TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
OCTOBER 21, 2019
Regular Town Council Meeting

APPROVED 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 James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Councilor Michael Tustin and Councilor Kenneth Wilkos.

2) PRAYER

Councilor Wilkos led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate of 74 Ethan Drive made comments regarding the town manager's evaluation, and expressed his satisfaction with Mr. Souza's performance. Mr. Slate further expressed his concern regarding the open Assistant Town Manager position.

Coralee Jones of 1171 Matianuck Avenue provided positive feedback for the town manager evaluation. She further expressed her concerns with the Assistant Town Manager position and suggested that the role be redesigned.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission

Gary Johnson, Deputy Chair of Public Building Commission, provided updates on the following projects:

Police Station Construction project
The Police Station Construction project is progressing according to schedule by Larosa Building Group with an anticipated completion date for the fall of 2020.

Meetings continue to be held for the Fire & EMS Station design project. Design drawings are to be reviewed in December 2019. Once approved the architect will start work on construction. Bidding will take place in June 2020.

Town Hall Portico
There are still punch list items to be completed for the Town Hall Portico project.

Poquonock School HVAC project
All HVAC has been installed, tested and operating as designed for the Poquonock School HVAC project. A final punch list walk through is scheduled for this week.

Sage Park School roof design
Design drawings are being worked on for the Sage Park Middle School Roof design. Drawings are expected to be reviewed in the late fall. Once approved, it will be forwarded to the state for project approval. The anticipated completion date is for the summer of 2020.

Department of Public Works building renovation
The completed drawing for the DPW Building Renovation design will be presented at tomorrow's meeting. Once approved it will be put out to bid this winter 2019.

Clover Street partial roof design
The architect and Board of Education staff are working to provide documents for the Clover Street Partial Roof design to the state for the rebate application. Due to delays this project will not take place this summer. The anticipated completion date is for the fall of 2020.

Northwest Park Nature Center addition
The Northwest Park Nature Center Addition project was awarded to McKinney Construction with a completion date of December 2019.

Wilson Fire Station HVAC replacement
The Wilson Fire Station HVAC Replacement project was awarded to Salamone and Associates in the amount of $19,700. The drawings are to be reviewed in December 2019.

Poquonock Fire Station roof replacement
The Poquonock Fire Station Roof Replacement design was awarded to Rose Architect in the amount of $7200. Design drawings are to be reviewed in December 2019.

Sage Park Middle School HVAC
The Sage Park Middle School HVAC project is on the agenda for tonight's meeting. Once approved will move forward with the project.

b) Wilson/Deerfield Advisory Committee

Town Manager Souza stated that the representative for the Wilson/Deerfield Advisory Committee was unable to attend tonight's meeting.

7) TOWN MANAGER'S REPORT

Leaf collection program

The leaf collection program will begin on Monday, October 28th and will end on Friday December 20th**.** During this eight-week period, your leaves will be picked up on the same day as your trash pick-up.

Residents need to place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a "Leaves Only" sticker that can be easily identified by the driver (i.e., the sticker facing the road). Residents can obtain these stickers at the Town Hall or the Windsor Transfer Station.

In Windsor, the transfer station accepts residents' leaves at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves (no contaminants or plastic bags).

The transfer station accepts leaves on Mondays and Fridays from 8:00 AM to 2:45 PM, on Tuesdays and Wednesdays from 10:00 AM to 2:45 PM, and on Saturdays from 8:00 AM to 3:45 PM. Residents should arrive at least 15 minutes prior to closing to allow sufficient time to unload their vehicles. The Windsor Transfer Station is closed on Thursday and Sunday. It is located at 500 Huckleberry Road in Windsor. If you have any questions regarding recycling or composting in Windsor, please call the Transfer Station at (860) 285-1833.

Nightmare on Broad Street

First town Downtown and Windsor Federal Savings invite you to Windsor Center on Thursday, October 31st from 5:30 PM – 7:30 PM for some ghoulish treats and fun at Nightmare on Broad Street. Windsor businesses will be giving out treats to the youngsters and more at this free event. Please note that Broad Street will be closed to traffic. For more information call 860-688-5715.

Windsor Bridge Builders

The Human Relations Commission is seeking nominations for the *Annual 2019-2020 Windsor Bridge-Builders Awards*. Nominees can include students, church members, neighbors or local businesses that have worked toward greater understanding of differences in Windsor. Anyone of any age may fill out an official nomination form.

The deadline for submitting applications is November 1st. A panel of judges will review all entries and select this year's honorees. A reception will be held in honor of the recipients on

Thursday, January 23, 2020 in Windsor Town Hall in the Council Chambers beginning at 6:30 PM.

Official nomination forms for the Windsor Bridge Builders Awards are available at the Town Hall, Windsor Public Libraries, and L P. Wilson Community Center, (outside of the Recreation office) as well as on the Town's Website at https://bit.ly/2pGaQlk.

November 5 is Election Day

All Windsor polling locations will be open from 6:00 AM to 8:00 PM for Election Day. Come out to vote for the Town Council, the Board of Education and Constable candidates. Absentee ballots are now available. Applications for an absentee ballot must be received by the Town Clerk's office by 5:00 p.m. the day prior to the election. The Town Clerk's office will be open for extended hours on Tuesday, October 29th from 8:00 AM – 6:30 PM. For more information contact 860-285-1902.

Fish Advisory Continues for the lower Farmington

The State of Connecticut Department of Public Health (DPH) and the Department of Energy and Environmental Protection (DEEP) has received validated test results from the first fish sample that was taken in July. PFAS levels in the fish tissue were found to be higher than the guidelines the CT Department of Public Health uses to determine 'do not eat' fish advisories.

Therefore, the advisory not to eat fish caught in the Farmington River below the Rainbow Dam remains in place. A second sample of fish (taken in September) are currently being tested. DEEP currently expects those test results to be available towards the end of December.

These results will be used in conjunction with the July data to determine if the fish consumption advisory should be modified and if additional sampling along the Farmington River is necessary. Additional information on DPH fish consumption advisories can be found at: https://portal.ct.gov/fish or by calling 1-877-458-FISH (3474).

The Department of Energy and Environmental Protection and the Department of Public Health are planning to have a second community information meeting regarding the chemical release. We are coordinating a meeting date and place and hope to have the logistics set this week. At this meeting, the state agencies will provide information on the testing of surface water, fish tissue, soil, well and sediment.

There will also be information presented on the response and clean-up activities related to the tragic crash at Bradley earlier this month.

Councilor Govoni questioned if the Merriman Road area was affected by the spill. Town Manager Souza said that there is no contamination in the Merriman Road area.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor O'Reilly expressed his gratitude for everyone's hard work.

Councilor Wilkos gave a special thank you to the outgoing councilors for their contributions and sacrifices.

Councilor Black-Burke gave a special thank you to the outgoing councilors as they have been a great source of information and knowledge.

Councilor Govoni gave a special thank you to the outgoing councilors.

Councilor McAuliffe gave a special thank you to the outgoing councilors.

Councilor Tustin gave a special thank you to the outgoing councilors.
Deputy Mayor Terranova thanked the citizens, councilors, and the town manager.

Councilor Jepsen gave a special thank you to the outgoing councilors.

Mayor Trinks gave a special thank you to the outgoing councilors.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee - Councilor O'Reilly thanked Councilors Black-Burke and Tustin for their service on the Personnel Committee.

Health & Safety Committee - Councilor Black-Burke had no reports at this time.

Special Projects Committee - Councilor McAuliffe had no reports at this time.

Town Improvements Committee - Councilor McAuliffe had no reports at this time.

Finance Committee – Deputy Mayor Terranova had no reports at this time.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

a) Approve an appropriation from the Capital Projects Fund, Assigned Fund Balance for the design of the Sage park Middle School HVAC system project

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen that $140,000 be appropriated from the Capital Projects Fund, Assigned Fund balance for the design of the Sage Park Middle School HVAC system project; and the project is assigned to the Public Building Commission for oversight.

Mr. Bob Jarvis, Director of Public Works/Town Engineer and Whit Przech, Building Facilities Manager gave the following overview of the request:
The original boilers, pumps, and pneumatic controls at Sage Park Middle School still provide heat to the majority of the building. The boilers were converted from heating oil to natural gas in 2014. The existing HVAC equipment and controls are approaching the end of their expected life cycle.

The design services will cover the proposed installation of air-conditioning for all second floor classrooms, replacement of all existing roof top units and energy recovery units. The design will also include a new electrical service to support new equipment. The gymnasiums are proposed to have their air handling units replaced with energy efficient units with air-conditioning. Design will also include new direct digital controls (DDC). The scope of work also includes an evaluation of existing HVAC systems. The designer will provide options for alternative systems that will be easier to service and have higher energy efficiencies, thereby reducing the school's annual operating costs.

Councilor Wilkos inquired if they are expecting to find hazardous material. Mr. Przech stated that hazardous material is expected to be found such as asbestos, especially in the elbows and fittings.

Motion Passed 9-0-0

b) Approve amendments to Director of Health Services position description and
c) Approve amendments to Sanitarian position description

Item 12 (b) & (c)
MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that the position description for Director of Health Services be amended and approved as presented and that the position description for Sanitarian be amended and approved as presented.

Ms. Amelia Bliss, Human Resources Director and Dr. Michael Pepe, Director of Health Services gave an overview of the request as follows:

Director of Health Services
The main duties of the Director of Health Services include planning, developing, coordinating, and supervising activities of the Health Department including health statistics, maternal and child health, community nursing services, health education, nutrition services, environmental health, communicable/chronic disease control, and emergency public health preparedness, as well as evaluating department needs and formulating short and long range plans.

The proposed changes are intended to more accurately reflect the duties of the position and are primarily edits for clarification purposes.

Sanitarian
The main duties of the Sanitarian include advanced technical environmental health work related to the detection, abatement and prevention of pollution and disease and the preservation and promotion of public health.

The proposed changes are intended to more accurately reflect the duties of the position. The most significant changes proposed to the job description are:

- Adding the responsibility of reviews and approving plans for food establishments, septic systems and general site work pertaining to environmental health issues
- Adding the responsibility of participating in emergency preparedness drills, activities, and when necessary, responding to emergency situations within the Town of Windsor
- Adding the responsibility of serving as an acting Director of Health Services when coverage is needed to ensure the delivery of appropriate, timely and quality service
- Adding the responsibility of developing and implementing public health education outreach programs for the community
- Clarifying the "Special Requirements" to be specific to the Connecticut Department of Public Health
- Adding camera, hand tools and medical equipment to "Tools and Equipment Used"
- Adding language to clarify the responsibility of responding to after-hours emergencies as needed.

Councilor Jepsen asked about the position of the "Acting Health Director" and how long that person covering can do it. Dr. Pepe said that when it comes to an acting health director, the department is allowed to have one on a temporary basis when the Health Director is not available. Per state regulations, the Commissioner of Health needs to approve that person first and then they are eligible to be the acting Health Director whenever that is needed.

Councilor Jepsen asked if this is something new. Town Manager Souza said that we have in the past brought in someone from the outside to be the Acting Health Director during the absence of the Health Director. However, after some discussion with staff, it was decided to add this function into the Sanitarian's job description as they can be deemed the Acting Health Director per state regulations. If the Health Director is out for an extended period of time (several weeks), we would then review the qualifications of the sanitarian and also look at possibly bringing in someone to fill in while he is out. We would evaluate which of the two would be the better fit.

Motion Passed 9-0-0

d) Town Manager Annual Performance Evaluation

MOVED by Councilor Jepsen, seconded by Councilor Terranova, that this item be moved to appear after Item 16 (a).

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the October 7, 2019 Public Hearing (Code of Ethics/45 Central St)

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the October 7, 2019 Public Hearing meeting.

Motion Passed 9-0-0

b) Minutes of the October 7, 2019 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the Regular October 7, 2019 Regular Town Council meeting.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate of 74 Ethan Drive commented on the Hartford Foundation for Public Giving regarding the 29 communities it serves and their donations. Mr. Slate requested that when the 2021 budget is being created, that the Councilors consider putting money aside to donate to this organization.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to enter into Executive Session at 9:18 p.m. to discuss:

a) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager's evaluation)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager

Town Manager Souza exited Executive Session at 8:45 p.m.

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to exit Executive Session and return to the Regular Town Council meeting at 9:12 p.m.

Motion Passed 9-0-0

MOVED by Councilor O'Reilly, seconded by Councilor Tustin to approve to adjust the Town Manger's annual salary compensation by 3%.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Deputy Mayor Terranova, seconded by Councilor O'Reilly to adjourn the meeting at 9:14 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Brianna Matava
Recording Secretary