



# Council Agenda

Council Chambers  
Windsor Town Hall  
February 3, 2020



## 7:15 PM Public Hearing

To hear public comment regarding Fiscal Year 2021 budget development

## 7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Tustin
3. PLEDGE OF ALLEGIANCE – Councilor Tustin
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education
  - b) Metropolitan District Commission
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
  - a) \*Presentation of October 2019 Grand List Report (Town Manager)
  - b) \*Approve resolutions related to grant applications for Sage Park roof replacement project (Town Manager)
13. \*RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS

**Town Council Agenda  
Windsor Town Hall  
February 3, 2020**



- 
- a) \*Minutes of the January 21, 2020 Public Hearing
  - b) \*Minutes of the January 21, 2020 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

## Agenda Item Summary

Date: February 3, 2020  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Peter Souza, Town Manager   
Subject: Overview of 2019 Grand List Report

### Background

As required by State Statute, the Town Assessor has completed the October 2019 Grand List. The Grand List is comprised of real property (land and improvements), commercial personal property and motor vehicles.

### Discussion/Analysis

The overall net taxable Grand List is increasing by \$45.4M over October 1, 2018. The October 1, 2019 Net Taxable Grand List totals \$3,154,746,753 which is 1.46% greater than last year

Below is a quick recap of the memo highlights and changes by property category compared to the October 2018 Grand List.

### CATEGORY CHANGES – 10/18 to 10/19

- Real Estate – an increase of \$27,797,003 or 1.15%
- Personal Property – an increase of \$13,171,715 or 2.76%
- Vehicles – an increase of \$4,478,725 or 2.08%

The real estate category increase is largely related to the partial completion of phase I of Great Pond Village (\$9.15M), partial completion of the addition to the Verizon building on Pigeon Hill Road and the incremental changes in the fixed assessment agreements for Amazon (\$3.49M) and Windsor Station Apartments (\$1.22M). Other increases of note include investments at Fast Pitch Nation (1001 Day Hill) and multiple new homes at Poquonock Commons.

Personal Property has a net increase of \$13.2M or 2.76%. Various finance and insurance related companies made rather large reinvestments in computer / data information systems prior to October 2019. These investments and others helped to offset normal depreciation across 1,272 personal property accounts. Cigna, Aetna, and Hartford Life added a combined \$17.2M in assessed value. Eversource / Connecticut Light & Power added \$9.3M in value. There were also a few large decreases of note: IBM Credit (related to leased IT equipment) at -\$7.2M in assessed value, Walgreens at -\$2.3M and Amazon at -\$11.0M. These are related in most part to normal depreciation.

The Motor Vehicle portion of the Grand List increased by nearly \$4.5M over October 2018. According to data provided by the CT Dept. of Motor Vehicles, the number of registered vehicles as of October 2019 was 27,420. This is up from 27,114 a year earlier.

Please note that the Grand List value used for preparing the FY 21 proposed operating budget will be adjusted downward to account for potential adjustments by the Board of Assessment Appeals,

outstanding assessment appeals at Superior Court, elderly exemptions, as well as adjustments/sales to motor vehicles prior to billing in late spring.

Attached is a memo from the Town Assessor which highlights major changes by category as well as the list of top assessments sorted by net value after exemptions.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for informational purposes only. No action is requested.

Attachments

2019 Grand List Report



**To:** Peter Souza, Town Manager  
James Bourke, Finance Director

**From:** Lawrence LaBarbera, CCMA II, Town Assessor

**Date:** January 31, 2020

**Subject:** October 1, 2019 Grand List

The October 1, 2019 Net Taxable Grand List totals \$3,154,746,753 which is an increase of \$45,447,443 or 1.46% compared to last year's total. Real Property increased primarily due to reductions in tax abatements and the various ongoing new construction projects. Personal Property increased slightly with some large investments that offset the regular depreciation. The Motor Vehicle Grand List increased compared to 2018.

#### **I. REAL ESTATE**

The Real Estate portion of the October 1, 2019 Grand List totals \$2,443,978,297, which is an increase of \$27,797,003 or 1.15% over last year. The increase is primarily due to reductions in tax abatements on qualifying properties, new construction at Great Pond Village, the Verizon facility and Poquonock Commons. Two of the reductions are Superior Court assessment appeals and one is for demolition of a building.

