



Council Agenda

Council Chambers
Windsor Town Hall
September 16, 2019



7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Deputy Mayor Terranova
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Terranova
4. PROCLAMATIONS/AWARDS
 - a) Designating September as National Suicide Prevention and Action Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Library Advisory Board
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Resolution to remove appointed volunteer commission member (Town Manager)
12. NEW BUSINESS
 - a) *Approve appropriation of \$22,000 from the Capital Project Fund for design services related to the Wilson Firehouse HVAC Replacement Project (Town Manager)
 - b) *Approve appropriation of \$12,000 from the Capital Project Fund for design services related to the Poquonock Firehouse Roof Replacement Project (Town Manager)
 - c) *Close out of capital projects (Town Manager)



- d) *Introduce an ordinance to amend Chapter 2, Article IV, Code of Ethics, of the Code of Ordinances. (Town Manager)
- e) Set a Public Hearing for October 7, 2019 at 7:00 p.m. relative an ordinance to amend Chapter 2, Article IV, Code of Ethics, of the Code of Ordinances. (Town Manager)
- f) *Introduce and approve an ordinance entitled, "THE SALE OF A PORTION OF 45 CENTRAL STREET AND THE GRANTING OF EASEMENTS TO THE STATE OF CONNECTICUT FOR IMPROVEMENTS RELATED TO THE NEW HAVEN-HARTFORD-SPRINGFIELD RAIL LINE IN THE AMOUNT OF \$35,700.00.," (Town Manager)
- g) Set a Public Hearing for October 7, 2019 at 7:00 p.m. relative to selling land to and granting an easement on Central Street to the State of Connecticut for improvements related to the New Haven – Hartford – Springfield Rail Line (Town Manager)
- h) Set a Special Town meeting for Monday, October 7, 2019 at 7:15 p.m. regarding an ordinance entitled, "THE SALE OF A PORTION OF 45 CENTRAL STREET AND THE GRANTING OF EASEMENTS TO THE STATE OF CONNECTICUT FOR IMPROVEMENTS RELATED TO THE NEW HAVEN-HARTFORD-SPRINGFIELD RAIL LINE IN THE AMOUNT OF \$35,700.00." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the September 3, 2019 Public Hearing
- b) *Minutes of the September 3, 2019 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Proclamation

Designating September as National Suicide Prevention and Action Month

- WHEREAS,** September is known around the United States as “National Suicide Prevention Awareness Month”, most of us are quite aware of suicide. **National Suicide Prevention and Action Month** is intended to help promote and give attention to the Suicide Prevention services available to us and our community. The goal is to speak openly about the topic of suicide to help erase the stigma surrounding it, and to direct those in need to the appropriate support services; and,
- WHEREAS,** According to the American Foundation for Suicide Prevention (AFSP), more than 47,000 people died by suicide in the year 2017; and,
- WHEREAS,** Suicide is the 10th leading cause of death among adults in the US, and nearly 20% of all suicides were completed by people ages 45-54; and,
- WHEREAS,** Windsor, CT chooses to publicly state and place our full support behind local educators, mental health professionals, athletic coaches, pack leaders, police officers, and parents, as partners in supporting our community in simply being available to one another; and
- WHEREAS,** local organizations like Suicide Prevention Services (SPS), national organizations like the National Alliance on Mental Illness (NAMI) and international groups like Hope For The Day (HFTD) are on the front lines of a war that many still refuse to discuss, as suicide and mental illness remain too uncomfortable of a topic to talk about; and,
- WHEREAS,** it is encouraged that all residents take the time to check in with their family, friends, and neighbors on regular basis and to honestly communicate their appreciation for their existence by any gesture they deem appropriate. A simple phone call, message, handshake, or hug can go a long way towards helping someone realize that suicide is not the answer.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:

The month of September 2019 is hereby proclaimed as National Suicide Prevention Awareness Month in the Town of Windsor.




A handwritten signature in black ink, appearing to read "Donald S. Trinks", is written over a horizontal line.

Donald S. Trinks
Mayor of Windsor
September 16, 2019

Agenda Item Summary

Date: September 16, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Removal of Town Council Appointee to Volunteer Commission

Background

Currently there is an alternate member on the Public Building Commission who has not regularly attended meetings over the past thirteen months, which is not in conformance with the commission's attendance policy. On August 5, 2019 a resolution of intent was approved by the Town Council and the required notices and timeframes have been met, therefore the Town Council can consider a motion to remove the appointee.

Discussion/Analysis

The Public Building Commission's attendance policy states:

"All members must attend a minimum of 75% of regular, scheduled meetings during a calendar year and a missed special meeting will not be counted as a missed meeting."

An alternate member of the Public Building Commission, Mr. Joseph Auclair, has not attended a commission meeting since July 2018 and is not in conformance with the Public Building Commission's attendance policy.

The *Town Charter*, per Section 6-3, states in part that, "...an appointee of the council... may be removed by an affirmative vote of five (5) members of said council." The *Charter* outlines the steps and timeframe that the Town Council would need to follow to consider removing an appointee. Below is an outline of the steps and time parameters.

- At least 30 days before the proposed removal of any appointee, the council shall adopt a resolution stating its intention to remove the appointee. The resolution needs to include reasons for the removal. (*Resolution of Intent approved August 5, 2019*)
- A copy of the adopted resolution shall be served to the appointee forthwith. (*Notice provided on August 8, 2019*)
- The appointee may, within 10 days, demand a public hearing. (*Appointee did not request a hearing*)
- A public hearing, if demanded by appointee, shall be held no earlier than 20 days, nor any later than 30 days after the appointee has been notified of the council's intention to remove appointee.
- Within 30 days after the public hearing, or, if there is not a public hearing 30 days after the adoption of the resolution of intent, the council shall approve or reject the resolution to remove the appointee.

Financial Impact

None

Other Board Action

None

Recommendations

If the Town Council is in agreement, the following resolution of intent is recommended for approval:

“MOVE, that the Town Council hereby approves the removal of Mr. Joseph Auclair from his appointed position as an alternate member of the Public Building Commission per Section 6-3 of the Windsor *Town Charter* due to not adhering to the attendance policy of the Public Building Commission.”

Attachments


None

Agenda Item Summary

Date: September 16, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works/Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Wilson Fire Station HVAC Replacement Project

Background

The Wilson Fire Station was built in 1995. The existing HVAC equipment and controls are approaching the end of its expected life cycle.

Discussion/Analysis

The design services for this project will include replacement of an existing gas-fired roof top unit, air zoning distribution variable air volume (VAV) boxes, apparatus bay infrared heaters, and new direct digital controls (DDC) for this equipment. The new design will consider types of systems that will be easier to service as well as have higher energy efficiencies to reduce this station's annual operating costs.

This design project, if approved, would begin this fall. The construction phase of the project is in the six-year Capital Improvement Program for FY2021.

Other Board Action

It is recommended that the project be referred to the Public Building Commission (PBC) to oversee this project.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

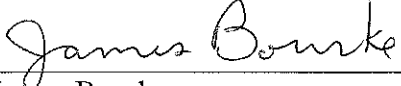
“MOVE, that \$22,000 be appropriated from the Capital Projects Fund, Assigned Fund balance for the design of the Wilson Fire Station HVAC Replacement Project; and the project be referred to the Public Building Commission for oversight.”

Attachments

None


Certification

I hereby certify that there is \$22,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.



James Bourke
Director of Finance

Agenda Item Summary

Date: September 16, 2019
To: Honorable Mayor and Members of the Town Council
Prepared By: Robert A. Jarvis, P.E., Director of Public Works/Town Engineer
Reviewed By: Peter Souza, Town Manager 
Subject: Poquonock Fire Station Roof Replacement Project

Background

This project would replace approximately 12,100 square feet of roofing at Poquonock Fire Station that is at, or beyond, its useful life expectancy. This fire station roofing was originally installed in 1993.

Discussion/Analysis

There are currently two different types of roof systems on this building—7,300 pitched square feet of asphalt shingles and 4,800 flat square feet of modified Siplast type.

This project will involve the removal of all existing roofing systems and the installation of new roofing systems. The existing flat roof will have additional insulation installed to reduce energy usage, as well as to increase the slope on the roof to the drains.

The asphalt pitched roofs are aged and have signs of deterioration. The flat roof areas are showing signs of failure and are in poor condition. Granules are less than 50% in areas with alligating and deteriorations.

This design project, if approved, would begin this fall. The construction phase of the project is in the six-year Capital Improvement Program for FY2021.

Financial Impact

The estimated costs for design services for the project are \$12,000 based on a recent request for proposals. It is requested that the Capital Projects Fund, Assigned Fund balance be the funding source for these design services.

Other Board Action

It is recommended that the project be referred to the Public Building Commission (PBC) to oversee this project.

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

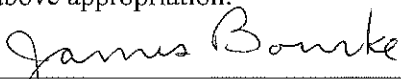
“MOVE, that \$12,000 be appropriated from the Capital Projects Fund, Assigned Fund balance for the Poquonock Fire Station Roof Replacement Project; and the project be referred to the Public Building Commission for oversight.”

Attachments

None

Certification

I hereby certify that there is \$12,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.



James Bourke, Director of Finance

Agenda Item Summary

Date: September 16, 2019

To: Honorable Mayor and Members of the Town Council

Prepared by: James Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Capital Projects Account Closeouts

Background

Generally on an annual basis, the Town Council is requested to close a number of capital projects that have been completed and transfer the remaining balances to the Capital Projects Fund Assigned Fund Balance. The Capital Projects Fund has traditionally been used to fund initial project design services, as well as for the construction or implementation of smaller capital projects. In FY 20 of the FY20 – FY25 Capital Improvements Plan, approximately \$320,000 is allocated to be used from the fund.

Discussion/Analysis

If the project closeouts as outlined on Attachment 'A' are approved, the total amount that will be transferred to the Capital Projects Fund Assigned Fund Balance is \$251,304.41. These funds will be available to help cash finance projects outlined in the multi-year Capital Improvements Plan.

Please note that the LED Lighting at Elementary Schools, project #9498, was originally funded from the General Fund unassigned fund balance. It is recommended that the project balance of \$52,211 be transferred to the Capital Projects Fund to be available for future cash funded projects to mitigate the need for future long-term borrowing.

Other Board Action

None

Recommendations

If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE that the projects listed on Attachment 'A' be fully closed out, and that the amount indicated for each account be transferred to the Capital Projects Fund Assigned Fund Balance.”

Attachments

Attachment A - Capital Projects Closeouts


Attachment A

Munis Proj. #	Project Name	Project Balance
9385	Clover St. HVAC Replacement	\$118.13
9418	River St. Design	\$5,259.13
9433	River Trail Windsor Center to Barber St.	\$1,700.00
9454	LPW Athletic Fields Design	\$4,928.80
9455	School Security Cameras	\$91,882.08
9457	Town Facility Energy Improvements	\$68,960.40
9467	East Fields Windsor High	\$889.87
9482	Town Pool Improvements	\$2,950.00
9492	Town Hall Renovation Phase III	\$6,494.74
9496	Welch Pool Filter Replacement	\$13,769.24
9498	LED Lighting at Elementary Schools	\$52,211.39
9504	Goslee Pool Improvements	\$2,140.63
	Total	\$251,304.41

Agenda Item Summary

Date: September 16, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Amendment of Chapter 2, Article IV, Code of Ethics

Background

In 2018 the Town Council adopted a new pay plan structure for FY 19 that rendered a portion of the Code of Ethics obsolete, as the text in Sec. 2-30 of the Code references a pay grade level that is no longer representative of the target group of managers and directors that the ordinance originally intended to reference. This proposed amendment would correct the language to fit the new pay grade structure.

Discussion/Analysis

The current Code of Ethics ordinance specifies that employees in “administrative pay grade three or above” shall not appear for compensation before any town agency within six months after terminating service with the town, and moreover it states employees shall not work for a private firm who has a contract with the Town any time within six months after terminating service with the Town. Prior to and through the first half of FY 18 this pertained to the following positions: Assistant Town Manager, Coordinator of Information Technology, Director of Health, Director of Human Resources, Director of Human Services, Director of Public Works/Town Engineer, Director of Recreation & Leisure Services, Director of Finance, Economic Development Director, Library Director, Police Chief, and Town Planner.

When the new pay grade schedule was adopted, all of the positions outlined above were placed in pay grades 10, 11, and 12. The position of Police Captain was added to grade 10 as well. In order to align the ordinance with the current pay grade structure, Sec. 2-30 of the Code of Ordinances must be amended to change each instance of “three” to “ten.”

Financial Impact

None

Other Board Action

None

Recommendations

If the Town Council is in agreement, the following motions are recommended for approval:

- 1) Waiving of the reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, CODE OF ETHICS” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, CODE OF ETHICS.”

3) Set a Public Hearing

“RESOLVED that a Public Hearing be set for October 7, 2019 at 7:00 p.m. (prevailing local time) to act on a bond ordinance entitled “AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, CODE OF ETHICS.”

And

“BE IT FURTHER RESOLVED, that the town clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Red-lined version of current ordinance (Section 2-30)

Proposed amended ordinance

Pay Plans (FY 18 and FY 20)

Red-lined version
of ordinance

CHAPTER 2
ARTICLE IV, SEC. 2-30
CODE OF ETHICS

Sec. 2-30 Representing private or public interests before Town agencies.

- (c) No former Town employee in administrative pay grade ~~three~~-ten or above and no former Board of Education employee in a cabinet level position or above shall appear for compensation before any Town Board, Commission or agency any time within six months after terminating service with the Town.
- (d) No former Town employee in administrative pay grade ~~three~~-ten or above and no former Board of Education employee in a cabinet level position or above shall work for a private firm who has a contract with the Town any time within six months after terminating service with the Town. If this occurs, the vendor could be subject to penalties up to and including contract termination. A notice of the requirements in this section shall be included in all invitations to bid and all public contracts.

Proposed Amended Ordinance

CHAPTER 2
ARTICLE IV

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE IV, CODE OF ETHICS.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 2, Article IV, of the *Windsor Code* is amended as follows:

Section 1. Sec. 2-30 (c) - Representing private or public interests before Town agencies - is amended to read as follows:

- (c) No former Town employee in administrative pay grade ten or above and no former Board of Education employee in a cabinet level position or above shall appear for compensation before any Town Board, Commission or agency any time within six months after terminating service with the Town.

Section 2. Sec. 2-30 (d) - Representing private or public interests before Town agencies - is amended to read as follows:

- (d) No former Town employee in administrative pay grade ten or above and no former Board of Education employee in a cabinet level position or above shall work for a private firm who has a contract with the Town any time within six months after terminating service with the Town. If this occurs, the vendor could be subject to penalties up to and including contract termination. A notice of the requirements in this section shall be included in all invitations to bid and all public contracts.

Section 3. Savings Clause. The enactment of this Ordinance shall not operate as an abatement of any action or proceeding previously taken, now pending, or taken prior to the effective date of this Ordinance. All said actions and proceedings are hereby ratified to be continued.

Section 4. Severability. All provisions of the *Town Code* in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statute shall take precedence over this Ordinance.

Section 5. Effective Date

This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date

Pay Plan

FY 18

APPENDIX D

FY 2017-2018 TOWN OF WINDSOR
ADMINISTRATIVE PAY PLAN

PAY GRADE	MINIMUM	MAXIMUM
GRADE 2	53,250	109,185
Managers/Coordinators		
Assessor	Police Captain	
Assistant Finance Director	Public Works Operations Manager	
Assistant to Town Manager	Risk Manager	
Building Official	Social Services Coordinator	
Buildings and Facilities Manager	Solid Waste Manager *	
Community Development Coordinator**	Tax Collector	
Fire Marshal	Town Clerk	
Northwest Park Manager	Youth Services Coordinator	
Partnership Program Coordinator		
GRADE 3	77,560	127,660
Directors		
Assistant Town Manager	Director of Recreation and Leisure Services	
Coordinator of Information Technology	Director of Finance	
Director of Health	Economic Development Director	
Director of Human Resources	Library Director	
Director of Human Services	Police Chief	
Director of Public Works/Town Engineer	Town Planner	

*Position contingent upon funding from State/Federal grants, capital project funds, and/or user charges.

Pay Plan
FY 20
(current pay plan)

APPENDIX D

FY 2019 - 2020 TOWN OF WINDSOR
ADMINISTRATIVE PAY PLAN


TITLE	PAY GRADE	PAY RANGE	
		Minimum	Maximum
Assistant to the Town Manager Assistant Recreation Manager Fire Department Administrator Head of Reference and Tech. Services Systems Applications Specialist Lead Social Worker Library Branch Manager Northwest Park Manager Project Engineer Senior Center Coordinator Social Services Coordinator	7	67,301	94,221
Building Official Fire Marshal Management Information Supervisor Risk Manager Solid Waste Manager* Tax Collector	8	75,714	105,998
Assessor Assistant Town Engineer Assistant Finance Director Building and Facilities Manager Public Works Operations Manager Town Clerk	9	85,178	119,248
Directors and Managers			
Assistant Town Manager Director of Human Services Director of Recreation & Leisure Services Economic Development Director Library Director Police Captain Town Planner	10	86,873	127,201
Coordinator of Information Technology Director of Health Services Director of Human Resources Finance Director	11	91,218	132,264
Chief of Police Director of Public Works/Town Engineer	12	95,778	138,878

*Position contingent upon funding from State/Federal grants, capital project funds, and/or user charges.

Agenda Item Summary

Date: September 16, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Acquisition of land and easements by the State of Connecticut

Background

The Connecticut DOT has made various improvements to the area around the train station on Central Street and is now in the process of planning additional work on both the east and west side of the tracks. Improvements have been made to the rail crossing as well as constructing a new passenger loading platform on the east side of the rail tracks directly across from the existing train station. Work to date has been under a temporary agreement with the DOT to allow the platform to be put in service as soon as possible and with the understanding that land acquisition and easements would be finalized at a later date.

Discussion/Analysis

As previously reported, the State of Connecticut needs to purchase a small strip of town-owned land along the east side of the rail tracks to meet certain federal railroad regulations, as well as receive from the town an easement as the foundation of the platform, access to the structure, a ticket vending machine and future utility structure that will be on town-controlled land.

The DOT has proposed to purchase 1,161 square feet of town land and be granted two separate easements. The first easement is for transportation-related purposes and is for 4,476 square feet. Within the easement area is the platform, a planned ticket machine and utility building. The value of these interests combined is placed at \$27,963. The second easement is temporary in nature and is related to access and construction of future improvements to the east side platforms planned for calendar year 2020. This easement area is 9,326 square feet in size and valued at \$4,700. In addition, the State is proposing to provide \$3,000 for value attributed to the need to remove established landscaping for installation of the ticket vending machine and utility building. These values have been prepared by a certified appraiser on behalf of the State Department of Transportation.

Given that the value of the permanent purchase and first easement is greater than \$10,000, a Special Town Meeting is required by *Town Charter*. Therefore, the Council is respectfully requested to introduce and approve an ordinance to sell a portion of 45 Central Street and grant easements as described above and to recommend its adoption by a Special Town Meeting.

Also, per *Connecticut General Statutes*, Section 7-163e, the Town Council is requested to set a public hearing on the sale, lease or transfer of real property owned by a municipality. It is suggested that a public hearing be held prior to the Special Town Meeting on October 7th.

As noted above, the DOT plans to initiate additional improvements to the station area. These improvements will involve installing two ticket vending machines (one on either side of the

tracks), modifying the east side passenger platform to include shelter structure(s) as well as a small building to house various utilities. On the west side, an elevated passenger platform is planned to be constructed between the existing station and the parking lot to the north on land owned by AMTRAK.

The DOT held a public information meeting on these improvements in July. Final design is underway and construction is expected to occur in calendar year 2020.

Financial Impact

The proposed values outlined below were prepared by a certified appraiser on behalf of the State Department of Transportation. The Assessor's Office reviewed the values and found them to be reasonable and appropriate.

Land to be acquired:	\$ 5,805
Transportation easement:	\$22,158
Construction easement:	\$ 4,700
Landscape Improvements:	\$ 3,000
Total Compensation (rounded):	\$35,700

Other Board Action

At its September 10th meeting, the Town Planning & Zoning Commission, per *CGS Section 8-24*, approved the proposed sale of land and easement.

Recommendations

If the Town Council is in agreement, the following motions are recommended for approval:

- 1) Waive the Reading of an ordinance

“RESOLVED that the reading into the minutes of the text of an ordinance entitled, ‘THE SALE OF A PORTION OF 45 CENTRAL STREET AND THE GRANTING OF EASEMENTS TO THE STATE OF CONNECTICUT FOR IMPROVEMENTS RELATED TO THE NEW HAVEN-HARTFORD-SPRINGFIELD RAIL LINE IN THE AMOUNT OF \$35,700.00’ 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.”

- 2) Introduce an Ordinance

“MOVE to introduce and approve an ordinance entitled, ‘THE SALE OF A PORTION OF 45 CENTRAL STREET AND THE GRANTING OF EASEMENTS TO THE STATE OF CONNECTICUT FOR IMPROVEMENTS RELATED TO THE NEW HAVEN-HARTFORD-SPRINGFIELD RAIL LINE IN THE AMOUNT OF \$35,700.00’ and to recommend its adoption by a Special Town Meeting as set forth below.”

- 3) Set a Public Hearing per Connecticut General Statutes 7-163e

“MOVE that a Public Hearing, per Connecticut General Statutes 7-163e, be set for October 7, 2019 at 7:00 p.m. (prevailing local time) regarding the proposed sale of a portion of 45 Central Street and granting of easements to the State of Connecticut for improvements related to the Newhaven – Hartford – Springfield Rail Line: and that the Town Manager is authorized and directed to post and publish notice of said public hearing.”

4) Set a Special Town Meeting

“MOVE that a Special Town Meeting be set for October 7, 2019 at 7:15 p.m. (prevailing local time) in the Council Chambers of the Windsor Town Hall, to approve or disapprove an ordinance entitled, ‘THE SALE OF A PORTION OF 45 CENTRAL STREET AND THE GRANTING OF EASEMENTS TO THE STATE OF CONNECTICUT FOR IMPROVMENTS RELATED TO THE NEW HAVEN-HARTFORD-SPRINGFIELD RAIL LINE IN THE AMOUNT OF \$35,700.00’ which the Town Council has recommended”

And

“BE IT FURTHER RESOLVED, that the town clerk is authorized and directed to post and publish notice of said Special Town meeting.”

Attachments

Ordinance

Deed

Maps

**THE SALE OF A PORTION OF 45 CENTRAL STREET AND THE GRANTING
OF EASEMENTS TO THE STATE OF CONNECTICUT FOR IMPROVEMENTS
RELATED TO THE NEW HAVEN-HARTFORD-SPRINGFIELD RAIL LINE IN
THE AMOUNT OF \$35,700.00**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Section 1. A Warranty Deed for the sale of a portion of 45 Central Street and the granting of easements to the State of Connecticut be approved as depicted on a set of maps entitled "TOWN OF WINDSOR MAP SHOWING LAND ACQUIRED FROM THE TOWN OF WINDSOR BY THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION NEW HAVEN – HARTFORD – SPRINGFIELD RAIL PROGRAM SCALE 1"=10' MARCH 2019 MARK D. ROLFE, P.E. CHIEF ENGINEER – BUREAU OF ENGINEERING AND CONSTRUCTION"; for improvements related to the New Haven-Hartford-Springfield rail line.

Section 2. The Town Manager is authorized to make such modifications as may be required in the contract and or easements which do not substantially change the terms thereof and to execute all closing documents and expend such funds as may be required to effect the closing of title and to enforce the contract.

Section 3. This Ordinance shall become effective ten (10) days after publication in a newspaper having circulation in the Town of Windsor after approval of Special Town Meeting.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council: _____

Public Hearing Advertised: _____

Referred to Town Meeting: _____

Town Meeting Approved: _____

Publication Date: _____

Effective Date: _____

Return to:
State of Connecticut
Department of Transportation
Office of Rights of Way/0403
P.O. Box 317546
2800 Berlin Turnpike
Newington, Connecticut 06131-7546

WARRANTY DEED

STATUTORY FORM

KNOW YE THAT, the **Town of Windsor** (Grantor) a Connecticut municipal corporation, having its territorial limits in the County of Hartford and State of Connecticut, acting herein by, Peter Souza, its Town Manager, hereunto duly authorized, for consideration paid (\$35, 700.00), Grants to the **State of Connecticut**, its successors and assigns forever, with WARRANTY COVENANTS.

That certain parcel of land, situated in the Town of Windsor, County of Hartford and State of Connecticut, located on the northerly side of Present Central Street, containing an area of 1,161 square feet, more or less, as more particularly shown on a set of maps to be filed in the Windsor Town Clerk's Office, entitled: "TOWN OF WINDSOR MAP SHOWING LAND ACQUIRED FROM TOWN OF WINDSOR BY THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION NEW HAVEN - HARTFORD - SPRINGFIELD RAIL PROGRAM SCALE 1" = 10' MARCH 2019 MARK D. ROLFE, P.E. CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION". Town No. 164, Project No. 170-2296, Serial No. 2, Sheets 1 of 2 and 2 of 2.

SOUTHERLY by Present Central Street, 3 feet, more or less, by a line designated "APPROXIMATE STREET LINE", as shown on said map;

WESTERLY by land now or formerly of National Railroad Passenger Corp., a total distance of 376.32 feet, by a line designated "RAILROAD RIGHT OF WAY LINE", as shown on said map;

NORTHERLY by said land now or formerly of National Railroad Passenger Corp., 6 feet, more or less, as shown on said map;

EASTERLY by remaining land of the Town of Windsor, a total distance of 376 feet, more or less, by a line designated "TAKING LINE", as shown on said map.

Together with the following easements under, over and across portions of land of the Town of Windsor.

1. A full and perpetual defined easement for transportation purposes and appurtenances thereto, within an area of 4,476 square feet, more or less, as shown on sheet 1 of 2 of said map set.
2. A construction easement, within an area of 9,326 square feet, more or less, for the purpose of access, parking, removing a portion of concrete curb, installing temporary sedimentation control system, installing pavement markings, installing temporary chain link fence and gate, grading and establishing turf during New Haven - Hartford - Springfield rail corridor, as shown on Sheet 1 of 2 of said map set. Construction easement taken under this paragraph will be restored by removal of all temporary appurtenances and by paving and/or grading/seeding any areas disturbed by construction. Said easement not to impede the use of driveway by others. Said easement will be extinguished upon completion of the project, unless sooner extinguished by the State's filing of an affidavit on the Town of Windsor land records.

The above-described premises and easements are conveyed subject to such rights and easements as appear of record.

The above-described premises and easements are conveyed subject to any and all provisions of any ordinance, municipal regulation, or public or private law.

Town of Windsor
170-2296-2

TO HAVE AND TO HOLD the premises and easements for the aforesaid purposes
unto the said State of Connecticut, its successors and assigns.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and corporate seal
this ____ day of _____, A.D. 2019.

Signed, Sealed and Delivered
in the presence of

Town of Windsor

Witness

By _____ (L.S.)

Peter Souza, Town Manager
Duly Authorized

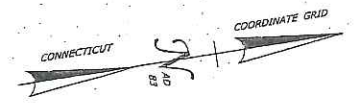
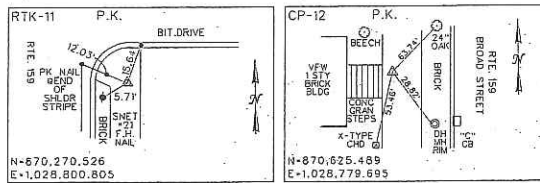
Witness

STATE OF CONNECTICUT)
) ss:
COUNTY OF HARTFORD)

The foregoing Instrument was acknowledged before me this ____ day of
_____, A.D. 2019, by Peter Souza, Town Manager, of the
Town of Windsor, a municipal corporation, on behalf of the corporation, who acknowledged
the same to be his free act and deed and the free act and deed of the Town.

My Commission Expires

Notary Public
Commissioner of the Superior Court



**TOWN OF WINDSOR
TAKING AREA = 1,161± SQ.FT.**

**DEFINED EASEMENT FOR
TRANSPORTATION PURPOSES
AREA = 4,476± SQ.FT.**

**EASEMENT FOR TRANSPORTATION PURPOSES AND
APPURTENANCES THERETO ACQUIRED.**

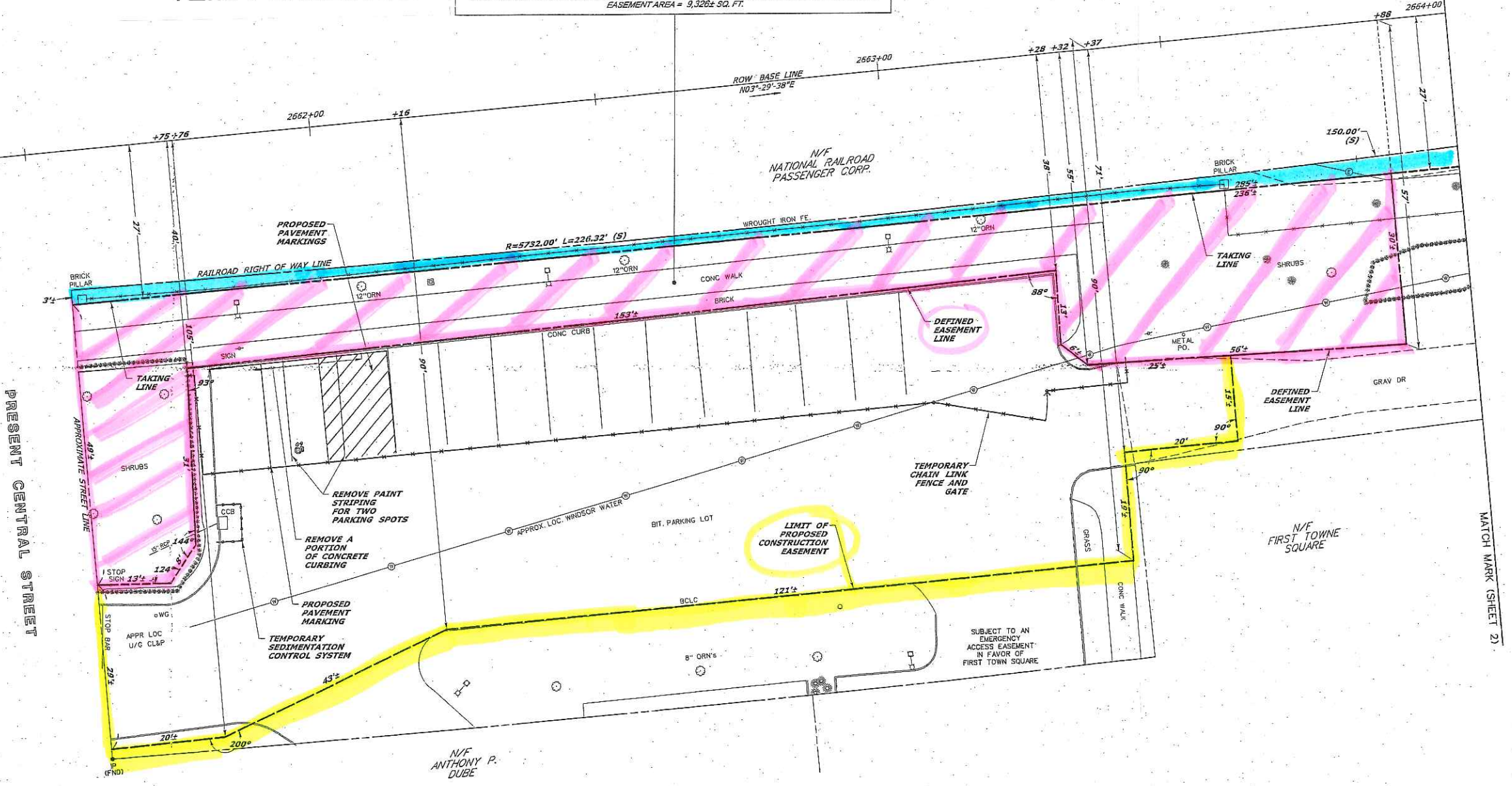
CONSTRUCTION EASEMENT FOR THE PURPOSE OF ACCESS, PARKING, REMOVING A PORTION OF CONCRETE CURB, INSTALLING TEMPORARY SEDIMENTATION CONTROL SYSTEM, INSTALLING PAVEMENT MARKINGS, INSTALLING TEMPORARY CHAIN LINK FENCE AND GATE, GRADING AND ESTABLISHING TURF DURING NEW HAVEN - HARTFORD - SPRINGFIELD RAIL CORRIDOR ACQUIRED. CONSTRUCTION EASEMENT TAKEN UNDER THIS PARAGRAPH WILL BE RESTORED BY REMOVAL OF ALL TEMPORARY APPURTENANCES AND BY PAVING AND/OR GRADING/SEEDING ANY AREAS DISTURBED BY CONSTRUCTION. SAID EASEMENT NOT TO IMPEDE THE USE OF DRIVEWAY BY OTHERS. SAID EASEMENT WILL BE EXTINGUISHED UPON COMPLETION OF THE PROJECT, UNLESS SOONER EXTINGUISHED BY THE STATE. EASEMENT AREA = 9,326± SQ. FT.

**PURCHASE
EASEMENT
TEMP. EASEMENT**

- REFERENCES:**
1. GENERAL LOCATION SURVEY PROVIDED BY CONDOT DISTRICT 1, PROJECT NO. 170-2296, CADD FILE: SHEET0.DGN
 2. CONDOT CONSTRUCTION PROJECT NO. 320-0005 ENTITLED: "NEW HAVEN - HARTFORD - SPRINGFIELD RAIL CORRIDOR"
 3. VOL. 1523, PG. 790 (Q.C.)
 4. VOL. 1524, PG. 59 (BASE)
 5. RAILROAD VALUATION MAP 55-73/43
 6. MAP ENTITLED: "PROPERTY SURVEY PORTION OF PROPERTY OF NATIONAL RAILROAD PASSENGER CORPORATION TO BE CONVEYED TO THE TOWN OF WINDSOR, CENTRAL STREET & MECHANIC STREET WINDSOR, CONNECTICUT" SCALE 1 INCH = 20 FEET, DATED JAN 31, 2005 (MAP NO. 5179 W.L.R.)

- NOTES:**
1. THIS SURVEY AND MAP HAVE BEEN PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES, SECTIONS 20-300B-1 THROUGH 20-300B-20, THE "MINIMUM STANDARDS OF ACCURACY, CONTENT & CERTIFICATION FOR SURVEYS AND MAPS", AS AMENDED OCTOBER 26, 2018. IT IS A RIGHT OF WAY SURVEY AND IS INTENDED TO DEPICT THE LIMITS OF THE PROPERTY TRANSACTION FOR THE PROJECT REFERENCED HEREON. THE BASE LINE FROM WHICH THIS PROPERTY TRANSACTION IS REFERENCED CONFORMS TO CLASS A-2 HORIZONTAL ACCURACY.
 2. THE FEATURES DEPICTED ARE THE RESULT OF THE GENERAL LOCATION SURVEY FOR THE PROJECT OR AS REFERENCED HEREON.
 3. THE PROPERTY AND STREET LINES DEPICTED CONFORM TO CLASS D ACCURACY. THEY HAVE BEEN COMPILED FROM VARIOUS SOURCES AND ARE NOT TO BE CONSTRUED AS NECESSARILY BEING THE RESULT OF A FIELD SURVEY, NOR DO THEY REPRESENT A PROPERTY/BOUNDARY OPINION.
 4. THE CONSTRUCTION EASEMENT DEPICTED HEREON WILL BE FORMALLY EXTINGUISHED BY AN AFFIDAVIT WHICH WILL BE FILED IN THE PUBLIC LAND RECORDS.

DRAWN BY AMK/C
DATE 9/16/18
CHECKED BY SAE/RJB
DATE 9/14/18



SCALE IN FEET

DATE	REVISION	REQ. BY

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

PLS #18823

TOWN NO. 164
PROJECT NO. 170-2296
SERIAL NO. 2
SHEET 1 OF 2

DATE 08/15/2018
TITLE TRANS PRINCIPAL ENGINEER

Digitally signed by Robert Baron
Date: 2018.08.11 08:51:29-0400

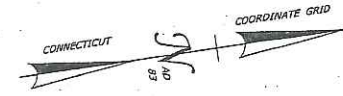
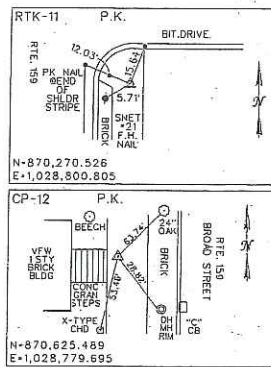
RIGHT OF WAY SURVEY

TOWN OF WINDSOR
MAP SHOWING LAND ACQUIRED FROM
TOWN OF WINDSOR

BY
THE STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
NEW HAVEN - HARTFORD - SPRINGFIELD
RAIL PROGRAM

SCALE: 1" = 10'
MARK D. ROLFE, P.E.
CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION

MARCH 2019



**TOWN OF WINDSOR
TAKING AREA = 1,161± SQ.FT.**

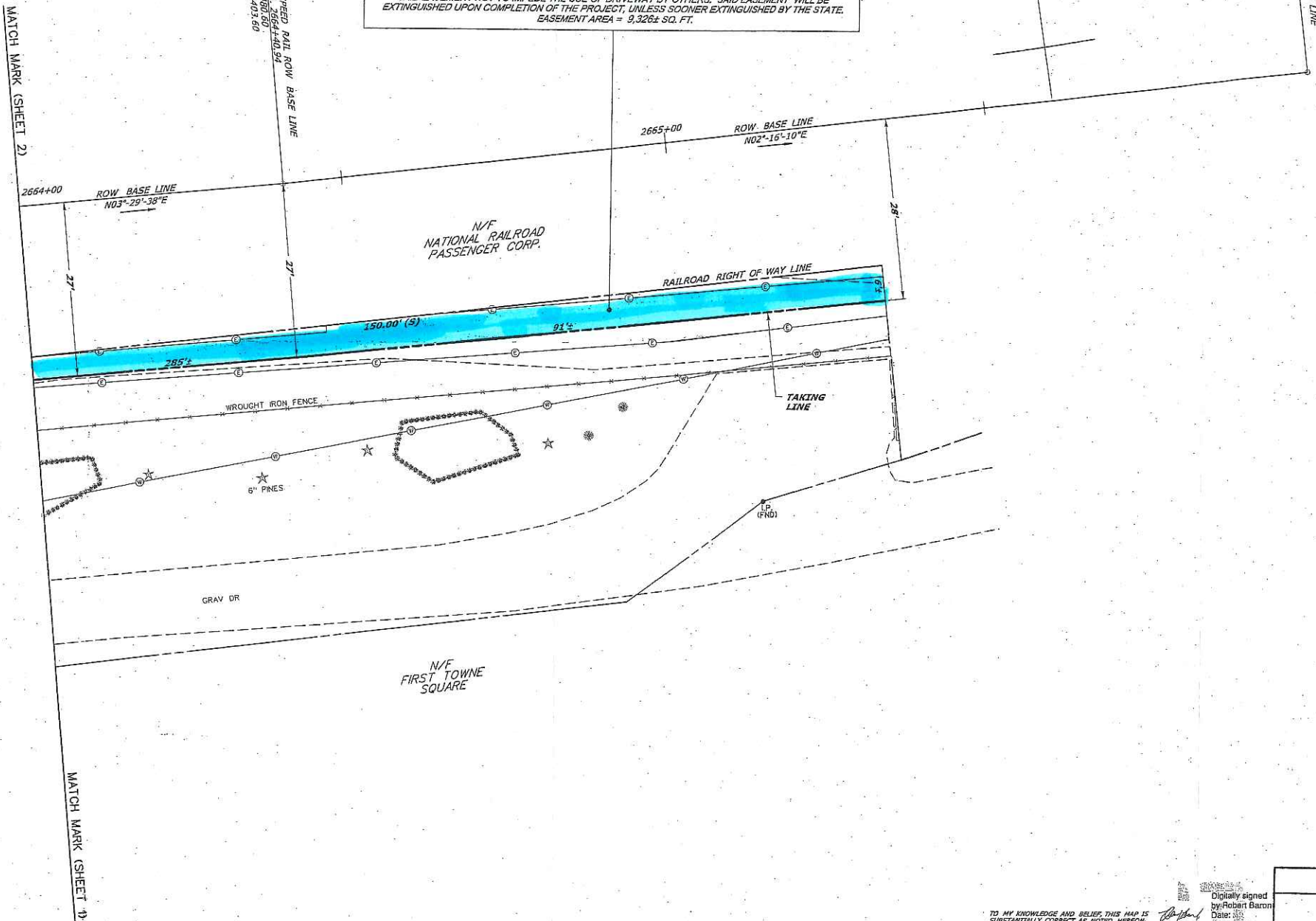
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TRANSPORTATION PURPOSES
AREA = 4,476± SQ.FT.**

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APPURTENANCES THERETO ACQUIRED.

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HIGH SPEED RAIL ROW BASE LINE
P.C. STA. 2665+00.00
N 87°10'33.54"
E 1029609.90

MATCH MARK (SHEET 2)



MATCH MARK (SHEET 1)

E 1029400

- REFERENCES:
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DRAWN BY JML/KJC
DATE 5/6/18
CHECKED BY SAE/RJM
DATE 5/14/18

TO MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

Digitally signed
by Robert Barron
Date: 2019.03.11
09:50:22-04'00'
PLS #18923

SCALE IN FEET

DATE	REVISION	REQ. BY

TOWN NO. 164
PROJECT NO. 170-2296
SERIAL NO. 2
SHEET 2 OF 2

CHRISTINE E. AUBREY, P.L.S.
TITLE: TRANS. PRINCIPAL ENGINEER
DATE: _____

RIGHT OF WAY SURVEY

TOWN OF WINDSOR
MAP SHOWING LAND ACQUIRED FROM
TOWN OF WINDSOR

BY
THE STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
NEW HAVEN - HARTFORD - SPRINGFIELD
RAIL PROGRAM

SCALE 1" = 10'
MARCH 2019
MARK D. ROLFE, P.E.
CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION

Town Council

Resignations/Appointments/Reappointments

September 16, 2019

Resignations

None

Appointments / Reappointments (to be acted upon at tonight's meeting)

- A. One Republican Member
Board of Ethics
Five Year Unexpired Term to expire July 31, 2021 or until a successor is appointed
(Jennifer Macierowski - resigned)

“MOVE to appoint Michael Champlin as a Republican member to the Board of Ethics for a five year unexpired term to expire July 31, 2021 or until a successor is appointed.”

- B. One Democratic Member
Hartford Area Cable Television Advisory Council
Two Year Unexpired Term to expire June 30, 2020 or until a successor is appointed
(Timothy O'Shea - resigned)

“MOVE to appoint Patricia Bruhn as a Democratic member to the Hartford Area Cable Television Advisory Council for a two year unexpired term to expire June 30, 2020 or until a successor is appointed.”

- C. One Democratic Alternate Member
Human Relations Commission
Three Year Unexpired Term to expire March 31, 2021 or until a successor is appointed
(Jeremy Lawson – moved out of town)

“MOVE to appoint Kereme Murrell as a Democratic Alternate member to the Human Relations Commission for a three year unexpired term to expire March 31, 2021 or until a successor is appointed.”

- D. One Republican Alternate (resident)
Historic District Commission
Two Year Term to expire October 12, 2021 or until a successor is appointed
(Steve Rubino – moved from alternate position to regular membership)

“MOVE to appoint Sarah Cassidy as an Unaffiliated Alternate member (resident) to the Historic District Commission for a two year term to expire October 12, 2021 or until a successor is appointed.”

- E. One *Democratic* Member
Human Relations Commission
Three Year Term to expire May 31, 2022 or until a successor is appointed
(Joyce Armstrong)

“MOVE to reappoint Joyce Armstrong as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2022 or until a successor is appointed.”

- F. One *Democratic* Member
Human Relations Commission
Three Year Term to expire May 31, 2022 or until a successor is appointed
(Patricia Mack)

“MOVE to reappoint Patricia Mack as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2022 or until a successor is appointed.”

- G. One *Democratic* Member
Public Building Commission
Three Year Term to expire November 30, 2021 or until a successor is appointed
(Gary Johnson)

“MOVE to reappoint Gary Johnson as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2021 or until a successor is appointed.”

- H. One *Democratic Alternate* Member
Youth Commission
Two Year Term to expire September 30, 2020 or until a successor is appointed
(Joel Cruz)

“MOVE to appoint Kereme Murrell as a Democratic Alternate member to the Youth Commission for a two year term to expire September 30, 2020 or until a successor is appointed.”

Names submitted for consideration of appointment

None



**Town Council
Council Chambers
Windsor Town Hall
SEPTEMBER 3, 2019
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:21 p.m. by Mayor Trinks.

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

Absent: Councilor James Govoni

Mayor Trinks read aloud the notice of the public hearing to hear public comment on 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."

2) PUBLIC COMMENT - None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:23 p.m.

Respectfully Submitted,

Lisa Ozaki
Clerk of the Town Council



**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