



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
June 3, 2019
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 p.m.

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

2) PRAYER

Councilor Black-Burke led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Black-Burke 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)

Leonard Lockhart, President, thanked the Council and town staff for their support of the Board of Education and reported the following:

- The district's initiative to develop a profile of a Windsor High School graduate resulted in over 700 log-ins and completed surveys from community members. The results of the thought exchange will be shared at a later date as there was a lot of feedback.
- The Windsor High School Art Show was held on May 29 and numerous students will be recognized for their work at the BOE's regular meeting on June 18.
- Windsor High School Graduation will be held on June 13 at the Bushnell.
- Eight grade graduation will be held on June 14.

Councilor O'Reilly thanked Mr. Lockhart for his report and asked what summer school will be like this year. Mr. Lockhart responded that it will be similar to last year and that tier three

students will have priority over the 120 spots, but others can attend if space allows. Councilor O'Reilly asked if it costs money. Mr. Lockhart responded that it does at the high school level, but not for younger grades.

b) Historic District Commission – None.

7) TOWN MANAGER'S REPORT

Dog Licenses

June is dog licensing month and dog owners are reminded to purchase a new license by June 30th. By state law, dogs six months of age or older must be licensed annually. All dogs must be vaccinated against rabies and owners must submit a current rabies certificate to the Town Clerk's office when licensing their dog. The license fee for dogs that are neutered or spayed is \$8.00 and the fee for dogs that have not been altered is \$19.00.

As a reminder, residents have the option of renewing their dog's license on-line. To learn more about on-line payments, please visit our website at www.townofwindsorct.com.

Dogs not licensed in June will be charged a penalty of \$1.00 per month thereafter. For information call 860-285-1902.

Welch and Goslee Pools Open June 15, 2019

Summer pool passes are available for purchase at the Recreation office or you can purchase a pool pass at Welch or Goslee pool starting June 15. Summer pool passes are valid at either Goslee or Welch pool during any of the Recreational Swim, Family or Lap swim hours. Season passes are \$60.00 per family, \$35 for an adult individual or \$25 for a child or senior individual pass. Both pools open Saturday, June 15. For more information call 860-285-1990.

Upcoming Rail Crossing Work at Pierson Lane and Hayden Station Road

Amtrak has scheduled work on the rail crossing at Pierson Lane and Hayden Station Road for this month.

Both roads will be closed and traffic will be detoured.

Hayden Station Road

Construction will begin on Friday, June 7 at 8:00 p.m. and last until 3:00 p.m. on June 10.

Pierson Lane

Construction will begin on June 21 at 8:00 p.m. and last until 3:00 p.m. on June 24.

Amtrak is coordinating the traffic detours with police, fire and EMS agencies as well as local school districts.

Councilor Govoni asked about detours during the railroad crossing work. Town Manager Souza responded that detours will be requested that include plenty of signage.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly – None.

Councilor Wilkos – None.

Councilor Black-Burke – None.

Councilor Govoni spoke about speeding concerns on Poquonock Avenue. Town Manager Souza stated that any resident that would like yard signs to slow down traffic in their area can contact the town's engineering office.

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 stated that committee items will be covered during agenda item 13.

Health & Safety Committee – None.

Finance Committee – Deputy Mayor Terranova stated that the committee will be meeting on Monday, June 10, 2019 to go over year-end business.

Special Projects Committee – None.

Town Improvements Committee – Councilor McAuliffe stated that it will be addressed during agenda item 11.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

- a) Approve proposed Facilities Naming Policy

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, that the attached Naming Policy for Public Buildings and Facilities be approved.

The proposed policy outlines basic naming principles, a process by which the Town Council would designate by resolution, the names of town facilities including school buildings, naming

of particular features of a building or park, along with parameters for renaming facilities and corporate sponsorships or naming rights.

As proposed, the Town Council would approve the naming of municipal property, buildings, parks and school buildings. The Board of Education would be responsible for approving the naming of any interior spaces and amenities inside school buildings.

Councilor O'Reilly noted that there was healthy discussion around this subject and he feels it is a strong policy.

Councilor Jepsen stated that he liked the change about the Board of Education. He brought up various concerns regarding permanency that resulted in an amendment to the policy requiring a two-thirds majority vote in order to name or change the name of a facility.

Councilor Jepsen inquired about the percentages required of individual and corporate sponsors. Town Manager Souza stated that there are no standard percentages, but research was done and surrounding communities use similar numbers.

Councilor O'Reilly expressed his opposition to the two-thirds majority change. He feels that future councils should not have to be bound by old policy if they wish to change the names of things as time goes on.

Councilor Govoni asked if the policy should outline how the signs would be created and maintained, specifically if it would be the responsibility of the town or the donors.