The major changes to this year's Grand List are shown below:

<u>Property Address</u>	<u>Owner Name</u>	<u>Grand List Change</u>
100 Lexington Street	Eastpointe Great Pond Owner LLC	\$8,569,470
482 Pigeon Hill Road	Cellco Partnership	\$7,672,210
200 Old Iron Ore Road	Deka Investment (Amazon)	\$3,490,252
Various	Poquonock Commons Subdivision	\$2,697,190
69 Mechanic Street	Olde Windsor Station LLC	\$1,216,110
2 Waterside Crossing	Griffin Corporate Office Park	\$643,090
111 Newport Road	Eastpointe Great Pond Owner LLC	\$581,560
1001 Day Hill Road	1001 Day Hill Rd LLC	\$449,890
360 Bloomfield Ave	Siebar Windsor LLC	(\$325,570)
40 Baker Hollow Road	ODB Realty LLC	(\$227,780)
29 Windsor Ave	Dijon LLC	(\$157,500)

## II. PERSONAL PROPERTY

The Personal Property portion of the October 1, 2019 Grand List totals **\$490,944,161** which is an increase of **13,171,715** or **2.76%** from last year. The major increases were offset by dispositions and regular depreciation. There are 1,272 accounts, down from last year's 1,279. The top 50 assessments comprise 83% of the Personal Property Grand List.

The major changes to this year's Grand List are shown below:

<u>Company</u>	<u>Description of Property</u>	<u>Grand List Change</u>
IBM Credit LLC	Leasing Company	\$10,406,341
Cigna Health & Life Insurance Co.	Financial Services	\$7,600,516
Aetna Life Insurance Company	Financial Services	\$7,449,734
Eversource Energy Service Co.	Utility Company	\$7,203,523
Novitex Enterprise Solutions Inc.	Leasing Company	\$3,540,461
Dell Equipment Funding LP	Leasing Company	\$2,184,871
MCI Metro Access Trans Serv.	Telecommunications	\$2,389,250
Connecticut Light & Power	Utility Company	\$2,190,822
Hartford Fire Insurance Co.	Financial Services	\$2,166,889
Walgreen Eastern Co.	Warehouse/Distribution	<b>(\$2,269,163)</b>
Dell Equipment Funding	Leasing Company	<b>(\$2,863,532)</b>
IBM Credit Corporation	Leasing Company	<b>(\$7,173,250)</b>
Amazon.Com DEDC LLC	Warehouse/Distribution	<b>(\$11,045,220)</b>

## III. MOTOR VEHICLES

The Motor Vehicle portion of the October 1, 2019 Grand List totals **\$219,824,295** which is an increase of **\$4,478,725** or **2.08%** over last year. This year, according to information provided to us by the Connecticut Department of Motor Vehicles, there are 27,420 registered motor vehicles in Windsor, up from last year's 27,114.

**Windsor's Top Assessments  
October 1, 2019 Grand List**

Sorted by Net Value

#	Taxpayer	2018	Real Estate	Motor Vehicle	Pers. Prop	Total	Exemption	Net Value	% of GL
1	Griffin Land & Affiliates	2	95,501,560	0	0	95,501,560	4,462,920	91,038,640	2.89%
2	Deka Immobilien Investment (Amazon)	1	69,805,050	0	59,950,414	129,755,464	39,622,650	90,132,814	2.86%
3	Northeast Utilities & Affiliates	4	1,237,481	0	76,923,302	78,160,783	0	78,160,783	2.48%
4	Walgreen Eastern	3	43,828,120	0	30,850,242	74,678,362	0	74,678,362	2.37%
5	CIGNA	5	18,380,880	0	47,885,123	66,266,003	0	66,266,003	2.10%
6	Voya Retirement Insurance	6	48,058,290	0	8,355,670	56,413,960	0	56,413,960	1.79%
7	Dollar Tree Distribution Inc	7	45,541,860	0	9,229,776	54,771,636	0	54,771,636	1.74%
8	Hartford Financial Corp	8	44,301,740	0	9,193,119	53,494,859	0	53,494,859	1.70%
9	Cellco/Verizon Wireless	9	9,438,730	0	34,069,305	43,508,035	0	43,508,035	1.38%
10	Addison Property Owner LLC	10	31,111,150	0	4,200	31,115,350	0	31,115,350	0.99%
11	Aetna Life Insurance	14	10,144,330	0	20,769,512	30,913,842	137,858	30,775,984	0.98%
12	Rivers Bend Acquisition LLC (Condos)	11	29,845,480	0	92,838	29,938,318	0	29,938,318	0.95%
13	IBM & Affiliates	13	0	0	27,418,576	27,418,576	0	27,418,576	0.87%
14	Ferraina & Affiliates	12	26,502,070	0	1,983	26,504,053	0	26,504,053	0.84%
15	Travelers Insurance	15	15,615,670	0	5,512,156	21,127,826	0	21,127,826	0.67%
16	Windsor Marriott	16	17,423,070	0	3,427,799	20,850,869	0	20,850,869	0.66%
17	Iron Mountain Records	17	11,092,060	0	4,247,161	15,339,221	365,253	14,973,968	0.47%
18	IHP Windsor CT Owner LLC (Hilton Garden)	18	11,752,400	0	880,824	12,633,224	0	12,633,224	0.40%
19	Exela Enterprise Solutions (Novitex)	19	0	0	11,838,032	11,838,032	0	11,838,032	0.38%
20	William B Meyer	20	8,685,740	0	2,026,872	10,712,612	0	10,712,612	0.34%
<b>TOTALS:</b>			<b>\$538,265,681</b>	<b>\$0</b>	<b>\$352,676,904</b>	<b>\$890,942,585</b>	<b>\$44,588,681</b>	<b>\$846,353,904</b>	<b>26.83%</b>

