



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
DECEMBER 16, 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 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.

2) PRAYER

Councilor Jepsen led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen 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

Rick Hazelton, Chair of the Public Building Commission gave the following report:

Police Station Construction Project – 9911

This project is progressing according to schedule. The work planned for the next four weeks is as follows:

- All under slab electrical conduits are done. Electrical work continues with the installation of conduits and panels.
- All under slab plumbing is completed. Work continues on above grade plumbing waste and supply line installation.
- Interior backfilling of trenches with concrete pours are completed.
- Exterior wall reinforcing is completed. Interior walls reinforcement is completed.
- Work on the replacement roof will continue as weather permits.

- Interior steel wall framing begins this week. Structural steel for the new vestibule will be completed this week with steel wall framing and is about 40% complete. Some sheetrock hanging has begun.
- Interior CMU wall construction has started and should take four weeks to complete.
- Exterior wall spray foam has started and should take one more week to complete.
- To date there have been 15 minor change orders approved by the Public Building Commission (PBC). Presently change orders are still less than 1% of the project cost. Overall, the project is ahead of the planned schedule. We now expect completion in late to early 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 14th meeting. The architect has started work on the construction drawings and the project specifications book. The PBC is expecting to place bidding of this project in late spring or early summer 2020.

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 are received the PBC will close this project.

Sage Park Middle School Roof Design - 9506

The PBC received and reviewed design drawings at their last meeting. A design issue was raised by town staff. On top of the front façade of this building is a light green metal roof, or parapet. This roofing is for aesthetics and was installed during the addition to the building to shield roof top units from street view. Under this parapet is the existing weatherproof roof. The existing parapet metal support framing is twelve inches above the roof, making replacement improbable unless the parapet is removed. The solution by town staff is to make this parapet metal roofing the actual weatherproof roof for the area it is installed above. The PBC has approved this idea as it solves the issue of removing it and reinstalling it, which has been estimated at over \$100,000. The architect and roofing representative are designing and estimating how to accomplish this and its cost. The PBC still expects this project will be scheduled for the summer of 2020.

DPW Building Renovation Design - 9505

The PBC has reviewed and accepted the project drawings. The PBC will be bidding out his project this winter.

Clover Street School Partial Roof Design – 9508

The PBC awarded the project to Young Developers LLC. Work is scheduled to begin on December 23rd weather permitting. The weather will also determine project completion. The weather temperatures will not affect the quality of the roof installation.

Northwest Park Nature Center Addition – 9503

The contractor has all materials for this project and will 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 next meeting. 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 PBC has awarded this contract to Salamone and Associates of Hamden, CT. The PBC will be receiving project design drawings for review in late winter or early spring 2010.

7) TOWN MANAGER'S REPORT

Public Information Meeting – Railroad Quiet Zones

A community information meeting regarding the Railroad Quiet Zone designation process will be held at the town hall on December 19, 2019 at 7:00 PM in the Council Chambers. Railroad quiet zones allow the reduced use of train horns if additional safety and warning measures are put in place at rail crossings.

During this meeting, a representative of the Federal Railroad Administration will present an overview of the Quiet Zone regulations and requirements and the CT Department of Transportation will review rail crossing improvements completed to date.

Amazon Package Delivery Alternative

We have received a few communications from residents about the topic of alternative delivery locations for packages due to concerns with possible thefts of home deliveries.

As an alternative to their unattended homes, residents can get packages from Amazon delivered to their "hub counter" which is at the GNC Store in the Kennedy Road Plaza.

Community Center at 330 Windsor Avenue Interior Improvements.

I'm pleased to let you know that various improvements to the interior of the Community Center at 330 Windsor Avenue were completed during the past several months. The upgrades include new carpet, lighting, and painting in the main hallway and new flooring in activity room #3. Other improvements include stripping and waxing of the floor in the Teen Center, and refurbishing the gymnasium wood floor. These replacement upgrades provide a new and refreshed look for the community that gets much use throughout the year for a wide range of programs and community meetings/events. Thank you to both the Recreation Dept. and Public Works' Facility Management staff for partnering in coordinating these improvements.

ATM Recruitment Process

Finalist interviews have been conducted for the position of Assistant Town Manager. Professional and personal references are being conducted. The goal is to complete the process prior to the holiday to allow for a mid to late January start date.

