



**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
JULY 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 James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, and Councilor Kenneth Wilkos.

Absent: Councilor Nuchette Black-Burke and Councilor Michael Tustin

**2) PRAYER**

Councilor Jepsen led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Jepsen led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Rick LeMay, 318 Schoolmaster, spoke about honoring Barry Chasen by naming the baseball fields after him. Last time he knew, the town was waiting for an official policy to be put into place regarding the naming. Mr. LeMay listed Mr. Chasen's many accomplishments. He hoped the Council was prepared to move forward with this sooner rather than later. Mr. LeMay stated he wanted to discuss the train crossings in town. He said he has been working with the Hartford rail people and Federal Railroad Association about getting the entire Town of Windsor designated as a quiet zone or at least the individual crossings. It's affecting the quality of life for some people. Lastly, Mr. LeMay is concerned about the foam in the river. He is not able to attend the forum tomorrow night, but expressed his concerns.

**6) REPORT OF APPOINTED BOARDS AND COMMISSION**

a) Board of Education

Town Manager Peter Souza stated the Board of Education was unable to attend tonight.

b) 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 construction drawings are now complete and a final project estimate was provided to the Commissioners. The project estimated cost is \$12,341,352 including construction escalation costs.

The PBC has instructed town staff to negotiate with a bidder for the project Clerk of Works position. The PBC will enter into an agreement for this position once negotiations are complete.

The commissioners and architect discussed the project timeline moving forward. The bid date is July 2<sup>nd</sup>, a mandatory walk-through is scheduled for July 17<sup>th</sup>, and the bid opening is tentatively scheduled for July 31, 2019. Bids will be reviewed by our architect and town staff with the PBC expected to interview bidders in August. The PBC expects to award the project in early September. At this time the construction is expected to start in early October and will last for twelve months. The new address for the relocated police station will be 110 Addison Road.

- **JFK Elementary Replacement HVAC Systems – 9490**

The new air-conditioning systems are completely installed and have been commissioned. There are some remaining control punch list items remaining. Once town staff receives all closeout documents, the PBC will close this project.

- **Town Hall Portico Restoration Project – 9493**

The replaced cast stone components for the portico were received on Monday, June 10<sup>th</sup>. Since we have received the cast stone, five working days have been lost due to rainy weather. The lower skirting panels were tediously installed for levelness and plum. The four-piece railing assemblies were installed on top of these skirt panels making levelness and plum critical to the railing assembly's layout and final appearance. This project is five weeks behind original schedule. The cast stone components were ordered on April 4<sup>th</sup>, but took longer to be delivered than estimated. The new completion date is now late or early August.

- **Fire Security Restoration Project – 9495**

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 – 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 and controls wiring are continuing. 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 the fall school session. However, the systems in the cafeteria and the gymnasium may not be completed by the first day of the school session.
- **WHS Pool House Replacement HVAC Unit – 9507**  
This project is now scheduled to begin on July 2<sup>nd</sup> and be completed in mid-August.
- **Sage Park Middle School Roof Design – 9506**  
The architect, Hibbard & Rosa, is holding the work on design drawings until the 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 to 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 July 9<sup>th</sup>.
- **Clover Street School Partial Roof Design – 9508**  
The PBC has reviewed and approved the drawings. The architect and Board of Education (BOE) staff are working together to provide the state with all necessary documents for the state application. Once the state receives the documents from the BOE, assigns it a project number, gets reviewed and then approved for reimbursement, we will then 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 - 9503**  
The addition is 95% complete. Final inspections are to take place this week. Exterior siding was started last week and is about 50% completed. We expect this to be completed within three weeks, weather permitting.

Councilor Wilkos stated that his recollection was that the town portico project was going to be originally completed by the end of May. Mr. Bennett responded that is correct. Councilor Wilkos stated that we had the slight setback of the asbestos. Mr. Bennett responded yes, it

set us back four weeks. Councilor Wilkos asked why completion is going to be so late in August when we should be looking at a date in July. Mr. Bennett explained there was a delay on the asbestos, the stonework coming in, and also the rainy weather has delayed it further. Councilor Wilkos stated this is a high-profile job and there are days when there are only two men working out there. Mr. Bennett stated that matter has been taken care of. There are now four to five people working on the project each day. Unfortunately this has been a tedious job and has taken longer than expected. Councilor Wilkos stated it would be nice if we could use it for August.

