

**TOWN OF WINDSOR
COUNCIL CHAMBERS
WINDSOR TOWN HALL
April 1, 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

Deputy Mayor Terranova led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Deputy Mayor Terranova led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation recognizing April 2019 as Fair Housing Awareness Month

Deputy Mayor Terranova read the Fair Housing Awareness Month Proclamation aloud.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Coralee Jones, 1171 Matianuck Avenue, spoke about tolls and wonders what the impact will be on residential roads. She stated that the state representatives are in favor of the tolls because it is a way to fund the transportation account that they keep raiding to use toward the general fund. Ms. Jones asked the Council to stay in touch with state representatives about what they think the impact is going to be to the residents of Windsor.

Linda Alexander, 155 Fieldstone Drive, stated that not all state representatives are in favor of tolls. Tami Zawistowski and John Kissel are against implementing tolls in Connecticut and appreciate what the impact would be. These two representatives are pointing out that if the plan in place had been followed and the state hadn't raided the fund or diverted it in the first place, the money would be there to fix the roads and bridges. She advised citizens to go online and get information, to message her, and read her letter in the Windsor Journal published last week. If citizens agree that tolls would be a bad idea, she encouraged them to contact their local representatives. She also advised contacting these local representatives regarding other concerns like new taxes on junk food, sugary drinks and over-the-counter medication.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education (BOE)

Leonard Lockhart, BOE President, reported the following:

- The 13th annual senior citizen breakfast hosted by Superintendent Dr. Craig Cooke will be held on Friday, May 10, 2019 from 8:30 AM – 10 AM in the Windsor High School Library. Senior Citizens wishing to attend should R.S.V.P. to the superintendent's office by calling 860-687-2000 extension 1236.
- The school district is engaged in developing a profile of a Windsor High School graduate. A profile of a graduate looks at the skills, abilities, and competencies to be developed in a student such as written and oral communication skills. The BOE has received input from local business leaders, teachers, and staff and will continue to involve the community in the conversation.
- Local scholarship applications are now available on the district website. The deadline for applications is Monday, April 15th at 3 p.m. Last year over \$115,000 in scholarship money was awarded to Windsor students.
- The "Night of Jazz" concert will be held at Windsor High School on Monday, April 29, 2019 at 7 p.m.
- There will be a joint PTO budget meeting on Wednesday, April 24, 2019 beginning at 6 p.m. in the Sage Park Library. Superintendent Dr. Cooke, BOE President Leonard Lockhart, Vice President David Furie and Director of Business Services Danielle Batchelder will present and answer questions.
- In order to better serve families registering for Kindergarten or applying for preschool, the Windsor Public Schools Registration Office will be open until 6 p.m. April 25, May 9, and May 23. The office is located in the L.P. Wilson Community Center at 601 Matianuck Avenue.
- The BOE will receive the Connecticut Association of Boards of Education (CABE) Bonnie B. Carney Communications Award of Excellence. Lydia Tedone from the CABE Board of Directors will present the award at the April 16 meeting.
- The Windsor Education Foundation presented their 2019 grants to the school district on March 19. \$12,241 was provided to fund innovative projects and programs not covered in the general operating budget.

Councilor Black-Burke thanked Mr. Lockhart for implementing the evening registration hours and wondered if Saturdays could be offered as well. Mr. Lockhart said that he only knew of the Thursday evening hours.

Councilor O'Reilly asked if the number of students attending Windsor Public Schools is increasing year over year. Mr. Lockhart answered that yes, it is steadily increasing. Mr. Lockhart added that Windsor is more successful in competing with the magnet schools at the middle and high school levels and they are winning students back.

Councilor O'Reilly asked if the preschool program is filled to capacity. Mr. Lockhart responded that there are over 150 applications for only 60 seats. They prioritize economic and special education factors when filling the spots.

b) Conservation Commission

Anne Beaudin, Chair, extended thanks to the Council for its support of open space and farmland conservation initiatives. As part of the commission's mission to educate the public, they conducted inventory and made recommendations. They also hosted forums, published articles, and provided local access presentations. Recently, Jennifer Siskind from Food and Water Watch came before the commission to express concerns and support the statewide ban on fracking waste. Education forums include "The Last Straw" regarding plastics, "Tapping Into Your Water and Wallet" with Save Our Water CT, a third that will highlight bio-gardens and health, and a fourth topic to be determined.

Ms. Beaudin is also a board member of the Connecticut Association of Conservation and Inlands Wetlands Commissions representing Hartford county. She worked on and attended its conference last year and the keynote speech was about climate change and how it affects the northeast, which she feels everyone should be aware of. There were also workshops about preserving public land, open space, wildlife habitats, invasive plants, aquatic plants, and a drone demonstration. On behalf of herself, Neill Sachdev, Colette Yeich, Lea Chayes, Nigel Pepin, Dominic DeCarlo and James Klase, she stated that it is an honor to serve the town and its citizens and that they appreciate the services of Tom Hazel.

