



Council Agenda

Council Chambers
Windsor Town Hall
March 16, 2020



To view or listen to the Town Council meeting, please go to "<https://townofwindsorct.com/meeting-videos/>" and select "Town Council."
7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Dobler
3. PLEDGE OF ALLEGIANCE – Councilor Dobler
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Commission on Aging & Persons with Disabilities
7. TOWN MANAGER'S REPORT
8. COMMUNICATIONS FROM COUNCIL MEMBERS
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS
 - a) *Approve Elections Emergency Response Plan (Town Manager)
 - b) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."
(Town Manager)
 - c) *Set a Public Hearing for April 6, 2020 at 7:15 PM (prevailing time) to hear an ordinance entitled "AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE



PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

- d) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- e) *Set a Public Hearing for April 6, 2020 at 7:15 PM (prevailing time) to hear an ordinance entitled "AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- f) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- g) *Set a Public Hearing for April 6, 2020 at 7:15 PM (prevailing time) to hear an ordinance entitled "AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- h) *Approve temporary easement with Connecticut Department of Transportation for use of a portion of 80 Mechanic Street public parking lot (Town Manager)
- i) *Approve utility easement with Connecticut Department of Transportation for a portion of 45 Central Street (Town Manager)
- j) *Approve an appropriation of \$43,000 to the Caring Connection from the Unassigned General Fund Balance (Town Manager)
- k) *Introduce amendments to Council Rules of Order (Donald Jepsen)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the March 2, 2020 Public Hearing
- b) *Minutes of the March 2, 2020 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)

**Town Council Agenda
Windsor Town Hall
March 16, 2020**



16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: March 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Anita M. Mips, Karen A. Andrews, Registrars of Voters

Reviewed By: Peter Souza, Town Manager 

Subject: Emergency Contingency Plan for Elections

Background

In 2013 the state legislature mandated by law that all towns produce emergency contingency plans and procedures for elections. The plan needs to address items such as shortage of ballots, absence of poll workers, loss of power, building evacuation, voting machine malfunction, natural disaster and disorder. The Secretary of State is requiring that our plans and procedures be reviewed and approved by April 1, 2020.

Discussion/Analysis

The Registrars of Voters have reviewed the plan with the Town Clerk and the Town Manager's Office. Other than updating contact information, the plan and procedures are largely the same as has been in place for several years. The Town Council is required to approve the plan.

Following approval by the Council, the Town Clerk will retain a copy on file and the plan will be submitted to the Secretary of State's Office before the end of the month.

Financial Impact

None

Other Board Action

None

Recommendations

If the Town Council is in agreement the following motion is recommended for approval:

“RESOLVED, that the attached Emergency Contingency Plan for Elections be approved and filed with the Secretary of the State's office prior to April 1, 2020.”

Attachments

Emergency Contingency Plan for Elections

Emergency Plan Regulations-Elections

In accordance with Connecticut General Statutes 9-174a, "Emergency contingency plan for elections" we, the Registrars of Voters and the Town Clerk have prepared the following plan to cover emergencies that could occur during an election.

For the efficient and effective running of polls the Town of Windsor has developed over many years an election book called the Murphy Book. This manual includes the procedures and practices for regular and emergency situations that might occur at the polls during any given election.

Before all elections, moderators are given the Murphy Book for the specific poll, which contains these instructions and forms, along with the Registrars of Voter's office and home phone numbers. A Moderator Bag, which contains all the needs for the polling district including a checklist of all items in the bag along with the Murphy Book is also distributed.

Solutions for ballot shortages:

- When ordering ballots to prevent a shortage previous turnouts are taken into account and any other factors that might influence turnout. An extra 10% is then added to order.
- During election the Registrars coordinate with Moderator regarding the status of ballot count and remedy before situation arises
- Ballots are held out for each of the districts in order to make paper copies if needed at town hall and delivered to district in a timely manner.

Loss of power.

- The four public building polling places have generator backup, the three schools do not.
- The scanner is set up with a battery backup that keeps the scanners running.
- Back-up generators are available through the Facilities Department in case of need at the schools.
- Moderator contacts the Registrars office so that back up generators can be deployed immediately
- Board of Education loss of power contact Craig Cooke at [REDACTED] or Danielle Batchelder at [REDACTED]
- Town buildings loss of power call Whit Przech [REDACTED] or Paul Goldberg at [REDACTED]

Fire, alarm sounding or evacuation:

- Moderator checks for actual problem then calls Registrars or 911 depending on problem.
- Moderator has charge of coordinating evacuation with first responder.
- The machine tender is responsible for removing scanner/voted ballots if time permits before leaving building.
- Ballot clerk responsible for taking unvoted ballots, in his/her charge, out of building.
- Checkers responsible for taking voting lists out of building.

Voting machine malfunction:

- Moderator calls Registrar; machine technicians sent to polling place,
- Ballots placed in auxiliary bin until problem resolved.
- Technician finds problem and/or backup scanner sent to polling place.

Weather/ natural disaster:

- Three alternative locations, Windsor High School, Sage Park Middle School and the Council Chambers at Town Hall will be set up as normal polling places. **Kennedy School and Oliver Ellsworth School, with Council chambers have the space and parking to allow for two districts to be set up.**
- Registrar will instruct moderator/poll workers where the new polling place will be located.
- The town's website, news outlets, the Everbridge Emergency Notification System and any other means to get word out to voters, will be used along with a note on door as to where voting will be taking place for a particular district.

Need to remove poll worker or moderator:

- Moderator or Assistant Registrar at polls will call Registrar of Voters Office if there is a concern about poll worker, because they didn't show, got sick, etc.
- Registrars will designate who will be assigned to fill position from replacement poll workers. Our poll workers are cross trained to fill various positions.

Disorder:

- Moderator or Assistant Registrar calls Registrar's office first, unless life threatening or safety concerns, in which case 911 called first and then the Registrars office.

Agenda Item Summary

Date: March 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert Jarvis, P.E., Director of Public Works/Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: DPW Restrooms, Office Areas, Meeting Room Renovations, and Window Replacement – Request for Funding for Construction Services

Background

The Department of Public Works building located on 99 Day Hill Road was built in 1977. Since that time, the only major renovation projects to the building was the 2009 roof replacement and upgrades to the building exhaust systems in the mechanics garage.

Discussion/Analysis

The existing restrooms, administrative and common areas at the DPW building are over four decades old. The facility is significantly outdated and the functionality of several elements of the building interior is impaired. The restrooms need to be renovated to be ADA compliant. The administrative and meeting room windows are leaking, allowing water to seep into the walls creating deterioration and mold damage.

Council approved the expenditure of \$30,000 in December 2018 for the design of improvements to the Public Works Facility. The appropriated funding also included an allotment for testing for hazardous materials. The original scope of the CIP project included the renovation of the restrooms, replacement of the windows and abatement of any hazardous materials that were found during testing. As the investigation and design phases progressed, it became apparent that the entire administrative and meeting room spaces are in need of renovation. The design of proposed improvements and hazmat testing were recently completed. The only hazardous materials detected were in the mastic used to adhere the flooring tiles.

The construction services required for upgrading the facility will entail the installation of code compliant restrooms and new windows in the office, hallway, and meeting room areas. The project construction will include demolition and renovation of walls in these areas, correcting water and mold damage. The flooring and ceiling tiles in the administrative and common areas are also being proposed to be replaced and the functionality of those spaces will be improved.

The Public Building Commission has overseen the design and bidding for the project. They recently approved the low-bid contractor. If approved, construction will take place over the summer months. We are proposing to install temporary trailers during construction of the locker

room improvements. Staff is also proposing to re-use furniture and wall partitions from the Police Department facility at 340 Bloomfield Avenue.

Financial Impact

This project is in the approved Capital Improvements Program (CIP) for the current fiscal year. The CIP allocates construction funding in FY20 in the amount of \$316,700. This preliminary cost estimate was based on a scope of work that only addressed window replacement and renovations to the restrooms / locker rooms. Total project costs are \$695,000 including contingency. The average annual debt service on \$690,000, based on a 20 year term at a 3.5% interest rate, is \$49,000.

The breakdown of the proposed costs for the project are as follows:

Construction	\$567,000
Abatement Services	35,000
Trailer Rental	8,000
Bonding	20,000
Contingency	<u>60,000</u>
Total	\$690,000

Other Board Action

The Town Council has previously assigned this project to the Public Building Commission.

Recommendations

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

- 1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

- 2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED that a Public Hearing be set for April 6, 2020 at 7:15 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$690,000 FOR COSTS IN CONNECTION WITH INTERIOR RENOVATIONS AND IMPROVEMENTS TO THE PUBLIC WORKS FACILITY; AND AUTHORIZING THE ISSUE OF \$690,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SIX HUNDRED NINETY THOUSAND DOLLARS (\$690,000) for costs in connection with Interior renovation of the public works facility, including replacement of windows, flooring, interior ceilings, installation of LED lighting, renovation of restrooms and locker rooms, painting, and other related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, printing, legal fees, net interest on borrowings, and other expenses related to the project and its financing. The Public Building Commission is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed SIX HUNDRED NINETY THOUSAND DOLLARS (\$690,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed SIX HUNDRED NINETY THOUSAND DOLLARS (\$690,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects

to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

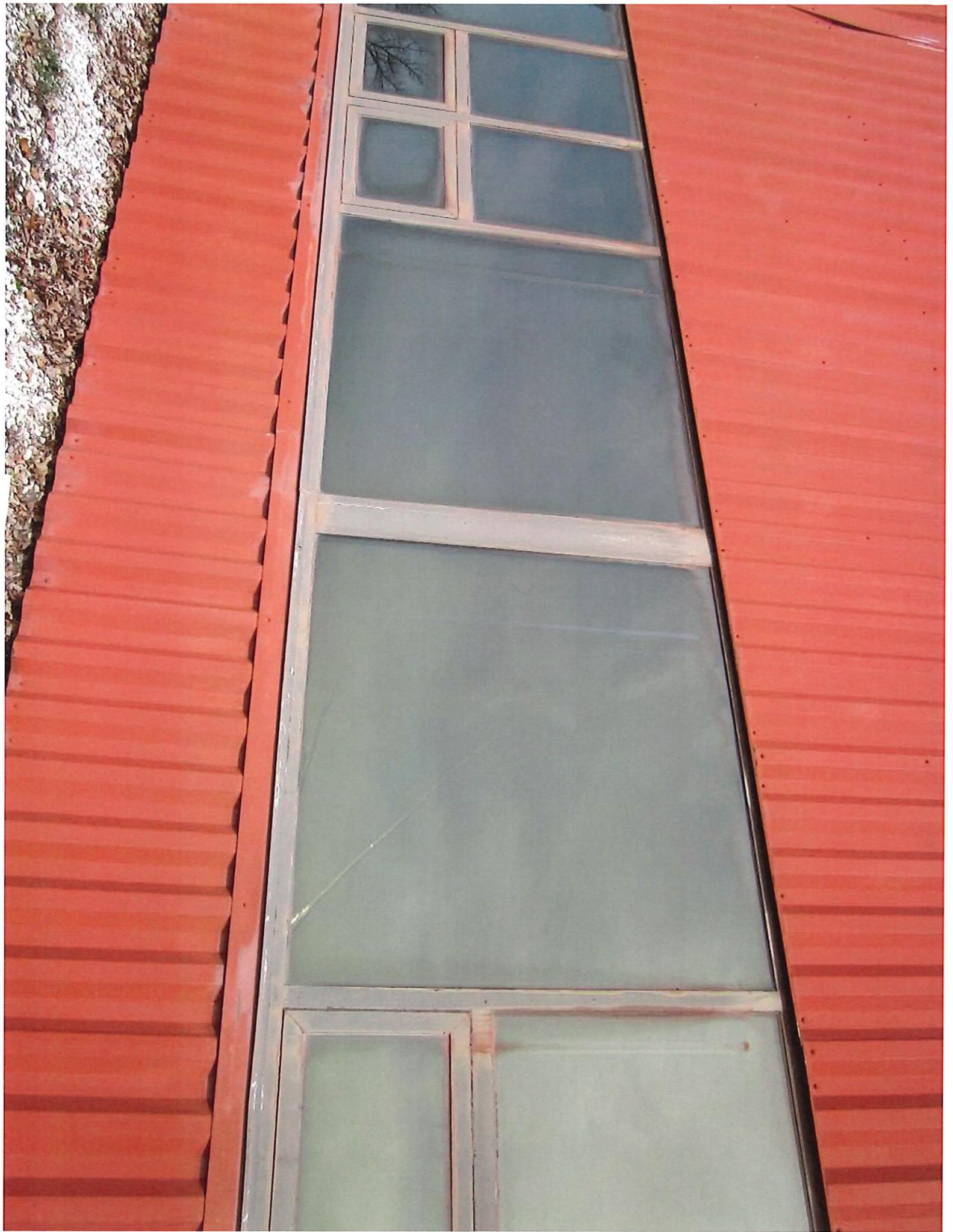
Bond Counsel

ATTEST:

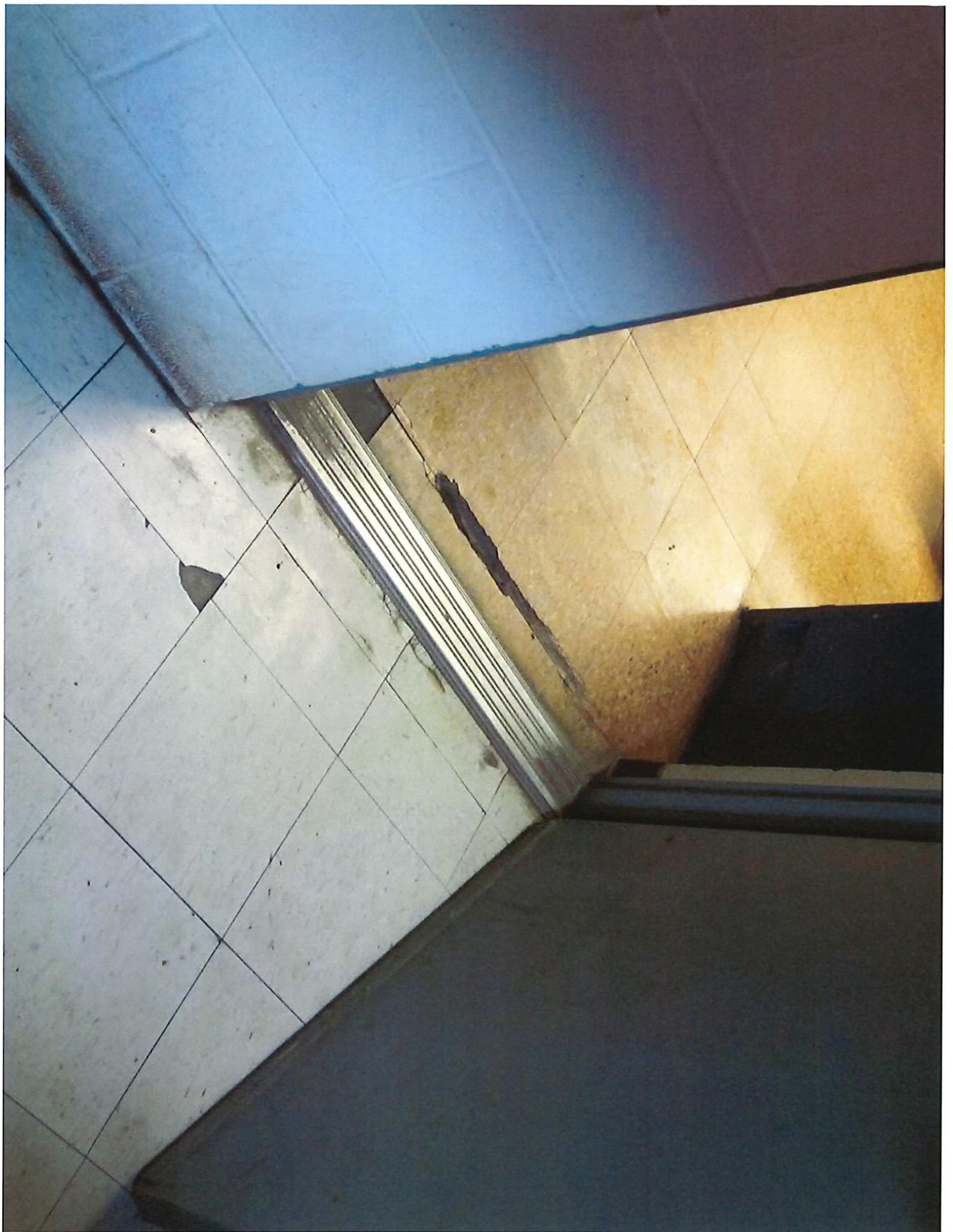
Town Clerk

Distributed to Town Council	_____
Public Hearing Advertised	_____
Public Hearing	_____
Adopted	_____
Advertised	_____
Effective Date	_____









Agenda Item Summary

Date: March 16, 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: Replacement of High School Tennis Courts

Background

There are currently 6 tennis courts at the Windsor High School. They are situated at the northwest portion of the school site, immediately south of the parking lot and north of the junior varsity baseball field. There are 6 light poles that illuminate the courts and a 10' high, chain-link fence surrounding the courts.

Discussion/Analysis

The courts were repaired in 2012 when cracking and separation at the construction joints began to impact play. The cracks were filled and sealed, and the lines were re-painted. In the past 8 years the courts have experienced additional cracking and slab separation to the point where the courts have been deemed to be unsafe and unplayable. They have been removed from service.

Staff has considered alternative means of rehabilitation and/or reconstruction of the tennis courts. Consideration was given to the initial construction cost, ongoing maintenance cost, playability, warranties and projected structural longevity. Bituminous concrete courts were considered a viable alternative. They are more economical to install. However, there are higher maintenance costs throughout the life of the court, due to ongoing crack repairs and re-application of the tennis surfacing system.

It was determined that post-tensioned concrete courts would result in the most favorable court construction. Post-tensioned concrete courts can more readily accommodate the inherent inconsistencies in subsoils without settling and heaving, providing a better uniformity of play, have lower maintenance costs and a longer life span without structural cracking. The proposed project scope also includes new 10' high chain-link fencing and repairs to the existing lighting. Add alternates for complete replacement of the lighting, and also a tennis screen will be included in the bid documents.

Financial Impact

The breakdown of project costs are:

Construction	\$750,000
Testing/Inspection	25,000
Contingency	80,000
<u>Bonding Cost</u>	<u>15,000</u>
Total	\$870,000

The requested bonding amount is \$870,000 including issuance costs. The average annual debt service on \$870,000, based on a 20 year term at a 3.5% interest rate, is \$61,000.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED that a Public Hearing be set for April 6, 2020 at 7:15 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

Condition Photo

AN ORDINANCE APPROPRIATING \$870,000 FOR COSTS IN CONNECTION WITH THE WINDSOR HIGH SCHOOL TENNIS COURTS RESTORATION PROJECT; AND AUTHORIZING THE ISSUE OF \$870,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate EIGHT HUNDRED SEVENTY THOUSAND DOLLARS (\$870,000) for costs in connection with restoration of the tennis courts at Windsor High School, including reconstruction of six tennis courts including fencing and screening, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Public Building Commission is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed EIGHT HUNDRED SEVENTY THOUSAND DOLLARS (\$870,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed EIGHT HUNDRED SEVENTY THOUSAND DOLLARS (\$870,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects

to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date



Agenda Item Summary

Date: March 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation and Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: Bond Ordinance for Northwest Park Facility Repairs

Background

During the past four years the Town Council has approved several projects at Northwest Park included replacing roof shingles, adding storage space, installing new siding to the Nature Center, and facility fire alarm upgrades. The projects also included replacing the existing porch roof and deteriorated portions of the porch at the Lang House.

The Fiscal Year 2020 Capital Improvement Program (CIP) includes a project for continued repairs and improvements at Northwest Park facilities including two of the remaining tobacco sheds.

Discussion/Analysis

The 2020 CIP proposed project scope includes making roof replacements to two tobacco sheds; demolishing and removing one deteriorated shed; repairing/painting exterior walls, stripping and replacing shingles of the Tobacco Archive and Museum buildings; stripping and replacing shingles on the so called Mule Barn, which is the maintenance and equipment workshop; repairing and painting the exterior of the Animal Barn; and improvements to the Warming Shed which will include, upgrading interior lighting and installing a propane heating stove.

Financial Impact

The total estimated cost for the project is \$295,000. The breakdown is as follows:

Construction	\$232,000
Contingency	58,000
<u>Bonding Cost</u>	<u>5,000</u>
	\$295,000

The average annual debt service on \$295,000 based on a 20 year term at a 3.5% interest rate is \$21,000.

Other Board Action

If approved this project would be referred to the Public Building Commission for oversight.

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ 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.”

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on April 6, 2020 at 7:15 PM (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$295,000 FOR COSTS IN CONNECTION WITH RENOVATIONS OF NORTHWEST PARK FACILITIES; AND AUTHORIZING THE ISSUE OF \$295,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000) for costs in connection with renovation of the barns at Northwest Park, including replacement of asphalt shingles and rotted siding, installation of new skirt board, painting of exteriors, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, printing, legal fees, net interest on borrowings, and other expenses related to the project and its financing. The Public Building Commission is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$295,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

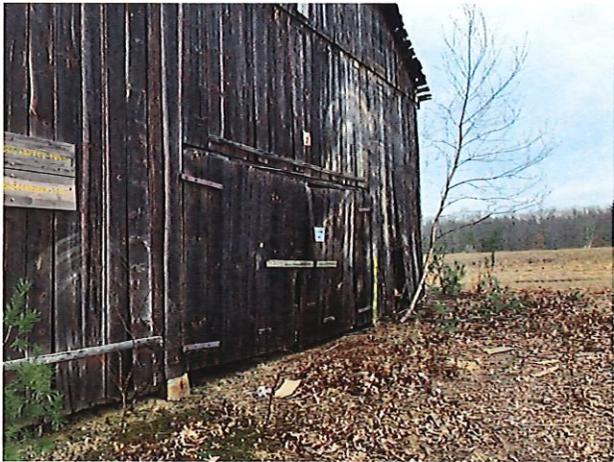
Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

NORTHWEST PARK BARNES #3



NORTHWEST PARK



MAINTENANCE SHED

TOBACCO ARCHIVE
TOBACCO MUSEUM
WARMING SHED

Lang Rd

BARN 1

BARN 2

BARN 3



0 500 1,000 Feet



Agenda Item Summary

Date: March 16, 2020
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Town Manager 
Subject: Approval of Easements on Central and Mechanic Streets

Background

The Connecticut DOT has made various improvements to the area around the train station on Central Street and is now in the process of planning additional work on both the east and west sides of the tracks. The DOT is requesting a utility easement and a temporary construction easement from the town at this time.

Discussion/Analysis

As previously reported, the State of Connecticut plans to modify the east side passenger platform to include shelter structure(s) as well as a small building to house various utilities. On the west side, an elevated passenger platform is planned to be constructed between the existing station and the parking lot to the north on land owned by AMTRAK.

As part of the construction project, the DOT contractor will need space to store materials and equipment along with a job site trailer. DOT is requesting to temporarily use a portion of the town owned parking lot at 80 Mechanic Street for these purposes. The public would still have access to use the portion of the parking lot nearest Mechanic Street. Given the temporary nature of the easement(s) and that the public will still have use of the lot, town staff did not request compensation from DOT. The DOT will need to restore the easement area if there is any damage.

The DOT is requesting a permanent utility easement on town owned land at 45 Central to the east side of the rail tracks. The easement area is approximately 2,170 square feet. The value of this easement is \$5,750. Given that the value of the permanent utility easement is less than \$10,000, a Special Town Meeting is not required.

Financial Impact

The proposed value for 45 Central Street's permanent easement is \$5,750.

Other Board Action

The Town Planning & Zoning Commission, per *CGS Section 8-24*, will be asked to review proposed permanent easement at their April meeting.

Recommendations

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

12 h) 80 Mechanic Street

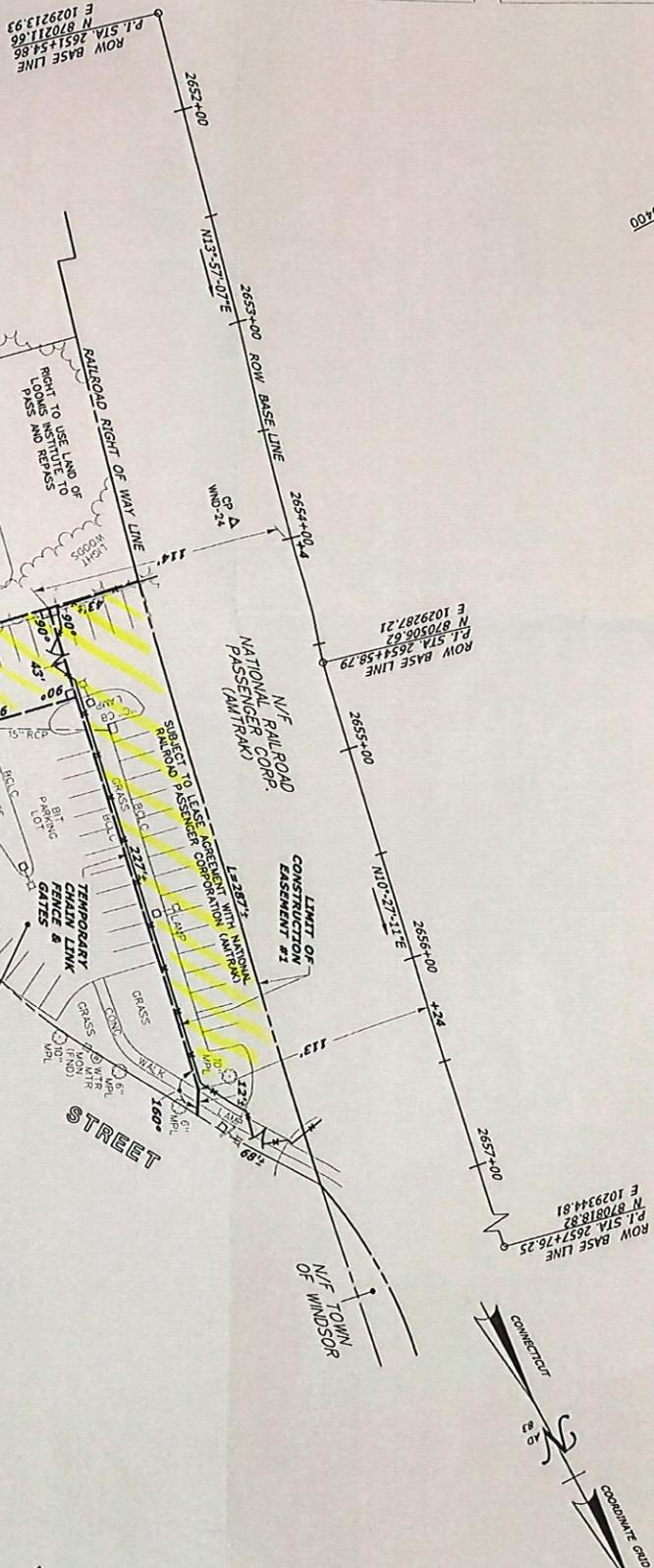
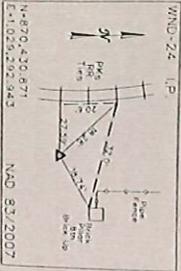
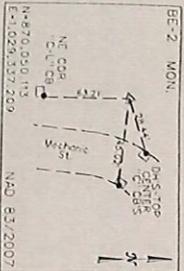
“MOVE to approve the proposed easements with the State of Connecticut as shown on the attached map titled, ‘Right of Way Survey, Town of Windsor, Map Showing Easement Acquired from Town of Windsor by the State of Connecticut Department of Transportation, New Haven,-Hartford-Springfield Rail Corridor, Scale 1”= 40’, September 2017, Mark D. Rolfe, P.E.”

12 i) 45 Central Street

“MOVE to approve the proposed easement with the State of Connecticut as shown on the attached map titled, ‘Right of Way Survey, Town of Windsor, Map Showing Easement Acquired from Town of Windsor by the State of Connecticut Department of Transportation, New Haven,-Hartford-Springfield Rail Program, Scale 1”=20’, February 2020, Mark D. Rolfe, P.E.”

Attachments

Easement Maps



ROW BASE LINE
P.L. STA 2655+54.86
N 870211.66
E 1029213.93

ROW BASE LINE
P.L. STA 2655+58.79
N 870508.62
E 1029287.21

ROW BASE LINE
P.L. STA 2657+76.25
N 870818.82
E 1029344.81

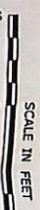
E 1028600

REFERENCES:

1. GENERAL LOCATION SHEET PROVIDED BY CONDOT DISTRICT 1, PROJECT NO. 176-238, CAD FILE: SHEET001
2. CONDOT CONSTRUCTION PROJECT NO. 30-085 ENTITLED: "NEW HAVEN HARTFORD SPRINGFIELD RAIL CORRIDOR"
3. CONDOT RAILROAD VALUATION MAP NO. 55, SECTION 73, SHEET 43
4. VOL. 121, PG. 125 (Q.C.)
5. VOL. 562, PG. 175 (L.E.S.D.)
6. VOL. 86, PG. 10 (Q.C.)
7. MAP ENTITLED "MAP SHOWING EASEMENT AREA TO BE GRANTED TO TOWN OF WINDSOR, RECONFIGURED LOT C, MECHANIC STREET, (MAP NO. 5921 W.L.R.) DATED 05-09-14
8. MAP ENTITLED "LAND TO BE ACQUIRED AND LEASED FROM NATIONAL RAILROAD PASSENGER CORP. (NATRAK) BY TOWN OF WINDSOR" SCALE 1"=40', DATED DEC. 1985 (MAP NO. 2827 W.L.R.)
9. MAP ENTITLED "LOT LINE RECONFIGURATION PLAN PREPARED FOR TOWN OF WINDSOR, MECHANIC STREET, WINDSOR, CONNECTICUT SHEET # 1 OF 2" SCALE 1"=40', DATED 8-30-06, REV. TO 3-8-2014 (MAP NO. 5909 & 5910 W.L.R.)

NOTES:

1. THIS SURVEY AND MAP HAVE BEEN PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES, SECTIONS 20-300B-1 THROUGH 20-300B-20, THE MINIMUM STANDARDS OF ACCURACY, CONTENT & CERTIFICATION FOR SURVEYS AND MAPS, AS AMENDED OCTOBER 26, 2018. IT IS A RIGHT OF WAY SURVEY AND IS INTENDED TO DEFINE THE LIMITS OF THE PROPOSED TRANSMISSION FOR THE PROJECT REFERENCED HEREON. THE DATE OF THE PROX WHICH THIS PROPERTY TRANSMISSION IS REFERENCED CORRESPONDS TO CLASS A-2 HORIZONTAL ACCURACY.
2. THE FEATURES DEPICTED ARE THE RESULT OF THE GENERAL LOCATION SURVEY FOR THE PROJECT OR AS REFERENCED HEREON.
3. THE PROPERTY AND STREET LINES DEPICTED COMMON TO CLASS D ACCURACY, THEY HAVE BEEN COMPILED FROM HARDCOPY SOURCES AND ARE NOT TO BE CONSIDERED AS NECESSARILY BEING THE RESULT OF A FIELD SURVEY, NOR DO THEY REPRESENT A PROPERTY/BOUNDARY OPINION.
4. THE CONSTRUCTION EASEMENTS DEPICTED HEREON WILL BE NORMALLY ESTABLISHED BY AN AGREEMENT WHICH WILL BE FILED IN THE PUBLIC LAND RECORDS.



TO MY KNOWLEDGE AND BELIEF THIS MAP IS
SUBSTANTIALLY CORRECT AS NOTED HEREON



RIGHT OF WAY PLAN
TOWN OF WINDSOR
MAP SHOWING EASEMENT ACQUIRED FROM
TOWN OF WINDSOR

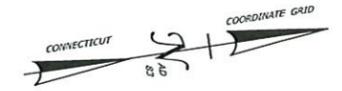
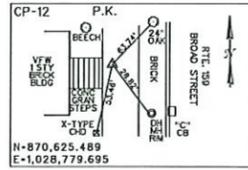
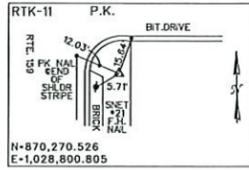
BY
THE STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
NEW HAVEN - HARTFORD - SPRINGFIELD
RAIL CORRIDOR

MARK D. ROLFE, P.E.
SEPTEMBER 2017

DATE	REVISION	REQ. BY
2/3/20	TAKE TO CONSTRUCTION EASE	JEB

TOWN NO.	164
PROJECT NO.	320-005
SERIAL NO.	2
TITLE	MANAGER - SURVEY OPERATIONS
SHEET	1 OF 1
DATE	

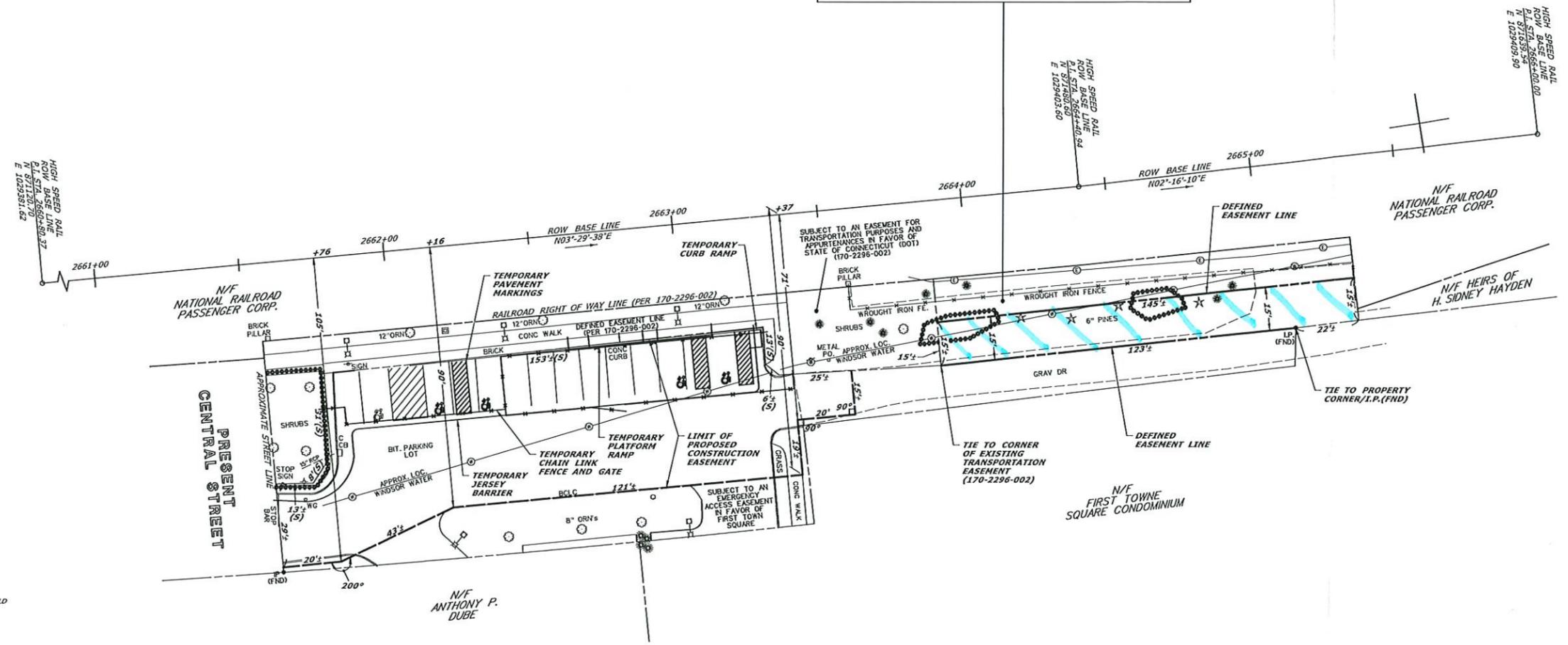
DRAWN BY	ASH
DATE	08/14/17
CHECKED BY	SJC
DATE	09/22/17



**TOWN OF WINDSOR
DEFINED EASEMENT FOR TRANSPORTATION PURPOSES
AREA = 2,170± SQ.FT.**

EASEMENT FOR TRANSPORTATION UTILITY PURPOSES
AND APPURTENANCES THERETO ACQUIRED.

CONSTRUCTION EASEMENT FOR THE PURPOSE OF ACCESS, PARKING, LAYDOWN AND STORAGE OF CONSTRUCTION MATERIAL, TEMPORARY PAVEMENT STRIPING/HANDICAP SYMBOLS, INSTALLING TEMPORARY PLATFORM RAMP, TEMPORARY CURB RAMP, TEMPORARY CHAIN LINK FENCE AND TEMPORARY JERSEY BARRIERS DURING NEW HAVEN - HARTFORD - SPRINGFIELD RAIL CORRIDOR ACQUIRED. CONSTRUCTION EASEMENT TAKEN UNDER THIS PARAGRAPH WILL BE RESTORED BY REMOVAL OF ALL TEMPORARY APPURTENANCES AND BY PAVING AND/OR GRADING/SEEDING ANY AREAS DISTURBED BY CONSTRUCTION. SAID EASEMENT NOT TO IMPEDE THE USE OF DRIVEWAY BY OTHERS. SAID EASEMENT WILL BE EXTINGUISHED UPON COMPLETION OF THE PROJECT, UNLESS SOONER EXTINGUISHED BY THE STATE.
EASEMENT AREA = 9,326± SQ.FT.



- REFERENCES:
- GENERAL LOCATION SURVEY PROVIDED BY CONNDOT DISTRICT 1, PROJECT NO. 170-2296, CADD FILE: SHEET00.DGN
 - CONNDOT CONSTRUCTION PROJECT NO. 320-005 ENTITLED: "NEW HAVEN - HARTFORD - SPRINGFIELD RAIL CORRIDOR"
 - VOL. 1523, PG. 790 (Q.C.)
 - VOL. 1524, PG. 59 (EASE.)
 - CONNDOT BRC FILE 170-2296-002
 - RAILROAD VALUATION MAP 55-73/43
 - MAP ENTITLED: "PROPERTY SURVEY PORTION OF PROPERTY OF NATIONAL RAILROAD PASSENGER CORPORATION TO BE CONVEYED TO THE TOWN OF WINDSOR CENTRAL STREET & MECHANIC STREET WINDSOR, CONNECTICUT" SCALE 1 INCH = 20 FEET, DATED JAN 31, 2005 (MAP NO. 5179 W.L.R.)

- NOTES:
- THIS SURVEY AND MAP HAVE BEEN PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES, SECTIONS 20-300B-1 THROUGH 20-300B-20, THE "MINIMUM STANDARDS OF ACCURACY, CONTENT & CERTIFICATION FOR SURVEYS AND MAPS", AS AMENDED OCTOBER 26, 2018. IT IS A RIGHT OF WAY SURVEY AND IS INTENDED TO DEPICT THE LIMITS OF THE PROPERTY TRANSACTION FOR THE PROJECT REFERENCED HEREON. THE BASE LINE FROM WHICH THIS PROPERTY TRANSACTION IS REFERENCED CONFORMS TO CLASS A-2 HORIZONTAL ACCURACY.
 - THE FEATURES DEPICTED ARE THE RESULT OF THE GENERAL LOCATION SURVEY FOR THE PROJECT OR AS REFERENCED HEREON.
 - THE PROPERTY AND STREET LINES DEPICTED CONFORM TO CLASS D ACCURACY. THEY HAVE BEEN CONVEYED FROM VARIOUS SOURCES AND ARE NOT TO BE CONSIDERED AS NECESSARILY BEING THE RESULT OF A FIELD SURVEY, NOR DO THEY REPRESENT A PROPERTY/BOUNDARY OPINION.
 - THE CONSTRUCTION EASEMENT DEPICTED HEREON WILL BE FORMALLY EXTINGUISHED BY AN AFFIDAVIT WHICH WILL BE FILED IN THE PUBLIC LAND RECORDS.

DRAWN BY KAC
DATE 2/5/20
CHECKED BY SAE
DATE 2/6/20

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

SCALE IN FEET

DATE	REVISION	REQ. BY
3/9/20	UTILITY TO TRANSPORTATION EASE.	JEB

TOWN NO. 164
PROJECT NO. 320-005
SERIAL NO. 9
SHEET 1 OF 1 DATE

RIGHT OF WAY SURVEY
TOWN OF WINDSOR
MAP SHOWING EASEMENT ACQUIRED FROM
TOWN OF WINDSOR
BY
THE STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
NEW HAVEN - HARTFORD - SPRINGFIELD
RAIL PROGRAM
SCALE 1" = 20'
MARK D. ROLFE, P.E.
CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION

Agenda Item Summary

Date: March 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Cheryl Rosenbaum, Caring Connection Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Additional Caring Connection Funding Request FY 20

Background

The FY 20 Adopted budget included \$114,770 in General Services funding for the Caring Connection. Based on current projections for FY 20, it is estimated the year end loss will be \$157,770. This is in line with the information provided to the Finance Committee at the January 27, 2020 meeting. Therefore it is requested that an additional appropriation of \$43,000 be considered.

Discussion/Analysis

Revenues at the Caring Connection are census driven. Census numbers can change daily due to any number of reasons such as client illness, client change in condition, weather and client family situations. Other conditions we cannot control are changes to the state Medicaid system and how resources are allotted and to whom.

Recently The Caring Connection had a very successful open house. We are hoping to gain a few clients as a result of this effort. We have increased our presence on social media and have seen results. We have developed a marketing plan to continue utilizing paid advertising on Facebook to target specific audiences with regular “themed” postings. This was an effective marketing effort for the open house and we plan to keep that momentum going. Outreach to referral agencies continues. This month we are hosting an event for social workers in celebration of National Social Work Month to further acquaint them with The Caring Connection and how we can partner to care for our most frail elders in Windsor and the surrounding towns. We are also planning future regular evening Open House drop-in events for the community at large to showcase our wonderful program and space. Details of this effort will be featured in the upcoming issue of *There's a lot to do in Windsor* and other publicity formats.

At this time, we are requesting a transfer of additional funding of \$43,000 for FY 20 to cover the anticipated operating loss.

It is recommended that a transfer of \$43,000 be made from the General Fund Unassigned Fund Balance.

Other Board Action

None

Recommendations

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

“MOVE that this item be tabled until the April 6, 2020 Town Council Meeting due to the closure of the facility as part to the coronavirus mitigation efforts.

Attachments

None



Date: March 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Introduction of amendments to Council Rules of Order

The Council Rules of Order Review Committee was assigned the duty of reviewing the Council Rules of Order for consistency and ensuring they are up to date with today's standards. The committee has finished their review and attached are their proposed recommended amendments. The document was also sent to the Town Attorney for his review and his comments will be provided at Monday night's meeting.

TOWN OF WINDSOR, CONNECTICUT
RULES OF ORDER FOR TOWN COUNCIL

Council Meetings

1. Regular Meetings

The Council shall meet in regular session on the first and third Monday of each month at 7:30 p.m., except during the months of April, July and August, when Council shall meet in regular session once during each of those months. When Monday is on a holiday, the meeting shall be held on the next business day at the normally prescribed location and hour. A regular meeting may be canceled when necessity requires or for good cause provided a notice of same shall be filed at least five days prior to the scheduled meeting with the Town Clerk and notice to the public be given by a legal advertisement in a newspaper circulated in the Town at least five (5) days prior to such scheduled meeting. The place of the meeting shall be in the Town Hall or some other public meeting place, the location of which shall be publicly announced at least one month in advance. If it shall be unsafe to meet in the place designated, the meeting may be held at such place as is designated by the Council's presiding officer; provided a copy of the minutes of any such meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than seventy-two (72) hours following the holding of such meeting.

2. Special Meetings

Special meetings may be called when it is deemed essential by three or more members of the Council, by the Mayor and a Councilor~~man~~, or by two Council members and the Town Manager. Notice of each special meeting shall be given not less than twenty-four (24) hours prior to the time of such meeting by posting a notice of the time and place thereof in the office of the Town Clerk. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. In addition to the above requirement, the Town Manager shall prepare a notice of the special meeting stating the time and place and business to be transacted, and this notice shall be served personally upon each member of the Council and the Town Manager, electronically distributed~~mailed~~, or left at their usual place of abode at least twenty-four (24) hours before the time of the meeting.

3. Emergency Special Meeting

The Town Manager (or in the absence or incapacity of the Town Manager, the Town Manager's designated representative) may call an emergency special meeting without complying with the foregoing requirement for the posting of notice, etc. However, a copy of the minutes of every such emergency special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than seventy-two (72) hours following such meeting. The

best efforts of the person calling such emergency special meeting shall be used to give personal notice of said meeting to all Council members.

4. Adjourned Meetings

The Town Council may adjourn any regular or special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any meeting, the Mayor or Deputy Mayor of the Town Council may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in these rules for special meetings. A copy of the order of notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held, within twenty-four (24) hours after the time of the adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

5. Recessed Hearings

Any hearing being held, or noticed or ordered to be held, by the Town Council at any meeting may by order of notice of continuance be continued or re-continued to any subsequent meeting of the Council in the same manner and to the same extent set forth for Adjourned Meetings, provided, that if the hearing is continued to a time less than twenty four (24) hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted on or near the door of the place where the hearing was held immediately following the meeting at which the order or declaration of continuance was adopted or made.

6. Remote participation

Councilors may participate remotely in all proceedings of the council, using technology that will enable meaningful participation. Councilors should provide adequate notice to the Town Manager.

76. Executive Sessions

- A. Vote Required. The Council may hold an executive session as defined below upon an affirmative vote of six (6) members of the Council taken at a public meeting. The motion shall state the reason(s) for the executive session in conformity with Connecticut General Statute, Section 1-225 (f)24, and no subject not specified in the reason(s) shall be discussed.
- B. Attendance. Attendance at executive sessions of the Council shall be limited to Council members and persons invited by the Council to present testimony or opinion pertinent to matters before the Council provided that such persons' attendance shall be limited to the period for which their presence is necessary to

present such testimony or opinion and, provided further, that the minutes of such executive session shall disclose all persons who are in attendance.

C. "Executive Session" defined: "Executive Session" means a meeting, as defined in Connecticut General Statute, Subsection (6e) of Section 1-200~~18a~~, at which the public is excluded for one or more of the ~~following~~ purposes described in said Statute (see Appendix C.):

- ~~1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee;

provided that such individual may require that discussion be held at an open meeting;~~
- ~~2. Strategy and negotiations with respect to pending claims and litigation;~~
- ~~3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security;~~
- ~~4. Discussion of the selection of a site or a lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated and abandoned; and~~
- ~~5. Discussion of any matter, which would result in the disclosure of public records or the information contained therein described in Connecticut General Statute Subsection (b) of Section 1-19 as follows:
 - ~~a. Preliminary drafts or notes provided the Council has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure, personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy;~~
 - ~~b. Records of law enforcement agencies not otherwise available to the public, which records were compiled in connection with the detection or investigation of crime, if the disclosure of said records would not be in the public interest because it would result in the disclosure of (1) the identity of informants not otherwise known, (2) information to be used in a prospective law enforcement action if prejudicial to such action, (3) investigatory techniques not otherwise known to the general public, or (4) arrest records of a juvenile;~~~~

- ~~e. — Records pertaining to pending claims and litigation to which the Town is a party until such litigation or claim has been finally adjudicated or otherwise settled;~~
- ~~d. — Trade secrets, which for purposes of this act are defined as unpatented, secret, commercially valuable plans, appliances, formulas, or processes, which are used for the making, preparing, compounding, treating, or processing of articles or materials which are trade commodities obtained from a person and, which are recognized by law as confidential, and

commercial or financial information given in confidence, not required by law and obtained from the public;~~
- ~~e. — Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations;~~
- ~~f. — The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned, provided the law of eminent domain shall not be affected by this provision;~~
- ~~g. — Statements of personal worth or personal financial data required by the Town or its agencies and filed by an applicant with the Town or its agencies to establish his personal qualification for the license, certificate or permit applied for;~~
- ~~h. — Records, reports and statements of strategy or negotiations with respect to collective bargaining;~~
- ~~i. — Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.~~

87. Vote Records

The votes of each member of the Town Council upon any issue before said body shall be reduced to writing and made available for public inspection within forty-eight (48) hours, excluding any Saturday, Sunday or legal holiday, and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection at [the Town Clerk's office both public libraries and on the Town website](#) within

48 hours of their receipt in the Town Manager's office, excluding any Saturday, Sunday or legal holiday.

98. Written Requests for Notice

Where practical the Town Clerk shall give persons who have filed written request, notice ~~by mail~~ of each regular and special meeting. Email shall be the preferred method of notice. In the event that a special meeting is called, then the Town Clerk shall give such notice as the Council deems practical under the circumstances. From time to time by resolution, the Council shall establish reasonable charges for sending such notice based on the estimated cost of providing such service.

109. Media Representatives

Except for Executive Sessions as defined under Connecticut General Statute, Subsection (e) of Section 1-18a, all Council and Standing Committee agencies are open to the public and representatives of the news media during every part of every meeting of a quorum that is convened to discuss or act upon any matter over which the Council has supervision, control, jurisdiction or advisory power. Best efforts shall be made to accommodate all duly authorized and assigned representatives of the news media engaged in legitimate news gathering activity. These proceedings must not disturb or otherwise detract from the decorum of such meeting.

110. Access to Television

To bring the proceedings of the Council to a greater number of the public than are able to attend in person, television stations are encouraged to broadcast the activities authorized in Paragraph 9 above. Meetings shall also be broadcast on television ~~WGTV~~ and streamed on the Town website. During such televising, so as to be properly seen and heard by the viewers:

- a. Council members and the Town Manager shall make use of the microphones provided at each seat.
- b. Persons addressing the Council shall do so only from, and making use of, a microphone positioned in or near the audience portion of the Council chambers.
- c. Each such person shall clearly identify ~~the~~himself, including title if a member of town staff, or home address if a resident.
- d. Items brought by Town Staff for display, including maps and charts, shall be of sufficient size and contrast and displayed so to be clearly seen by the cameras and home viewers. Such items shall be submitted to the television media in advance of their presentation.

124. Conduct of Meetings

In the event that any meeting of the Town Council is interrupted by any person or group of persons as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the members of the Town Council conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

132. Order of Business

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council by ~~majority~~ two-thirds vote shall suspend the rules and change the order:

- | | |
|----------------|---|
| I | Prayer <u>or Reflection</u> |
| II | Pledge of Allegiance |
| III | Roll Call |
| IV | Resolutions |
| V | Public Communications and Petitions
(limit to three minutes per speaker) |
| VI | <u>Communications from Council Members</u> |
| <u>VII</u> | <u>Reports from Boards and Commissions</u>
Public Building Commission Report (second monthly meeting)
<u>Reports from Boards and Commissions</u>
<u>Board of Education Report (first monthly meeting)</u> |
| VII | Public Building Commission Report (second monthly meeting)
Town Manager's Report |
| VIII | <u>Town Manager's Report</u> Communications from Council Members |

IX	Reports of Standing Committees
X	Ordinances
XI	Unfinished Business
XII	New Business
XIII	Resignations and Appointments
XIV	Minutes of Preceding Meeting
XV	Public Communications and Petitions (three minutes limit per speaker)
XVI	<u>Executive Session</u>
XVII	Adjournment

Resolutions may be introduced, acted upon and presented during the same meeting.

The agenda may be amended during a meeting by two-thirds vote.

Communications and petitions from the public will be allowed for up to three minutes for each person and for a reasonable period in total for all public communication, as determined by the chair.

Information reports may be presented under the Town Manager's report. Summaries of the highlights of the meetings of standing committees may be presented by each chairperson under Reports From Standing Committees. Reading of committee reports and extensive review of previously distributed written reports should be avoided. Reports dealing with a specific agenda item should be presented during the Council discussion of that item. Council members' comments on communications and petitions from the public will ordinarily be made under Communications From Council Members.

For the convenience of the Council, the Town Manager, in developing the agenda, will indicate the source of each item placed on the agenda.

The normal time of adjournment shall be no later than 11:00 p.m. unless extended by two-thirds vote of those present on the Council.

~~13. In making appointments to the Windsor Town Council, the majority and minority parties shall give to each member a copy of the name, address, telephone number and~~

~~any significant experience the appointee has. Such written document shall be given in advance of such appointment.~~

14. Each agenda and agenda item requiring Council action shall be filed with the Town Manager in written form by noon of the Wednesday preceding the day of the Council meeting, unless emergency conditions shall make other arrangements necessary. It shall be the duty of the Town Manager to ~~cause to be delivered~~ make available electronically, by the Thursday evening preceding the day of the Council meeting, copies of each such agenda and agenda item and any information, which will facilitate its consideration by the Council. No item of information related to an agenda or an agenda item shall be considered outside the time conditions outlined above without an affirmative vote of at least two-thirds of the members then present and voting.

15. In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in the current edition of Robert's Rules of Order, newly revised.

Officers and Employees

~~14.~~ Chairman-Mayor and Deputy Mayor

The chairman and vice-chairman shall also be known as the mMayor and dDeputy mMayor. The ~~chairman Mayor~~, or in the absence of the ~~chairman Mayor~~, the ~~vice-chairman Deputy Mayor~~, shall take the chair at the hour appointed for the Council to meet, and shall immediately call the members to order. The roll call shall then be called by the Clerk, who shall enter in the minutes of the meeting the names of the members present. The mMayor, or in the absence of the mMayor, the dDeputy mMayor, shall act as titular head of the government at meetings of officials representing other municipalities, ceremonies, public gatherings, and upon such other occasions as the mayor's presence in such capacity may be required.

The presiding officer shall have a vote in the meetings of the Council and may participate fully in any Council discussion or business.

15.17. Presiding Officer

In the absence of the ~~chairman Mayor~~ or ~~vice-chairman Deputy Mayor~~, the Clerk shall call the Council to order and call the roll of the members. The Council shall then proceed to elect, by a majority vote of those present, a presiding officer of the meeting to act until the ~~chairman Mayor~~ or ~~vicechairman Deputy Mayor~~ appear.

168. Quorum

Five members shall constitute a quorum, but no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of its next meeting, shall be adopted by less than five affirmative votes.

179. Clerk and Employees

The Clerk and other officers and employees of the Council shall be under the control and direction of the chair during the sessions of the Council.

1820. Appointments by Council or Mayor

All appointments made by the Council shall be by vote of not less than five members of the Council, except as specified otherwise in the *Town Charter*. With the exception of the appointment of Council Committees as set forth in Sections 23 through 26 of these rules, whenever the Mayor or any Council member shall, at any meeting, submit an appointment to be made with the advice and consent of the Council, consideration of such appointment shall be deferred until the next meeting.

19. Council Vacancies

In making appointments to the Windsor Town Council, the majority and minority parties shall give to each member a copy of the name, address, telephone number and any significant experience the appointee has. Such written document shall be given in advance of such appointment.

2021. Town Manager

Pursuant to the provisions of Section 5-2c of the *Charter*, the Town Manager shall attend all meetings of the Council, unless excused by the Council. The Town Manager shall keep the Council fully advised as the financial condition and the needs of the Town; may make recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town; and shall have a seat, but not vote in the meetings of the governing body. The Town Council shall conduct a review of the Town Manager's performance annually.

2122. Officers and Employees to Attend Meeting

The head of any department, or any officer or employee of the Town, when requested by the Town Manager or by the Council, shall attend any regular or special meeting and be available to confer with the Council on all matters pertaining to the Town. Any department head, officer, or employee of the Town shall identify himself or herself when speaking at such Council meeting, and will be located in such a way as to be visible by members of the public.

2223. Standing Committees

Within two weeks after election by the Council, the ~~m~~Mayor shall appoint the following standing committees, subject to confirmation by the Council:

- A. Finance Committee
- B. Health & Safety Committee
- C. Town Improvements Committee
- ~~D. Long Term Planning and Special Projects Committee~~
- ~~E.D.~~ Personnel Committee

234. How Appointed

There shall be three members of the Council appointed on each standing committee, the ~~m~~Mayor also designating the member who is to serve as chairman of the committee. Vacancies occurring on any committee shall be filled in a like manner. The ~~m~~Mayor may also appoint from time to time such special committees as in the mayor's discretion seems desirable, or as may be desired by the Council, to expedite the handling of the business and affairs of the Town. The ~~m~~Mayor shall be a member ex-officio of each committee of the Council. It is permissible for the Mayor to appoint Town residents who are not members of the Town Council to special committees.

245. Meetings of Standing Committees

Standing committees shall meet on the call of their chairman. No business shall be transacted unless there are two Council members present. A Council member may ask another Council member to substitute for him/her, and so notify the Chairperson of the Committee. All standing committees shall conduct their meetings in accordance with these rules except that standing committees shall have the authority to go into executive session by a vote of two-thirds (2/3) of its members. No action taken by a committee shall be binding or effective unless or until ratified by a quorum of the Council. Each set of minutes of standing committees shall be approved by the committee for which the minutes were written. ~~Without express approval by Council, committees shall limit requests from staff of a research or survey nature.~~

256. Powers

No committee shall have the power to employ any persons for or on behalf of the Town, nor to incur any expense unless specially authorized by the Council. Every committee shall have power and authority to send for persons and papers and examine witnesses under oath, pursuant to laws of the state, in any matter or proceeding referred to them by Council.

The Mayor may refer items of interest to the appropriate Standing Committee for review as he sees fit. The following items shall be deemed referred to the following committees:

- [Capital Improvement Plan to Town Improvements](#)
- [Annual Financial Audit and Budget issues to Finance](#)
- [Annual Town Manager Review to Personnel](#)

267. Council Requests to Town Attorney

Any Council member requesting an opinion of the Town Attorney shall advise the other members of the Council of his/her intentions. All written opinions shall be distributed to all Council members.

278. Council Requests to Staff

Any Council member requesting an opinion or action of Town Staff that is not of an emergency nature and takes more than one man-hour of staff time, shall have the approval of at least two other Council members. Any written correspondence either to or from the staff shall be distributed to all Council members.

[Committees may request reports and information from town staff. If the town manager deems a request to require excessive staff time they may ask the full council to approve the request.](#)

289. Suspension of Rules

Any provision of these rules may be temporarily suspended at any meeting of the Council by a majority vote of all members elected, [excepting provisions which require two-thirds six-votes, suspension of which shall also require two-thirds six votes.](#) The vote on any such suspension shall be taken by yeas and nays and entered upon the records. No rule mandated by state statute may be suspended except to the extent allowed by said statute.

2930. Amendment of Rules

These rules may be amended or new rules adopted by a majority vote of all members of the Council, [excepting rules which require two-thirds six-votes, for which amendments will also require two-thirds six-votes.](#)

Town Council Rules for Boards & Commissions

Appointments

Members shall be appointed according to the terms specified in the *Town Charter* and relevant ordinances. [Candidates for appointed Boards and Commissions shall be vetted by the Personnel Committee. Guidelines for appointments are listed in Appendix "B".](#)

Attendance Policy

Any Board or Commission created by the Town Council shall adopt an attendance policy. See Town Council adopted board and commission attendance policies in Appendix 'A'. On January 31⁰ and July 31 of every year, each Commission shall send a record of attendance to the Town Council.

Budget Responsibility

In February each board or commission shall submit to the Town Manager a requested budget for the following fiscal year. The Town Manager will include these requests in his proposed budget. Each board or commission should not exceed the amount allocated to it in the final adopted budget without permission of the Town Council.

Secretarial Services

If a meeting is expected to be one hour or less, a member of the board or commission should take the minutes. Every effort shall be made to determine whether a quorum will be present prior to the start of a meeting to avoid unnecessary expenses.

Public Communications

In order to encourage open government, to better enable public interaction with the Town's appointed officials, and to encourage public participation in the policy-making aspect of town government, each Town of Windsor Board or Commission whose members are appointed by the Town Council is strongly encouraged to provide a forum for "Public Comment" at or near the beginning of each regularly scheduled meeting, as an agenda item.

Non-participation by Council Members

No member of the Town Council may participate in a meeting of any board, agency, or commission appointed by the Council other than on his or her own behalf or other than at the express direction of the Council or other than at the invitation of the board, agency, or commission.

Legal Services

Opinions: All requests for legal opinions shall be in writing to the Town Manager - with nine copies for the Town Council - who will file a copy and forward the request to the Town Attorney. All opinions rendered by the Town Attorney shall be in writing with the original directed to the requesting authority and a copy for file purposes to the Town Manager's Office. When such opinion may be of general application to bodies other than the originating authority, such opinion shall be distributed by the Manager's Office to such other bodies as are appropriate.

Actions: In the event that any board or commission, in furtherance of their duties and obligations, seeks to commence any action in which the Town, or any agency thereof, is to be the plaintiff, permission shall be requested of the Town Council prior to the expenditure of any funds for legal services.

Subpoenas: Those commissions with the authority to issue subpoenas shall do so only when absolutely necessary to compel attendance. In lieu of issuing a subpoena to a Town employee, a letter should be sent to the Town Manager in order to compel an employee's attendance.

Requests for Staff Project

Requests for work in addition to that normally required in support of meetings should be kept within the budget of the board or commission. Commissioners who are not satisfied with the number of staff hours available for dedication to their agency should raise the issue of additional staffing at budget time. If sufficient funds are available in the budget of a board or commission, requests for transcripts will be met by hiring temporary typists.

Annual Report

At the conclusion of every year, each board and commission shall submit to the Town Council a brief written report reviewing their work during the past year, and their plans for the coming year.

History of Revisions

November 17, 1997 – Section 25
September 6, 2011 – Section 20
January 7, 2013 – Section 23
September 16, 2013 - Attendance Policies

Appendix "A"
Boards and Commissions Attendance Policies

Board/Commission	Approved
Board of Assessment Appeals	<p><u>Regular Members</u> – Must attend 60% of held appeals hearing meetings & must attend a minimum of 75% of scheduled hearing panel meetings during a calendar year.</p> <p><u>Alternate members</u> - Must attend 50% of held panel meetings when requested with a 7 day notice & Must attend a minimum of 50% of scheduled hearings during a calendar year if requested to serve on the hearing panel. (Alternates do not attend hearings unless requested to serve on the hearing panel)</p>
Board of Ethics	Full attendance shall be required at all special meetings and hearings and the Board of Ethics will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Board of Ethics.
Capital Improvements Committee	Full attendance shall be required at all meetings. The Capital Improvements Committee will endeavor to accommodate the schedule of all members for these meetings. Failure to attend three consecutive meetings shall be grounds to consider removal.
Commission on Aging & Persons with Disabilities	If a member has five (5) or more absences during any calendar year, said absences may be cause for removal from the commission by the town council <u>council</u> , at the recommendation of the chair <u>person</u> . The town council shall have the authority to appoint a successor to serve the unexpired portion of the existing term.
Conservation Commission	<p>The Conservation Commission has 9 meetings per year. Regular attendance at meetings is important for the Commission to be able to reach a quorum and also for the group to make progress towards goals and objectives. It is expected that each member will attend at least 6 of the 9 meetings. This represents 67% of the annual meetings. If a member needs to miss a meeting, it is expected that the member will contact the Commission Chair by phone or email as far as possible in advance of the meeting, but not less than 24 hours in advance (unless the absence is due to illness or another situation which cannot be anticipated).</p> <p>Missing more than 3 meetings per year constitutes grounds for removal from the Commission. After a member has missed 2 meetings in a calendar year, the Commission Chair will counsel the member about the attendance policy. When a member has missed 3 meetings in a calendar year, the Commission Chair will inform the member that the full Commission will discuss the member's absences and vote on whether to recommend Town Council removal.</p>
Economic Development	It shall be the policy of the Economic Development Commission that commission members regularly attend commission meetings. If a commission member has 3 or more absences during any calendar year, said absences shall be brought to the attention of the Town Manager and may be cause for removal from the commission as provided in Section 14-62 of the Code of Ordinances.

Appendix "A"
Boards and Commissions Attendance Policies

Board/Commission	Approved
<u>Fair Rent Commission</u>	<u>Full attendance shall be required at all special meetings and hearings and the Fair Rent Commission will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Fair Rent Commission.</u>
Historic District Commission	Every Commissioner and Alternate Commissioner is required to attend the regular meeting in January for election of officers and signing of the Town code of ethics acknowledgement form. If a member is unable to attend a meeting scheduled by the call of the chair, they should notify the Chairperson or staff as soon as possible. Should a Commissioner be found absent for more than 25% of the meetings that were held in the year, the Commissioner will be contacted to alert him/her that this is a problem and their attendance will be subject to Town Council Review.
Housing Code Board of Appeals	Full attendance shall be required at all special meetings and hearings and the Housing Code Board of Appeals will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Housing Code Board of Appeals.
Human Relations Commission	Members and alternates of the Human Relations Commission are expected to attend all of the scheduled meetings every year. However we do respect personal schedules, illnesses and emergencies may cause problems with attendance but still wish to have a high standard to ensure participation. 1. Failure to attend three (3) meetings during any calendar year of the commission shall constitute a cause of removal in the manner provided in Section 6-3 of the Charter and shall constitute good reason for declining re-appointment to the Commission. 2. It is strongly suggested that any Commission member who finds themselves in a personal situation where they may not be able to fulfill the commitment step aside until they can so as to avoid the necessity of the removal process.
Inland Wetlands and Watercourses Commission	Absences from three or more regularly scheduled meetings in any calendar year will be subject to a review by the Town Council and shall constitute cause for removal. Notification for an absence will be made to the Chairman and to the Wetlands Agent prior to regularly scheduled meetings.
Insurance Commission	It shall be the policy of the Insurance Commission that commission members regularly attend commission meetings. If a commission member has 3 or more absences during any calendar year, said absences shall be brought to the attention of the commission chair and may be cause for removal from the commission.
Library Advisory Board	Members are expected to attend all meetings during the year. If a member is unable to attend, appropriate notice shall be given to the Chair. Failure to attend 3 meetings during any calendar year shall constitute a cause for removal. After missing 2 meetings, the Chair shall notify the member in writing of the absences. The Library Advisory Board shall have the authority to deliberate a member's removal for cause.

Appendix A
Boards and Commissions Attendance Policies

Board/Commission	Approved
Library Advisory Board	Members are expected to attend all meetings during the year. If a member is unable to attend, appropriate notice shall be given to the Chair. Failure to attend 3 meetings during any calendar year shall constitute a cause for removal. After missing 2 meetings, the Chair shall notify the member in writing of the absences. The Library Advisory Board shall have the authority to deliberate a member's removal for cause.
Public Building Commission	<u>Regular Member:</u> 1. Must attend a minimum of 75% of regular, scheduled meetings during a calendar year. 2. A missed special meeting will not be counted as a missed meeting. <u>Alternate Member:</u> 1. Must attend a minimum of 60% of regular, scheduled meetings during a calendar year. 2. A missed special meeting will not be counted as a missed meeting.
Redevelopment Agency	Full attendance shall be required at all special meetings and hearings and the Redevelopment Agency will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Redevelopment Agency.
Town Planning & Zoning Commission	Every Commissioner and Alternate Commissioner is expected to attend a minimum of 75% of regular, scheduled meetings during any calendar year, but if they are unable to attend, they are expected to watch the live-stream of the meeting on the town website when it is made available, so that they are familiar with what occurred at the meeting they missed. If a member is unable to attend a meeting, they should notify the Chairperson or staff as soon as possible.
Wilson/Deerfield Advisory Committee	By Laws - Article IV, Membership #5 - Members are requested to attend all regular meetings during the year. Any member absent for four consecutive meetings will be subject to removal from membership on the Wilson/Deerfield Advisory Committee by the Town Council.
Youth Commission	The appointing authorities shall fill all vacancies in the membership of the commission and remove any member for cause. Council appointees shall be removed in the manner provided in Section 6-3 of the Charter. Failure to attend the three (3) consecutive meetings of the commission shall constitute a cause for removal.
Zoning Board of Appeals	Members, including alternates, are requested to attend all regular meeting during the year. Any member with more than 25% absences will be subject to removal from the membership on the Windsor Zoning Board of Appeals. All members are expected to notify the town liaison of attendance during regular business hours.

Appendix B Personnel Committee Guidelines

Applicants to Boards and Commissions

Online application form completed by new applicants and re-applicants.

A reminder should be sent to current board and commissions members to alert them that their seat is expiring.

The town website publishes list of soon to expire terms, expired terms, as well as current vacant positions.

Interviews

All statutory board members are interviewed for re-appointment:

- Inlands, Wetlands and Watercourses Commission
- Town Planning & Zoning
- Zoning Board of Appeals
- Public Building Commission

Applicants for an open position shall be interviewed and duly considered, notwithstanding prior service.

Re-applicants for other boards and commissions are interviewed if there are other (new) applications for that position, if there is an attendance issue, or other reason deemed by the Personnel Committee. Attendance records are submitted to the council every 6 months.

Annual evaluation of Town Manager

Conducted annually in September or October.

The Town Manager submits achievements of past year and goals for next year to full council.

Town Council members fill out individual evaluation for Town Manager and responses are collated by Personnel Committee or their assignees.

Town Council reviews and sets goals for Town Manager.

Appendix C
Executive Session Guidelines

CT General Statutes Section 1-200 (6)

(6) "Executive sessions" means a meeting of a public agency at which the public is excluded for one or more of the following purposes:

(A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;

(B) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of the member's conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled;

(C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security;

(D) discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and

(E) discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210.

CT General Statutes Section 1-210 (b)

(b) Nothing in the Freedom of Information Act shall be construed to require disclosure of:

(1) Preliminary drafts or notes provided the public agency has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure;

(2) Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy;

(3) Records of law enforcement agencies not otherwise available to the public which records were compiled in connection with the detection or investigation of crime, if the disclosure of said records would not be in the public interest because it would result in the disclosure of

(A) the identity of informants not otherwise known or the identity of witnesses not otherwise known whose safety would be endangered or who would be subject to threat or intimidation if their identity was made known,

(B) the identity of minor witnesses,

(C) signed statements of witnesses,

(D) information to be used in a prospective law enforcement action if prejudicial to such action,

(E) investigatory techniques not otherwise known to the general public,

(F) arrest records of a juvenile, which shall also include any investigatory files, concerning the arrest of such juvenile, compiled for law enforcement purposes,

(G) the name and address of the victim of a sexual assault under section 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a, voyeurism under section 53a-189a, or injury or risk of injury, or impairing of morals under section 53-21, or of an attempt thereof, or

(H) uncorroborated allegations subject to destruction pursuant to section 1-216;

(4) Records pertaining to strategy and negotiations with respect to pending claims or pending litigation to which the public agency is a party until such litigation or claim has been finally adjudicated or otherwise settled;

(5) (A) Trade secrets, which for purposes of the Freedom of Information Act, are defined as information, including formulas, patterns, compilations, programs, devices, methods, techniques, processes, drawings, cost data, customer lists, film or television scripts or detailed production budgets that

(i) derive independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means

by, other persons who can obtain economic value from their disclosure or use, and

(ii) are the subject of efforts that are reasonable under the circumstances to maintain secrecy; and

(B) Commercial or financial information given in confidence, not required by statute;

(6) Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations;

(7) The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned, provided the law of eminent domain shall not be affected by this provision;

(8) Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish the applicant's personal qualification for the license, certificate or permit applied for;

(9) Records, reports and statements of strategy or negotiations with respect to collective bargaining;

(10) Records, tax returns, reports and statements exempted by federal law or the general statutes or communications privileged by the attorney-client relationship, marital relationship, clergy-penitent relationship, doctor-patient relationship, therapist-patient relationship or any other privilege established by the common law or the general statutes, including any such records, tax returns, reports or communications that were created or made prior to the establishment of the applicable privilege under the common law or the general statutes;

(11) Names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is eighteen years of age or older and a parent or guardian of each such student who is younger than eighteen years of age, provided this subdivision shall not be construed as prohibiting the disclosure of the names or addresses of students enrolled in any public school in a regional school district to the board of selectmen or town board of finance, as the case may be, of the town wherein the student resides for the purpose of verifying tuition payments made to such school;

(12) Any information obtained by the use of illegal means;

(13) Records of an investigation or the name of an employee providing information under the provisions of section 4-61dd or sections 4-276 to 4-280, inclusive;

(14) Adoption records and information provided for in sections 45a-746, 45a-750 and 45a-751;

(15) Any page of a primary petition, nominating petition, referendum petition or petition for a town meeting submitted under any provision of the general statutes or of any special act, municipal charter or ordinance, until the required processing and certification of such page has been completed by the official or officials charged with such duty after which time disclosure of such page shall be required;

(16) Records of complaints, including information compiled in the investigation thereof, brought to a municipal health authority pursuant to chapter 368e or a district department of health pursuant to chapter 368f, until such time as the investigation is concluded or thirty days from the date of receipt of the complaint, whichever occurs first;

(17) Educational records which are not subject to disclosure under the Family Educational Rights and Privacy Act, 20 USC 1232g;

(18) Records, the disclosure of which the Commissioner of Correction, or as it applies to Whiting Forensic Hospital, the Commissioner of Mental Health and Addiction Services, has reasonable grounds to believe may result in a safety risk, including the risk of harm to any person or the risk of an escape from, or a disorder in, a correctional institution or facility under the supervision of the Department of Correction or Whiting Forensic Hospital. Such records shall include, but are not limited to:

(A) Security manuals, including emergency plans contained or referred to in such security manuals;

(B) Engineering and architectural drawings of correctional institutions or facilities or Whiting Forensic Hospital facilities;

(C) Operational specifications of security systems utilized by the Department of Correction at any correctional institution or facility or Whiting Forensic Hospital facilities, except that a general description of any such security system and the cost and quality of such system may be disclosed;

(D) Training manuals prepared for correctional institutions and facilities or Whiting Forensic Hospital facilities that describe, in any manner, security procedures, emergency plans or security equipment;

(E) Internal security audits of correctional institutions and facilities or Whiting Forensic Hospital facilities;

(F) Minutes or recordings of staff meetings of the Department of Correction or Whiting Forensic Hospital facilities, or portions of such minutes or recordings, that contain or reveal information relating to security or other records otherwise exempt from disclosure under this subdivision;

(G) Logs or other documents that contain information on the movement or assignment of inmates or staff at correctional institutions or facilities; and

(H) Records that contain information on contacts between inmates, as defined in section 18-84, and law enforcement officers;

(19) Records when there are reasonable grounds to believe disclosure may result in a safety risk, including the risk of harm to any person, any government-owned or leased institution or facility or any fixture or appurtenance and equipment attached to, or contained in, such institution or facility, except that such records shall be disclosed to a law enforcement agency upon the request of the law enforcement agency. Such reasonable grounds shall be determined

(A)

(i) by the Commissioner of Administrative Services, after consultation with the chief executive officer of an executive branch state agency, with respect to records concerning such agency; and

(ii) by the Commissioner of Emergency Services and Public Protection, after consultation with the chief executive officer of a municipal, district or regional agency, with respect to records concerning such agency;

(B) by the Chief Court Administrator with respect to records concerning the Judicial Department; and

(C) by the executive director of the Joint Committee on Legislative Management, with respect to records concerning the Legislative Department. As used in this section, "government-owned or leased institution or facility" includes, but is not limited to, an institution or facility owned or leased by a public service company, as defined in section 16-1, other than a water company, as defined in section 25-32a, a certified telecommunications provider, as defined in section 16-1, or a municipal utility that furnishes electric or gas service, but does not include an institution or facility owned or leased by the federal government, and "chief executive officer" includes, but is not limited to, an agency head, department head, executive director or chief executive officer. Such records include, but are not limited to:

(i) Security manuals or reports;

(ii) Engineering and architectural drawings of government-owned or leased institutions or facilities;

(iii) Operational specifications of security systems utilized at any government-owned or leased institution or facility, except that a general description of any such security system and the cost and quality of such system may be disclosed;

(iv) Training manuals prepared for government-owned or leased institutions or facilities that describe, in any manner, security procedures, emergency plans or security equipment;

(v) Internal security audits of government-owned or leased institutions or facilities;

(vi) Minutes or records of meetings, or portions of such minutes or records, that contain or reveal information relating to security or other records otherwise exempt from disclosure under this subdivision;

(vii) Logs or other documents that contain information on the movement or assignment of security personnel; and

(viii) Emergency plans and emergency preparedness, response, recovery and mitigation plans, including plans provided by a person to a state agency or a local emergency management agency or official.

(20) Records of standards, procedures, processes, software and codes, not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system;

(21) The residential, work or school address of any participant in the address confidentiality program established pursuant to sections 54-240 to 54-240o, inclusive;

(22) The electronic mail address of any person that is obtained by the Department of Transportation in connection with the implementation or administration of any plan to inform individuals about significant highway or railway incidents;

(23) The name or address of any minor enrolled in any parks and recreation program administered or sponsored by any public agency;

(24) Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

(25) The name, address, telephone number or electronic mail address of any person enrolled in any senior center program or any member of a senior center administered or sponsored by any public agency;

(26) All records obtained during the course of inspection, investigation, examination and audit activities of an institution, as defined in section 19a-490, that are confidential pursuant to a contract between the Department of Public Health and the United States Department of Health and Human Services relating to the Medicare and Medicaid programs;

(27) Any record created by a law enforcement agency or other federal, state, or municipal governmental agency consisting of a photograph, film, video or digital or other visual image depicting the victim of a homicide, to the extent that such record could reasonably be expected to constitute an unwarranted invasion of the personal privacy of the victim or the victim's surviving family members;

(28) Any documentation provided to or obtained by an executive branch agency, including documentation provided or obtained prior to May 25, 2016, relating to claims of faulty or failing concrete foundations in residential buildings by the owners of such residential buildings, and documents prepared by an executive branch agency relating to such documentation, for seven years after the date of receipt of the documentation or seven years after May 25, 2016, whichever is later.

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;
2. Strategy and negotiations with respect to pending claims and litigation;
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security;
4. Discussion of the selection of a site or a lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated and abandoned; and
5. Discussion of any matter, which would result in the disclosure of public records or the information contained therein described in Connecticut General Statute Subsection (b) of Section 1-19 as follows:

- a. Preliminary drafts or notes provided the Council has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure, personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy;
- b. Records of law enforcement agencies not otherwise available to the public, which records were compiled in connection with the detection or investigation of crime, if the disclosure of said records would not be in the public interest because it would result in the disclosure of (1) the identity of informants not otherwise known, (2) information to be used in a prospective law enforcement action if prejudicial to such action, (3) investigatory techniques not otherwise known to the general public, or (4) arrest records of a juvenile;
- c. Records pertaining to pending claims and litigation to which the Town is a party until such litigation or claim has been finally adjudicated or otherwise settled;
- d. Trade secrets, which for purposes of this act are defined as unpatented, secret, commercially valuable plans, appliances, formulas, or processes, which are used for the making, preparing, compounding, treating, or processing of articles or materials which are trade commodities obtained from a person and, which are recognized by law as confidential, and commercial or financial information given in confidence, not required by law and obtained from the public;
- e. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations;
- f. The contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned, provided the law of eminent domain shall not be affected by this provision;
- g. Statements of personal worth or personal financial data required by the Town or its agencies and filed by an applicant with the Town or its agencies to establish his personal qualification for the license, certificate or permit applied for;

- h. Records, reports and statements of strategy or negotiations with respect to collective bargaining;
- i. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.

**Town Council
Resignations/Appointments/Reappointments
March 16, 2020**

Resignations

None

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

None

Names submitted for consideration of appointment

None



**Town Council
Council Chambers
Windsor Town Hall
MARCH 2, 2020
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:23 p.m. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

- AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.
- AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION.
- AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.
- AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.
- Construction of Island Road and Batchelder Road sidewalks per Section 15-33 of the *Windsor Code of Ordinance*

2) PUBLIC COMMENT

Rebecca Jacobsen, 50 Lighthouse Hill Road, spoke about the parking lot project for Poquonock School. Mrs. Jacobsen stated that the Poquonock playground is very important to the community and to the school. She wanted to make sure the new

playground would be accessible for all. Mrs. Jacobsen expressed her concern that the playground needs to be properly funded. The PTO has been working on this for months and wants to see this fully played out, fully funded and ready in time for the 2020-2021 school year.

Allison, Joey and Sean Eichner, 37 Harvest Lane spoke to the Council. Mrs. Eichner stated that Sean is a second grader at Poquonock School and Joey will be going into Kindergarten. Sean will be going to Clover School next year, and she hopes that Joey will have a new playground to play on. Mrs. Eichner noted that they have been doing a lot of fundraising through the PTO for the playground and working hard. Her son Sean has participated in many Fun Runs to raise money and the kids are aware we are raising money for a new playground and are very excited about it. Mrs. Eichner noted that she wanted it to be fully funded and accessible to everyone.

Stefanie Thibeault, 2 Breakwater Lane, spoke about living in Windsor for the past ten years. Mrs. Thibeault stated that two of her children go to Poquonock School. She wants to make sure that when the old playground is taken down that it is replaced with something that will be here for years to come. Her husband has lived in Windsor his whole life and remembers playing there when he was young. She noted that the playground is not only used by the school children, but by other children as well. Her children don't have special needs, however she has a lot of family members who have benefited from having an accessible playground. Mrs. Thibeault noted that they believe the accessibility is very important and unfortunately they know that it does cost a lot of money. Mrs. Thibeault hoped that the project would be fully funded and would be at a level that can be used by everyone in town.

Nicole Lee, 309 Merriman Road, stated that she is a Windsor resident born and raised and her husband is as well. Mrs. Lee noted that she has two children at the Poquonock School. She is also the Co-President of the Poquonock School PTO. She expressed that once this project came up, it became very important for the PTO to fundraise as much as they possibly could to fund the playground. This has been a huge goal for the last two years. Mrs. Lee noted that she is a realtor in town and she feels it's important to promote the greatness of the town of Windsor. She is proud to brag about Poquonock School. Mrs. Lee can't wait to see something great come from all of this.

Pamela Woodruff, 72 Tobey Avenue, stated that she has been involved with the PTO. Her son has been at Poquonock School for three years. Her son is a student on the spectrum and Poquonock School has done an amazing job responding to his needs. Mrs. Woodruff stated that accessibility definitely touches home for her. She expressed that as adults, we all care about parking and how important it is. She is very excited that the new parking is going to happen, but we need to remember that the school is there for the kids. She is a teacher and a playground is an outlet for the children to be able to move and get out their energy. She lives down the street from Clover School and her son takes advantage of that playground. She feels having a fully funded playground project is very important. Mrs. Woodruff noted that it costs a lot of money and they are asking the Council for more to make this happen.

Amy Luzzi, 105 Longview Drive, spoke about her three children going to Poquonock School. Mrs. Luzzi stated that her youngest would probably get the most use out of the new playground. She noted that the PTO has made this project one of their top priorities to raise as much money as they can. The PTO has tried to find any grant money to help with the cost, but they also need the Town Council's help. Mrs. Luzzi stated that this needs to be fully funded and accessible to anyone that wants to use it.

John Fournier, 83 Hollow Brook Road, stated that he has lived right behind Poquonock School for 13 years and is constantly using the playground. Mr. Fournier noted that the whole town uses the playground, not only the Poquonock school children. Mr. Fournier expressed that he would like to see the playground as good as it once was or better and fully funded.

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:34 p.m.

Respectfully Submitted,

Lisa Ozaki
Recording Secretary



**TOWN COUNCIL
COUNCIL CHAMBERS
WINDSOR TOWN HALL
MARCH 2, 2020
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:35 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 Black Burke led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Black Burke led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Declaring March 12, 2020 as Girl Scout Day

Councilor Rampulla Bress presented the proclamation to the Girl Scouts.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Debbie Samson, 604 Stone Road spoke about an incident that happened on February 24, 2020 on the Windsor Community Open forum. Mrs. Samson found this to be extremely upsetting, misinformative, and totally inappropriate. Mrs. Samson is respectfully here to clarify some of the comments that were said. She noted that she is not singling out Councilor Tustin and if she misread the report, please let her know. Mrs. Samson called the Police Department and asked for a detailed call log on February 24, 2020 regarding a barking dog incident. She stated that the initial call was placed at 11 a.m. for a citizen in need of an ambulance. That citizen was transported to the hospital and their dog was left outside barking. Apparently around 5 p.m., calls started coming in and there were a total of four calls concerning this address. Mrs. Samson stated that officers went to this address three times about a barking dog. The first comment was the female owner went to the hospital earlier today and appears no one was at the home at the time, that they would check back later, but then no one was at home. Two more complaints were logged and then finally the owner was released and came home about 8 p.m. Mrs. Samson stated that when the last officer was sent out to investigate the barking dog, the dog was brought into the house. Mrs. Samson noted that at no time was this dog left

in imminent danger. Mrs. Samson stated that she fully believed the officer did everything humanly possible, even though his hands were tied and there was nothing else he could do. Mrs. Samson noted that the officer answered the calls correctly and nowhere on the log sheet does it say the Animal Control Officer was notified or made aware of this situation. Mrs. Samson noted that our Animal Control Officer does not work second shift and our police officers and dispatchers did everything in their might and humanly possible to correct this situation. Mrs. Samson commended the Police Department and with what is going on with society, these officers and dispatchers need as much support and backup that we can possibly give them.

Secondly, Mrs. Samson spoke about the Animal Control facility. Mrs. Samson indicted that there were comments made that the taxpayers have paid thousands and thousands of dollars for it. Mrs. Samson stated that Mayor Trinks, Town Manager Souza and Mr. Gustafson know the work and the time that was put into this project and that we were fortunate enough to receive a grant that paid for a large portion of this facility. Mrs. Samson noted that our Animal Control Officer works forty hours a week, Monday through Friday. There is no overtime paid and if he chooses to come in on a Saturday, which he does twice a month to be available for citizens, adoptions and answer any questions, he has to adjust his time. Mrs. Samson stated that she needed to clarify, so if anyone goes around town and sees an officer or animal control just parked somewhere, there are numerous reasons as to why and it doesn't necessarily mean that he is clocking up overtime. Mrs. Samson noted that she felt as a citizen that she really needed to come out and continually show her support of the Police Department and dispatchers every single day they are out there helping us. Mrs. Samson added that she thinks two elected officials should really stay off of the open forums.

Coralee Jones, 1171 Matianuck Avenue, spoke of two issues, the EMS Service and the Sustainability Commission. Mrs. Jones stated that the EMS must be researched in detail to determine how the town can provide the citizens of Windsor a consistent, high level of service and one that can be financially sustainable long-term. Mrs. Jones noted that her household uses this service a great deal unfortunately. Mrs. Jones stated that citizens need to be made aware of what would impact them from a service and the financial standpoint. She believes that Enfield supports local service and South Windsor went to the Manchester Ambulance service. Mrs. Jones asked why they went in two different directions and she indicated they made the decision based on information that would service the needs of their town. In regards to billing, she heard that they were having trouble collecting money. Mrs. Jones asked if we offer installments when billing users, which might be easier for people to pay. Mrs. Jones asked what will happen to the renovations to the building. She noted that this is an important issue that needs careful consideration, citizen education and input.

Secondly, Mrs. Jones spoke about the Sustainability Commission. Mrs. Jones would like to hear from potential members of the new commission as to how their focus would differ and not overlap the current Conservation Commission functions. Mrs. Jones stated that she attended the forum on Climate Change sponsored by the Conservation Commission. She said that teaching climate change in school was discussed, but energy sustainability was really the focus. Mrs. Jones noted that we could add new members to the Conservation Commission and expand or revise the Commission's mission. She believed this way members could begin right away and not have to start a new commission. Mrs. Jones stated that this request needed to

be vetted before any action is taken. She noted that she looked forward to more information regarding these issues.

Fiona Conliffe, 10 Derek Lane, spoke about representing the Windsor Water Rats swim team. Mrs. Conliffe stated that she is the team's Board President. Mrs. Conliffe wanted to thank the Recreation Department for collaborating with the team in regards of usage of the pool. She stated that the team would love to get more time in the water, but looked at this time as a stepping stone and better collaboration for the future to provide a better situation for the team, the high school team, and the town using the pool effectively. Mrs. Conliffe noted that she was here to say thank you this time and not to complain.

6) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education

Ayana Taylor, Secretary for the BOE was present and addressed the Council.

- The Board of Education passed their budget on Wednesday, February 19 with a 2.49% increase over the 2019-2020 school budget. Dr. Cooke, President Lockhart, Vice President Furie and Danielle Batchelder, Director of Business Services will present the Board's budget to the Town Council on Monday, April 20th.
- On Thursday, February 27, the high school held a recognition ceremony for the students who created the tape dispenser for the NASA HUNCH program. It was very well attended and a great event for our school district. There was pretty significant coverage from news stations. Just this morning, we sent a link of the coverage of the NASA event to Helene in the Town Manager's office and asked her to share this information with the council.
- Over the past several weeks, Windsor Public Schools have closely monitored the spread of the Coronavirus (COVID-19). Recently discussions have occurred with Dr. Michael Pepe at the Town of Windsor Health Department and the Connecticut Department of Public Health and Center for Disease Control and Prevention to ensure that our schools are fully prepared. We will continue to work with these agencies on practically a daily basis and follow any recommendations to keep our school district's students and employees healthy and safe. Windsor did see increases in flu-like illnesses prior to our holiday break and again prior to our February break. However, at the current time, there are reported low levels of flu-like illnesses in our schools. Our custodial staff has taken precautions in our buildings including increased cleaning and disinfecting. We are also very closely monitoring any planned field trips for students outside of Windsor and are preparing for the possibility that we may need to alter or even cancel trips in the near future.
- On Wednesday, March 11, twenty-three AP Government students and their teachers will attend CAFE Day on the Hill along with Dr. Cooke, President Lockhart and Vice President Furie. They will learn the latest on key education issues and how proposed

legislation will impact our district. They will have a tour and a “meet and greet” with Windsor legislators at the Legislative Office Building before heading back to school.

Councilor Dobler asked if the vote passed unanimously. Ms. Taylor stated no, that is was a 7-1 vote.

Deputy Mayor McAuliffe asked about the coronavirus and school trips. Deputy Mayor McAuliffe stated that parents are concerned that the trip to Italy will be canceled too late for reimbursement through insurance. Ms. Taylor noted that most parents have the insurance in place and these discussions are happening now. Mr. Lockhart joined Ms. Taylor and addressed the Council. Mr. Lockhart stated that Dr. Cooke did meet with the parents and laid out all the options for the trip. Mr. Lockhart stated that the parents are aware there is a thirty day window for cancellation and could receive back 25%, or an option that the school district can cancel, or wait for a level three be declared and all the money would be refunded through insurance. Mr. Lockhart noted at this point, as a school district, they are not inclined to cancel because of the fiscal liability by the district, but they are concerned about the wellbeing of the children. Mr. Lockhart stated that Dr. Cooke is also reviewing the trip for grade six through eighth graders within our borders. It’s an ongoing issue and they want to make the wisest decisions possible. Mr. Lockhart noted that there is a special meeting tomorrow for the caucuses and a decision would be made where to go from there.

Councilor Black-Burke thanked the BOE for doing such a good job representing the Town of Windsor in many forums. Councilor Black-Burke thanked the BOE for the legislative convening at the Capital on February 20 and the work they did on the equity toolkit that was put out by CAFE. She noted that our BOE is always representing us very well across the state.

Councilor Jepsen asked about the basketball teams going into playoff season. He asked if the BOE had the ability to cancel the games or is that CIAC. Mr. Lockhart stated that Dr. Cooke would work with the CIAC and our athletic director. Mr. Lockhart noted that the BOE is not involved with athletics and the Superintendent makes that decision on anything within our borders. The BOE makes the decision for anything outside the country.

Councilor Jepsen asked about the eighth grade trip to Washington DC. Mr. Lockhart stated that the Superintendent would make the decision.

b) Board of Ethics

Patrick Ring, Chairman of the Board of Ethics was present and addressed the Town Council.

The Board of Ethics is a five member, appointed body established in May 1970 to “render advisory opinions and make recommendations with respect to amending the Code of Ethics.”

In addition, at the request of the town manager, a member of the Windsor Town Council, the superintendent of schools, or member of the Board of Education, the Board of Ethics renders advisory opinions concerning the actions of a town official or employee with respect to the Code of Ethics.

The board meets at the call of the chairperson, with regular meetings scheduled quarterly. During the past year, the following meetings were held:

- January 8, 2019 (Regular Meeting) – 3 in attendance
- April 9, 2019 (Regular Meeting) – 3 in attendance
- July 9, 2019 (Regular Meeting) – 3 in attendance
- October 8, 2019 (Regular Meeting) – 4 in attendance

The Board of Ethics did not have any advisory opinions during the year of 2019.

7) TOWN MANAGER'S REPORT

Corona Virus (COVID 19) Preparations

The Windsor Health Department has been active in staying informed and preparing for the possibility of a Corona Virus (COVID 19) pandemic. Each week staff members have been on calls with the Center for Disease Control & Prevention (CDC) and the Department of Public Health (DPH) where updates are shared, information discussed and resources distributed. Participation on these calls will continue. Inventory of supplies was completed in February of 2020.

Communication between the Health Department staff, Town of Windsor staff, Windsor Public School staff, Windsor private school staff and Windsor residents is ongoing. Both the Health Director and Public Health Nurse are available to share information with Windsor businesses. In addition, the town's website includes information on COVID 19 and CDC and WHO links are listed to keep Windsor residents informed.

WHS NASA Hunch program inventions to be used on International Space Station

I'd like to extend my congratulations to the former students from Windsor High School's career and technical education program that were recently honored for their design work on a tape dispenser and seat track attachment that will be used on the International Space Station. I'd also like to recognize Mr. Dustin Ricci for his leadership in this effort.

The project came about through a partnership between the high school and NASA Hunch program, which partners with schools across the country to design real hardware intended for use in space. Windsor's name is listed on the technical drawing of the design, the first time such a distinction has been made for a high school in the program.

Taste of Windsor

First Town Downtown invites you to its annual Taste of Windsor on March 14th from 6:30 PM – 9:00 PM at the Loomis Chaffee School. This is an annual fundraiser for First Town Downtown. Please come enjoy tastes from local restaurants and spirits from local breweries. Music will be provided by The Armentano Duo and there will be a silent auction. Tickets are \$30/person in advance and \$35 at the door. Please call 860-257-8982 or go to FirstTownDowntown.org for more information.



Winter Festival and Kids Fair

The annual Winter Festival and Kids Fair, sponsored by Recreation and the Youth Services Bureau team, will take place on Saturday, March 14, 2019 from 12:00 PM – 2:00 PM at the Community Center at 330 Windsor Avenue.

There will be family fun and entertainment such as a professional face painter, a cartoonist, photo booth, bounce houses and interactive festival games, arts and crafts and food.

A donation of a nonperishable food item for the Windsor Food Bank serves as admission. For more information about this event please call the Recreation Office at 860-285-1990.

Town Manager Souza wanted to extend congratulations to the school district and to the students of the Career and Technical Program on their recognition through the NASA program.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler wished a Happy Birthday to Deputy Mayor McAuliffe.

Councilor Tustin - None

Councilor Black-Burke wished a Happy Birthday to Deputy Mayor McAuliffe. Councilor Black-Burke stated that March is Women's History month. It's a time to celebrate women. She and Councilor Rampulla Bress are excited to be on the Town Council representing all women. Councilor Black-Burke wanted to call to our attention the Crown Act. On Thursday, March 5, 2020 at the Legislative Office Building, Representative Robin Porter will put through House Bill 5388, the Crown Act. Councilor Black-Burke noted that it's a running joke about her hair because you never know what it's going to look like when she comes here. The act is about creating a respectful and open world for natural hair. Councilor Black-Burke thought it was fitting for Women's History Month to share about House Bill 5388. Councilor Black-Burke encouraged people to get out and support this bill on Thursday, March 5th at 9:30 a.m. at the Legislative Building, Room 2E for the Crown Act.

Councilor Govoni seconded Councilor Black-Burke on passing the Crown Act.

Councilor Rampulla Bress wished everyone a Happy Women's History Month and she is glad that the Girl Scouts are here tonight. Councilor Rampulla Bress stated that she was happy to be part of the Girl Scout Organization when she was growing up and it's a vital organization. Mayor Trinks asked her to read the proclamation. Councilor Rampulla Bress wanted to thank all the individuals that came out to speak. She noted that it's so important for the Town Council to hear everyone's feelings and appreciates that everyone took the time to come out. Councilor Rampulla Bress thanked Town Manager Souza for his report. She noted that a lot of people have concerns about the Coronavirus and she is happy to see the Town Manager and the BOE are on top of everything and appreciates them sharing the information with the community.

Councilor Wilkos thanked everyone who came out and very importantly for the Girl Scouts coming. It's a great organization. Keep it up girls.

Deputy Mayor McAuliffe thanked everyone who came out. It's very important for us to hear everyone's statements. Deputy Mayor McAuliffe stated that two Fridays ago, he was lucky to participate in the Black History Month Jeopardy Competition. He commended the Human Relations Commission for putting the event on. It was especially fun and informative. Deputy Mayor McAuliffe noted that Judge Kevin Washington, Desiree Primus and Patricia Mack did an amazing job organizing the event and he really appreciated it.

Councilor Jepsen wished Deputy Mayor McAuliffe a Happy Birthday.

Mayor Trinks stated that he attended a wonderful event for the retirement of the Windsor Historical Society's Executive Director Christine Ermenc. She will be missed, but Mrs. Ermenc is looking forward to passing the torch to someone that can bring it to a higher level. Mayor Trinks noted that he is looking forward to working with the new Executive Director in the near future.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler - None

Special Projects Committee – Councilor Dobler - None

Health & Safety Committee – Councilor Black-Burke - None

Personnel Committee – Councilor Rampulla Bress stated that the Personnel Committee is looking at an option for a task force versus a committee. The Committee is very interested and appreciates the comments brought forward here tonight because the collaboration between the Conservation Commission and the possibility of the task force is very exciting to all of us.

Finance Committee – Deputy Mayor McAuliffe - None

Council Rules of Order Review Committee – Councilor Jepsen stated that the Committee met again and they have finished their work. The draft amendments of the Rules of Order will be sent to the Town Attorney for review. Councilor Jepsen stated that he had a copy if anyone wanted to look at it. He noted that they made some changes to the standing agenda and added a couple of appendixes. They eliminated a standing committee that should have been removed years ago. Councilor Jepsen noted that at the next meeting, we might be able to vote on it.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that the reading into the minutes of the text of the ordinance entitled, 'AN ORDINANCE APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION' 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 APPROPRIATING \$560,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF POQUONOCK ELEMENTARY SCHOOL PARKING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$560,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

The proposed project would: a) relocate the existing playground area along Poquonock Avenue to the open field south of the school building; b) construct a new parking area in the vicinity of the current playground, providing 50 staff parking spaces; c) reconfigure the existing parking area at the northwest corner of the school site to provide a more efficient parking and small bus drop-off area; and d) reconfigure the northeast parking area to provide a more effective parking space and parent drop-off pattern.

The project includes an add-alternate item to construct an additional 9 parking spaces in the island on the Poquonock Avenue bus drop-off area. The estimated cost of the add-alternate is \$24,000. The design accommodates a total of 117 spaces which is a net increase of 53 spaces.

Councilor Rampulla Bress stated that with so many people who came out tonight to talk about the accessibility issue, could we discuss the possibility of using the \$24,000 bid allotment. Town Manager Souza stated that there is \$24,000 allotted for the bid alternate which would add eight or nine spaces around the bus circle at the school. Town Manager Souza noted that after conversations with the Superintendent, if the Council wanted to reallocate that toward the playground costs, Dr. Cooke has no objection to that action. Councilor Rampulla Bress stated that since all Councilors seemed very sympathetic and concerned about the accessibility issue, could we discuss using the allotment for the accessibility instead of more spaces before we vote on the ordinance. Councilor Rampulla Bress noted that every dollar we could put towards the accessibility of the playground could make it more wonderful for the children in our community. Councilor Rampulla Bress stated that she was fully in favor of allotting the money now.

Councilor Jepsen stated that he appreciated Councilor Rampulla Bress' intentions and he is not against it. Councilor Jepsen noted that the motion is on a bond ordinance and not actually items within the project. We are only authorizing the town to receive \$560,000 bonding for the entire project. Councilor Jepsen noted that we would still have time after to receive more

information on the playground and what we are spending on it. Councilor Jepsen expressed that it doesn't feel like it should be part of the bond authorization tonight.

Councilor Rampulla Bress stated that she did discuss this with Town Manager Souza and he did say it was possible. Councilor Rampulla Bress noted that there is a list here of financial impact. Councilor Rampulla Bress asked Councilor Jepsen if there is a negative to that.

Councilor Jepsen stated that he wanted to know what we are going to spend on a playground. Councilor Jepsen noted that he had heard 'fully funded' a lot from the public, but he doesn't know what dollar amount is 'fully funded'.

Councilor Rampulla Bress stated that she thought the price was in here. She believes that Town Manager Souza stated that \$50,000 was allotted at this time.

Councilor Jepsen stated that \$50,000 is allotted, but he is hearing a number that is much higher than that to do what they want.

Councilor Rampulla Bress stated that she is not saying what the numbers should be, but she is just saying that since \$24,000 has been allotted for the parking spaces, would we be willing to just move that piece over.

Councilor Jepsen stated that \$24,000 is there no matter what, but he doesn't know how we would amend a bond ordinance to accommodate that. The ordinance is for the bonding.

Town Manager Souza stated that the preliminary cost is based upon some conceptual work that was done by the PTO. The cost would be approximately \$105,000 to \$135,000. The scope of the playground and costs are being refined. Town Manager Souza noted that the BOE would be taking the lead and working with the vendor that is on the State bid list. Currently there is \$50,000 allocated within the \$560,000. If you reallocated the \$24,000, plus the money that has been raised so far by the PTO, there would be approximately \$86,000. There were conversations from Councilor Jepsen at the last Council meeting about using some of the project contingency fund. Town Manager Souza noted that would get us in the \$100,000 range. Town Manager Souza stated that we don't need to amend the ordinance this evening, but it would give the Council some sense of direction. There are two to three different funding sources available.

Councilor Jepsen asked if we have any more open capital projects for the school HVAC or any other project that has a surplus. Town Manager Souza said that he hasn't looked at that list in several weeks, but he doesn't believe there is any.

Councilor Jepsen stated that he is not against moving into that direction, he just doesn't know how to amend it.

Councilor Rampulla Bress asked Town Manager Souza if an intent from Council is required in order to do what we need. Town Manager Souza noted that at a certain point in time, we would like to have that consent. The BOE staff will have numbers refined in a few weeks after working

with the State vendor. At this time, the Council is not initially looking to add to the bonding cost of the other sources of funding. Town Manager Souza noted there is no action needed this evening.

Councilor Jepsen stated that our bonding is stretched very thin over the next few years. We don't want to increase the bonding.

Councilor Rampulla Bress stated that it's more like a re-allotment, not an increase.

Councilor Jepsen stated that he understands that, but the way that interest rates have dropped this past week, who knows.

Mayor Trinks stated that we should go forward with the bond ordinance and as we get more details, we could move forward. Town Manager Souza can get us more details when needed.

Town Manager Souza stated that he thinks that is fine. The project would not start until school is out. That would give us time to order equipment and construction would start in August.

Councilor Jepsen asked Town Manager Souza if the more accessible items had a large lead time to obtain. Town Manager Souza stated that the information that was provided to him does not indicate that and it would be a significant addition to the lead time.

Councilor Govoni stated he liked the direction we are going in and at some point if it might be more expensive, he thinks we should try to fund it. The playground would be there a long time after being relocated. Councilor Govoni stated that we have replacement tree revenue all set.

Motion Passed 9-0-0

- b) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and 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 a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$413,000 FOR COSTS IN CONNECTION WITH ISLAND ROAD RECONSTRUCTION AND BATCHELDER ROAD REPAVING; AND AUTHORIZING THE ISSUE OF \$345,000 BONDS AND NOTES AND \$68,000 FROM GRANTS OR DONATIONS TO FINANCE THE APPROPRIATION."

This project includes the rehabilitation of the existing pavement, replacement of curbing and minor drainage improvements on Island Road. Batchelder Road will be milled and overlaid with 2" of new pavement. Minor drainage improvements will also be performed.

It is also proposed to install approximately 550' of new 5' wide concrete sidewalk, from Broad Street to the vicinity of the railroad crossing. Staff has received a commitment from Loomis Chaffee to contribute \$68,000 for the installation of the sidewalk, including stakeout, clearing, installation and turf restoration, as well as reconstruction of an existing sidewalk segment at the east end of Island Road.

Councilor Govoni stated that where Island Road intersects with Route 159, it's a very tight radius getting into Island Road. If there is any possibility that can be opened up a little bit for the day students to come in and this way traffic would come in smoother. Town Manager Souza stated that we can certainly look at that. Part of the challenge would be timing since we would need encroachment permits from the State of Connecticut. Town Manager Souza said that there is a tight window for construction, but he would ask the Town Engineer to take a look at it.

Councilor Jepsen stated that this is the second major project we are doing for Loomis Chaffee School. They don't necessarily pay taxes, but he would like to have a meeting with Loomis to ask them to kindly work with us to someday have a river walk to connect our center town down to Barber Street. He hopes Loomis is listening and looks forward to making some headway with them for next year.

Mayor Trinks stated that he would be totally on board with Councilor Jepsen.

Councilor Rampulla Bress stated that she would second Councilor Jepsen. She noted that she heard from Councilor Jepsen the importance of a river trail and in good faith hoped Loomis takes us up on that at a later time. It would be good for the community.

Motion Passed 9-0-0

- c) Approve the construction of Island Road and Batchelder Road sidewalks per Section 15-33 of the *Windsor Code of Ordinance*

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to approve, per Section 15-33 of the *Windsor Code of Ordinances*, the construction of Island Road and Batchelder Road sidewalks.

The improvements proposed for the Island Road reconstruction project include the rehabilitation of the existing pavement, replacement of curbing and minor drainage improvements on Island Road. Staff is also proposing the installation of approximately 550' of new 5' wide concrete sidewalk, from Broad Street to the vicinity of the railroad crossing. Staff has received a commitment from Loomis Chaffee to fund the installation of the sidewalk.

Town Manager Souza stated that this is a requirement per our *Code of Ordinance* for a new sidewalk segment that gets constructed in town and needs outside review to meet this action tonight.

Councilor Jepsen stated the last time we wanted to do this, it failed, but on a different road. Town Manager Souza stated that it was Deerfield Road and then Marshall Phelps. Councilor Jepsen noted that both the efforts failed because the residents don't want the sidewalks since they would have to maintain the sidewalks. Councilor Jepsen noted that it isn't as easy as it sounds.

Deputy Mayor McAuliffe stated that he is very familiar with that road. He goes down that road at 6 a.m. every day and it's very unsafe without a sidewalk. The sun is in your eyes and it's very important to have a sidewalk. Deputy Mayor McAuliffe stated that it needed to happen for safety reasons. There is a lot of activity on that road.

Town Manager Souza stated that this falls in line with the Plan of Conservation and Development in terms of our complete streets effort for the town center.

Councilor Govoni stated that it also allows us to have sidewalks within a mile of our schools.

Motion Passed 9-0-0

- d) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN CONNECTION WITH STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and 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 a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$325,000 FOR COSTS IN

CONNECTION WITH STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$325,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

The storm water management projects planned for FY21 vary in scope and may include items such as replacing old or damaged drainage structures, addressing problematic drainage issues by expanding the drainage network, repairing outfalls, dredging storm water basins and ponds, and repairing and stabilizing sections of watercourses in town. Other initiatives to be taken with this funding include developing and implementing a program to reduce pollutants entering the storm sewer system, developing and implementing other pollution prevention initiatives as required by the CT DEEP’s MS4 General Permit.

Motion Passed 9-0-0

- e) Approve a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ 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 APPROPRIATING \$175,000 FOR COSTS IN CONNECTION WITH MOORLANDS/LENNOX AVENUE STAIR REPLACEMENT; AND AUTHORIZING THE ISSUE OF \$175,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’

The stairway and the bituminous concrete path at the top of the stairway are in poor condition and need replacement. The concrete stairs are spalled and deteriorated, the railing is failing, the storm drainage system is inadequate and the path at the top of the stairs has an excessive grade. The stair and walkway replacement project will provide new pre-cast concrete stairs, cast-in-place concrete landings, galvanized pipe rails, enhanced storm drainage and improved grading of the path at the top of the stairs. If approved, the work will take place during the summer to minimize impact to students using the path.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Receive a Memorandum from Board of Education Relative to Public Act 13-60

Town Manager Souza stated that the town's general government departments and school department have a long history of collaborating both formally and informally. For example, the town's public works department for many years has been responsible for grounds maintenance and snow removal at school facilities. We have a combined risk management function staffed by one person. Through this formal arrangement, we combine administrative functions related to property and casualty liability insurance, worker's compensation and safety training.

Working in partnership with the Public Building Commission, our respective facilities management staff (2 town and 1 BOE) coordinate the planning, designing, and implementation of major building projects at the various school facilities. The town's defined benefit pension plan includes non-certified BOE staff and is managed by a committee comprised of representatives from both entities. We have also worked closely with the school administration in transitioning both entities to self-insured health and prescription drug programs.

Councilor Jepsen stated that the largest expense is the different custodian staffs and it doesn't make sense to combine them.

Councilor Rampulla Bress stated that she asked Town Manager Souza to get more information on the contractual services under a line item, which he did, and she appreciated that. Councilor Rampulla Bress stated that it was extremely helpful to see the \$323,650 contractual services account and what was in there, such as hazardous material, rubbish removal, etc.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to accept the resignation of Neill Sachdev from the Historic District Commission.

Motion Passed 9-0-0

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to:

- REAPPOINT Dominic DeCarlo as an Unaffiliated member to the Conservation Commission for a five year term to expire November 30, 2024 or until a successor is appointed.
- REAPPOINT David Raney as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire December 31, 2021 or until a successor is appointed.
- APPOINT Ann McAdams as a Republican member to the Human Relations Commission for a three year unexpired term to expire March 31, 2021 or until a successor is appointed.
- APPOINT Dominic DeCarlo as an Unaffiliated Alternate member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2021 or until a successor is appointed.



- APPOINT Ann McAdams as a Republican member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2020 or until a successor is appointed.
- REAPPOINT Loretta Raney as a Republican 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 February 18, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the February 18, 2020 Regular Town Council meeting as amended.

Councilor Rampulla Bress stated that she received an email from a community member who would like something clarified in the minutes. Councilor Rampulla Bress noted that it was from Bonnie Karkowski and an email was given to the secretary to amend last month's minutes.

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 8:41 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki
Recording Secretary