



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

APPROVED 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 asked the group for a moment of silence.

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 28th 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.

Pogonock 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 3rd. 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 ad-hoc 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 purpose. 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 Deputy Mayor 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 Deputy Mayor 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 Deputy Mayor 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