2018, 31 households received financial assistance with water bills and 67 households received financial assistance to pay for electricity and gas to avoid shutoff.

All areas of Human Services rely on volunteers and this fiscal year, it's estimated that over 240 volunteers will contribute 15,000 hours to human services, saving about \$161,000.

Councilor O'Reilly noted that even though the economy is getting better, the demand for services seems to be increasing. Ms. Wakelin responded that as some residents get older, more of them require services. She added that families registered with the food bank has been pretty steady over the past three years, but there was an increase this year.

Councilor Jepsen asked who the dial-a-ride matching grant comes from. Mr. Headley responded that it comes from the state.

Councilor Jepsen asked how the transportation budget would be affected if the Caring Connection were to be shut down. Town Manager Souza responded that currently, the Caring Connection transfers about \$70,000 and approximately \$35,000 of that goes toward paying the Transportation Coordinator's salary. It is estimated that they would need \$35,000 in continued transfer without curtailing activity or cutting back hours. Overall there could be an impact.

Mayor Trinks asked if Social Services is 24 hours per day. Ms. Wakelin responded that after hours, it goes to the police department. The police department will email Social Services and the department will take care of it the next business day.

6) SAFETY SERVICES

Each department presented their individual budgets. For all the departments, the overall FY 20 budget reflects an increase of \$401,060 or 3.6% as compared to the FY 19 budget mostly due to Police Department Personal Services as a result of State Municipal Employee Retirement Fund increases and Fire Services Maintenance & Repairs. The FY 20 General Fund budget, including Town Support for Education, reflects an increase of \$429,060 or 4.1% primarily due to the same reasons and for funding a part-time community mental health clinician due to an expected expiration of a grant.

Police Department

Donald Melanson, Chief of Police; Tom Lepore, Captain; Christine Rogovich, Records Manager; and Executive Assistant, Suzanne Brannack, presented the following:

Nine new officers are now serving residents and two more will complete their training in FY 20. This will mark the first time the department has had full staffing levels in many years.

The FY 20 General Fund budget reflects an increase of \$376,460 or 4.0% compared to FY 20 due to personal services as a result of State Municipal Employee Retirement Fund increases



and funding a part-time community mental health clinician due to an expected expiration of a grant.

On August 6th the department will participate in 'national night out' to help build stronger police and community partnerships. They will also oversee the design, construction, and implementation of the new town-wide radio communication systems and the new police facility on Addison Road. Lastly, Chief Melanson wanted to recognize an individual who has been an integral part of the department and the town. On December 18, 1983, the Windsor Police Department hired 21-year-old Thomas Lepore with a starting salary of just over \$16,000. He served as a detective for three years, a sergeant for 11 years, and a police captain for the last 15 years. In June, he will be retiring after serving the town for over 35 years. His knowledge and experience has been invaluable and he has positively impacted the lives of countless people.

Councilor Black-Burke asked about security at the high school and wondered how many officers are assigned there. Chief Melanson responded that there is one officer dedicated to the high school and another one that serves the middle and elementary schools.

Councilor Govoni asked how the town will fund new items in the new public safety buildings. Town Manager Souza responded that the furnishings and equipment are built into the referendum dollar amount and includes cabling and technology. Desktops and servers will be reused in the new building based upon their expected life cycle.

Councilor O'Reilly asked about the increase in contribution to the town support for education from \$210,910 to a proposed \$226,140. Chief Melanson responded that it is related to personal services and contributions to pension funds.

Councilor O'Reilly asked what is town support for education, how they measure the success of that, and what do other towns do. Chief Melanson responded that it helps to reach younger age groups in town and it's hard to measure the outcomes, but anecdotally, there is a lot of support for it like the amount of youth that come back and remember the officers. It is also helpful when having to deal with a call at a home, children recognize officers as a friend.

Councilor Jepsen asked if more school resource officers would be better or worse. Chief Melanson responded that he feels more is better. There are many conversations that occur at every student level including stranger danger, what it's like to go to college, and staying home alone. He feels these officers provide many safety tips to children and families.

Councilor Jepsen asked about the private duty account and where funds are going. Chief Melanson responded that some funds go to costs associated with benefits, but it will also assist in buying two vehicles this year and purchase new technology.



Councilor Wilkos suggested bringing back the mandated ride along for elementary students as he feels that it helps children bond with and look at police differently. He also commended the department for returning \$300,000 back to the General Fund and congratulated Captain Lepore on his retirement.

Mayor Trinks asked if there is an evening detective shift now that the department is fully staffed. Chief Melanson responded that they have two detectives scheduled Monday through Friday during the evenings.

Councilor Black-Burke commended the police department for thinking about school and youth engagement and noted that it is super important given the national context.

Fire Department

Fire Chief, Bill Lewis; Fire Administrator, Paul Goldberg, and Assistant Chief Steve Bianchi presented the following:

The FY 19 General Fund is estimated to come in over budget by \$29,570 or 3% due to increased natural gas costs and an unanticipated mid-year increase by the Metropolitan District Commission (MDC) for fire hydrant maintenance. The MDC hit the department with higher costs and they are hoping to find savings or they will be forced not to purchase some equipment that was due to be replaced.

Recently, there have been several structure fires and some severe vehicle accidents. The department also responded to a call where an employee's arm was stuck in a piece of equipment. Connecticut OSHA applauded the efforts of the department and said that they did a very professional job.

Through the proactive efforts of the chief engineer, the fleet is running well. They will continue to participate in the CT Fire Chiefs' Association grant and there is a new recruitment and retention committee. The training committee has raised the bar on department-wide training and the members have dedicated many hours to the program. They are in the process of revising the department's rules and regulations and standard operating procedures. Right now membership remains stable at about 95 members and 12 junior firefighters. The members are between 18 and 70+ years old and many junior members become full members. They are watching daytime calls as staffing could become an issue.

A new computer program will assist in reports and general operations as well as increase efficiency in the Fire Marshal's office. The department has been unsuccessful in receiving federal grants as they are very competitive, but is hoping to replace their oldest apparatus faster than the Capital Improvements Plan (CIP) can accommodate. The department recently ordered a new engine for company four that should be ready by the end of the year. Chief Lewis ended the presentation by recognizing the unending dedication and professionalism of volunteers that help to save the town a lot of taxes each year.



Councilor Tustin asked which equipment would not be replaced due to the budget. Chief Lewis responded that the money would replace hoses, gear, and uniforms. Town Manager Souza noted that overall, safety services has savings from the police department so they may be able

to ask for a transfer to cover costs. Councilor Tustin added that he doesn't want to see the department be short-changed.

Councilor Wilkos agreed that we should find the money to replace equipment as the MDC cost increases could not have been foreseen. He reinforced the idea that we should be receiving state and federal grants since we spend so much time on the highway. Chief Lewis explained that the state used to give volunteer departments \$100 every time they went onto the highway but have stopped doing that. He added that there are not many fire grants being offered through the state.

Councilor O'Reilly asked if they anticipate that Windsor will have to hire full-time firefighters. Chief Lewis responded that they don't see that need at this point, but they are constantly monitoring it and looking toward that eventually. He added that most people in the state find it amazing that we have an all-volunteer department in a town of this size.

Councilor Govoni asked about new breathing apparatus. Chief Lewis responded that it has worked out very well. They used it last night at a fire and were able to refill the tanks quickly.

Windsor Volunteer Ambulance

Terrance Greaves, Deputy Chief of Operations for Windsor Volunteer Ambulance, presented the following.

FY 19 highlights include:

- Coordinating Project Santa that provides toys to low income families.
- First aid, CPR, and recertification courses were offered; classes can be viewed on the website.
- This past year ambulances responded to 3,629 calls. 1,500 transports required advanced life support and 732 required basic life support.
- The FY 19 budget is estimated to come in on budget and the FY 20 budget is expected not to increase over FY 19.

Councilor Tustin asked how many full-time employees there are. Mr. Greaves responded that there are eight and an additional 12 per-diem employees. Mr. Greaves also noted that they lose many employees to fire departments that offer pensions and health benefits.

Councilor Tustin asked how much turnover there has been in the last year. Mr. Greaves responded that they lost four employees in the past year; a big burden for a small agency as it takes 4-6 months to get someone from field training.



Councilor Tustin asked why there is no longer a cost from a backup commercial provider. Mr. Greaves responded that the department internalized it and has captured more calls. They only turned over 8% of calls to outside services which was previously at 15-16%.

Councilor O'Reilly asked if the department provides healthcare benefits and 401K. Mr. Greaves responded that they do, but municipal employees receive better healthcare benefits and a pension. Currently only six of the nine employees are taking the health benefits because of the cost.

7) RECREATION AND LEISURE SERVICES

Paul Norris, Director of Recreation and Leisure Services; Rich Henderson, Assistant Director of Recreation; Marilyn Smith, Northwest Park Manager; and Sarah Maffiolini, Youth Services Coordinator, gave an overview of the FY 20 Recreation and Leisure Services proposed budget as follows:

The overall FY 20 budget is expected to increase by \$132,840 or 5.9%, mostly due to Personal Services and Supplies associated with program offerings and is offset by user fees. The FY 20 General Fund budget is expected to increase by \$62,000 or 4.0% primarily due to Personal Services and Utilities. Increase in Personal Services reflects adjustments made to accommodate the raise in minimum wage and higher starting pay to summer lifeguards. Changes in FTEs reflect staffing changes to the Summer Camp program as well as the addition of a Northwest Park facility monitor and a tobacco museum intern.

Mr. Norris gave the following overview of the Recreation and Leisure Services budget:

He stated this service unit is responsible for developing an array of programs and services which positively enhance the quality of life in the community. The department is comprised of Recreation Services, Recreation Facilities, the Youth Services Bureau, and Northwest Park. Northwest Park is further divided into Northwest Park Education/Recreation Activities and Northwest Park Property Management.