## Agenda Item Summary

Date: February 3, 2020

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: Project Partial Roof Replacement at Sage Park Middle School – Request for Grant Funding

### Background

A 55,000 square feet portion of the roof at Sage Park Middle School is beyond its useful life expectancy and is becoming problematic with ongoing leaks. This area of roofing was originally installed during the 1993 building addition. The Town Council previously authorized \$20,000 for design services.

### Discussion/Analysis

The design of the project is substantially complete. The Board of Education plans to apply for a reimbursement grant to partially fund the construction. The State of Connecticut grant application process defines the requirements related to applying for and receiving grant funding. There are specific requirements for the format and wording of the Town Council and Board of Education actions. Staff is respectively requesting the Town Council approve three motions this evening which will allow for the grant application to proceed.

The preliminary estimate of the roof replacement cost is approximately \$1,720,000 including a construction contingency. If approved, the estimated state grant reimbursement would be 48%, or \$825,000. The remainder of the project costs would be funded through the sale of general obligation bonds.

### Other Board Action

The Board of Education plans to consider their required project-related resolutions later this month.

### Recommendations

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

**“MOVE, to authorize the Superintendent of Schools to apply for school construction grant - Partial Roof Replacement at Sage Park Middle School.”**

**“MOVE, to appoint a Building Committee to oversee the Partial Roof Replacement project at Sage Park Middle School.”**

**“MOVE, to authorize the town to prepare schematic drawings and specifications for the Partial Roof Replacement project at Sage Park Middle School.”**

### Attachments

None

**Town Council**  
**Resignations/Appointments/Reappointments**  
**February 3, 2020**

**Resignations**

- A. Accept the resignation of Theresa Tillett from the Zoning Board of Appeals

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

- A. One Democratic Member  
Board of Assessment Appeals  
Four year term to expire November 30, 2023 or until a successor is appointed  
(Milo Peck - reappointment)

**“MOVE to REAPPOINT Milo Peck as a Democratic Member to the Board of Assessment Appeals for a four year term to expire November 30, 2023 or until a successor is appointed.”**

- B. One Democratic Member  
Commission on Aging & Persons with Disabilities  
Three year term to expire January 31, 2023 or until a successor is appointed  
(Kathryn Roby - reappointment)

**“MOVE to REAPPOINT Kathryn Roby as a Democratic Member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2023 or until a successor is appointed.”**

- C. One Republican Alternate Member  
Conservation Commission  
Five year term to expire November 30, 2024 or until a successor is appointed  
(Nigel Pepin – resigned - VACANT)

**“MOVE to APPOINT Ayse Adams as a Republican Alternate Member to the Conservation Commission for a five year term to expire November 30, 2024 or until a successor is appointed.”**

- D. One Republican Member (Homeowner)  
Fair Rent Commission  
Three year term to expire March 30, 2023 or until a successor is appointed  
(Elizabeth Caruso – resigned - VACANT)

**“MOVE to APPOINT Charles Jackson as a Republican Member (homeowner) to the Fair Rent Commission for a three year term to expire March 30, 2023 or until a successor is appointed.”**

E. One Democratic Alternate Member (Resident)

Historic District Commission

Two year term to expire October 14, 2021 or until a successor is appointed

(Marcia Hinckley - reappointment)

**“MOVE to REAPPOINT Marcia Hinckley as a Democratic Alternate Member (Resident) to the Historic District Commission for a two year term to expire October 14, 2021 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

(Leonard Swade - reappointment)

**“MOVE to REAPPOINT Leonard Swade 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 Unaffiliated Member

Public Building Commission

Three year term to expire November 30, 2022 or until a successor is appointed

(James Bennett - reappointment)

**“MOVE to REAPPOINT James Bennett as an Unaffiliated Member to the Public Building Commission for a three year term to expire November 30, 2022 or until a successor is appointed.”**

H. One Democratic Alternate Member

Town Planning & Zoning Commission

Two year term to expire November 11, 2021 or until a successor is appointed

(Lawrence Jaggon - reappointment)

**“MOVE to REAPPOINT Lawrence Jaggon as a Democratic Alternate Member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2021 or until a successor is appointed.”**

I. One Independent Alternate Member

Town Planning & Zoning Commission

Two year term to expire November 11, 2021 or until a successor is appointed

(Margaret Harvey - reappointment)

**“MOVE to REAPPOINT Margaret Harvey as an Independent Alternate Member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2021 or until a successor is appointed.”**

J. One Republican Alternate Member

Town Planning & Zoning Commission

Two year term to expire November 11, 2021 or until a successor is appointed

(Alexander Correia - resigned - VACANT)

**“MOVE to APPOINT Mark Ferraina as a Republican Alternate Member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2021 or until a successor is appointed.”**

K. One Republican Member

Youth Commission

Three year unexpired term to expire September 30, 2020 or until a successor is appointed

(Andrea Davila – resigned - VACANT)

**“MOVE to APPOINT Jeremy Halek as a Republican Member to the Youth Commission for a three year unexpired term to expire September 30, 2020 or until a successor is appointed.”**

L. One Republican Member

Zoning Board of Appeals

Four year term to expire November 14, 2023 or until a successor is appointed

(Joseph Breen - reappointment)

**“MOVE to REAPPOINT Joseph Breen as a Republican Member to the Zoning Board or Appeals for a four year term to expire November 14, 2023 or until a successor is appointed.”**

M. One Unaffiliated Member

Zoning Board of Appeals

Four year term to expire November 10, 2022 or until a successor is appointed

(Robert Griffiths - reappointment)

**“MOVE to REAPPOINT Robert Griffiths as an Unaffiliated Member to the Zoning Board of Appeals for a four year term to expire November 10, 2022 or until a successor is appointed.”**

## **Names submitted for consideration of appointment**

None



**Town Council  
Council Chambers  
Windsor Town Hall  
JANAURY 21, 2020  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:22 p.m. by Mayor Trinks.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Lisa Rampulla Bress, Councilor James Govoni, Councilor Donald Jepsen, Councilor Michael Tustin and Councilor Kenneth Wilkos

Absent: Councilor Nuchette Black-Burke, Councilor James Dobler

Mayor Trinks read aloud the notice of the public hearing to hear public comment on an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS."

**2) PUBLIC COMMENT - None**

**3) ADJOURNMENT**

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

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary



**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
JANUARY 21, 2020  
Regular Town Council Meeting**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:33 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke (arrived at 7:40 PM), Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Michael Tustin and Councilor Kenneth Wilkos.

**2) PRAYER**

Councilor Rampulla Bress led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Rampulla Bress led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

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

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

a) Public Building Commission

Richard Hazelton gave an overview of projects as follows:

**Police Station Construction Project – 9911**

The project continues to be on schedule as originally planned. The work planned for next the four weeks is as follows:

- All structural steel work is now completed.
- Interior masonry wall work continues and will be completed in four weeks.
- The new roof file is installed and work will continue on metal edge trim work. The roof for the vestibule will be scheduled weather permitting.
- Interior steel framing is 85% complete and is expected to be completed next week.

- Interior wall sound insulation and drywall installation will be ongoing for the next four weeks.
- Electrical rough in work will continue and be completed by the end of this month.
- Rough plumbing was completed last week.
- HVAC rough in work will continue beyond the next four weeks.
- Fire Sprinkler rough in work will continue beyond the next four weeks.
- Site work has started and will be ongoing over the next five months.

At its December meeting, the PBC approved six project add alternates: exterior CMU painting, site irrigation, resurface parking lot pavement, carport for police vehicles, additional fire protection on DPW side of building, conduits from Addison Road building to Day Hill Department of Public Works cell tower. These total \$614,000.

To date there have been 18 minor change orders approved by the PBC. Presently change orders are still less than 1% of the project cost at \$125,800. Overall the project is ahead of the planned schedule. We now expect completion in late summer or early fall 2020.

#### **Fire and EMS Station Design Project – 9912**

The PBC is expecting to receive a cost estimate based on design drawings at their January 28<sup>th</sup> meeting. The architect has been approved to start work on the construction drawings and project specifications book. The PBC is expecting to bid this project in May 2020. We expect to award the project in late June and have construction start in mid-August. The construction is estimated to last ten months.

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

This project will be complete. Once town staff receives all closeout documents, the PBC will close this project.

#### **Poquonock School Air Conditioning Project – 9500**

This project has been completed. Once town staff receives all closeout documents the PBC will close this project.

#### **Sage Park Middle School Roof Design - 9506**

The PBC received and reviewed design drawings at their last meeting. The architect and BOE staff are proceeding with documentation for the state rebate. Once the state issues a project number, town staff will bid this project. The PBC still expects this project will be scheduled for the summer of 2020.

#### **DPW Building Renovation Design - 9505**

This project is currently out to bid. The bids are due February 3<sup>rd</sup>. The PBC, architect, and town staff will review all bids and select the best qualified bidder. This project work is expected to start in mid-May and last up to four months.

#### **Clover Street School Partial Roof Design – 9508**

The old roof has been removed and new tapered insulation with two layers of base have been installed. The top field coat will be applied, weather permitting, and then metal edge capping will take place, weather permitting.

**Northwest Park Nature Center Addition – 9503**

The contractor has all materials for this project. The contractor will now start work in late March 2020.

**Wilson Fire Station HVAC Replacement Project – 9517**

The architect is expected to present design drawings to the PBC at their first meeting in February. Once the drawings are approved, town staff will put this out to bid.

**Poquonock Fire Station Replacement Roof Design – 9518**

The PBC reviewed and approved design drawings at its last meeting. The PBC expects town staff to bid this project this winter.

**Sage Park Middle School Energy HVAC Efficiencies Upgrades Project**

The architect will present 70% completed design drawings to the PBC at its first February meeting for their review. It is expected we will receive completed design drawings in March.

## b) Metropolitan District Commission

There was no report from the Metropolitan District Commission.

**7) TOWN MANAGER'S REPORT****Public Information Meeting for Wireless Telecommunications Tower**

A public information meeting regarding a potential construction of a telecommunications tower will be held on January 30, 2020 at 6:30 PM in the Council Chambers at the town hall. The meeting will concern the construction, maintenance and operations of a wireless telecommunications facility by Tarpon Towers II, LLC at 800 Prospect Hill Road. The tower will consist of a 135 foot monopole structure which will host an antenna array belonging to T-Mobile Northeast LLC.

The components of the proposed tower state the new installation will provide reliable wireless communication services to underserved local roads and adjacent areas along the Day Hill Road Corridor, between Route 187 and Interstate 91. In conjunction with other existing towers, this will increase user experience, including data rates and call quality in this area of town, as well as provide additional capacity relief to existing T-Mobile towers.

At the meeting, Tarpon's representatives will discuss the need for the tower, the location of the existing surrounding towers, those sites or areas considered and rejected, the location of schools near the proposed tower, and any aesthetic impacts of the tower on those schools, if any, the site selection process undertaken by Tarpon and any potential environmental effects of the proposed tower.

The review and approval of a permit to construct the tower is in the jurisdiction of the CT Siting Council. The town does not have local zoning control regarding cell towers.



### **Money Matters (and so Does Food!)**

The Windsor Youth Services Bureau, Wilson Branch Library, Social Services, and the Health Department are collaborating to present **Money Matters (& So Does Food!)** The event will be held at the L.P. Wilson Community Center on Saturday, January 25, 2020 from 9:30 AM – 12:00 PM.

Join us for a fun-filled morning to help you stay on track with your financial and wellness resolutions. Learn to budget and be mindful of how best to make your dollars matter at the grocery store.

FREE breakfast, vendors, and giveaways! Childcare for ages 3+ provided upon request (with story time, a craft and a special visit from Dexter the Adventure Dog). \$5 Registration fee per family After completion of the class, the \$5 will be given back as a user credit to use towards future programs and events within the next 12 months. For more information, call 860-285-1990.

### **Bridge Builder's Award**

This year's Bridge Builder's award ceremony will be held on Thursday, January 23, 2020 in Windsor Town Hall in the Council Chambers beginning at 6:30 PM. This event is sponsored by the Human Relations Commission which works to foster greater trust, understanding and solidarity across a full spectrum of Windsor's racial, ethnic and religious groups. The annual Windsor Bridge Builders Awards highlights community role models in human relations and those businesses/individuals that have worked toward greater understanding of differences in Windsor.

Mayor Trinks congratulated Town Manager Souza on his Bridge Builder award. Town Manager Souza thanked Mayor Trinks.

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

Councilor Dobler congratulated Town Manager Souza.

