



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
FEBRUARY 3, 2020
Regular Town Council Meeting**

APPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 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 Tustin led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Tustin 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) Board of Education

Leonard Lockhart, Board of Education, gave the following report to the Council:

- School accountability indexes were received this week. This is about 2 months earlier than last year. Dr. Cooke is pleased to report that the district score increased by 4.2 points and that Windsor is above state average by 1.7 points. The Board will receive a presentation on the school accountability report at a future date. All information is available on Edsight on the CSDE website.
- We were very excited to hear from NASA that through the NASA HUNCH program the one handed tape dispenser created by Windsor High School (WHS) students will be on the international space station. This project has been in the works for a number of years. WHS will be the first school noted in the official design drawings. On Thursday, February 27, 2020, Dr. Florence Gold will visit Windsor High School to check on current HUNCH projects and to recognize the work that the WHS Prototype students did on the tape dispenser and seat track mount in 2017. Dr. Gold is planning to bring with her a storage locker that is bound for the ISS for the students to sign. In order to commemorate

this recognition from NASA HUNCH, a small ceremony is planned for Thursday, February 27 from 11:30 AM to 12:30 PM and will take place in the Windsor High School Media Center. Town Council members are invited to attend. Please contact Deb Maccarone at dmaccarone@windSORct.org if you would like to attend.

- Winter sports are having a great season. Coach Ken Smith received his 600th win on Friday, January 17th against East Hartford with a score of 78-72 in overtime and the Windsor Warriors won over top-ranked East Catholic 48-45 in a state championship rematch on January 28.
- The OFCP is looking for passionate parents, guardians, community members, and businesses to join their District Action Team for Partnership to support families and schools for student success. No experience is necessary. The OFCP is also recruiting mentors for Sage Park, Clover Street and John F. Kennedy schools. Mentoring is linked to improved academic, social and economic prospects for young people, and that ultimately strengthens our community. If interested in either one of these programs, please contact Christina Morales, Coordinator at 860-687-2000, x1284.
- Windsor Public Schools along with Bloomfield, Windsor Locks and Enfield Public Schools sponsored a Regional Legislative Breakfast on January 24, 2020. State Representatives Tom Arnone, Jane Garibay, Brandon McGee, Tami Zawistowski and State Senator Douglas McCrory attended along with approximately 65 others to discuss concerns regarding special education costs and teacher retirement funding. A question and answer period concluded the breakfast giving attendees an opportunity to express any educational concerns with the legislators. Windsor Public Schools will continue to advocate on behalf of Windsor students throughout the legislative session.
- On January 23, Dr. Cooke was one of the honorees receiving this year's Bridge Builder's Award for his work within the district and community on equity issues.
- This past Saturday, the Sage Park Technology Student Association hosted their first VEZ-IQ Qualifier, which provides students the chance to learn more about STEM-related activities. It is an elementary and middle school competition in robotics competing in the Squared Away. They hosted approximately 30 teams and competed throughout the day in various challenge matches.

Councilor Dobler asked how the first budget meeting went last Saturday. Mr. Lockhart stated that the first session was actually last Tuesday, the second session was Saturday and the next session will be February 11th. Mr. Lockhart noted that it is going well. Unfortunately, no matter how much they try, only a small amount of the public comes. Mr. Lockhart stated that all the information is available on the District's website as well as the budget books from the past six years for the public to review. Mr. Lockhart noted that individuals can compare the budget with the past year's budget books. If there are any comments or concerns, please contact the Superintendent or Sally Brown who will then filter those questions to David Furie, who is the Finance Committee Chairman. Mr. Lockhart noted that Mr. Furie would then bring the comments or concerns to the Board of Education.

Councilor Wilkos asked about Dattco's change of employment to unionize. Councilor Wilkos asked how it would affect the current contract with them. Councilor Wilkos stated that he imagined it would affect it to some degree. Councilor Wilkos noted that there was a comfortable increase in the current contract which is 2.5% to 3% for current employees and drivers moving forward. Councilor Wilkos asked if this had been discussed yet. Mr. Lockhart stated that this will not impact the current contract. He added that they are aware that the drivers plan to unionize and this is something that they will take into consideration when contract negotiations begin. Mr. Lockhart noted that an RFP hasn't yet been put out to bid. He added that they have not had that discussion since it's not impacting their current operations. Mr. Lockhart noted that they are aware that over the course of the next academic year, they will have to negotiate a contract with some vendor which will be based off the bids they would receive through the process.