Our drive is to help strengthen the daily fabric of each family and individual living in the Town of Windsor. The programs we offer connect people to each other in places that make them healthier and happier. We achieve this by consistently working with our partners like other town departments, school district staff and other outside agencies to evaluate, retool and reshape programs.

Three years ago, we developed a goal and strategy to improve and enhance the effectiveness of our operations and programs. We began increasing our engagement with program participants using social Media, and program evaluations. The process was slow and did not produce the data we were seeking, so we changed our plan.



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Instead, each full-time staff member and part-time supervisor was tasked with connecting one-on-one with as many parents and program participants as possible and created a dialogue to determine what they needed, when, and how. This past fall, one-on-one meetings were held with all 45 school year part-time staff members and gathered their thoughts on what we do well and what we need to improve. With input from residents and staff we further developed and implemented new programs, program goals and outcomes.

During this past few years, we have invested in our part-time and seasonal staff by increasing training opportunities and incorporating them more into our daily decision-making. We focused on enhancing program content to reflect a more holistic approach to fun and learning. An example being the implementation of yoga and mindful meditation in summer camp and after school programs, offering more parenting programs and online recreation opportunities to the community. Our American Red Cross swim program was strengthened by increasing teaching effectiveness and restructuring the swim schedule to reflect parent needs.

FY19 was a banner year.

- The department presents 22 special events fostering community pride and friendships. Furthermore, approximately 3,000 nonperishable items are collected at these events and donated to the Windsor Food Bank.
- Summer Fun camp saw an increase in participation and a new partnership with the Hartford Yard Goats.
- Swim lessons were retooled and a greater emphasis was placed on staff training. At least 1/3 of summer swim staff are now Water Safety Instructor certified.
- A marketing collaboration with the Windsor School District was cemented, giving us more opportunity to reach children and youth.
- A new trail map was developed and the expansion of the Maple Sugarhouse was completed.
- New filtration systems were installed at Welch Pool and Goslee to be completed within the next few weeks.

In FY 20 we will look to redesign the accessible sensory trail at NWP, establish a community coalitional aimed at raising awareness of underage drinking and to prepare full-time recreation staff for appropriate professional certifications

For FY 20 approximately 30% of the department budget is derived from User Fees, private contributions or grants.

Councilor Govoni noted that User Fees of over \$500,000 is a lot of money and asked where it comes from. Mr. Norris responded that the fees are collected from everything from basketball, cooking programs, and renting athletic fields.

Councilor Black-Burke asked to hear more about the alcohol and substance abuse initiative. Mr. Norris stated that they are looking to develop a coalition that will work alongside the youth commission and identify types of programs and ways to better engage with youth regarding



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underage drinking. The long-term goal is that the group will hopefully become a 501(c)(3) in order to apply for and receive grants.

Councilor Black-Burke asked about facilities management for 330 Windsor Avenue. Town Manager Souza responded that most of that money goes toward utilities, custodial and maintenance costs. The Caring Connection also contributes to that fund.

Councilor Govoni asked why User Fees for field use don't go directly toward maintaining them. Town Manager Souza responded that indirectly, they do, they go into a separate account and it is considered non-taxed other revenue.

Councilor Govoni asked if they will run the ropes course this year considering the change in employment. Mr. Norris noted that they may take time to develop a plan, but hopefully the new environmental educator will continue to do that and it should definitely be ready for next spring. They are also trying to decide whether or not to pay for inspections if they are not anticipating it being used this year.

Councilor Jepsen thanked the recreation department for offering swim lessons and asked what the breakdown is between the money being collected. It appears that about \$700,000 goes to the 03 account and about \$43,000 goes back to the General Fund. Councilor Jepsen noted that \$43,000 seems low. Mr. Norris responded that it is a combination of field use, summer swim usage, and indoor facilities. The loss of church rental groups created a big hit to the General Fund revenues, it was over \$20,000 alone. Mr. Norris responded that the Town Council has directed through the price guide what goes to the General Fund.

Mayor Trinks asked if there has been an impact study or analysis done on what will happen to the budget if the state increases the minimum wage. Mr. Norris responded that it will cost approximately \$4,300. In terms of 03 account money, camp staff, it will cost about \$5,000 this year. It will be roughly the same increases over the next three years. Town Manager Souza added that there will be compression costs to pay returning staff more than new staff will be making in order to retain them.

Councilor Wilkos asked how many campers will participate at Northwest Park. Mr. Norris said that they have a maximum of 468 spots and they have budgeted to maintain at least an 80% fill rate. Councilor Wilkos asked if costs have been raised on an annual basis. Mr. Norris responded that there has been, but they try not to increase the cost more than 5%.

Councilor Wilkos asked about warming shed fee increases. Mr. Norris said that despite the increases, they have about the same amount of bookings as usual.



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8) ADJOURNMENT

Deputy Mayor Terranova MOVED and Councilor Jepsen seconded to adjourn the meeting at 8:27 p.m.

Motion passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council