



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
June 17, 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 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 Govoni led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Govoni led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS –

Paul Panos, 48 Brookview Road, spoke about a speech made at the Memorial Day Parade. He stated that during his speech, Terrell Hill made a number of good points about freedom, but at the end said we do not have the right not to be nice to other people. Mr. Panos made the distinction that saying people “ought to” or “should” do something is one thing, but it should not be phrased that we don’t have the “right” not to be nice because in fact we do have that right.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission

Jim Bennett presented the following:

• **Safety Complex - Police and Fire Station Design – 9911**

At our last meeting, the PBC received an update on the police station project from our architect, Kaestle Boos. The 90% progress construction drawings were presented for PBC review. The architectural team and town staff had their final drawings review on Thursday June 13th. The bids for the project Clerk of Works were reviewed by the Commission at its meeting on June 11th. A decision on awarding was tabled until our

next meeting. The PBC expects to bid this project during the month of July. Award the project late August or early September. At this time the construction schedule for the police station is anticipated to last twelve months. Which would place the relocation of the police department to 100 Addison Road late 2020 or early 2021.

- **JFK Elementary School Replacement HVAC Systems – 9490**
The new air conditioning systems are completely installed and have been commissioned. There are some remaining controls programming issues that are being worked on. A few unit ventilators are over cooling three classrooms. Once town staff receives all closeout documents the PBC will close this project.
- **Town Hall Portico Restoration Project – 9493**
The replace cast stone components for the portico were received on Monday June 10th. Work has begun on installing these components. This work will take four weeks to complete. Our new completion date is now late July. The project is four weeks behind schedule due to asbestos removal and delay in receiving cast stone components.
- **Fire Security Systems – 9495**
All of the replacement fire alarm systems have been installed. The Fire Marshal's office are 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 – 9500**
With school out of session the contractor has shifted to working first shift hours. The classroom air conditioning systems are installed and electrically wired. Refrigeration piping is ongoing. The GC is waiting on a confirmed date from Eversource for the temporary service to the building. This is required because the new electrical service main switchgear is to be installed in the current service transformer room. At this time the project is on schedule. All classroom air conditioning is expected to be operational for the beginning of fall school session. The systems in cafeteria and gymnasium may not be completed by first day of school session.
- **WHS Pool House Replacement HVAC Unit - 9507**
This project is now scheduled to begin on July 2 and be completed in mid-August.
- **Sage Park Middle School Roof Design - 9506**
The architect, Hibbard & Rosa, is holding his work on design drawings until end of this summer. The PBC is scheduled to receive completed design drawings in October. After the PBC reviews and approves the design, they will then be forwarded to the state, with supporting documents, from the BOE for state project approval of the design. The PBC now expects this project be scheduled for the summer of 2020.
- **DPW Building Renovation Design - 9505**
The architect, Capital Studio, will present completed project drawings to the PBC at its next meeting on June 25, 2019.

- **Clover Street School Partial Roof Design – 9508**
The PBC has reviewed and approved the drawings. The architect and BOE staff are working together to provide the state with all necessary documents for state application. Once the state receives documents from BOE, assigns a project number, assigns a project number, 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.
- **North West Park Nature Center Addition – 9503**
The addition is 85% complete. Exterior siding was started last week. Electrical rough in was completed, interiors walls have been insulated and currently having sheet roc and plywood installed. We expect this to be completed within three weeks. The PBC received and reviewed bids for the replacement siding of the Nature Center. This project was awarded to McKinney Construction for \$71,425.00. This projects work has started with 40% of existing siding removed. Replacement siding has started on north side of building. We expect all siding to be completed by July, weather permitting.

7) TOWN MANAGER’S REPORT

AAA Credit Rating

I’m pleased to report that Standard and Poor’s (S & P) has reaffirmed the Town’s AAA credit rating for the 2019 bond issue. Our rating was affirmed after S&P reviewed and analyzed various aspects of the local and regional economy, recent economic development activity, management practices, fiscal and debt management practices, budgetary performance, retirement plan stewardship and our other post-employment benefits program. The Credit Profile report documents a number of positive assertions put forth by S & P, such as our “strong economy, strong management practices as well as strong budgetary performance and flexibility”.

General Obligation Bond and Short-Term Note Sale

Our bond and note sale occurred on Thursday June 6th. The Town received five bids for our \$10,000,000 general obligation issue, and investment firm Roosevelt & Cross was the low bidder. The issue will provide funds for a variety of projects including approximately \$2.5M for the first phase of the public safety complex project. Other projects include the replacement of the town-wide public safety radio system, HVAC improvements at Windsor High School pool and Poquonock Elementary School, a fire engine, improvements at Northwest Park, pavement and stormwater improvements throughout town.

The term for the bonds is 20 years and annual interest rates range from a high of 5.0% down to 2.0%. Over the life of the term, the average rate or “coupon” is 3.20%. This annualized average interest rate is about one half of 1% less than we used in our debt service forecast model. The Town received a premium payment of approximately \$266,000 that will be placed into the debt service fund and be used for future debt service.

We also received 5 bids for our \$11,970,000 short-term note sale, and J.P Morgan Securities LLC was the low bidder. The proceeds will go entirely towards the first phase of the public safety complex project.

The note term is one year and the interest rate is 3.0%. We received a premium of approximately \$185,000 and these funds will also be placed in the debt service fund to go towards future debt service. After applying the \$185,000 premium payment the effective interest rate to the town is 1.4%. The number of bidders and spread between bids for both the bond and note sale was deemed competitive, and we were pleased with the results overall. We will close on these sales and receive the proceeds on Thursday, June 27.

Concerts on the Green

First Town Downtown invites you to the summer concert series sponsored by Windsor businesses. Concerts will begin on June 27th and will be held every Thursday until August 22nd. Performances are from 6:30 PM - 8:30 PM on the Windsor Town Green. Free to the public. For more information call 860-688-5165 or go online to firsttowndowntown.org.

Farmer's Market to Begin June 27

First Town Downtown is bringing back the Farmers Market for its 10th year this summer beginning June 27th. It will continue every Thursday until October 17th from 3:30 PM to 6:30 PM at 240 Broad Street (corner of Broad and Maple). Get locally grown fruits, vegetables, flowers, baked goods, herbs, eggs, milk, yogurt, cheese and more. For more information call 860-688-5715.

Technology Improvements – License Plate Readers

The police department has received a federal technology grant to partially fund the purchase of License Plate Readers (LPR) to better equip officers to locate and identify stolen motor vehicles. Police Private Duty funds will be used to offset the remainder of the costs for the purchase. The police department has identified a LPR system that would work in conjunction with the Connecticut State Police's LPR system. Other local police departments are also joining the State Police LPR system. All LPR data would be maintained by the State Police, reducing infrastructure costs to each municipality.

Departmental plans include the deployment of two LPR units both north and south to provide coverage throughout town.

Chemical Release at Bradley Airport Leased Property

As a follow-up to the recent release of fire suppression foam at a leased building on the Connecticut Airport Authority property at Bradley Airport town staff have been in contact with the Connecticut Department of Public Health (DPH), Connecticut Department of Energy and Environmental Protection (DEEP) as well as the airport authority.

Our Health Department has been in communication with DEEP and DPH throughout the past week. The Department of Energy and Environmental Protection is the lead agency for this incident. As of last Friday DEEP was awaiting test results of water samples taken on Thursday, June 13th. Results from samples drawn on Tuesday, June 11th show that the level of PFAS chemicals had decreased significantly from the first samples taken June 9th.

A DEEP issued advisory related to no eating of fish taken from the river remains in place. DEEP plans to conduct testing of aquatic life over the coming weeks.

Also, I've been in contact with the Connecticut Airport Authority staff about potential steps or actions they or their tenants could undertake to prevent this type of incident in the future. The Authority staff informed me they are in the process of evaluating the drainage and containment systems for each building they own/lease at Bradley that has a foam fire suppression system. I plan to have a further conversation with airport staff later this week.

Town staff and I will continue to have follow-up discussions with the various agencies and parties in the coming days and weeks.

Councilor Govoni asked if a carport for the cruisers is part of the design at the new public safety complex. Town Manager Souza responded that it not a part of the base bid, but it is a design alternate that will be included if it is affordable.

Councilor O'Reilly asked if citizens have been properly notified about the chemicals released into the Farmington River. Town Manager Souza responded that signs have been posted at various boat launches and trail heads. There is an advisory in place suggesting that citizens not eat fish taken from the Farmington River south of the Poquonock treatment plan. The State is also advising users of the river no to make contact with any foam material in the water.