Councilor Black-Burke apologized for being tardy. She congratulated Town Manager Souza on his Bridge Builders award and she explained it's a great honor as she was a past recipient. Town Manager Souza does amazing work for this town and this is well deserved. Councilor Black-Burke stated that there was a great program yesterday honoring Dr. Martin Luther King, Jr., that was sponsored by the Archer Memorial Church. She stated that the display of talent by our students and their thoughts gave us a lot to think about. The keynote speaker, Principal Liana Jorgensen from Sage Park Middle School was amazing. This was a great event and we want to thank Archer Memorial Church and everyone else who took part. Councilor Black-Burke noted that the First Church of Windsor Choir was phenomenal and a great time was had by all.

Councilor Rampulla Bress congratulated Town Manager Souza on his Bridge Builder award. Councilor Rampulla Bress stated that she and Councilor Black-Burke attended the Windsor Women in Business kickoff meeting last week. She stated that they had the opportunity to



meet many woman entrepreneurs who are enhancing the quality of life for Windsor residents. It was very exciting to be there and see all the people who are working hard to make our town better. If you would like more information about this group, please contact the Windsor Chamber of Commerce. Councilor Rampulla Bress stated that those in the community who wanted to help with the relief efforts with Puerto Rico and the Caribbean should know that there are some organizations such as the American Hispanic Federation, World Central Kitchen, and the American Red Cross that they can contact online.

Councilor Govoni – None

Deputy Mayor McAuliffe congratulated Town Manager Souza and former Deputy Major Terranova on their Bridge Builders awards.

Councilor Tustin – None

Councilor Jepsen congratulated Town Manager Souza and former Deputy Major Terranova on their Bridge Builders awards. Councilor Jepsen stated the event yesterday was wonderful. I loved that it was really funny. Councilor Jepsen reminded Mayor Trinks that today is the First Lady of Windsor's birthday and wished Barbara Trinks a Happy Birthday.

Mayor Trinks thanked Councilor Jepsen for the reminder. Mayor Trinks thanked Councilor Black-Burke for mentioning yesterday's Dr. King Jr.'s service. It really was fun. It was a celebration of life. Mayor Trinks stated that he was at the Ellsworth school with the second graders and there is nothing like talking to a second grader to really get your perspective from them. They were clearly paying attention to the curriculum. Mayor Trinks wished happy birthday to Councilor Jepsen.

Councilor Wilkos congratulated Town Manager Souza.

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

Personnel Committee – Councilor Rampulla Bress stated their next meeting will be in February 2020.

Health & Safety Committee – Councilor Black-Burke stated nothing at this time.

Special Projects Committee – Councilor Dobler stated nothing at this time.

Town Improvements Committee – Councilor Dobler stated that they will have their first meeting on January 22, 2020 at 6:30 p.m.

Finance Committee – Deputy Mayor McAuliffe stated the next meeting will be January 27, 2020 at 5:30 p.m.

Councilor Jepsen stated that Councilor Rampulla Bress, former Deputy Mayor Terranova, and he have discussed adding an ad-hoc committee to review the Council Rules of Order. This will

help document some of the deficiencies since it hasn't been reviewed in quite a while. Mayor Trinks asked just procedurally it would be an appointment for him to make and recommendations would come back to the Council? Councilor Jepsen stated that is correct. Councilor Jepsen stated that former Deputy Mayor Terranova is willing to participate. Mayor Trinks asked if Councilor Jepsen and Councilor Rampulla Bress are willing to participate in this committee. Councilor Jepsen and Councilor Rampulla Bress both stated yes. Councilor Wilkos asked if we are creating another committee. Councilor Jepsen stated that this is a short term add on committee to review changes to Council Rules and Order. Mayor Trinks stated that he doesn't recall ever going through the Council Rules and Order. Councilor Jepsen stated that we only made changes to them as needed, but never reviewed them.

Councilor Govoni stated that it makes sense to review policies and procedures. Councilor Govoni stated times have changed and it's a good idea.

Mayor Trinks created the following ad-hoc committee which will review and report back to the Town Council any changes to the Council Rules of Order:

**Review Committee**

Chair-Councilor Jepsen

Councilor Rampulla Bress

Jody Terranova (former Deputy Mayor)

**10) ORDINANCES**

- a) Approve an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS.'

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, that the reading into the minutes of the text of an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS' 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 that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, SECTION 5-15, PROPERTY TAX EXEMPTION FOR ELIGIBLE FIREFIGHTERS AND AMBULANCE TECHNICIANS.'

Public Act No. 19-36, An Act Increasing the Property Tax Abatement for Certain First Responders, provides a local option for towns to allow for an exemption of local property tax up to \$1,500 between July 1, 2019 and June 30, 2021. The dollar amount may be increased by \$500, for a total of \$2,000, on or after July 1, 2021.