## **7) TOWN MANAGER'S REPORT**

### **Windsor Community Block Parties**

The Youth Services Bureau and the Windsor Police Department will be sponsoring Windsor Community Block Parties happening on July 12<sup>th</sup> at Sharshon Park, on July 26<sup>th</sup> at Lancaster Park and on August 9<sup>th</sup> at Deerfield Park. All parties are from 4:30 p.m. – 7:30 p.m. There will be games, arts & crafts, face painting, music, bounce-house, food and more! This program is created by youth in the Summer Teen Employment program (STEP) to promote family fun and community spirit in a substance free environment. Admission is a school snack donation for the Weekend Wheels program. For more information, call 860-285-1990.

### **Input Sought For Wilson Redevelopment Sites**

The Economic Development and Planning departments conducted a workshop on June 28<sup>th</sup> to begin identifying possible future land use options and redevelopment objectives for the former Wolcott School at 451 Windsor Avenue and the town-owned redevelopment parcel at 458 Windsor Avenue.

Members of the Wilson Deerfield Advisory Committee, Economic Development Commission and Redevelopment Agency were invited to participate. A representative of the Town Planning and Zoning Commission also attended.

A public drop-in meeting is scheduled for July 10<sup>th</sup> at the Community Center at 330 Windsor Avenue to get comments and input from residents regarding possible future uses for the two properties.

Residents are invited to show up at any time between 5:30 p.m. and 8:00 p.m. on the 10<sup>th</sup> to give their suggestions, learn more about other ideas and participate in exercises. Light refreshments will be available.

Following the public meeting, a committee of Wilson residents and town officials will review the comments and input and formulate recommendations.

For more information, contact Jim Burke at 860-285-1877.

### **Waterside Crossing Office Park Drainage System**

The Waterside Crossing office park includes a privately owned and maintained pond. The outlet system of the pond is intended to maintain the water surface in the pond at its optimum level. The outlet system has failed, causing the water level in the pond to drop over the past few days. The private land owner is currently making arrangements to have the outlet structure repaired to allow the water level to recover.

### **Farmington River Spillage Update**

Over the past few weeks, town staff have continued to be in contact with CT Department of Energy and Environmental Protection (DEEP), CT Department of Public Health (DPH) as well as the CT Airport Authority.

Use of the river for recreational activities is allowed.

The State DPH is advising that fish caught from the Farmington River in the vicinity of the MDC wastewater treatment plant outfall near Phelps Brook, downstream to the Connecticut River, should **NOT** be eaten. This advisory will remain in place while state officials evaluate the impact to the fish tissue and the watershed.

Additional long-term monitoring of the river and sediments is planned with oversight by the Connecticut DEEP.

Water samples were taken from several points on the river on June 9<sup>th</sup>, 11<sup>th</sup> and June 21<sup>st</sup> in an attempt to see how the chemicals are diffusing. Results from the first two sets of samples show a significant reduction in presence of PFAS chemicals. Results from the June 21<sup>st</sup> samples are not yet available.

The engineering firm retained by Signature Flight is now working alongside DEEP to develop a longer term monitoring and testing plan.

The Connecticut Airport Authority has also taken a variety of steps in the past weeks ranging from evaluating all of their facilities that have foam fire suppression systems to putting in place temporary prevention measures to limit any future discharges of foam agents containing PFAS chemicals into drainage systems.

Updates will be shared on town media platforms as additional information becomes available.

### **Train Station Public Information Meeting**

The CT DOT will be hosting a public information meeting on Thursday, July 25, 2019 at Town Hall. The meeting starts at 5:30 p.m. with a presentation slated for 6:00 p.m. The purpose of the meeting is to review proposed upgrades to the existing train station passenger platforms that will provide increased safety for passengers. The upgrades relate to constructing high level platforms to serve CTRail's Hartford line and Amtrak. CTDOT personnel will be available during the meeting to discuss this project. These changes are required by the Federal Railroad Administration.

Councilor Govoni asked when they are testing the water in the river, are they taking it when the dam is open or closed. He said it can significantly change the outcome depending on where it's coming from. Town Manager Souza stated he will pose that question to the Connecticut Department of Energy and Environmental Protection.

Councilor Wilkos stated he wanted to clarify concerns about the drinking water. The majority of water comes from protected reservoir systems, not the Farmington River. In terms of drinking water, nothing is affected on any level. Town Manager Souza agreed with Councilor Wilkos.

Councilor McAuliffe asked if posted signs for the fishermen were still up. Town Manager Souza stated he personally checked and if any were removed, they were reposted at the River Street and Pleasant Street boat launch. There are also some located at the center trail where people can fish from the river banks.

## **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Black-Burke – absent

Councilor O'Reilly - None

Councilor Wilkos – None

Councilor McAuliffe addressed the statement about Barry Chasen. Mr. Chasen has done some amazing things for the Windsor and Hartford areas. When you meet Mr. Chasen, he has a ton of energy even at his age. He brings in some amazing people to coach and it's a real benefit to the kids. It would be well deserved for a field to be named after him. He hoped this could be added to the August agenda.

Councilor Govoni discussed the maintenance of our dirt roads in Windsor. There are two primary roads, one goes to the range on North Meadow Road and the other on Baker Hollow Road. We are having an issue repairing our road, and he believes it is because we are not using the right piece of equipment. He would like better maintenance of these roads by utilizing money to rent a piece of equipment. If we could look into this, it would be wonderful.

Deputy Mayor Terranova - None

Councilor Tustin – absent

Councilor Jepsen - None

Mayor Trinks noted there will be a forum about the chemical spill in the Farmington River at the Council Chambers at 7 p.m. tomorrow night. Please come out and ask any questions.

## **9) REPORTS OF STANDING COMMITTEES**

Personnel Committee – None.

Health & Safety Committee – None.

Finance Committee – Deputy Mayor Terranova noted that they met earlier this evening with Sardilli Produce and Dairy and this item will be discussed in more detail under new business tonight.

Special Projects Committee – None.

Town Improvements Committee – None.

**10) ORDINANCES** – None

**11) UNFINISHED BUSINESS** – None

**12) NEW BUSINESS**

a) Consider a Fixed Assessment Agreement with Sardilli Produce & Dairy Co., Inc.

MOVED by Deputy Mayor Terranova seconded by Councilor Jepsen, that the Fixed Assessment Agreement between the Town of Windsor and Sardilli Produce and Dairy Co., Inc., be approved and that the Town Manager is authorized to sign the agreement on behalf of the Town of Windsor.

Town Manager Souza invited Jim Burke, Director of the Economic Development, to speak about Sardilli Produce and Dairy Co., Inc.

Mr. Burke stated the Finance Committee met early tonight. Sardilli Produce and Dairy Co., Inc., is a Hartford based, family-owned business that provides distribution of produce and dairy to the area, in addition to processing and packaging precut produce. Their customer base includes restaurants, universities, and other companies. Since the 1950s, the company has been growing, specifically in the area of precut produce business. In order to sustain their business, the company needs to find a larger facility. The company found that with the proper modifications of the existing building located at 550 Marshall Phelps Road, they could meet their needs for now and the future in Windsor. Approval has been received from the Economic Commission, the Planning and Zoning Commission, and the Inland Wetlands and Watercourses Commission. The Town of Windsor will receive revenue of \$513,695 from the new investment, in addition to the taxes from the existing building of about \$130,000 a year. In addition, the company will bring in vehicles that are not currently in Windsor, which would add about \$60,000 a year to taxes. The taxable portion of the personal property would be about \$50,000. The benefits far exceed the cost to the town in revenues.

Mr. Burke added that the Sardilli project qualifies for consideration under the town's economic incentive policies as a manufacturing firm per the Manufacturing Assistance Act. This is because of the company's precut produce processing operation which employs a large percentage of its workforce and is the primary reason for its planned expansion.

The cost of the taxable real property improvements proposed by the company total approximately \$13.12 million. Per the assessment abatement policy, this level of investment by a new business would permit the Town Council to set an abatement schedule with a maximum average percentage abatement of 40% over a maximum term of four years.

Councilor Govoni noted he read the proposal and he is very comfortable with it. He feels it's a perfect match for Windsor and the area.

Councilor McAuliffe asked how many vehicles the company has. Mr. Burke stated about 35 or 40 vehicles. Councilor McAuliffe asked as you expand how many more vehicles would that make it. Mr. Don Sardilli stated it would double in five years.

Councilor Jepsen stated it would be a wonderful addition to the town and looks forward to them joining us.

Councilor Wilkos stated we are a very business friendly town. Sardilli Produce and Dairy Co., Inc. has a very good reputation in the industry. The town welcomes you aboard and looks forward to working with you in the future.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

- b) Approve a resolution adopting the Capitol Region Natural Hazard Mitigation Plan Update

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepson, that the Town Manager is authorized to execute the attached resolution for the 2019-2024 Capitol Region Pre-Disaster Natural Hazard Mitigation Plan Update.

Town Manager Souza stated this is a part of the Capitol Region Council of Governments' (CRCOG) planning activities which the town has participated in over the last 15 years in planning for natural hazard mitigations. Town Manager Souza noted that between the 2014-2019 plan timeframe, the town made significant improvements to their facilities. The Town Council approved the reinvestment of L.P. Wilson for the restroom and locker room which served as our primary shelter. The Town Council also approved funding to the fire department for the self-contained breathing apparatus which improved our response capabilities and safety for our volunteer firefighters. We are currently embarking on updating the emergency communications system, which is a goal that is in our new five-year plan.

Town Manager Souza noted that the Windsor community has received approximately over \$2,000,000 in reimbursements over the course of the last 20 years. The reimbursements have paid out for a variety of events. The primary events were winter storms over several time periods equaling approximately \$1,900,000 from FEMA. The reimbursement is 75% from FEMA and the town absorbs 25% of the cost. It's important we maintain our plans, not just our Pre-Disaster Natural Hazard Mitigation Plan, but our overall Emergency Response Plan.

This plan identifies natural hazard risks and vulnerabilities and strategies for reducing losses regionally and in each member's municipality.

Formal adoption of the plan by participating municipalities enables each municipality to be eligible to apply for FEMA hazard mitigation project grants. Continued eligibility for FEMA hazard mitigation grants will require adoption of the *2019-2024 Capitol Region Natural Hazards Mitigation Plan Update* by the communities of the region.

Risks assessed include dam failure, drought, earthquakes, flooding, hurricanes and tropical storms, severe winter storms, thunderstorms, tornadoes, and wildfires. CRCOG retained a consulting firm to assist each town to review data, suggest changes and then integrate information into the updated master plan for the region. Several regional public meetings were held to gather input.

The report provides an estimate of the total potential economic loss that could be felt by the community in the event that various natural disasters were to occur. The plan identifies new goals for the 2019 – 2024 period. Goals include, but are not limited to, replacing the town's emergency communications system, potentially increasing shelter capacity by identifying new facilities to utilize as a shelter, identifying and developing a secondary emergency operations center, increasing training for hazard response, and developing maintenance plans for identified stormwater facilities.

Deputy Major Terranova asked which staff members are involved in developing this plan. Town Manager Souza stated the staff lead is Paul Goldberg, Emergency Manager Director, and the Engineering, Police and Planning departments are also a part of it.

Councilor Jepsen stated there is a lot of information in there. This plan calls on working with target areas that are more likely to flood. He is concerned with Rainbow Lake dam breaking and there is nothing indicted in the plan for this event. Councilor Jepsen asked how likely some of these things are to happen. Town Manager Souza explained that this is done more at the regional level. The Metropolitan District (MDC) does have an exercise that reviews the dams. We also look at the flood mapping, flood plans and ways to focus on those that are more likely to happen.

Councilor Jepsen stated he remembered when the 2005 flood happened and the town did a wonderful job with that. Town Manager Souza noted after the 2005 flood, the road systems were rebuilt and resized.

Councilor Jepsen asked about maintenance at Decker's Brook. Town Manager Souza stated we continue to do normal maintenance and some repairs, but from a capacity perspective, nothing has been identified.

Mayor Trinks asked when CRCOG and FEMA sit down do they bring in various cellular carriers to the plan. Town Manager Souza invited David Murphy from Milone and MacBroom, the contractor maintained by CRCOG to update the plan, to speak on the matter. This is CRCOG's first time using a consultant. Mr. Murphy stated they started bringing in other entities, but not cellular. Mr. Murphy noted they brought MDC in for the first time. They would like to bring in

more next time and it's a very good point to bring in more of these utility providers as this plan is updated every five years.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

- c) Approve amendments to the Maintainer I job description

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the amended job description for the position of Public Property Maintainer I be approved as presented.

Town Manager Souza invited Amelia Bliss, Director of Human Resources, and Robert Jarvis, Director of Public Works/Town Engineer, to provide an overview of this request.

The FY 20 budget included the addition of a full-time Public Property Maintainer I position to replace the temporary, seasonal positions in the Building and Facilities division. This position will be responsible for performing the duties that have been done by seasonal employees and add semi-skilled building maintenance duties including preventive maintenance, repairs and installations related to HVAC systems, basic carpentry, painting and plumbing. Prior to beginning the recruitment and selection process for this position, it is necessary to amend the existing job description to include the specific duties and requirements that are unique to the position in the building and facilities division.

The Public Property Maintainer I job description currently reflects the responsibility for manual and semi-skilled construction, maintenance and repair work in the areas of streets, highways and parks and grounds within public works operations. The proposed amendments delineate the difference between the positions working in public works operations division and the building and facilities division by adding the specific duties and minimum requirements for the position in the building and facilities division. Some of the primary duties include performing preventive maintenance, repairs, and installations related to the interior and exterior of town buildings and facilities; minor electrical work replacing lighting, switches and outlets; seasonal service and maintenance to HVAC systems including changing filters and annual coil cleaning; installing and moving office furniture and replacing locks.

The most specific changes we are making tonight are adding those specific duties that were previously mentioned as well as adding requirements and qualifications specifically related to the building and facilities division. This includes having the requirements of prior related work experience in building maintenance and repairs in the area of electrical, plumbing and carpentry.

Councilor Wilkos stated he supports this and it opens up the opportunity to save our town a lot of money. This is a good for the town overall.

Councilor Govoni stated this is good, but when we brought in our two other positions for Maintainer I, we wanted to get entry level people. This is not going to follow the previous position since the person is going to have a higher skill level than entry level. Is the pay level fair enough for what is expected out of them or should it be higher? Councilor Govoni noted these are specific skills being asked of the applicant. Ms. Bliss stated the requirements for the

level of experience are the same regardless of which division you work in. We are just asking for some background, experience with some familiarity for it, but they don't have to have specific trade licenses. They have to have the aptitude to learn some of it. We will still be contracting out the higher level electrical, plumbing and HVAC work as needed.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

- d) Approve amendments to the Assistant to the Town Manager job description

MOVED by Councilor Wilkos, seconded by Councilor McAuliffe that the Assistant to the Town Manager job description be approved as presented and the position be placed in Grade 8 of the Administrative Pay Plan.

Town Manager Souza noted the Assistant to the Town Manager is wide and varied to provide a large degree of flexibility, assigning work to meet various organizational needs with public relations and social media. The current position description has not been updated for over 15 years.

This position performs a wide range of high-level administrative, professional and technical work and responsibilities. Essential duties include conducting research and preparing reports for decision-making purposes; presenting project recommendations to the Town Manager and other staff; preparing drafts of administrative directives and policies, speeches, presentations, resolutions, ordinances, and contracts; assisting in the preparation and administration of annual budget requests; researching grant programs and submitting grant applications; carrying out a variety of routine administrative procedures; and establishing and maintaining a comprehensive list of press contacts.

The position incumbent has in large part been assigned to manage and execute the organization's public relations functions relating to providing information, communications, and marketing through a range of methods, programs and events. Proposed changes are intended to more accurately reflect the current duties of the position as well as recognize the future assignment of supervisory responsibilities.

Councilor Jepsen asked why it required a CT driver's license. You can have any license. Town Manager Souza stated this is a good question and he believed it was carried out from the previous description.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

### **13) RESIGNATIONS AND APPOINTMENTS - None**

### **14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the June 17, 2019 Regular Town Council meeting



MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the June 17, 2019 Regular Town Council meeting as presented.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

**15) PUBLIC COMMUNICATIONS AND PETITIONS - None**

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to adjourn the meeting at 8:40 p.m.

Motion Passed 7-0-0 (Councilor Black-Burke and Councilor Tustin absent)

Respectfully Submitted,

Lisa Ozaki  
Clerk of the Council