MOVED by Councilor Wilkos to amend the naming policy so that in order to name, or change the name of a building or space, a two-thirds majority of the vote will be required.

Deputy Mayor Terranova and Councilor Jepsen accepted the amendment.

Motion Passed as amended 9-0-0

- b) Approve proposed Capital Improvement Program for Fiscal Years 2020-2025

MOVED by Deputy Mayor Terranova, seconded by Councilor Wilkos that the proposed FY 2020-2025 Capital Improvements Plan be approved as presented.

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.

The debt service ratios are inclusive of the voter approved Public Safety Complex project and the town-wide radio system, as well as the other potential referendum projects in the CIP. The financing assumptions used to calculate the debt service ratios include a combination of both long-term general obligation bonds and short-term notes. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Town Manager Souza noted that most of these projects will come back to the Council for bonding authorization or cash appropriation, so this document is used as a plan.

Councilor Govoni asked if the sidewalk and curb replacement is necessary due to storm damage. Town Manager Souza responded that the majority of it is not.

Councilor Wilkos noted that this is a working document and things can be pushed further away or accomplished sooner based on necessity. This is the most accurate information available as of now.

Councilor Jepsen noted seeing two projects that will require voter approval and asked what dollar amount is required. Town Manager Souza responded that it is close to \$3,000,000; 3% of our levy which is over \$90,000,000.

Councilor Jepsen asked if we are required to hold a referendum when state or federal money will cover a large amount of the cost. Town Manager Souza responded that it depends if and how the money flows through the town.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Approve applications for submittal under the Neighborhood Assistance Act Tax Credit Program

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the attached resolution approving applications for participation in the Neighborhood Assistance Act Tax Credit Program being administered by the Connecticut Department of Revenue Services be approved.

The Neighborhood Assistance Act (NAA) Tax Credit Program, established by the Connecticut General Assembly, offers non-profit and municipal organizations an opportunity to enhance their fundraising capabilities by offering tax credits to eligible corporations. Corporate donors receive a tax credit against their state corporate tax liability in an amount equal to 60% of their contributions or, in the event the proposed activity is an eligible energy conservation project, equal to 100% of their contribution. All applications are subject to approval by the local

governing body, subsequent to a requisite public hearing to allow for public comment. Applications are ultimately reviewed by the Connecticut Department of Revenue Services as well.

The program has several statutory limitations, including the following:

- Businesses are limited to a tax credit of \$150,000 annually
- Non-profits may receive up to \$150,000 in contributions annually
- The minimum contribution on which a tax credit may be granted is \$250
- The program has a \$5,000,000 overall cap, which if exceeded, results in proration of approved donations

The applications received this year include the following:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 18,500	2019 Program Sponsorship
St. Damien of Molokai Parish Corp,	\$ 150,000	2019 Energy Conservation D/B/A Gabriel School Program

Councilor Jepsen asked about eligibility of the donors. Town Manager Souza stated that he assumes the state would handle any issues with meeting income liabilities on an individual basis.

Motion Passed 9-0-0

- b) Approve tax suspense list

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that \$170,561.06 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.

OCTOBER 1, 2014 - \$ 199.34

OCTOBER 1, 2015 - \$ 170,361.72

In accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2015 Grand List that are considered not collectable. Also included is one account from a prior Grand List which was added on after its respective list had been suspended and is still showing as an active account.

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the suspense book does not mean we cannot collect if the taxpayer appears or is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

Councilor Govoni asked how many years the motor vehicle taxes can be active before they are added to the suspended list. Cathy Elliott, Tax Collector, responded that come July 2018, years 2016, 2017, 2018 are active accounts and any prior years would be moved to the suspended list.

Councilor Jepsen asked if these numbers reflect the interest charges. Ms. Elliott responded that they do not include interest, those just reflect the base tax amounts. She added that 18% is added annually to past due accounts.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

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

- APPOINT Kathryn Roby as a Democratic member to the Commission on Aging & persons with Disabilities for a three year unexpired term to expire January 31, 2020 or until a successor is appointed.
- APPOINT Brian Canoni as a Republican member to the Conservation Commission for a five year term to expire November 30, 2024 or until a successor is appointed.
- REAPPOINT Charles Jackson as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2020 or until a successor is appointed.
- REAPPOINT Marlene Towers as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2023 or until a successor is appointed.
- APPOINT Melissa Richards as a Democratic member to the Youth Commission for a three year unexpired term to expire September 30, 2020 or until a successor is appointed.
- REAPPOINT Russell Sills as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2022 or until a successor is appointed.

Motion Passed 9-0-0

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the May 20, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the May 20, 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 O'Reilly to adjourn the meeting at 8:21 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Erin Rand
Clerk of the Council