In 2018, a total of 78 volunteer firefighters and 6 members of the volunteer ambulance service qualified for the abatement program under the current ordinance language.

Currently, the \$1,000 abatement offered to Volunteer Fire and Ambulance personnel results in a total of \$61,026 in foregone revenue. If the benefit was increased to \$1,500, it is estimated the foregone revenue would be approximately \$90,700. At a maximum abatement value of \$2,000, foregone revenue would total approximately \$119,500. The current budget has conservatively estimated a revenue reduction of \$118,500.

An eligible volunteer can earn up to the \$1,000 tax abatement value based on meeting various standards related to categories such as length of service, training hours, and percent of responses to calls.

Councilor Jepsen stated that any questions that came up were answered internally and everyone is satisfied with the answers.

Motion Passed 9-0-0

**11) UNFINISHED BUSINESS – None**

**12) NEW BUSINESS**

a) Presentation on 2020 Census

Town Manager, Peter Souza, stated the U.S. Census Bureau will begin mailing information to each household in mid-March. The 2020 count will be the first one to allow all U.S. households to respond online and by telephone. Questionnaires in paper form will still be available for households. In the 2010 census, Windsor had a self-response rate of 80.2%. The Census Bureau is expected to announce the new population counts by December 31, 2020.

Town Manager Souza stated that over a course of the next sixty days, a number of town departments will be collaborating to help inform the public of the overall importance of participating in the census. The Census Bureau is still recruiting and hiring for a variety of positions. Town Manager Souza encouraged people to go to the Census website and apply directly online.

Mayor Trinks asked Town Manager Souza for clarification of the term census tracks. Town Manager Souza stated that each community across the country is divided into neighborhoods or sub-neighborhoods. This is generally done based upon geographic or manmade boundaries. For example our Wilson neighborhood is one census track and Deerfield neighborhood is another census track. Town Manager Souza stated that depending on the information from the past ten years, we will probably have to make changes to the district map and adopt it again in 2022 or late 2021.



Councilor Jepsen wanted to add that the jobs at the Census Bureau pays \$20 an hour. You can work ten to thirty hours per week. One of the nice features of getting a job with them is that once you pass the background check, and if you are looking for a federal job, you are already approved.

- b) Approve lease with Windsor Housing Authority for 72 Mack Street

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to approve the attached lease with the Windsor Housing Authority of town-owned property at 72 Mack Street and authorize the Town Manager to execute the lease.

Town Manager Souza gave an overview of the request.

The town acquired a single family home at 72 Mack Street as part of the overall acquisition of the former Traditions Golf Course. The Mill Brook Open Space Plan indicates the possible leasing of the home for professional office use. The Windsor Housing Authority is interested in leasing the property for use as administrative offices.

Town staff had discussions with two interested parties relative to leasing the single family house at 72 Mack Street. Ultimately one of the parties decided the configuration of the house did not meet their needs. In recent months, discussions with the Windsor Housing Authority (WHA) have continued and we have come to a tentative agreement on proposed lease terms.

If approved, the lease would generate \$14,400 in revenue. Utility costs for the unoccupied building equaled approximately \$200 per month over the past twelve months. These costs would be the responsibility of the tenant under the proposed lease.

Councilor Wilkos asked when the lease agreement would be signed. Town Manager Souza stated mid-Feb or early March. Councilor Wilkos stated that he thinks this is a great idea. He thinks, from the perspective that we are not looking to profit off of this and the money is going into enterprise fund, that it will offset the maintenance of this property.

Councilor Rampulla Bress asked is there a time frame when those funds need to be spent, how long they are going to be kept, or what are they applied to. Town Manager Souza stated that the special revenue account can be carried over from one fiscal year to the next. There are no limitations to that time frame. The limitations are that they need to be spent for that particular propose. Obviously the Town Council has the ability at any point in time to close out any special revenue and reallocate those funds. This revenue can be used for program costs or be used for future maintenance. Councilor Rampulla Bress thanked Town Manager Souza for that explanation.

Councilor Govoni stated that he does like the lease flexibility that is given to us. One day we might use that piece of land for a different use or for access.

Mayor Trinks asked is it spelled out in the lease that there would always be this public egress. Town Manager stated that he believes there is a clause stating there is public access.

Motion Passed 9-0-0

c) Approve Amendments to Public Works Inspector Job Description

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that the job description for the position of Public Works Inspector be amended and approved as presented.

