



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
May 20, 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 Black-Burke was absent.

2) PRAYER

Councilor Wilkos led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation Declaring May 19, 2019 – May 25, 2019 as National Public Works Week

Councilor Govoni read the proclamation declaring May 19, 2019 – May 25, 2019 as National Public Works Week. Mr. Bob Jarvis, Town Engineer and Director of Public Works accepted the proclamation.

5) PUBLIC COMMUNICATIONS AND PETITIONS – None.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

- a) Board of Education

Maryam Khan, Secretary, reported the following:

- The 13th annual senior citizen breakfast hosted by Superintendent Dr. Craig Cooke was a huge success. Approximately 100 seniors were treated to

breakfast, received tours of the school, and heard the Windsor High School Jazz ensemble.

- The district is working to develop the profile of a graduate, which would include an overview of the skills and competencies a graduate should have--for example, written and oral communication skills. Various members of the community have been involved in this project and there is also an online forum to gather input on the district's website.
- Graduation for the Windsor High School Class of 2019 will be held Thursday, June 13, 2019 at 6:30 p.m. at the Bushnell.
- The last day of school for students will be Friday, June 13, 2019.
- On Wednesday, May 29 there will be a fashion show in the Windsor High School auditorium followed by an art show from 7:00 p.m. to 8:30 p.m. in the Windsor High School library.
- The interview process for the new principal of Oliver Ellsworth is underway. The board is expected to vote on a finalist on June 10.
- The school registration office at L.P. Wilson Community Center is open Monday through Friday from 8:00 a.m. until 4:00 p.m. It will remain open until 6:00 p.m. on Thursday, May 23.

b) Public Building Commission (PBC)

Rich Hazelton, Public Building Commission, gave an overview of PBC projects as follows:

Safety Complex - Police and Fire Station Design

At the last meeting, the PBC received an update on the police station project from the architect, Kaestle Boos. The completed site plan was reviewed. Exterior and interior finishes were presented and reviewed. 3-D renderings of selected interior spaces were viewed. The PBC will be receiving completed construction drawings at its next meeting on May 28 for approval.

The PBC expects to bid this project during the month of July and award the project in late August or early September. At this time, the construction schedule for the police station is expected to last twelve months, which would place the relocation of the police department to 100 Addison Road in late 2020 or early 2021.

JFK Elementary School Replacement HVAC Systems

The new air conditioning systems are completely installed and have been 90% commissioned. The commissioning is scheduled to be completed this month. Once town staff receives all closeout documents, the PBC will close this project.

Town Hall Portico Restoration Project

The project is four weeks behind schedule due to asbestos being found in the original deck waterproofing membrane. The abatement of Hazmat took four weeks. Looking ahead, the new waterproofing membrane has been installed. The replacement cast stone components are scheduled to be shipped first week of June. These pieces and a new stamped concrete deck will be installed during the month of June.

Fire Security Systems

All of the replacement fire alarm systems have been installed. The Fire Marshal's office is continuing with their inspections of the installed systems. Once the Fire Marshal's office approves all of the installations and closeout documents are received, the PBC will close this project.

Poquonock School Air Conditioning Project

The contractor, Sav-Mor Cooling of Southington, CT, has started installation of the new classroom air-conditioning systems. They are currently working second shift until summer break begins. At this time, the schedule is for all classroom air-conditioning to be operational for the beginning of the fall school session. The systems in the cafeteria and gymnasium may not be completed by the first day of school session.

Windsor High School Pool House Replacement HVAC Unit

This project is now scheduled to begin on July 2 and to be completed in mid-August.

Sage Park Middle School Roof Design

The architect, Hibbard & Rosa, is scheduled to present the completed design drawings to the PBC at its next scheduled meeting. After the PBC approves the design, they will then be forwarded to the state, with supporting documents, 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 progress drawings. This design work is expected to be completed during the summer.

Clover Street School Partial Roof Design

The PBC has reviewed and approved the drawings. The architect will proceed to register this project with the state for their review. Once the state receives documents from the Board of Education, assigns a project number, and it's been reviewed and approved for reimbursement, we will proceed to bid this project. We had expected this work to be scheduled for this summer. We will make all efforts to get this project completed this summer.

Northwest Park Nature Center Addition

The PBC awarded this project to McKinney Construction of Stafford Springs, CT. Construction has begun and the new foundation is in place. Framing has begun and is to be completed this week, weather permitting. We expect this project to be completed in June.

We are receiving bids for the re-siding of the other three sides of the Nature Center. The PBC expects to review bids at their next PBC meeting and award this phase.

Councilor McAuliffe asked if there are any budget issues considering the delays and abatement issues with the Portico Restoration project. Mr. Hazelton noted that the project had a healthy budget and that he was not aware of any changes so far.

c) Economic Development Commission

Mr. Randall Graff reported the following activity from the previous year:

- The commission approved one request for fixed assessment, granted to the Fabbrica, LLC project, which will invest over \$17 million in a manufacturing facility and create 140 new jobs.
- An annual review of the priority redevelopment properties was completed and the commission decided that no changes should be made to the report.
- The annual Business Breakfast, hosted with the Chamber of Commerce, will be this Wednesday, May 22. David Griggs, CEO of the MetroHartford Alliance will be speaking about the region's strategies for economic growth. David Rocha, owner of Fastpitch Nation Park at 1001 Day Hill Road, will be speaking regarding the facility's inaugural season. Members of the Town Council are encouraged to attend.
- Highlights from the past year include the construction of the Ford parts distribution center and expansions by Verizon Wireless, Fabbrica, and the Loomis Chaffee School.
- Great Pond Development phase one has been initiated and Fastpitch Nation was opened for business.
- New businesses to town include Homegoods, Wilson Woodworks, Dattco, National Tire Warehouse, and Reynolds Welding.

Councilor O'Reilly asked what role the commission had in the Great Pond development process. Town Manager Souza responded that the commission provided initial comment on the project about eight years ago and developed a revenue sharing agreement. The agreement, in a nutshell, declares that any real estate taxes and personal property taxes are 50% retained by the town and the other 50% services public infrastructure in that development.

7) TOWN MANAGER'S REPORT

National Public Works Week

I'd like to acknowledge the work and dedication of our Department of Public Works and Engineering employees. Every day the department positively impacts each and every citizen of our town. To highlight just a few of the department's responsibilities:

- maintain 27 athletic fields and play areas
- mow nearly 100 acres of turf and 47 miles of road sides
- maintain 150 miles of roads
- maintain and repair 92 miles of storm water piping and over 3,500 storm water basins
- care for our beautiful Veterans' Cemetery

Also, in partnership with the Windsor Schools, the department maintains over 2 million square feet of facilities in over two dozen buildings. The department also provides support to numerous community events ranging from the Shad Derby, voting poll set-up to Memorial Day ceremonies.

Once again, thank you to our 38 full-time employees and numerous part-time and seasonal employees that help keep our infrastructure, public spaces and buildings well maintained and cared for each and everyday.

Town of Windsor Memorial Day Observances

On Monday, May 27, 2019 a ceremony will be held at the Elm Grove Cemetery located in Poquonock beginning at 8:00 AM followed by a ceremony at Veteran's Cemetery at 9:00 AM. Following the ceremony at Veteran's Cemetery, the Memorial Day Parade will proceed to Windsor Town Hall via Poquonock Avenue for the Parade Marshal's address. The parade usually arrives in the center of town between 9:45 AM and 10:00 AM. The 10:00 AM ceremony at town hall will include a special flag ceremony performed by members of Boy Scout Troop 149.

In case of rain, there will be one single ceremony in the Town Hall Council Chambers at 10:00 AM. Detailed information on Windsor's Memorial Day observances can be found on the town's website at www.townofwindsorct.com. Contact Enita Jubrey at 860-285-1835 with any other questions.

Household Hazardous Waste Day

Windsor residents have the opportunity to dispose of household hazardous waste on Saturday, June 1, 2019 at the MDC Water Pollution Control Facility located at 1222 Poquonock Avenue from 8:00 AM to 1:00 PM.

Acceptable items include pesticides, lawn and pool chemicals, gas, kerosene, antifreeze, driveway sealer, cleaning products, florescent lights and mercury thermometers. Detailed information as well as alternate dates in neighboring communities is available on the MDC website at: themdc.com as well as the town's website at <http://www.townofwindsorct.com/announcements.php?id=621>.

Street Paving Schedule

The first phase of street repaving began last week and is expected to continue through next week. Contractors will be working on Faneuil, Barber, Broadview, Allen, East Wolcott, Norman and East Service Road. They will also be working on a portion of Matianuck from Bina to West Wolcott, and a portion of Rood from Matianuck to Green Manor.

Motorists should expect some delays in these area.

Delinquent Property Tax Sale

Tax Collector, Cathy Elliot, and her staff conducted a successful tax sale on Saturday, April 27. The criteria for inclusion in the sale was 3 or more years delinquent on payment, or \$20,000 or more owed. There were 29 properties that met this criteria at the time of the original listing last October, with a total due of over \$550,000. The Tax Collector sent numerous delinquent notices to these property owners, and this was followed up by a letter from the Town Attorney if no response was received. The total amount collected since October and prior to the sale was \$343,650 as a result of these collection efforts. Of the original 29 properties, there were 9 properties for which the owners had not paid off or made arrangements for payment terms with the Tax Collector. All 9 of these properties were sold at auction.

From the start to completion of the tax sale process, over \$594,000 has been collected as a result of the efforts put forth by the Tax Office staff.

High Level Platforms at Existing Train Station

Staff and I recently met with the Connecticut DOT to discuss their continued design of high level passenger platforms at the existing train station to serve the Hartford line and Amtrak.

The east side platform will be increased in height by approximately 36" to 40". A new 50' long platform is proposed to be built on the west side of the tracks to the north of the current at-grade platform. These changes are required by the Federal Railroad Administration. Ticket vending machines will be installed on each side of the tracks.

The west side improvements will be located within land currently leased from Amtrak by the Hartford Transit District and the town. This may require a lease amendment to accommodate the newer construction.

On the east side, we are working with DOT to finalize easements and the proposed acquisition of a small strip of town-owned land on the east side of the tracks (approximately 1,600 square feet.) As previously reported, there is the need for an easement to be granted by the town to the DOT as the foundation of the east side platform will be on town-controlled land. To meet certain federal rail regulations, the DOT is proposing to purchase a small strip of town land along the length of the platform. The value of this land is likely to be less than \$10,000, so there is not the need for a town meeting.

Wayside Horns

The DOT is still planning to install 'wayside horns' at each crossing from Meadow Road to Central Street. The electronic wayside horn devices are designed to direct the warning signal to a more immediate area around the rail crossing rather than the current practice where the train engineer controls the horn and the noise can be heard from quite a distance from the railroad crossing.

The DOT currently has the horns operating at one crossing in Wallingford and one in Meriden.

One challenge with the wayside horn signal is its application in areas that have buildings very close to the crossing. The devices are directed at the roadways that intersect with the railroad tracks. The decibel level is set per federal regulations. So for Central Street and Mechanic Street, a horn(s) would need to be 'directed' south down Mechanic Street. This points the sound directly at the Windsor Station Apartments.

The DOT and staff will continue to discuss the wayside horn technology and its application in Windsor, as in the long run, it is important to try to mitigate the horn noise.

Councilor Govoni thanked Town Manager Souza for looking into the wayside horns, then asked what's going on over at Scranton Motors. Town Manager Souza responded that the property owner is in the early stages of preparing to demolish the existing structures and has been doing some environmental testing.

Councilor McAuliffe asked if the new platforms will eliminate any parking spaces. Town Manager Souza responded that as it is currently designed, it will not.

Councilor Jepsen stated that he is leery of the wayside horns and wonders how loud they will be. He then asked if Amtrak has eminent domain over the site. Town Manager Souza stated that the state does. Town Manager Souza also offered to invite the Department of Transportation to the town to have further conversations on the topic if necessary.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly thanked the citizens who came out to vote on the budget referendum.

Councilor Wilkos – None

Councilor Black-Burke – Absent

Councilor Govoni – None

Councilor McAuliffe stated that the Windsor Climate Action Group will be meeting at L.P. Wilson this Thursday, 5/23/19, from 7:00 p.m. - 9:00 p.m. and invited citizens and councilors to attend. The group had two electric cars in the Shad Derby parade and a booth on the green.

Councilor Tustin – None

Deputy Mayor Terranova - None

Councilor Jepsen – None

Mayor Trinks thanked citizens who took time to vote on the referendum.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee - Councilor O'Reilly stated that the committee met on May 8th to interview candidates and that it will be discussed during agenda item 13.

Health & Safety Committee – None

Finance Committee – Deputy Mayor Terranova stated that the committee will meet on Monday, June 10 to discuss year end business.

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported that the committee will be meeting this Wednesday.

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

a) Set Mill Rate for FY 2020

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the tax rate for fiscal year beginning July 1, 2019 be set at 32.38 mills which reflects the October 2018 property valuation with a total estimated taxable grand list for FY 2020 of \$3,085,190,000.

The voters adopted the FY 2020 General Fund budget of \$118,719,040 on May 14, 2019. The mill rate needed to fund this budget is 32.38 mills.

Each individual property is uniquely impacted by the state-mandated property revaluation process as determined by the Town Assessor's Office per the October 1, 2018 valuation. The budgetary tax impact, which reflects changes in expenditures, non-tax revenue, and growth is 1.88%.

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

b) Approve amendments to Clerk Typist II position description and approve Police Records Clerk position description

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the job descriptions for the positions of Police Records Clerk and Records and Information Clerk be approved as presented and the title of Records and Information Clerk be added to the bargaining unit pay plan and Clerk Typist II be removed.

Amelia Bliss, Human Resources Director, presented the following:

The position classification and pay plan for the Public Works and Clerical bargaining unit includes the position of Clerk Typist II. The position title of Police Records Clerk was added to this pay plan during the last negotiations in recognition of the specific nature of the position. These positions are classified in the same pay grade. Two bargaining unit employees working in the police department records division are currently classified in the Clerk Typist II position. Additionally, the recently created full-time position in the Town Clerk's office will also be classified as Clerk Typist II. Staff is proposing a new job description be created for Police Records Clerk to reflect the specific job duties related to police records. The Clerk Typist II job description has been reviewed and changes are being proposed to update the duties, competencies and terminology as they have changed over time. A change in the title from Clerk Typist II to Records and Information Clerk is also being recommended.

"Competencies" and "Physical Demands and Work Environment" have been added to both job descriptions to conform to the town's current format.

Police Records Clerk

The main duties of the Police Records Clerk position include preparing, screening, filing, and distributing law enforcement and public safety reports and records, entering information in the database, performing administrative duties and assisting customers on the phone and in

person. The proposed new job description is intended to more accurately reflect the specific duties of the position in the police department.

Records and Information Clerk

The main duties of the Records and Information Clerk include providing clerical support to a department or division under general supervision following established procedures including maintaining and managing records, files, and information, as well as assisting customers. The proposed changes are intended to more accurately reflect the duties of the position.

Councilor Jepsen asked if the records involved are paper based or electronic. Ms. Bliss responded that it is a mixture of both.

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

- c) Approve amendments to Assessor and Assistant Assessor position descriptions

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the job description for the positions of Assessor and Assistant Assessor be approved as presented.

The Assessor's Office includes the unaffiliated, full-time positions of Assessor and Assistant Assessor. The Assistant Assessor position will become vacant later this year due to a retirement. It is customary for town staff to review the job description when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. Both positions have been reviewed by the Finance Director, Assessor and the Human Resources Director. Some changes are necessary for them to reflect the current duties and competencies of the positions.

"Essential Duties and Responsibilities" and "General Purpose" of both positions have been updated and made more specific to ensure that each description accurately articulates the modern demands of the job. Some terminology has been updated to align with changes that have occurred over the years. Required "Competencies" have been added and the "Physical Demands and Work Environment" have been updated to conform to the town's current format.

Assessor

The main duties of the Assessor include planning, supervising, and evaluating town assessment activities; selecting and applying a combination of complex appraisal techniques necessary to the accurate and defensible determination of fair market value of all property; performing accounting and auditing procedures relating to those assessments. The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes.

Assistant Assessor

The main duties of the Assistant Assessor include inspecting and appraising real property under the direction of the Assessor; coordinating appraisal reviews and appeals before the Board of Assessment Appeals; interpreting state assessment statutes, local tax ordinance, and department rules and regulations for property taxpayers and the public. The proposed changes are intended to more accurately reflect the duties of the position.

Councilor Jepsen asked if the state has any guidelines or requirements for the assessor positions. Town Manager Souza responded that there are state certifications that will need to be obtained by the assessor, but entry requirements are set by the towns.

Councilor Jepsen asked about assessing town property being a red-lined item on the job description and wondered if we will still assess town property. Town Manager Souza noted that insurance companies will assess the properties on their own and that the assistant assessor typically does residential property and the assessor will do the commercial properties, hence why it was red-lined from the assistant assessor's job description.

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

13) RESIGNATIONS AND APPOINTMENTS

Councilor O'Reilly noted that there are three new members and three reappointments to be considered.

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the May 6, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the May 6, 2019 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Councilor Tustin, seconded by Councilor O'Reilly to adjourn the meeting at 8:28 p.m.

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

Respectfully Submitted,

Erin Rand
Clerk of the Council