Councilor McAuliffe thanked Ms. Beaudin for her service and asked her to clarify what she meant by doing inventory. Ms. Beaudin responded that the commission identifies open space and farmland that is left in town.

c) Metropolitan District Commission (MDC)

John Avedisian reported the following:

- Household hazardous waste collection will be June 1, 2019 from 8 a.m. until 1 p.m. at 1222 Poquonock Avenue.
- The MDC will offer a summer internship from June 4-30, 2019.
- The MDC is looking for 12 high school students from the eight member towns to participate in a "Learn and Earn" program. Spots will go to non-member towns if not filled by member towns. Applications are due by May 1st.
- Operation Fuel will ask citizens to donate money in order to help people who cannot pay their bills. Right now the system is being tested and should help the community.
- As of January 2019, the Nepaug and Barkhamstead Reservoirs are at 99% capacity totaling 39.8 billion gallons of water, which equals a 22 month supply.
- The average daily water treatment production is down to 42.6 million gallons per day from 46.99 million gallons per day. Water usage is going down due to conservation.
- The MDC pays the government \$685,000 per year for storage space in the Colbrook Reservoir, which holds about 10 billion gallons of water. It is really never used so the MDC is trying to figure out a way of giving it back to the government.
- There is a sewer user ad valorem working group meeting in late April and they will have a final report.
- As of January 25, 2019, Niagara has used 14,255,000 gallons of water.
- The fee for drinking water for the Department of Public Health will be going up, but probably won't exceed \$4. It will go directly to the state.
- The Department of Energy and Environmental Protection (DEEP) sent a letter to the board that they will not be paying the money owed to the MDC. The MDC plans to bring

DEEP to court and shut off sewage services to them just like any other non-paying customer.

- Another big factor of concern is that a tunnel is being constructed and is at contract stage four and five, but without the projected \$13 million in funding from DEEP, the MDC cannot proceed with the project. If the Environmental Protection Agency says they must go forward, it will cost all eight member towns a lot of money. The MDC has been speaking with senators, the governor and whoever else they can speak with to get the funding for the tunnel because that project really needs to move forward.

Councilor Govoni asked what it would take to get the water reservoirs to 100% full. Mr. Avedisian said they have to dump millions of gallons per day for fish and water downstream, so it will always be slightly below 100%.

Councilor Jepsen asked about proposed legislation that would allow the MDC to take over stormwater management in its member towns and wondered if that was something the board voted to pursue or if it was done without their knowledge. Mr. Avedisian said that it was discussed at a meeting that he was not at, but felt that it was done the wrong way and it should have been brought to the towns and the board for their approval. Councilor Jepsen again asked if the board voted on it and Mr. Avedisian said the lawyers put it together and went for it and it's been taken care of, but he can't answer any more than that. He did note that the board was not happy about it.

7) TOWN MANAGER'S REPORT

Chamber of Commerce Auction

The Windsor Chamber of Commerce's auction will take place on Friday, April 5, 2019 from 6 PM to 11 PM at Maneeley's Banquet Facility in South Windsor. The proceeds from this event will help support First Town Downtown, Windsor Food and Fuel Bank and the Chamber of Commerce. Tickets are \$45 per person. For more information, to purchase tickets or to make a donation, please call 860-688-5165.

Metropolitan District Commission Summer internship

The Metropolitan District Commission is offering a paid internship/summer employment program for high school students from member towns called the "Learn and Earn" program. This program is designed to expose high school students to the public water and sanitary sewer treatment industries. I've provided this information to the school superintendent and Windsor High School administration so they can identify interested students. Applications must be made through the local high school and completed by May 1, 2019.

Street Sweeping

The street sweeping program has begun. It is expected that the sweeping will be complete by mid-June, weather permitting.

This year, the sweeping will begin in the Rainbow, Walden Meadow and Prospect Hill neighborhoods. The order of the neighborhoods to be swept changes each year so that one neighborhood is not always swept first or swept last. Please see the town's website for the planned order at <https://townofwindsorct.com/public-works/2019-street-sweeping-schedule/>.

Metropolitan District Commission Repairs

The Metropolitan District Commission started work today to replace 2 pressure valves on Prospect Hill Road. The first valve was scheduled to be completed today. Work on the second valve is scheduled for tomorrow, Tuesday, April 2, 2019.

The Metropolitan District Commission set up a traffic pattern that allowed the waterline work to be done in a safe manner. Unfortunately there were delays and detours during the course of the day.

The traffic pattern on Tuesday will be one-way alternating. I appreciate the residents' patience while the Metropolitan District Commission completes the repair work.

Eagle Scout Project Along River Trail in Windsor Center

An eagle scout candidate, James Farooque, has begun work on installing fitness, or exercise stations, along a portion of the town's center river trail/walk. There will be approximately a half dozen stations with various configurations. As part of his project planning, James has been working closely with Tom Hazel, our Inland Wetlands Agent / Environmental Planner.

I look forward to James, his fellow troop members and community volunteers completing the project and enhancing the river trail which is a highly used community amenity.

Town Forester Retirement

I'd like to thank Jim Govoni for his dedicated commitment to the town. I wish him well in his retirement after 38 years of service with the town Department of Public Works.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly thanked Councilor Govoni for his years of service to the town. He then noted that we are in the midst of budget season and urged citizens to come out and voice their support or opposition to town services and to not take for granted that budget allocations will be the same for next year as they were for this year.

Councilor Wilkos thanked Councilor Govoni for his incredible work with the town. He then thanked the citizens who came out to speak about the budget. He noted that it is important for council members to get a pulse on the town and appreciates hearing from citizens. He then spoke about the tolls being a big deal for Windsor and feels that Windsor would have much more traffic on roads parallel to I-91 like Palisado Avenue and Poquonock Avenue. He feels that elected leaders want tolls as a source of revenue but suggested that other avenues be explored for citizens in affected towns to be able to save money, perhaps on income tax. He also noted that if tolls are implemented, the money needs to be entered into a lockbox where it will not ever be used elsewhere.

Councilor Black-Burke congratulated Councilor Govoni and told him to enjoy retirement. She also shared that this past Saturday, Alpha Theta Omega Sorority had an event at the town library and a beautiful proclamation was read from the town. She thanked Mayor Trinks and said it was a great event. She then reiterated that the Council would like to hear from citizens and asked them to come out and speak about the budget.

Councilor Govoni said that there are a lot of questions and misinformation regarding the tolls and other things coming from the state like the lack of payment to the MDC and cigarette revenue being redirected. He said that we have to have the facts straight in order to make informed decisions. He also made the point that our volunteer fire department goes up to I91 often. If one of the fire trucks gets hit, who replaces it? He then suggested that a portion of the money from the tolls come back to the town to maintain the fire apparatus.

Councilor McAuliffe walked through the river trail this weekend and saw James Farooque and others working on his Eagle Scout project and congratulated him for all of his hard work. Councilor McAuliffe also attended a vigil for the New Zealand mosque shooting victims sponsored by the Human Relation Commission and said they did a great job. He then asked residents to come out and vote and noted that voter turnout is very low. People are active when it's a fall election but this budget impacts the town more than anything. He then thanked Councilor Govoni for his service to the town and called him one of the hardest working people he knows.

Councilor Tustin congratulated Councilor Govoni for his time with the town and said that he looked up to him and that he will be greatly missed.

Deputy Mayor Terranova congratulated Councilor Govoni and hopes that he enjoys his retirement. She stated that he has left some big shoes to fill.

Councilor Jepsen reminisced about his time knowing Councilor Govoni and stated that his mentor would be proud of him.

Mayor Trinks congratulated Councilor Govoni on his retirement and thanked him for everything he's done for the town. He spoke about the crowd at town hall the day before to remember the victims from New Zealand. He noted the positive interaction and open dialogue a group of Loomis Chaffee and Madina Academy students had at the event and stated that there were some extraordinary youth speakers.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None.

Health & Safety Committee – None.

Finance Committee – None.

Special Projects Committee – None.

Town Improvements Committee – None.

10) ORDINANCES – None.

11) UNFINISHED BUSINESS – None.

12) NEW BUSINESS

a) Presentation of FY 2019-2020 budget as proposed by the Town Manager

Town Manager Souza provided a presentation on the proposed FY2019-FY2020 budget.

Councilor Wilkos asked what the numbers would be if the town is not responsible for the \$191,000 toward the state teachers retirement. Town Manager Souza stated that it brings the expenditures increase down to 3% and the budgetary tax impact to 1.9%.

Councilor Jepsen stated the budgetary tax increase is essentially the increase it would have been if there were no revaluation.

Councilor O'Reilly stated that the 5% property value increase in the grand list seems like a large increase. Town Manager Souza noted that it is a large increase due to the revaluation. Some years are less than 1% and others are over 2%. Five years ago, there was actually a 5% decrease in revaluation between 2008-2013. \$30 million of this increase is related to economic development growth and \$110 million is due to revaluation and assessment.

Councilor McAuliffe asked about the acceptable range of debt service and Town Manager Souza stated that the Town Council's set range is between 6-8%, but for credit rating agencies, it can be up to 10% of the operating budget.

b) Introduce Draft FY 2020- FY 2025 Capital Improvements Plan (CIP)

Town Manager Souza gave an overview of the CIP as follows:

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Below are a few highlights of the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects for each year. The proposed 6-year CIP cycle includes two projects that would require voter approval due to their estimated costs. These projects are:
 - Town Facility Improvements – Outdoor Pool Facilities
 - BOE – Sage Park Middle School – Energy Efficiency Upgrades (Construction)

- The 6-year CIP includes approximately \$10.2 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6-year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$6.5 million. Of the total \$16.7 million included for the asset management of town roadways, \$5.4 million is expected to come from state and/or federal funding sources.
 - Projected debt service ratios based on a five-year financial forecast, and inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
 - The proposed CIP identifies \$16.6 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance. The latter source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.
 - Outdoor Pool Facilities project (Goslee and Welch) has the design phase in FY 21 and construction phase in FY 23. Renovation to Veterans Pool is currently unscheduled. These projects may require voter referendum depending on the scope of work and phasing approach.
 - An annual General Fund appropriation of \$500,000 is proposed to be dedicated to Public Safety projects to reduce long-term borrowing. Projects include replacement of fire apparatus and fire station HVAC system replacements.
 - Several large projects at Sage Park Middle School totaling \$7.3 million are incorporated in the 6-year period and an additional \$2.8 million is in unscheduled. Projects range from roof replacement, heating and mechanical equipment replacements to installation of air-conditioning systems.
 - A new BOE project is installing air-conditioning in portions of JFK Elementary not included in the FY 18 project. Design funds for renovations to the Field House at Sage Park/O'Brien Field are also included in FY 25.
- c) Approve amendments to Accountant and Assistant Finance Director position descriptions

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job descriptions for the Accountant and Assistant Finance Director positions be amended and approved as presented.

Amelia Bliss, Human Resources Director, gave an outline of the changes as follows:

Accountant

The section related to "Reports To" has been changed from Finance Director to Assistant Finance Director to better align with the functions the Assistant Finance Director is responsible for overseeing. The Assistant Finance Director position oversees the maintenance of the comprehensive general and subsidiary ledgers including the posting of journal entries, reconciliations and internal controls related to these processes. The position also oversees the chart of accounts. The Accountant position performs the general and subsidiary ledger journal entries and maintains the chart of accounts on a regular basis, so it is more efficient for the

Assistant Finance Director, who is responsible for the oversight of these functions, to supervise the employee responsible for performing them.

The section related to “Essential Duties and Responsibilities” has been updated for clarification and additional responsibilities.

Assistant Finance Director

The only proposed change to the Assistant Finance Director job description is to add supervisory responsibility over the Accountant position.

Motion Passed 9-0-0

- d) Approve amendments to Community Development Coordinator position description

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the job descriptions for the position of Community Development Specialist be approved as presented.

Amelia Bliss, Human Resources Director, stated the primary duties of the Community Development Specialist position includes administration of the town’s community development activities including loan programs, grant preparation and compliance and technical and professional support for the town’s economic development program.

The proposed changes are intended to more accurately reflect the duties of the position. A red-lined draft showing the specific changes is attached. The most significant changes proposed to the job description are:

- Changing the title to reflect the elimination of supervisory and management responsibilities
- Removing supervisory and management duties
- Adding duties supporting the economic development program, including maintaining records, assisting with business development and redevelopment efforts.

Councilor Black-Burke asked if this position is the person responsible for looking for and writing grants for the town. Mr. Burke responded that they will primarily be responsible for writing the Community Development Block Grant application but may occasionally work on other Community Development grants.

Councilor Black-Burke asked who is responsible for seeking out other grants. Town Manager Souza responded that each department has a responsibility to seek out their own grants.

Councilor Wilkos noted that when looking at the red-lined version of the job description, there seems to be a significantly lower level of responsibilities and asked if we can bring them in at a lower pay grade or possibly even eliminate the position. Jim Bourke, Director of Economic Development, stated that he doesn’t believe that the department can function without this position.

Councilor Govoni asked if the position is grant funded and Town Manager Souza responded that it had been, but now the grant pays for contracting services associated with it.

Motion Passed 8-0-1 (Councilor Black-Burke opposed)

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor O'Reilly, seconded by Councilor Tustin to accept the resignation of Donna Grossman from the Commission on Aging & Persons with Disabilities.

Motion Passed 9-0-0

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the March 18, 2019 Public Hearing

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the unapproved minutes of the March 18, 2019 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the March 18, 2019 Regular Town Council meeting

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve the unapproved minutes of the March 18, 2019 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

16) EXECUTIVE SESSION – None.

17) ADJOURNMENT

MOVED by Councilor Wilkos, seconded by Councilor McAuliffe to adjourn the meeting at 9:17 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council