Town Manager Souza would like to personally and publicly thank Glenn Cusano. Glenn has worked for the town for thirty-four years. He has worked in three different positions in his three decades. He is still a young man and I really appreciate all of Glenn's work and resourcefulness he has brought to the town. Best wishes to Glenn who is not going too far, so we will be able to find him.

Amelia Bliss, Director of Human Resources, and Bob Jarvis, Director of Public Works/Town Engineer gave an overview of the request.

Amelia Bliss stated the public works inspector position will become vacant at the end of this month due to a retirement. It is customary for town staff to review the job description when a position is vacated prior to completing the selection process to ensure that the duties, education and experience requirements reflected in the job description align with the town's needs. The proposed amendments are intended to more accurately reflect the changes that have occurred over the years in the duties and expectations of the position.

Councilor Govoni stated that Glenn Cusano really gave a great description of the position and the next person will be able to carry on the duties that Glenn did. He has done an amazing job for the Town of Windsor. Thank you Glenn Cusano.

Motion Passed 9-0-0

d) Approve Priority Redevelopment Properties

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that the Priority Redevelopment properties list be adopted as presented.

James Burke, Director of Economic Development, stated the Economic Development Commission reviewed the Priority Redevelopment Properties List during their special meeting of January 15, 2020. A status report on each property was presented by staff and discussed by the Commission. A copy of the status report is attached.

Following its review, the Commission voted to recommend that 2000 Day Hill Road be removed from the priority listing as the first phase of the project has commenced and an infrastructure financing package is in place through a tax revenue sharing agreement with the Great Pond Improvement District.

Councilor Jepsen asked if our loan has been totally paid off or are we still getting that money back. Mr. Burke stated we have received two repayments of that debt and we have another \$100,000 to go. Councilor Jepsen asked if they are still active and making payments. Mr. Burke stated that we have had a delay in payments, so we are working with them on catching up. Councilor Jepsen asked how long the delay is. Mr. Burke stated that it's been a year.

Councilor Jepsen asked if we were looking to take the Plaza off the list soon. Town Manager Souza stated that the Commission agreed with the high visibility of the Plaza, it should remain on the list. Town Manager Souza stated that the owner has not requested any assistance. Councilor Jepsen asked Town Manager Souza if he doesn't envision something other than what is already going on there and if they might need help. Town Manager Souza stated that at this point, the owner has not indicated that they would be doing anything different than what they are currently doing.

Councilor Govoni stated that he knows there has been a lot of talk about the Plaza building. They are moving restaurant equipment daily into the facility. The upstairs apartments have been completed. They have done a wonderful job. He is happy to see the progress on the building.

Councilor Rampulla Bress asked how you make the list. Is the list suggested by the Commission? Can people in the community add an item on the list? How is the list developed? Mr. Burke stated that the list was initially recommended by the Economic Development Commission and then approved by the Council. Mr. Burke noted that at any time a citizen, the Town Council, or the Economic Development Commission can request the addition or removal of a property to the list. The process has the Commission review and make a recommendation to the Council. Councilor Rampulla Bress asked if any person from the community can be part of that recommendation. Mr. Burke stated that yes they can.

Motion Passed 9-0-0

- e) Consider settlement in Kimberly Hall vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to move Item 12 (e) to follow Item 16(a) on the agenda.

Councilor Jepsen stated that the item is being moved to executive session so action can be taken after that.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to add Item 16 (b) Strategy negotiations with respect to pending claims and litigation (Stop & Shop vs Town of Windsor) on the agenda.

Councilor Jepsen stated that the reason we are adding this is because it's another tax settlement case moved to executive session so action can be taken after that.



Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to add Item 12 (f) Consider settlement in Stop & Shop Plaza vs Town of Windsor on the agenda.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS - None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the January 6, 2020 Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the January 6, 2020 Town Council meeting as presented.

Motion Passed 9-0-0

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

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to enter into Executive Session at 8:29 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (Kimberly Hall)
- b) Strategy negotiations with respect to pending claims and litigation (Stop & Shop)

Motion Passed 9-0-0

**16) EXECUTIVE SESSION**

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Michael Tustin and Councilor Kenneth Wilkos.

Staff: Peter Souza, Town Manager

Guests: Kevin Deneen, Outside Counsel

MOVED by Councilor Jepsen, seconded by Councilor Wilkos, to exit Executive Session and re-enter into the Regular Town Council session.

Motion Passed 9-0-0



12 e) Consider settlement in Kimberly Hall vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to accept the settlement of Kimberly Hall North vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to accept the settlement of Kimberly Hall South vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

12 f) Consider settlement in Stop & Shop vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe to accept the settlement of Stop & Shop vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

**17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to adjourn the meeting at 8:53 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary