



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
SEPTEMBER 3, 2019
Regular Town Council Meeting
UNAPPROVED MINUTES**

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:31 p.m.

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

Absent: Councilor James Govoni

2) PRAYER

Councilor O'Reilly led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor O'Reilly led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Designating September as Senior Center month in Windsor

Deputy Mayor Terranova read the Senior Center Month Proclamation aloud and presented to Rebecca Joyce, Senior Services Coordinator. Ms. Joyce thanked the Town Council on behalf of the Windsor Senior Center and its patrons and the senior citizens of Windsor.

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) REPORT OF APPOINTED BOARDS AND COMMISSION

- a) Board of Education (BOE)

Maryam Khan, Secretary (BOE), reported the following:

- The opening of the school year was a big success. We welcomed our new school teachers to the district. They were treated to lunch during their orientation by the

Windsor Chamber of Commerce, who also gave out welcome packages with items from local businesses.

- We welcomed 3,342 students through our doors today, which is 40 more than when we closed the school year. There may be additional registrations or dis-enrollments in the upcoming days. October 1, 2019 is the official count for student enrollment. We do expect that enrollment will again increase this school year.
- The BOE would like to thank the Town Council for its support of the Poquonock air-conditioning project. Staff were very excited to return to air-conditioning in the building.
- Lastly, the school district completed several safety initiatives throughout the summer, including placing one button, push deadbolt locks in classrooms in all schools and additional cameras across buildings.

Councilor O'Reilly asked how the busing situation is this year. Did children get picked up and dropped off in a reasonable amount of time? Ms. Khan stated she would have received information if there were any problems and she did not receive any. Ms. Khan stated she assumed it went smoothly today.

Councilor Black-Burke stated she has one of the 3,342 children that started school today. Regarding Councilor O'Reilly's question about the buses, just personally speaking, information was sent out in a timely manner regarding delays or late buses. There might be a delay on either end, but my little one got home safely.

b) Commission on Aging & Persons with Disabilities

Amy Silliman-Avedisian, chairperson for Commission on Aging & Persons with Disabilities.

- The Commission is comprised of five Commissioners and two alternate Commissioners. We currently have a full complement of Commissioners and one alternate Commissioner, leaving one vacancy for an alternate commissioner.
- During the summer, a new Commissioner was appointed. She is a lifetime resident of the Town of Windsor. She is a registered nurse who has vast experience with geriatric clientele. She is a member of Citizens with Disabilities group.
- We encourage all parties to forward interested candidates to the commission. We welcome attendance and participation by the general public and members of other town boards and commissions to ensure lively, diverse and productive meetings.
- The Commission has embarked on a project to systematically review Chapter 2, Article 3, Sections 2-6 through 2-13 of the Windsor Town Ordinances. The review is an ongoing part of our agenda and has helped us to ensure that all commissioners have consistent understanding of the expectations of the commission. The review also assists when implementing changes and initiating programming.

- In an attempt to increase public participation, the Commission tried changing their meeting place from the Town Hall to the Senior Center. Since it did not make a significant impact on public participation, the Commission has resumed meeting at the Town Hall.
- We are considering holding a day time meeting once or twice a year. Our initial monthly meeting will be at the Caring Connection Day Center on Tuesday, September 10, 2019 at 7 p.m.
- The Commission has collaborated with Robert Jarvis, Town Engineer and Director of Public Works to heighten awareness of safety risks associated with pedestrian crosswalks at the entrance and exit of Geissler's parking lot. These crosswalks lack lights, signage and/or any other safety device that specifically directs pedestrians when safely crossing these driveways. Discussions are ongoing.
- In October, the Commission participated in the annual Health Fair sponsored by the Senior Center. All Commissioners attended and distributed emergency magnets and flyers promoting the Commission. Networking with other providers at this event resulted in contacts that ultimately led to the March program.
- In March, the Commission in conjunction with the Senior Services Department, presented a program entitled "Preventing Slips, Trips and Falls." Speakers included a physical therapy assistant from a local skilled nursing facility and Lauri Volkert, Fire Inspector. The Commission felt this was particularly relevant from an informal survey that was conducted which identified all commissioners had experienced slips, trips and/or falls within the last year. The program was well attended.
- The Commission is looking forward to further explorations of housing issues, medication management and substance abuse related with the local aging and disabled population. We would like to thank our Town Liaison, Rebecca Joyce, for her tack, patience and knowledgeable support and the Town Council for encouraging the Commission and its member to service the citizens of the Town of Windsor.

Councilor O'Reilly thanked Ms. Silliman-Avedisian for her report and appreciated her efforts to rework the different meeting times and places to get more people involved. Councilor O'Reilly asked if an annual report is adequate, or if a report should be given more frequently? Ms. Silliman-Avedisian stated she believed it is adequate, however they certainly are open to any requests for more frequency.

c) Insurance Commission

Ed Samolyk, Chairman of Insurance Commission, and Marty Maynard, Risk Manager reported the following:

The Commission worked with Insurance Broker USI to review exposures, validate coverage and deductibles to limit out of pocket loss and expenses. The quotes for the 2019/2020 period has the premium increasing by \$41,963 from the previous year of \$552,235. The major portion of the increase was due to an increase of the blanket

Building & Contents values for all town locations. The increase was \$260,352,518 or a 5.6% increase. This created an additional charge of \$12,947 from the previous year of \$218,131. The Automobile premium of \$97,982 was needed for the new snow plows and a few automobiles. The carrier also had a rate increase of \$17,391 from the previous year of \$80,591.

Our insurance carrier Travelers is very reasonable, competent and always available when needed. USI does have available cyber insurance and work place violence coverage. Both are coverage that address new loss exposures to the town and school district.

Councilor O'Reilly asked what exactly the USI agency is. Mr. Maynard stated it is the Broker of Record for the town. Councilor O'Reilly asked what does that mean? Town Manager Souza asked Mr. Maynard to explain the different roles and responsibility for the Broker on Record. Mr. Maynard stated the town is self-insured for worker's compensation. Every few years, an RFP is completed to find a worker's compensation third party administrator. In regards to the liability, property and auto, we use an experienced broker to help us determine what the best insurance would be. We look at the various coverage, as well as reviewing the various companies that are available. USI assists us and we use them on an annual basis and have done so for a number of years. Councilor O'Reilly asked if we ever review other companies for a different outlook. Mr. Maynard explained every few years we do an RFP for the brokers as well. It just happens that USI has the best numbers and best experience to offer the town.

Councilor Wilkos thanked both Mr. Samolyk and Mr. Maynard for the very detailed report. This is really appreciated. Mr. Samolyk stated he appreciated the comments.

Councilor Jepsen agreed with Councilor Wilkos. The Commission does a phenomenal job with various policies. Councilor Jepsen asked about cyber insurance. He had read about all the ransom ware that different towns are being hit with nationwide. Councilor Jepsen asked if we were to get hit with ransom ware, would our insurance cover that. Mr. Maynard stated yes it would be covered. Mr. Maynard stated our cyber insurance is through Travelers. We have discussed various strategies with Travelers.

Mayor Trinks asked if someone can hack into a system and steal information. Councilor Jepsen explained to Mayor Trinks how this happens. Town Manager Souza stated we have gone through education and testing on a regular basis. The Technology Information Department has updated our firewalls, among other things.

d) Human Relations Commission

Town Manager Souza stated he does not see a representative here tonight.

7) TOWN MANAGER'S REPORT

Request for No Parking Zone on Portion of Capen Street

Representatives of the engineering division and police department have been evaluating the request to establish a no parking zone on the south side of Capen Street between Crest Drive and Route 159. I expect that review to be completed this week. A decision by the designated Local Traffic Authority, who is the Director of Public Works / Town Engineer, will be made shortly thereafter.

Public Safety Radio System Update

I'm pleased to report that we have been issued new radio frequencies by the FCC in relation to the public safety radio system. This approval allows final engineering and component assembly for the system to be undertaken. Work is well underway with engineering and permission for the work required at the communication towers owned by Crown Castle.

Installation of the radio system for the school facilities was completed in August with staff training occurring last week. The system is operational.

Installation work on the town-wide public safety system will begin late this fall. System testing and acceptance is expected to happen in the spring once the foliage is on the trees.

Keeping You and Your Heart Healthy

Please join us for a free 2-part program "**Keeping You and Your Heart Healthy**" presented by the town's Department of Health with Registered Dietitian Michelle Mattia on Monday, September 9 and Wednesday, September 11 from 5:30 PM to 8:30 PM at the Council Chambers at Windsor Town Hall. A variety of topics related to health and well-being will be covered. The program is for adults age 18 and over. Free cholesterol screening will be offered to those who attend and a light dinner will be served. Pre-registration is needed. 860-285-1824.

Freedom Trail Run

This year's Freedom Trail run will take place on Saturday, September 21st and begins at 5:30 AM at the Archer Memorial A.M.E. Zion Church located at 320 Hayden Station Road. The run will end at the Riverside Cemetery on East Street. The run is approximately 3.9 miles and stops at several locations related to Windsor's African-American history. A bus will follow the runners and provide a return trip to Hayden Station Road. A country style breakfast will be served at the church for event participants after the run. To sign up, call 860-688-2479.

Freedom Trail Walk

This year's Freedom Trail walking tour will take place on Saturday, September 28, 2019 from 7:00 AM – 10:00 AM and begins at the Archer Memorial A.M.E. Zion Church located at 320 Hayden Station Road. Learn about African American soldiers from the Connecticut 29th and 31st colored regiments and other civil war units buried at Riverside Cemetery. Other sites to be visited during the walk include the Nancy Toney grave site, the Joseph Rainey House, the William Best House and the historic Archer Memorial church cemetery. A Freedom Trail t-shirt will be provided to all walkers along with a continental breakfast. Donations of non-perishable

food items for the Windsor Food Bank are appreciated. Please register at wftwalkingtour19.eventbrite.com.

37th Annual Northwest Park Country Fair

Northwest Park's annual country fair will be held on Saturday, September 21st from 10:00 AM – 4:00 PM. This is a major fundraising event for the Friends of Northwest Park. Activities include hay rides, pony rides, silent auction, and games galore. Food and refreshments will be available for purchase. Rain date: Sunday, September 22nd from noon to 4:00 PM. \$4 kids / \$5 adults / children 3 and under free. For more information, call 860-285-1886.

Councilor Black-Burke asked how the other community members that live on Capen Street will be notified and be able to respond to the recommendation. Also, what protocol will be used for the Police department, and other entity mentioned, be shared? Town Manager Souza stated once we get the recommendations from the Engineering Department and the Police Department, we will notify the residents that we plan on implementing a 'no parking zone' on a certain stretch of land on that roadway. If we receive a significant amount of feedback, we would take that into account.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Black-Burke – None

Councilor O'Reilly is thankful for the proclamation for the Senior Center. The Senior Center of Windsor really does a wonderful job. Not all towns provide the kinds of services that Windsor does.

Councilor Wilkos – None

Councilor McAuliffe – None

Councilor Govoni – Absent

Deputy Mayor Terranova – None

Councilor Tustin – None

Councilor Jepsen – None

Mayor Trinks - None

9) REPORTS OF STANDING COMMITTEES

Personnel Committee – Councilor O'Reilly reported the Personnel Committee met on August 22nd and interviewed some outstanding candidates for appointments and reappointments to various commissions. There were a few candidates that were not able to make the meeting,

so we will be scheduling another meeting soon. This is the time of year to start the process for reviewing the Town Manager. We will be starting that process shortly.

Health & Safety Committee – Councilor Black-Burke reported the Health & Safety Committee met on August 21st and discussed the fiscal year 2019 traffic data and speeding concerns. Also discussed was the implementation of the license reader and the technology and received a better understanding of how it works and is shared with community. Lastly we talked about the Crisis and Intervention Team and the Embedded Clinician that works with the Police Department. Councilor Black-Burke encouraged everyone to read the minutes from the August 21, 2019 Health & Safety Committee.

Finance Committee – Deputy Mayor Terranova reported the Finance Committee did not meet.

Special Projects Committee – None

Town Improvements Committee – Councilor McAuliffe reported the Town Improvements Committee met on August 20th. The installation of the charging stations will happen shortly near the old location of Town Hall. The Wilson Redevelopment project was discussed in detail. We are looking for further feedback. Another event will be planned for public feedback.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

- a) Approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION.”

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

The total purchase cost for a new pumper is \$840,000. Included in this cost is the price of the pumper and the equipment needed to meet both NFPA 1901's guidelines and what the Fire Department has historically used in the emergencies we respond to.

Proposed funding is a combination of bonding (\$340,000) and ‘pay as you go’ funding (\$500,000) which is included in the General Fund capital budget portion of the adopted FY 20 operating budget.

Bonding in the amount of \$340,000 is being requested. The average annual debt service based on a 20-year term and a 3.25% interest rate is \$22,800.

Motion Passed 8-0-0 (Councilor Govoni absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, to approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$840,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE PUMPER ENGINE; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES AND \$500,000 FROM THE FISCAL YEAR 2020 GENERAL FUND CAPITAL BUDGET TO FINANCE THE APPROPRIATION."

Motion Passed 8-0-0 (Councilor Govoni absent)

- b) Resolution to name Windsor High School Varsity Baseball Field in honor of Mr. Barry Chasen

RESOLVED by Councilor McAuliffe, seconded by Councilor Jepsen, that the Windsor High School varsity baseball field be designated as Barry Chasen Ball Park in honor of Mr. Barry Chasen for his significant leadership, dedication and commitment to the Windsor Warrior baseball program as head coach for over 28 seasons starting in 1975; and for his relentless advocacy and support of growing the sport of baseball through efforts such as bringing the *Reviving Baseball in Inner Cities* program (RBI) to Hartford, and serving the game as a youth baseball umpire.

MOVED by Councilor McAuliffe, seconded by Councilor Jepsen, instead of calling it Barry Chasen Field, it be called Barry Chasen Ball Park.

Councilor McAuliffe gave a quick overview of the project. He stated that Mr. Chasen, through many years of commitment, devotion and dedication has been a strong advocate for youth baseball in Windsor and throughout the region. Barry has also received numerous other accolades for his work, many of which are noted in his biography.

According to the "Naming of Town Property, Buildings, and Park" policy recently adopted by the Council, it is the responsibility of the Town Council to decide the naming of this field. While the policy acknowledges a preference for naming facilities after geographical, neighborhood, and historic elements, it does allow for facilities to be named "to acknowledge the activities and significant contributions made by individuals to the town." Please note the policy requires a two-thirds affirmative vote by the Town Council.

Mayor Trinks stated he liked the idea.

Councilor Jepsen stated he liked ball park better than field.

Motion Passed 8-0-0 (Councilor Govoni absent)

12) NEW BUSINESS

- a) Approve an appropriation of \$25,000 from the Capital Outlay Fund for design services related to the Poquonock School parking lot improvement project

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen to approve an appropriation of \$25,000 from the Capital Outlay Fund for design services related to the Poquonock School parking lot improvement project.

Town Manager Souza invited Robert Jarvis, Town Engineer and Director of Public Works to present an overview of the project as follows:

The proposed project would: a) relocate the existing playground area along Poquonock Avenue to the open field south of the school building; b) construct a new parking area in the vicinity of the current playground, providing an additional 45 staff parking spaces; c) reconfigure the existing parking area at the northwest corner of the school site to provide a more efficient parking and a small bus drop-off area; and d) reconfigure the northeast parking area to provide a more effective parking space and parent drop-off pattern. The overall project would increase parking spaces from 70 to 99.

Staff has solicited proposals for the survey/geotechnical component of the design phase of this project. While staff anticipates completing the majority of the design in-house, consultant assistance may be required during the layout and design of the lighting and storm drainage system.

Councilor Wilkos stated he was looking for documentation on how it would look from above. This project desperately needs to be done--it's not safe. Councilor Wilkos liked the redirection from the Oxcart Drive side. Councilor Wilkos asked if there's any way this can be pushed back a little bit. Mr. Jarvis stated yes. Councilor Wilkos thinks it will look more aesthetically pleasing. Mr. Jarvis stated similar feedback had been given and he will address those comments.

Motion Passed 8-0-0 (Councilor Govoni absent)

- b) Approve a resolution regarding the FY 2020 LoCIP Grant program

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve a resolution regarding the FY 2020 LoCIP Grant program.

Town Manager Souza invited Mr. Jarvis to present an overview of the project as follows:

At this time, staff respectfully requests that the Town Council authorize a submittal for reimbursement under the LoCIP program for the following road rehabilitation projects:

- Rood Avenue
- Matianuck Avenue
- Faneuil Street

- Norman Avenue
- East Service Road
- East Wolcott Avenue
- Barber Street
- Broadview Place
- Allen Street

The milling and paving of the streets listed above has been completed. There are several other streets which are scheduled for work under the pavement management program in 2019. That work is funded through a combination of the General Fund capital project for pavement management fund and the Town Aid for Roads grant account.

Motion Passed 8-0-0 (Councilor Govoni absent)

- c) Approve an appropriation of \$25,000 from the General Fund for survey and hazardous material testing at the former Wolcott Elementary School

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve an appropriation of \$25,000 from the General Fund for survey and hazardous material testing at the former Wolcott Elementary School.

Town Manager Souza gave an overview as follows:

Wolcott School Site (451 Windsor Avenue)

The recommended or preferred use for the Wolcott School site was single-family housing or mixed-use. Renovating the existing building was also supported by survey respondents, but the Ad-Hoc Committee did not favor this option due to projected costs to repair the building.

Redevelopment Parcel (458 Windsor Avenue)

The preferred use for the Redevelopment Parcel is "mixed-use," a design that would allow for ground-level retail or office space while providing for housing in the space above. Other supported uses included residential townhouse development and preserving the land as open space/park for various community events and uses.

The summary report suggested several next steps including initiating pre-development technical assistance for the school site. Initial technical assistance would be completion of an A-2 survey of the site and hazardous materials survey/testing of the former school building.

The Town Improvements Committee met on August 20, 2019 and recommended that the Town Council consider an appropriation for the completion of an A-2 survey of the school site as well as for hazardous materials testing of the building. This work will be useful no matter if it is decided to renovate and reuse the building or to raze the structure. Committee members also expressed a desire for additional community outreach with a focus on gaining more input from neighborhood residents relative to the reuse of the two sites.

Motion Passed 8-0-0 (Councilor Govoni absent)

13) RESIGNATIONS AND APPOINTMENTS

Councilor O'Reilly stated there were no resignations and/or appointments tonight. As was mentioned earlier, the Personnel Committee did meet and interviewed some outstanding candidates on August 22. Their names are listed and if any Town Council member has any concerns or recommendations, they can be asked at the next meeting.

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the August 5, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the August 5, 2019 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Govoni absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

Mayor Trinks acknowledged the Eagle Scouts in the audience. I speak on behalf of the entire Council in congratulating you and best of luck.

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Councilor Wilkos, seconded by Councilor Black-Burke to adjourn the meeting at 8:25 p.m.

Motion Passed 8-0-0 (Councilor Govoni absent)

Respectfully Submitted,

Lisa Ozaki
Clerk of the Council