Councilor Govoni asked if that was a five year contract. Mr. Lockhart stated that yes it was. Councilor Govoni asked if the Board of Education always had a five year contract. Mr. Lockhart stated that it depended on the RFP, the situation, and if it was beneficial at the time to go five years.

Councilor Black-Burke asked Mr. Lockhart if he could repeat what she had heard him say through the Office of Family and Community Partnerships. Was it the Parent Action Planning Team? Mr. Lockhart stated that it was the District Action Team for partnership to support our families and schools for student success. Councilor Black-Burke thanked Mr. Lockhart.

b) Metropolitan District Commission

No report from MDC

7) TOWN MANAGER'S REPORT

Caring Connection Adult Day Health Center Open House

Windsor's Caring Connection Adult Day Health Center is hosting an Open House on Thursday, February 20, 2020 from 5:00 PM to 7:00 PM to share how their services can provide respite for caregivers, and the best possible care for your elderly family member. The event is free. A light dinner and opportunities to meet the staff, experience the program and a raffle will be held at the Caring Connection facility located at 330 Windsor Avenue in Windsor. Stop in to see our beautiful facility and learn about the new creative arts program, entertainment, special events and the daily programs that are offered at an affordable rate. The Caring Connection has been providing exceptional adult day care to the Greater Hartford area since 1987. If you or someone you know is in a caregiver role, join us to learn about our flexible scheduling, free transportation and safe caring environment. RSVP's would be appreciated, but not necessary. Call 860-547-0251.

Tax Relief for Senior Citizens

Applications for Elderly Homeowners tax relief are now being taken in the Assessor's office and will be accepted until May 15, 2020. To be eligible for this program, you must be at least 65 years

of age by December 31, 2019 or totally disabled per the Social Security regulations. You must also own and occupy your home and meet income requirements.

In addition to the state program, the town also offers a local program. All taxpayers that qualify for the state program will automatically qualify for the local program. However, if you do not qualify for the state program, you could still possibly qualify for the local program. Earning up to \$50,900 per household. For more information please contact the Assessor's office at 860-285-1817.

Town Clerk's Office Annual Marriage License Tradition Continues

The Windsor Town Clerk's office is offering free marriage licenses on Thursday, February 14th in honor of Valentine's Day for any couple wanting to get married in Windsor within the next 65 days. This is an annual tradition which began in 1962 by Town Clerk, George Tudan. Both parties must be present and need to bring a photo identification. The Clerk's office will be issuing these free licenses from 8:30 a.m. to 4:30 p.m. In addition, each couple will be eligible to win a beautiful gift basket filled with assorted gift items, which have been donated by our generous local Windsor merchants.

For those who wish to marry immediately, a Justice of the Peace will be available all day, however, prior arrangements must be made. For details, call the Town Clerk's office at 860-285-1902 or visit the Town of Windsor's website at www.townofwindsorct.com

Northwest Park's Annual Cabin Fever Festival

Visit Northwest Park on February 8th between the hours of 12:30 PM to 4:00 PM and enjoy some winter fun for the whole family. The annual cabin fever festival will include a large bonfire, demonstrations by the CT Valley Siberian Husky Club, real pelts and skulls for you to see up close and a live eagle show as we learn about local wildlife and how they adapt to the cold. There will also be contests, games and prizes. Refreshments will be for sale. Children age 2 and under are free. \$3 per person (Windsor resident); \$5 per person (non-Windsor resident). 860-285-1886.

Removal of Ash Trees along Town Center River Trail

The Emerald Ash Borer continues to spread across the state impacting ash trees. As a result, the town's Department of Public Works is removing hazardous ash trees for public safety in high use areas.

Removal work is planned once again along the Windsor Center River Trail in the coming few weeks.

Some temporary closures or detours around the work areas may occur.

Learn more about the spread of the Emerald Ash Borer here:

https://www.ct.gov/deep/cwp/view.asp?a=2697&q=464598&deepNav_GID=1631

Public Information Meeting for Wireless Telecommunications Facility

A public information meeting was held last week concerning the proposed construction of a wireless telecommunications facility at 800 Prospect Hill Road. The proposed facility would

consist of a 135 foot monopole structure which will host an antenna array belonging to T-Mobile Northeast LLC. There will be additional locations for other tele-communication carriers.

As mentioned last week the approval of the tower facility is under the authority of the Connecticut Siting Council. The proponent anticipates making a formal application to the Siting Council this spring. Once an application is made the Siting Council will work to schedule a public hearing here in Windsor.

Appointment of Assistant Town Manager

I am pleased to formally welcome Scott Colby as our new Assistant Town Manager. Scott comes to us from the town of Plainville where he worked in the Town Manager's Office for nearly 5 years. As you know, he started with us this past week and has hit the ground running.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler welcomed Assistant Town Manager Colby aboard and wished him good luck.

Councilor Tustin welcomed Assistant Town Manager Colby. He had hoped that the MDC commissioner would have been here tonight as he had many items he wanted to discuss with him.

Councilor Black-Burke welcomed Assistant Town Manager Colby. Councilor Black-Burke noted that it's February 2020 and it's time to celebrate African American History month. She stated that the Human Relations Commission will soon be having events for it. Councilor Black-Burke reminded everyone to get out there and celebrate Black History Month.

Councilor Govoni welcomed Assistant Town Manager Colby. Councilor Govoni wished MDC had attended tonight. He said that he doesn't mind looking at a different way to sell more water. He stated that we should work together with MDC to look for a master plan that will benefit everyone. Councilor Govoni spoke about sidewalks in Poquonock Center area up to Rainbow Road. There are no sidewalks on the west side. There is one section right before the gas station, a 20 foot section that is not done.

Councilor Rampulla Bress welcomed Assistant Town Manager Colby and stated she is happy to have him here. She wanted to let the public know that there are still vacancies for the town boards & commissions. The public is welcome to view all vacancies on the Town of Windsor's website and apply online. Anyone can apply regardless of their political affiliation and we would love to have you. Councilor Rampulla Bress noted that she has been involved with listening to the Climate Action Team over the last year. She would like to add an agenda item to the next meeting for discussion of creating a new commission for sustainability. Councilor Rampulla Bress noted that a group of people would be meeting tomorrow night to talk about sustainability for the town center.

Councilor Wilkos welcomed Assistant Town Manager Colby. It's a pleasure to have you on board and he looks forward to working with him. Councilor Wilkos also expressed that he wanted to talk with the MDC, but unfortunately they are not here. Councilor Wilkos noted we

had a few questions from the last meeting that we needed answers for. Councilor Wilkos wanted to communicate with the public that we are all aware what is happening to the proposals from MDC. Unfortunately, we cannot take care of this tonight.

Deputy Mayor McAuliffe welcomed Assistant Town Manager Colby. He wanted to remind the public that Windsor Little League registration is now open. He noted that it offers playing for children ages four to fifteen. There is also a challenger division for any player with a physical or intellectual disability with no age limit. You can go to windsorll.com to register your player.

Councilor Jepsen welcomed Assistant Town Manager Colby. Councilor Jepsen noted that he knows the commute is going to be much easier for him. Welcome to Windsor.

Mayor Trinks welcomed Assistant Town Manager Colby to Windsor.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated that they met last week and reviewed the capital projects for the future years to come. Most of these projects are currently in design or in the bidding phase. It is anticipated that the request for project funding authorization will be introduced starting with the Town Council's second meeting in February. Councilor Dobler stated that there was one item noted in the Capital Improvements Program which was for the tennis courts. The Committee would like to move the project for the tennis courts at Windsor High School up to possibility this summer or fall due to their poor conditions. At this point, staff is getting cost proposals together for review. Councilor Dobler stated that the Committee was looking at a few more projects that could be deferred a year or two to alleviate the cost of the tennis courts.

Special Projects Committee – Councilor Dobler had nothing to report at this time.

Health & Safety Committee – Councilor Black-Burke had nothing to report at this time.

Personnel Committee – Councilor Rampulla Bress stated that the next meeting is February 10th at 5:30 p.m.

Finance Committee – Deputy Mayor McAuliffe stated that the Committee met last Monday and everything was perfect. He commended the Town Manager and staff on another great audit. He noted that the Committee reviewed the second quarter financials for FY20. He stated that there were no surprises and it was good. Deputy Mayor McAuliffe stated that they met with the Windsor Volunteer Ambulance and discussed the cash flow issues they are having. This will probably be on the future agenda.

Council Rules of Order Review Committee – Councilor Jepsen stated that the Committee met last Wednesday night and it was a good meeting. Councilor Jepsen thanked former Deputy Mayor Terranova for joining them and also gave a special thanks to Adam Gutcheon, who was very useful in their discussions and expressed a lot of great ideas. The next meeting is Wednesday night to discuss the first draft of changes. Councilor Jepsen stated that if anyone

has any thoughts on this, please let us know. Councilor Jepsen indicated that once the first draft is cleaned up, they will share it with the Council through email.

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

a) Presentation of October 2019 Grand List Report

Town Manager Souza invited Lawrence LaBarbera, the Town Assessor to give an overview of the request.

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.

Town Manager Souza stated that we do account for adjustments to the Grand list in terms of the budgetary use. Town Manager Souza said that we still have a number of tax appeals that

are outstanding from last year's revaluation. We also factor in the certificate of changes for motor vehicles. He stated when you look at the budget you will not see a \$45,000,000 increase in terms of calculating the mill rate, but it will be reduced by a number of various factors.

Councilor Jepsen asked Town Manager Souza about the Grand List number being different. He doesn't remember it ever happening before. Town Manager Souza stated that we have always done that. Town Manager Souza noted that it is a little different after following a revaluation year.

Councilor Govoni stated that he understands we are making an adjustment coming off an abatement. Is there only certain areas that we can use that money on to fund other departments? Town Manager Souza stated that the adjustments are three primary adjustments: Board of Assessment Appeals, motor vehicles that get sold or people move, and a formula situation for tax exemption for the elderly. Town Manager Souza noted that in years past, we used to receive money back from State of CT for elderly, but there will no longer be money from the state for those exemptions.

- b) Approve resolutions related to grant applications for Sage park roof replacement project

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to authorize the Superintendent of Schools to apply for a school construction grant - Partial Roof Replacement at Sage Park Middle School, to appoint a Building Committee to oversee the Partial Roof Replacement project at Sage Park Middle School and to authorize the town to prepare schematic drawings and specifications for the Partial Roof Replacement project at Sage Park Middle School.

Councilor Jepsen asked if this is that specific that we have to appoint a Building Committee. Town Manager Souza stated that this is very specific language from the State of Connecticut's School Facilities Commission. Councilor Jepsen asked do we make the Public Building Commission (PBC) the Building Committee or do we appoint a different Building Committee? Town Manager Souza stated that the PBC is the same as the Building Committee.

Bob Jarvis, Director of Public Works/Town Engineer and Whit Przech, Building and Facilities Manager gave an overview of the request as follows.

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 are 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.

Councilor Dobler asked what the time line would be for completion. Mr. Przech stated that it would be eight to twelve weeks. Town Manager Souza stated that the challenge that we have is how long it takes the State to process the application. Unfortunately, the application itself cannot be completed until all the meeting minutes have been approved by both the Town Council and the Board of Education. Town Manager Souza stated it could push us out another two more weeks or so. He added that ideally this project would be bid out in May or June and the work will be done this construction season.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to accept the resignation of Theresa Tillett from the Zoning Board of Appeals.

Motion Passed 9-0-0

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

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

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the January 21, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the January 21, 2020 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the January 21, 2020 Regular Town Council meeting

Councilor Jepsen noted that on page 6 “add” should be “ad-hoc”.

Councilor Rampulla Bress noted that on page 1 item #2 “led the group in prayer should be “asked the group for a moment of silence”. Councilor Rampulla Bress noted that on page 8 next to the last paragraph “propose” should be “purpose”.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the January 21, 2020 Regular Town Council meeting as amended.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Wilkos to adjourn the meeting at 8:20 p.m.



Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki
Recording Secretary