Councilor Black-Burke asked about the license plate readers being purchased. Town Manager Souza confirmed that two will be purchased and then invited Chief Melanson to speak more about them. Chief Melanson said they are a great tool for law enforcement and recalled that last year, a vehicle's plate was scanned and the system alerted the police that it was someone wanted in connection with a homicide in New York City. The scanners will be mounted in patrol cars and work with the state's online database that maintains a hot list. An alert sounds in the cruiser and then the officer verifies the hit to see if it is still active.

Councilor McAuliffe asked what the date of retention is and Chief Melanson responded that it is 90 days at the state level and Windsor would follow that as they are using the state's system.

Councilor Wilkos thanked town staff for proving Windsor's fiscal responsibility through attaining the AAA bond rating again and stated that the bond rating has helped attain great rates. Councilor Wilkos inquired about the original completion date of the Portico Restoration Project and Town Manager Souza responded that it was estimated to be around Memorial Day before it became delayed due to asbestos removal. Councilor Wilkos stated that it would be nice to see it finished up quickly as it's a high-profile project.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly reflected on the public comment topic by stating that he appreciates the council's ability to disagree with each other and remain civil. He noted that they are role models for other political bodies, citizens, and especially our children.

Councilor Wilkos thanked Erin Rand for her service to the council.

Councilor Black-Burke thanked Erin Rand for her time with the council and then spoke about the Windsor High School Commencement that took place on June 13th. The class of 2019 received over \$115,000 in scholarship money. 200 students are off to college, 12 are headed to the military, and 18 are headed to trade school. During the speeches, the question “What is success?” was brought up and the speakers were amazing.

Councilor Govoni thanked Erin Rand for her service to the council. He then spoke about the foam chemicals leaked into the water and stated that he can’t comprehend that the state has a system like this and feels that it never should have happened. He hopes to find out more information and to see a resolution.

Councilor McAuliffe thanked Erin Rand for her time with the council.

Councilor Tustin congratulated Erin Rand and echoed comments about the river and called it disturbing. He would like to see a resolution and believes that Town Manager Souza is on top of it.

Deputy Mayor Terranova thanked Erin Rand and stated that she attended a meeting with Governor Lamont set up by the Capitol Region Council of Governments (CRCOG) earlier that day to talk about transit oriented development. Seven towns were there, specifically those involved along the CTRail Hartford Line, and she noted that Windsor’s transit oriented development plan is in place. She stated that hopefully long-term there will be a connection all the way up to Boston.

Councilor Jepsen congratulated Erin Rand and spoke about Windsor High School’s graduation. He noted that the public speaking over the past few years from students has been amazing and that it is a pleasure to watch.

Mayor Trinks – None.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – None.

Health & Safety Committee – None.

Finance Committee – Deputy Mayor Terranova noted that two items from the committee are listed under new business tonight.

Special Projects Committee – None.

Town Improvements Committee – None.

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Approve FY 2019 Year End Purchase Orders

MOVED by Deputy Mayor Terranova seconded by Councilor Jepsen, that the FY 19 General Fund open purchase orders as of June 10, 2019 be approved until October 21, 2019.

Deputy Mayor Terranova stated that when goods and services are received and paid for in the next fiscal year, a purchase order must be opened to encumber the funds. By encumbering the funds, the Town Council is formally extending budgetary authority into the next fiscal year for that line item. There are five FY 19 General Fund open purchase orders as of June 10, 2019 totaling \$117,775 that are expected to be encumbered.

Motion Passed 9-0-0

- b) Approve FY 2019 Year End Transfer authority

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit.

Motion Passed 9-0-0

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve a transfer of \$53,500 from Safety Services to General Services to fund the projected year end deficit in the tax refund category and the FY 19 Caring Connection operating loss; and that \$16,500 be transferred from General Services to the Caring Connection Adult Day Care Enterprise fund to cover the anticipated FY 19 operating loss.

Deputy Mayor Terranova explained that the Town Council has traditionally granted the Finance Director the authority to transfer up to \$5,000 between service units (offsetting those that have gone over budget with those that have come in under budget) at the end of the fiscal year. In addition, the Town Council is being requested to approve the transfer of funds to service units that have gone over the adopted budget by more than \$5,000.

There is one service unit that is projected to go over budget by an amount greater than \$5,000 for FY 19. General Services is projected to be over budget by \$53,500, bringing the total FY 19 General Fund funding to \$14,548,470 versus the adopted budget amount of \$14,494,970. The reasons for the overage are prior year tax refunds related to property assessment appeals in the amount of \$37,000 and a transfer to the Caring Connection in the amount of \$16,500.

It is recommended that a transfer of \$53,500 be made from the FY 19 Safety Services budget to General Services for these two items as the Safety Services budget is projected to have a \$153,000 year-end balance.

Motion Passed 9-0-0

c) Approve contract with WPDEA

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the collective bargaining agreement between the Town of Windsor and the Windsor Police Department Employee Association for the period of July 1, 2019 through June 30, 2021.

Amelia Bliss, Director of Human Resources stated that the collective bargaining contract with the Windsor Police Department Employee Association (WPDEA) will expire on June 30, 2019. Negotiations have largely centered around wages, health insurance plan design changes and clarifications to existing contract language to reflect existing practices. Management and WPDEA have come to an agreement for a contract that runs from July 1, 2019 through June 30, 2021. Members of the employee association have ratified the proposed agreement and the Town Council is now being requested to approve the contract.

Motion Passed 8-0-0 (Councilor Tustin recused.)

d) Approve resolution concerning State Grant application for Clover Street School Roof project

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to appropriate \$195,000 from the General Fund Unassigned Fund Balance for the Clover Street School Partial Roof Replacement Project.

Town Manager Souza stated that a 7,000 square foot portion of the roof at Clover Street Elementary School over the Nurse, Staff Office, and corridor along the cafeteria is leaking and is in need of replacement.

The design of the project is substantially complete. The architect's project cost estimate based on meeting all of the State's construction specifications is \$195,000 including a 5% project contingency. This is higher than the original quotes received in the winter which were based on a 'replace in kind' scope of work. After completing additional field condition assessments, the design engineer recommended adding additional insulation under the roof membrane to create greater pitch to direct water to the roof drainage system. The design also calls for additional metal flashing to prevent water from getting under the new roof.

The project can be completed during the school year with minimal disruption.

Councilor Wilkos recalled looking at photos of the roof and was happy to see that grant money is available to pay for the project.

Councilor Jepsen asked if a special meeting would be helpful and Danielle Batchelder, Director of Business Services, noted that the state has opened an e-grant system where applications are only accepted from the 1st until the 10th of each month. She stated that since it is already the 17th, the minutes can be collected right after the July 1st meeting and submitted at that time with the same outcome.

Motion Passed 9-0-0

- e) Consider settlement in Grosse vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to move agenda item 12 (e) until after the executive session.

Motion Passed 9-0-0.

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEEDING MEETINGS

- a) Minutes of the June 3, 2019 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 3, 2019 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the June 3, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 3, 2019 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to enter into Executive Session at 8:35 p.m. for the purpose of:

- a) Strategy and negotiations in respect to pending claims and litigation (Grosse vs Town of Windsor)
- b) Strategy and negotiations in respect to collective bargaining (UPSEU – Dispatchers)

Councilor Jepsen recused himself from item 16 (a).

Councilor Tustin recused himself from item 16 (b).

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; and Marty Maynard, Risk Manager.

Guests: Collette Griffin, Outside Counsel.

Marty Maynard and Collette Griffin left Executive Session at 8:58 p.m.

Councilor Tustin left Executive Session at 8:58 p.m.

Councilor Jepsen entered at 8:58 p.m.

Director of Human Resources Amelia Bliss and Police Chief Don Melanson entered Executive Session at 8:58 p.m.

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to exit Executive Session at 9:10 p.m. and to re-enter the regular Town Council meeting.

Motion Passed 7-0-0 (Deputy Mayor Terranova and Councilor Tustin Absent)

MOVED by Mayor Trinks, seconded by Councilor O'Reilly to authorize settlement of Grosse vs Town of Windsor as discussed during Executive Session.

Motion Passed 6-0-0 (Deputy Mayor Terranova and Councilor Tustin absent, Councilor Jepsen recused)

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke to adjourn the meeting at 9:12 p.m.

Motion Passed 7-0-0 (Deputy Mayor Terranova and Councilor Tustin absent)

Respectfully Submitted,

Erin Rand
Clerk of the Council