Wireless Telecommunications Facility off of Prospect Hill Road

We have received notification that a private company plans to file a permit with the Connecticut Siting Council to construct a communication tower off of Prospect Hill Road near the Day Hill Road end. Per State law, the Connecticut Siting Council has exclusive jurisdiction over the siting/approval of cell towers. However, the applicant is required to consult with the municipality.

I have been in contact with the applicant's attorney and requested that a public information meeting be held after the first of the year.

Town Offices Closed

Town offices will be closed on Christmas, December 25th and on New Year's Day, January 1st.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler stated there is expected inclement weather for today and tomorrow and to please be careful and drive slowly. Also, if you live near the railroad tracks, this is the time to come out and find out more information on the railroad by going to the quiet zone meeting. He wished everyone a Happy Holiday season.

Councilor Black-Burke wanted to thank the Town Manager for his responsiveness to the needs of the community. She extended her wishes for a Merry Christmas and for a blessed holiday and safe New Year.

Councilor Rampulla Bress said this is a special season for many faiths and many people. She extended a Merry Christmas to all and a Happy New Year.

Councilor Govoni asked that citizens remember to shovel their fire hydrants for safety's sake. He extended his best wishes to all for a Merry Christmas.

Deputy Mayor McAuliffe said Happy Holidays to all.

Councilor Tustin wished everyone a Merry Christmas and Happy New Year.

Councilor Jepsen wished everyone a Merry Christmas.

Mayor Trinks wanted to thank the volunteers and town staff for decorating the town hall and center. He also thanked all those that volunteered for the Torch Light Parade. It turned out to be an amazing event, especially with the town hall all lit up. He stated he attended the Wreaths Across America event and it was an exceptional event. He gave his thanks to staff in keeping the cemetery looking so nice. He wished Happy Holidays to all.

Councilor Wilkos echoed everyone else's sentiments and wished everyone a safe and Happy Christmas. He added that over the weekend, we lost a good friend to the community, Dr. Rebecca Timlin-Scalera. She was the keynote speaker back in October for Alex's Lemonade Stand. She unfortunately lost her battle with cancer. He wanted to extend his condolences to her family, children and husband. She will be missed.

9) REPORTS OF STANDING COMMITTEES

Personnel Committee is scheduled to have a meeting on January 2nd at 5:45 PM.

Health & Safety Committee met on December 12th. Some highlights discussed during the meeting was a potential increase to the property tax abatement value for volunteer firefighters and emergency medical first responders and the FY 19 traffic enforcement data. The last report for traffic enforcement did not show any statistically significant racial and/or ethnic disparities. There were 6,590 traffic stops between 7/1/19 – 12/9/19. Of those stops that were made, 33.5% were Windsor residents. Speeding remains the top issue. The committee also spoke about the parking ordinance that will be raised in January with the Council.

Special Projects Committee - None

Town Improvements Committee has a tentative date set for the beginning of January.

Finance Committee met a week ago. They went over several items which are on the Council's agenda tonight. There was a 1.2% increase in the grand list, but that won't be finalized until January.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Approve Deerfield Road repaving Project Authorization Letter and authorize the use of grant funds

RESOLVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that Peter Souza, Town Manager, be authorized to sign the Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13) and MOVE to accept funds from the State of Connecticut and authorize the expenditure of these funds for the Deerfield Road Rehabilitation project.

Bob Jarvis, Director of Public Works/Town Engineer, gave an overview of the item as follows:

The PAL for the Deerfield Road Rehabilitation project includes a total estimated construction cost, including contingency, of \$934,152, with the project being funded 100% by the state. Upon the receipt of construction bids, the state will transfer money in the amount of the low bid plus an additional 20% to cover incidental construction inspection and administration, material

testing, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. The project will be bid this winter and work is expected to be substantially completed by late summer. Other than installation / replacement of sidewalk ramps and curbing, all work will take place within the existing curb lines.

At this time, staff is respectfully requesting that the Council authorize the Town Manager to sign the PAL and authorize the acceptance of state grant funds and expenditure of the funds for the project.

Councilor Dobler asked about the process. Is this something the town asks for from the state? Mr. Jarvis replied that CRCOG solicits a number of municipalities for projects of this type and grants are then awarded. This is a competitive process with a number of other towns.

Councilor Dobler asked if the town has to use the lowest bidder for the project regardless of whether or not they are a good quality company. Does the state require that we do that? Mr. Jarvis replied we have to accept the lowest bidder. If there is a poor performance history, they can go through a process to be disqualified. We don't have the luxury of picking contractors we've have luck with in the past if there is a lower bidding contractor.

Deputy Mayor McAuliffe asked when the project will begin. Mr. Jarvis responded that it should be this spring.

Councilor Jepsen asked if this is milling and repaving only without any reconstruction. Mr. Jarvis responded that was correct.

Councilor Rampulla Bress asked if there is a resource one can go to see if there are any other requirements that the state has for bidders. Mr. Jarvis replied that one of the requirements is the contractor would have to be pre-approved by the State of Connecticut. The Department of Transportation has a listing of pre-approved contractors.

Councilor Govoni asked if all the bus pads are paved and if they are handicap accessible? Mr. Jarvis stated that he believes they are all paved and handicapped accessibility will be provided through the project when they are replaced to ADA requirements.

Motion Passed 9-0-0

b) Approve Fiscal Year 2021 Budget Parameters

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that the FY 21 budget assumptions and parameters be approved as presented.

Town Manager Souza stated that these are similar to years past. They are a guideline, essentially parameters at this point. The budget process gets kicked off with this starting point this evening and culminates in April with the Council adopting a budget to go to referendum in May. As we go through that process the assumptions will get refined and will get solidified as we get closer to that April submittal date for the budget.

Councilor Jepsen stated that he knows the MDC is meeting tonight and asked if that has been considered in the budget parameters? Town Manager Souza said that the town is using what is in MDC's proposed budget. The town has not seen any adjustments leading up to MDC's meeting, which was planned for 5:00 PM this evening.

Motion Passed 9-0-0

- c) Approve Fiscal Year 2021 Budget Calendar

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that the FY 2021 budget calendar be approved as presented.

Mayor Trinks asked if holidays and school vacations were reviewed when creating the budget calendar. Town Manager Souza stated that yes, they had been. He added that school vacation is on the week of the April 13th and that Passover is on April 8th this year.

Councilor Jepsen stated that the process for this is going to be a week later this year than in years past. This is being driven by the date of the Presidential Primary occurring on April 28, 2020. The town is not allowed to use the voting machines until a full two weeks after that Primary. That will push the referendum back a week later than we usually have it.

Motion Passed 9-0-0

- d) Approve Fiscal Year 2021 Budget Format

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, that the FY 2021 budget format remain the same as the format utilized for FY 2020.

Councilor Jepsen stated that the *Town Charter* requires that should the Town Council desire any changes to the budget format that these changes must be adopted by January 15th.

Motion Passed 9-0-0

- e) Approve Town Council meeting dates for calendar year 2020 and January 2021

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the suggested Windsor Town Council meeting dates in the year 2020 and January 2021.

Councilor Rampulla Bress asked if these dates were checked against holidays and school vacation schedules. Town Manager Souza responded that they were.

Motion Passed 9-0-0

- f) Approve 2020 schedule of Board/Commission annual reports to the Town Council

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the proposed calendar for Board/Commission annual reports to the Town Council for year 2020.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to amend tonight's agenda to move items 12 (g) and 12 (h) to follow item 16 (b) on the agenda.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 2, 2019 Special Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the December 2, 2019 Town Council meeting as amended by Councilor Rampulla Bress.

Correction is on Page 3, 'AID' quilt should be 'AIDS' quilt under Councilor Rampulla Bress' comments.

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 8:20 p.m. to discuss:

- a) Strategy and negotiations with respect to pending claims and litigation (Siebar vs TOW)
- b) Strategy and negotiations with respect to pending claims and litigation (Lifetree vs TOW)

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: Larry Labarbera, Town Assessor; Peter Souza, Town Manager

Guests: Kevin Deneen, Town Attorney



MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to exit Executive Session and re-enter the Regular Town Council meeting.

Motion Passed 9-0-0

- g) Consider settlement in Siebar Windsor LLC vs. Town of Windsor
- h) Consider settlement in Lifetree Realty LLC vs. Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the settlements of Siebar Windsor LLC vs. Town of Windsor and Lifetree Realty LLC vs. Town of Windsor as discussed during Executive Session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 8:41 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary