



Council Agenda

Council Chambers
Windsor Town Hall
April 6, 2020



Zoom instructions

Dialing in by Phone Only:

1. Please call: 1-646-558-8656
2. When prompted for participant or meeting ID enter: 191-614-409 then press #
3. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in Computer:

1. Please go to the following link: <https://zoom.us/j/191614409>
2. When prompted for participant or meeting ID enter: 191-614-409 then press #
3. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
4. During Public Comments if you do not wish to speak you may type your comments into the Q&A feature.

7:00 PM Public Hearing

To hear public comment on:

- FY 2020-2021 budget as proposed by the Town Manager

7:15 PM Public Hearing

To hear public comment on:

- A bond ordinance for \$690,000 for Interior renovations and improvements at DPW facility
- A bond ordinance for \$870,000 for WHS tennis court restoration project
- A bond ordinance for \$295,000 for renovation of Northwest Park facilities

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER – Councilor Govoni
3. PLEDGE OF ALLEGIANCE – Councilor Govoni
4. PROCLAMATIONS/AWARDS
 - a) Proclamation designating April 2020 as National Child Abuse Prevention Month
 - b) Proclamation recognizing April 2020 as Fair Housing Awareness Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)



6. REPORT OF APPOINTED BOARDS AND COMMISSIONS

- a) Board of Education
- b) Public Building Commission
- c) Commission on Aging & Persons with Disabilities
- d) Conservation Commission
- e) Metropolitan District Commission

7. TOWN MANAGER'S REPORT

8. COMMUNICATIONS FROM COUNCIL MEMBERS

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve 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)
- b) *Approve 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)
- c) *Approve 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)
- d) *Approve an appropriation of \$55,000 to the Caring Connection from the Unassigned General Fund Balance (Town Manager)
- e) *Approve amendments to Council Rules of Order (Councilor Jepsen)

12. NEW BUSINESS

- a) Presentation of FY 20-21 Budget as proposed by Town Manager (Town Manager)
- b) *Consideration of Adjustments to FY 2021 Budget Calendar (Mayor Trinks)



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13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the March 16, 2020 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT

★Back-up included

PROCLAMATION

Designating April as National Child Abuse Prevention Month

WHEREAS, in Federal fiscal year 2018, 4.3 million reports were made to child protective services; and

WHEREAS, child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS, our children are our most valuable resources and will shape the future of the Town of Windsor community; and

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

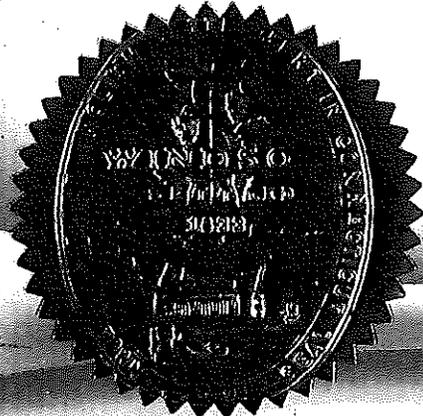
WHEREAS, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community and faith-based organizations, businesses, law enforcement agencies, and families; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

WHEREAS, prevention remains the best defense for our children and families.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT the month of April 2020 is hereby proclaimed as NATIONAL CHILD ABUSE PREVENTION MONTH in the Town of Windsor and that we urge all citizens to recognize this month by dedicating themselves to the task of improving the quality of life for all children and families.




Donald S. Trinks
Mayor of Windsor
April 6, 2020

PROCLAMATION

Declaring April, 2020 as Fair Housing Awareness Month

Whereas, April 2020 marks the 52nd anniversary of the passage of the Federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended which enunciates a national policy of fair housing without regard to race, color, national origin, religion, sex, familial status or disability, and encourages fair housing opportunities for all citizens; and

Whereas, Connecticut has been a national leader by enacting a law to extend the Federal Fair Housing Act to include age, marital status, gender identity, ancestry and lawful source of income as protected classes; and

Whereas, the Town of Windsor supports fairness in all housing transactions and strives to be a welcoming community where opportunity is accessible to all, and where the safety and security of a home is not obstructed by discrimination; and

Whereas, despite progress, more work remains in the struggle to achieve equality and racial justice and discriminatory practices still exist in this country; and

Whereas, all Americans should be aware of their rights as set forth in the Fair Housing Act of 1968.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:

April, 2020 be declared as Fair Housing Awareness Month in the Town of Windsor.



A handwritten signature in black ink, appearing to read "Donald S. Trinks". The signature is fluid and cursive.

Donald S. Trinks
Mayor, Town of Windsor
April 6, 2020

Agenda Item Summary

Date: April 6, 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) Approve a Bond Ordinance

“MOVE to approve 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.”

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:

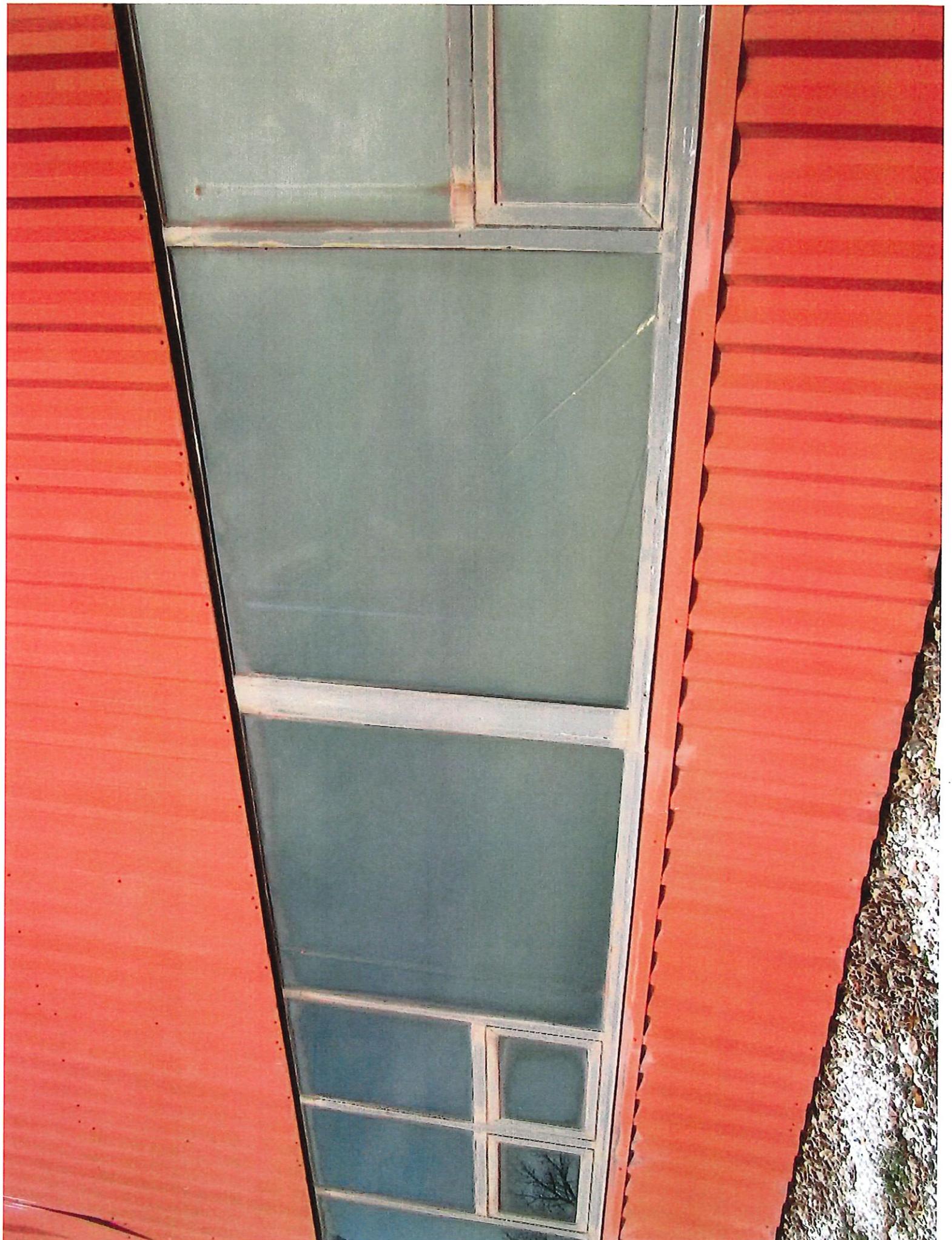
Bond Counsel

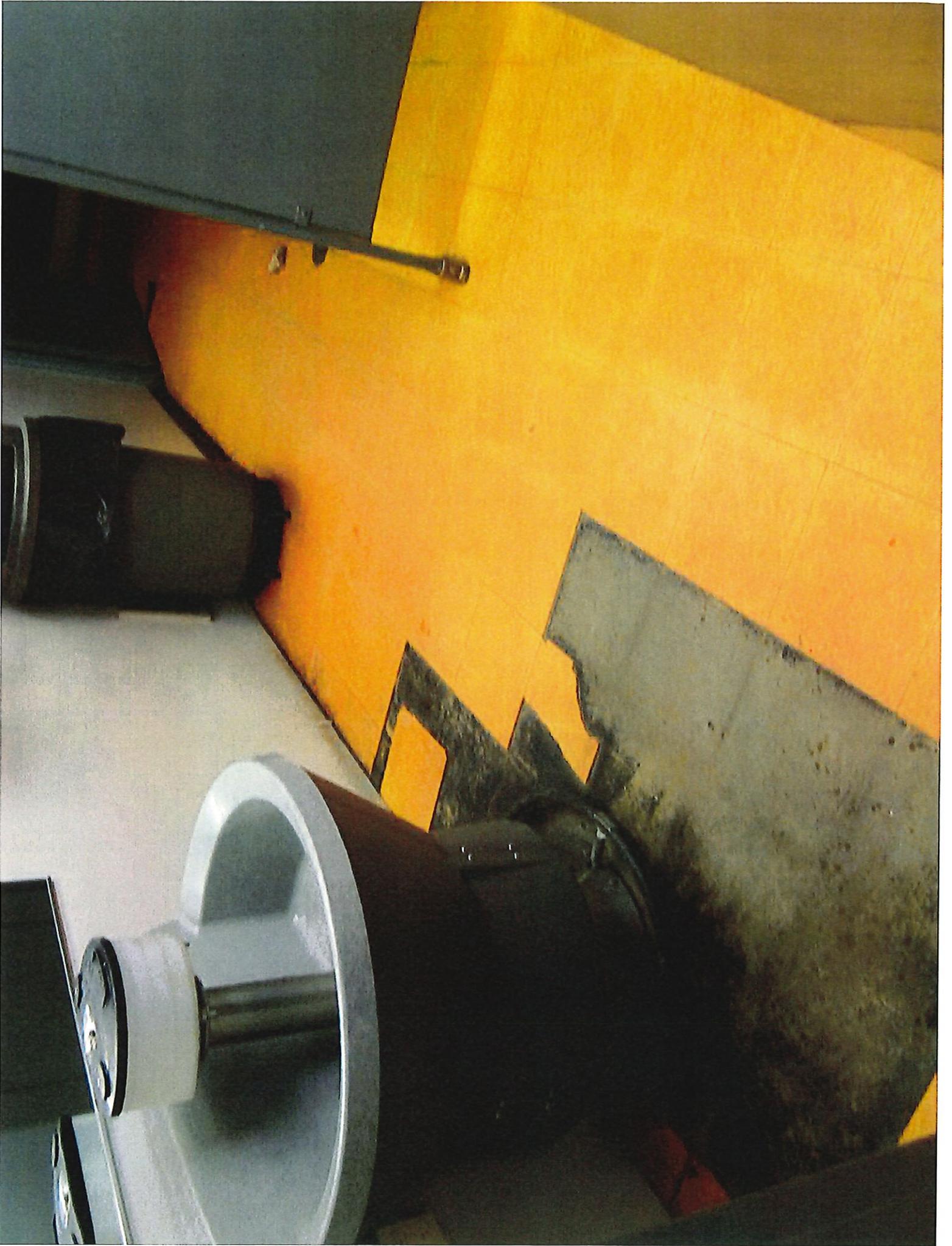
ATTEST:

Town Clerk

Distributed to Town Council	_____ 3/16/20
Public Hearing Advertised	_____ 3/20/20
Public Hearing	_____ 4/6/20
Adopted	_____
Advertised	_____
Effective Date	_____









Agenda Item Summary

Date: April 6, 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) Approve a Bond Ordinance

“MOVE to approve 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.”

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	_____ 3/16/20
Public Hearing Advertised	_____ 3/20/20
Public Hearing	_____ 4/6/20
Adopted	_____
Advertised	_____
Effective Date	_____



Agenda Item Summary

Date: April 6, 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 that 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) Approve an Ordinance

“MOVE to approve 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.”

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 _____ 3/16/20

Public Hearing Advertised _____ 3/20/20

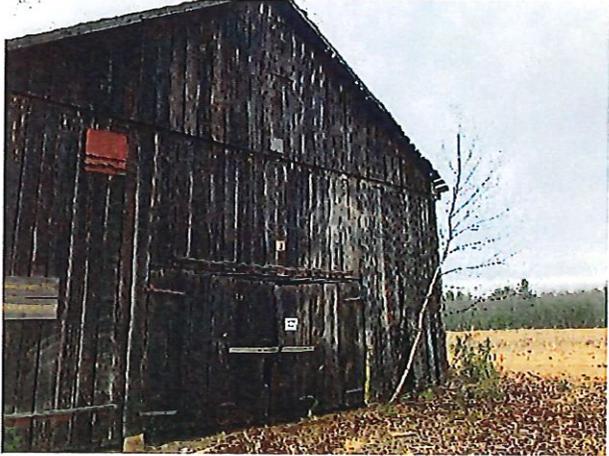
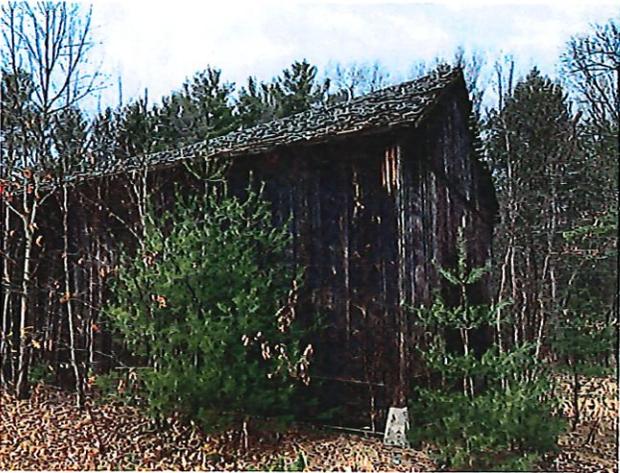
Public Hearing _____ 4/6/20

Adopted _____

Advertised _____

Effective Date _____

NORTHWEST PARK BARNES #3



NORTHWEST PARK



Agenda Item Summary

Date: April 6, 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 and taking into consideration additional March losses as a result of COVID-19, we estimate our loss to be \$169,770. Further impact of COVID-19 past March 31, 2020, is not known. Therefore we are requesting an additional appropriation of \$55,000 at this time.

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 still hoping to gain a few clients as a result of this effort. We 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 will continue when the COVID-19 pandemic subsides.

We postponed an event for social workers in celebration of National Social Work Month created 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 also postponed the social media marketing plan mentioned above and plans for future regular open house drop-in events for the community at large to showcase our wonderful program and space until the COVID-19 threat subsides.

At this time we are requesting a transfer of additional funding of \$55,000 for FY 20 to cover the anticipated operating loss.

It is recommended that a transfer of \$55,000 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:

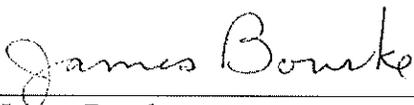
“MOVE to approve the transfer of \$55,000 from the General Fund Unassigned Fund Balance to cover the anticipated FY 20 additional operating loss.”

Attachments

None

Certification

I hereby certify that there is \$55,000 in the General Fund Unassigned Fund Balance to fund the above appropriation.

A handwritten signature in cursive script that reads "James Bourke". The signature is written in black ink and is positioned above a horizontal line.

James Bourke
Finance Director



Date: April 6, 2020
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Town Manager 
Subject: 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 finished their review and attached are their proposed amendments. The Town Attorney has also reviewed the document and has given his comments, which are outlined in the attached document.

If the Town Council is in agreement and would like to accept the amendments at tonight's meeting, the following motion is being recommended for approval:

“MOVE to approve the amendments to the Council Rules of Order as presented.”



First in Connecticut. First for its citizens.

Date: March 16, 2020
To: Honorable Mayor and Members of the Town Council
From: Peter Souza, Town Manager 
Subject: Town Attorney comments of Council Rules of Order

The town attorney has provided his comments regarding the Council Rules of Order as follows:

- a) #1 – Regular meeting – **Attorney comment: FOIA requires 24 hours posting. If a meeting is cancelled, you may not have 5 days’ notice of the cancellation. There is no need to legally advertise the cancellation per FOIA regulations.**

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.

- b) # 2 – Special meetings – Change ‘Councilor’ to ‘Council member’ to be consistent.
- c) #10 – Media Representatives – remove the word ‘legitimate’? **Attorney comment: Not sure we need to be judging what is ‘legitimate’ or not.**
- d) Heading “Town Council Rules for Boards & Commissions”, *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”.* **Attorney comment: Do they need to be approved or vetted?**
- e) Heading “Town Council Rules for Boards & Commissions” Legal Services – Opinions - *All requests for legal opinions shall be in writing to the Town.* **Attorney comment: or electronically.**
- f) Appendix ‘C’ – **Attorney comment: I suggest that Appendix C (and the reference to it regarding Executive Sessions) be deleted. The Council is required to conform to the FOIA, and if we include the full statute in the Rules of Order, we will need to change them every time the legislature makes an amendment.**

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~~emailed~~, 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.

~~7~~6. 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
XII	Unfinished Business
XIII	New Business
XIII	Resignations and Appointments
XIV	Minutes of Preceding Meeting
XV	Public Communications and Petitions (three minutes limit per speaker)
<u>XVI</u>	<u>Executive Session</u>
<u>XVII</u>	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

~~16~~14. Chairman-Mayor and Deputy Mayor

The ~~chairman~~ and vice-~~chairman~~ shall also be known as the ~~m~~M~~a~~yor and ~~d~~D~~e~~puty ~~m~~M~~a~~yor. 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 ~~m~~M~~a~~yor, or in the absence of the ~~m~~M~~a~~yor, the ~~d~~D~~e~~puty ~~m~~M~~a~~yor, 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.

~~16~~8. 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.

2024. 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~~M Mayor also designating the member who is to serve as chair~~man~~ of the committee. Vacancies occurring on any committee shall be filled in a like manner. The ~~m~~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~~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 chair~~man~~. 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 Chair~~person~~ 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 31~~0~~ 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 person . 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
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<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.

Agenda Item Summary

Date: April 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2021 Budget Calendar

Background

In December the town council approved a budget calendar that outlined the process for submittal, review and adoption of the annual operating budget. The current environment being shaped by public health concerns, social distancing guidance and emergency Executive Orders create the need to revisit the Town Council's adopted FY 21 budget calendar.

Mayor Trinks, Deputy Mayor McAuliffe and Councilmember Jepsen have requested I draft a revised calendar that consolidates the number of meetings.

Discussion/Analysis

The calendar presently calls for five council review sessions with final deliberations and budget adoption by the Council on April 29th.

To accommodate a reduced number of meetings it is also contemplated that a number of the departments would not make formal presentations but would be available to respond to questions from Councilmembers. Attached is a draft calendar which outlines four meetings with Council action occurring on April 29th. It is possible council action could be scheduled for the April 27th meeting as well.

Governor Lamont has issued a series of Executive Orders which impact our budget-making process. Among these, Executive Order 7I, Section 13 mandates the elimination of any in-person voting requirements, including town meetings and budget referenda, for the purposes of adopting Fiscal year 2020-2021 budgets and setting the mill rate. Under Section 13 of this Executive Order, the legislative body of the town, which is the Town Council, is required to authorize the 'budget making authority' to adopt a budget and set a mill rate. Per CGS 7-381 and the town's Charter, the Town Council is the budget making authority. Therefore, the Council is authorized to adopt a budget for FY 2020-2021 and may not refer it further to a town referendum.

While in-person votes on the town budget by residents or taxpayers are prohibited by the Governor's Executive Order, the Town Council is still obligated to follow Freedom of Information laws as modified or amended by Executive Order 7B while preparing and adopting an FY 21 budget and mill rate. Additional Executive Orders may be issued by the Governor which impact our budget-making process. If that should occur, I will update the Council as needed.

It is conceivable that the Council could elect to delay the adoption of the budget to see if the Governor lifts Section 13 of the Executive Order 7I. But there are a variety of items that need to be contemplated as part of such a consideration. These range from the presently scheduled June 2 Presidential Primary, delaying tax billing process, availability of poll workers, to operational impacts for the start of the new fiscal and school year without a budget in place.

Our original calendar had included a variety of public information and community forums sponsored by the League of Women Voters and Windsor CT Votes. These provide an opportunity for a discussion on the budget process, our overall revenue picture, as well as various fiscal and service delivery topics. Due to the current public health we will be exploring alternative ways to work with these groups to help disseminate information on the proposed budget.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE to approve the amended budget review calendar as presented.”

Attachments

Amended FY 2021 Budget Review Calendar
Adopted FY 2021 Budget Calendar (12/16/19)

TOWN OF WINDSOR, CONNECTICUT
 FY 2021
AMENDED BUDGET CALENDAR BY DEPARTMENT
DRAFT

Date	Day	Step
April 20, 2020 6:30-9 PM	Monday	Board of Education, Revenues, Safety Services, Public Works Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund
April 22, 2020 6:30-9 PM	Monday	Human Services, Recreation & Leisure Services, General Services/Capital Spending, Insurance Internal Service Fund Board of Education (if needed), Child and Adult Day Care Enterprise Funds, Information Services, Health Services, Library
April 27, 2020 6:30-9 PM	Monday	Public Comment Development Services, Community Development, Administrative Services, General Government, Price Guide, Town Support for Education Preliminary Deliberations
April 29, 2020 6:30-9 PM	Wednesday	Public Comment, Town Council final deliberations and vote

Bold = Presentation to be given
 Unbolded = Q&A only

**TOWN OF WINDSOR, CONNECTICUT
FY 2021
BUDGET CALENDAR BY DEPARTMENT**

Date	Day	Step
February 3, 2020 7:15 PM	Monday	Public Hearing by Town Council to hear budget requests from citizens
February 20, 2020	<i>Tentative</i>	Board of Education to submit to Town Council information regarding Public Act 13-60
February 20, 2020	Thursday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
March 2, 2020	Monday	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 2020	<i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 11, 2020	Wednesday	Finance Committee Meeting (<i>tentative date</i>)
March 27, 2020	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget)
April 2, 2020	Thursday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
April 6, 2020 7:00 PM	Monday	Town Manager's Presentation of FY 21 Proposed Budget Public Hearing re: public opinion regarding budget as proposed by Town Manager Regular Town Council meeting
April 13, 2020 6:30-9 PM	Monday	Revenues, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund, Information Services, Health Services
April 20, 2020 6:30-9 PM	Monday	Board of Education, Library, Human Services, Safety Services, Recreation & Leisure Services, Child and Adult Day Care Enterprise Funds
April 22, 2020 6:30-9 PM	Wednesday	Board of Education, Development Services, Community Development, Administrative Services, General Government, General Services/Capital Spending, Insurance Internal Service Fund, Town Support for Education
April 27, 2020 6:30-9 PM	Monday	Public Comment, Price Guide, Preliminary Deliberations
April 29, 2020 6:30-9 PM	Wednesday	Public Comment, Town Council final deliberations and vote
May 19, 2020	Tuesday	Recommended date for Adjourned Town Meeting (referendum)
June 1, 2020	Monday	Regular Town Council Meeting; Council sets tax rate
June 22, 2020	Monday	Tax bill mailing completed
June 30, 2020	Tuesday	End of current fiscal year

Additional Community Budget Forums – April 30 @ 10:00 am & 6:30 pm & May 6 @ 6:30 pm (sponsored by League of Women Voters & CT Votes)

Windsor school vacation week is April 13-17, 2020

**Town Council
Resignations/Appointments/Reappointments
April 6, 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 16, 2020
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:32 p.m.

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

Absent: Councilor Michael Tustin

2) PRAYER

Councilor Dobler led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Dobler led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Mayor Trinks stated that he would entertain a motion to eliminate items 5 and 15.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to eliminate item 5 Public Communications and Petitions and item 15 Public Communications and Petitions from the Town Council agenda.

Motion Passed 8-0-0

6) REPORT OF APPOINTED BOARDS AND COMMISSION

Mayor Trinks stated that Town Manager Souza contacted the following Commissions to defer their report until a future meeting.

- Public Building Commission
- Commission on Aging & Persons with Disabilities

7) TOWN MANAGER'S REPORT

2020 Census

The Census Bureau will be mailing invitations to respond to the 2020 Census between March 12th - 20th. These mailings will include detailed information for completing the Census including how to do so online.

During this time frame, some homes will receive a paper questionnaire. Please complete your form online, by phone or by mail when your invitation arrives. When you respond to the census, you'll tell the Census Bureau where you live as of April 1, 2020.

Please note that if you are responding online, you must complete the census in one sitting, as you don't have the ability to save your progress. If you do not receive an invitation to respond from the Census Bureau, you may respond online at www.2020census.gov or call their phone line at 844-330-2020. You can complete the census online or by phone in 13 different languages. There are also webpages and guides online in 59 non-English languages as well.

Central Street Closing

The Central Street rail crossing will be closed to motor vehicle traffic from 9:00 p.m. March 24 until 9:00 p.m. March 31. Amtrak will be reconstructing the western tracks to be compatible with the new high platform at the station. The crossing will be open to pedestrian traffic from Tuesday – Friday, but closed for the duration of construction to pedestrian traffic. Amtrak police will have a 24-hour presence at the jobsite to assist with traffic control. The DOT will be installing variable message signs and other signage this week, to inform the public of the crossing closing. They will also have other forms of outreach to make the public aware of the project and the closing. The Town will link to the DOT's message. This closing is very similar to the crossing closing of Central Street 2018.

COVID – 19 UPDATE

As the State of Connecticut continues to see a rise in the number of cases of the novel coronavirus (COVID-19), it is imperative that as a community we help slow the spread of COVID-19 through social distancing or separation.

Last week I took steps in a number of ways to implement social distancing. All of these are subject to modification in the coming days. They include:

- Limiting public events on town-owned property, or sponsored by the town to no more than 100 attendees

- Suspended operations of The Caring Connection Adult Day Care Program through at least Sunday, March 29.
- Closed the Senior Center and suspended all senior programs beginning today, Monday, March 16th and reopening on Monday, March 30. Senior meal services will continue under a delivery/pickup model. Dial-A-Ride transportation will be accessible for urgent or time sensitive medical treatments (i.e.,; dialysis or chemotherapy). Senior Center staff will work with participants to ensure that people are signed up for the appropriate service.
- The L.P. Wilson Community Center and the Community Center at 330 Windsor Avenue are closed. Recreation programs at both facilities are canceled beginning today, March 16 through at least March 29.
- Both the Main Branch Library and Wilson Library are closed as of Monday, March 16 through at least Sunday, March 29.

Under Governor Lamont's additional Executive Order of today, March 16, 2020, additional measures will be taken and the timelines above revised. The Governor's Executive Order:

- Enacts a prohibition on large gatherings to a capacity of 50 people, and adds religious gatherings to the list of activities subject to the limit effective immediately through April 30.
- Limits restaurants to non-alcoholic beverages and take-out/delivery services only, effective 8 PM tonight through April 30.
- Requires closure of gyms, fitness studios, and movie theaters, effective 8 PM tonight through April 30.

Throughout our preparedness efforts, the overall goal has been to try to find a balance between maintaining services and programs while appropriately instituting social distancing or separation practices to protect our residents and employees.

Additional cleaning and sanitizing efforts have been deployed in our buildings, and hand sanitizer has been distributed to every building.

Signage has been put in place encouraging visitors and the public to practice good hygiene and wash their hands often.

While we have closed several facilities and suspended in-person programming, there are still a large percentage of town services being delivered.

Between the Social Services Department, Board of Education and citizen volunteers, there are still a variety of food assistance programs being offered.

School Grab-N-Go Meals

The Board of Education's free grab-n-go meals are available to all Windsor children who are 18 years of age or younger. The locations for this will be at the Windsor High School, located at the entrance near the tennis court, as well as Clover School, and Oliver Ellsworth School, Monday through Friday from 10:30 a.m. – 12:30 p.m.

Weekend Wheels Backpack Program

The Weekend Wheels backpack program is currently distributing items through the 2019-2020 school year. This program distributes a food filled backpack to qualifying elementary school children each week throughout the school year for the purpose of providing nutritional assistance through the weekend.

Windsor Food Bank

The Windsor Food Bank will be offering a drive through distribution Monday through Thursday. Residents will be able to drive up and pick up pre-packaged bags.

Groceries-to-Go Program

This program is for residents over the age of 60. Staff will be delivering pre-packaged bags to residents home.

For more information on these food assistance programs, please contact Windsor Social Services at 860-285-1839.

There are a number of town services residents and businesses can access online via www.townofwindsorct.com

We encourage residents to contact town departments by phone or email prior to coming in person. We very well may be able to help you complete your business remotely, saving a trip and helping to ensure community health.

I appreciate all of the dedication and understanding our full and part-time employees have put forth through the past weeks.

I also extend my thanks to our residents for understanding the importance of the various actions taken to date in order to institute social distancing or separation practices to protect our residents and employees.

Councilor Black-Burke thanked everyone for all they have done. She said that she understood, given the current state of emergency, that more modifications are coming. She asked if the town employees are able to work remotely. She also asked, since school was closed, if there was anything through the town or the Board of Education (BOE) implementing a hotline to ensure meals to families who are not able to provide for their families.

Town Manager Souza stated that the best number was to call social services at 860-285-1839 and he would have to check with the BOE if they have set up a contact number. Town Manager Souza stated that last week he sent out a communication to all full-time and part-time employees outlining the steps we were taking. Depending on the function the employees perform, they may have the ability to work remotely. Town Manager Souza indicated that a lot of our employees are the front line customer service and may not be able to work remotely. Town Manager Souza noted that the town had a lot of new employees that may have not accrued a certain amount of leave time and a provision was made in the policy allowing the Town Manager to advance leave time if needed. Town Manager Souza stated that we would continue to help employees on a case by case basis.

Councilor Black-Burke thanked Town Manager Souza and wanted to be clear that we care about the employee's safety and do not want to put them in danger in any way.

Councilor Rampulla Bress thanked Town Manager Souza for all his work. She noted that there would be free 'grab and go' meals offered by Windsor Public Schools, which had an additional site located at Windsor High School at the entrance near the tennis courts. This would be available to all Windsor children who are 18 years old and younger. She asked Town Manager Souza about the coronavirus preparation regarding the new guidelines given today by the CDC about gatherings of 10 people or less and how moving forward that would impact us. Town Manager Souza stated that the town would follow the state order by the governor, which limited gatherings to 50 people.

Councilor Rampulla Bress asked about social distancing the town employees from the public and what accommodations would be made for the safety of employees. Town Manager Souza said that we are fortunate enough at town hall to have counters 25 to 30 inches in depth, so the employees are separated from the public. We provided all the customer service areas with cleaning materials and once employees are done with their visitors, all surfaces are sanitized.

Deputy Mayor McAuliffe asked Town Manager Souza about employees who are not on salary, or who may have elderly people and children at home from school who they are caring for and what the ramifications are for that. Town Manager Souza said that part-time and hourly employees do accrue personal or sick leave which may be used. Depending on the situation in that household, there would be short-term disability, if that individual becomes ill. Town Manager Souza noted that there are a number of ways to continue to receive wages. Town Manager Souza stated that the bigger concern would be the part-time employees who don't accrue a significant amount of leave time over the course of a year. We are addressing those situations.

Councilor Govoni asked about the employees in the field such as inspectors, firemen, first responders and the public works department regarding any sanitary measures in place

for any cross contamination. Councilor Govoni asked if there would be materials in their vehicles. Town Manager Souza stated that he would check to make sure there are supplies in vehicles.

Mayor Trinks thanked Town Manager Souza and appreciated all the work the Town Manager and town staff have done. Mayor Trinks said that this was uncharted waters for all of us and appreciated the communication that was provided.

8) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler said he wished everyone to stay safe.

Councilor Tustin – None

Councilor Black-Burke encouraged everyone to take a moment to check on your neighbor or to speak to someone you haven't spoken to in town in a while. She noted that this would make us all get back to what the community is all about. She added that she was here for the Town of Windsor community. She encouraged all if you can stay home and have the option to work remotely, to do so to hopefully reduce the spread of COVID-19. She hoped that everyone would continue to be safe and look out for one another.

Councilor Govoni said that the community should lend a helping hand and if you see something, say something.

Councilor Rampulla Bress agreed with all the town councilors. She noted that Stop & Shop will be operating on reduced hours, but would be offering a special shopping time for seniors 60 and older. Stop & Shop stores would be open from 6 a.m. to 7:30 a.m. only to those customers 60 and older. She thanked Town Manager Souza for his report.

Councilor Wilkos thanked Town Manager Souza and the town staff for everything they have done. Councilor Wilkos noted that the food service in our community was important and to definitely take advantage of those programs offered. He stated that we all know what was happening out there with a lot of small businesses and restaurants being decimated, so take advantage of the take out services offered if you can to support them.

Councilor Jepsen thanked all the workers out there who are still working in picking up garbage, stocking our shelves so citizens can go shopping, etc. Councilor Jepsen agreed with Councilor Wilkos in helping the town's businesses. He added that when this was all over, we are still going to want to have that pizza place to go to, so try to support them.

Deputy Mayor McAuliffe agreed with what the other Councilors said and it was very important to support local restaurants. He noted that take out would be their lifeline for the next couple of months. He added that the Town Manager and staff have been amazing.



Mayor Trinks thanked the IT Department for putting this meeting together and this shows that the government continues to run no matter what the circumstances are. Mayor Trinks noted that the town will get out to everyone as much information as possible. Mayor Trinks thanked Town Manager Souza again for his great communication.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – None

Special Projects Committee – None

Health & Safety Committee – Councilor Black-Burke hopes that everyone will stay healthy.

Personnel Committee – None

Finance Committee – Deputy Mayor McAuliffe said that the Finance Committee meeting was next Monday, March 23 at 5:30 p.m. and it would be a remote meeting. The details will be shared soon.

Council Rules of Order Review Committee – Councilor Jepsen noted that the Committee has completed its review of the Council Rules of Order and it is on tonight's agenda.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

MOVED by Councilor Jepsen, seconded by Councilor Wilkos to amend agenda items 12d and 12e on the Town Council agenda date stamped 3/12/20 by the Town Clerk's Office to state the amount to be \$870,000.

Motion passed 8-0-0 (Councilor Tustin absent)

12) NEW BUSINESS

- a) Approve elections Emergency Response Plan

RESOLVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen 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.

Town Manager Souza stated 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, and 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. 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.

Deputy Mayor McAuliffe asked if there is still a loss of power. It mentioned that three schools still don't have generators. Town Manager Souza said that was correct.

Councilor Govoni asked if all the buildings are still closed and we cannot have public elections, would we have the capacity to do all absentee ballots. Town Manager Souza stated that there would be a conference call involving the Secretary of State, other state officials, and members of town clerk staff across the state tomorrow afternoon about those issues.

Motion passed 8-0-0 (Councilor Tustin absent)

- 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."

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 \$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 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 8-0-0 (Councilor Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to introduce 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 Souza invited Robert Jarvis, Town Engineer/Director of Public Works and Whit Przech, Building and Facilities Manager to present an overview of the project to the Town Council.

Mr. Jarvis stated 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.

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.

Councilor Rampulla Bress asked if it was cost effective using the same furniture, how old were those materials, and would it meet our needs. Mr. Jarvis stated that the furniture was an improvement of current furniture at the Department of Public Works (DPW) and definitely would meet our needs.

Councilor Rampulla Bress said that she had been to DPW and wondered what type of savings would be garnered from this renovation using the older furniture. Mr. Jarvis stated that the estimate for new furniture was in the \$40,000 to \$50,000 range. He explained that there was only a few work space areas and he believed that the furniture at the police department would be sufficient for their needs. Mr. Jarvis stated that there would be a contingency and they would be able to allocate that if it became necessary.

Councilor Wilkos said that the pictures really showed the nature of the building. Councilor Wilkos asked if the trailer rental was for us or for construction. Mr. Jarvis stated that we have to provide an area for DPW staff to change. The trailer would act as a locker room and restroom if needed. Councilor Wilkos asked if we have that in the new building. Mr. Jarvis said that two restrooms would be completed for the project, but there are no locker room facilities. Councilor Wilkos thanked Mr. Jarvis for repurposing the furniture.

Councilor Govoni asked Mr. Jarvis if the restroom showers would be upgraded. Mr. Jarvis stated that he does not believe the showers are in the upgrade. Mr. Przech said that the showers are being provided in the new restrooms at the 100 Addison Road facility. Councilor Govoni noted that the janitor's room, which was never used, would be a great spot for showers at DPW.

Mayor Trinks thanked Mr. Jarvis for the quick tour a few months ago. He stated that this renovation was necessary and was long overdue. Mayor Trinks said that he fully supports the project.

Motion passed 8-0-0 (Councilor Tustin absent)

- 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."

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to 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" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion passed 8-0-0 (Councilor Tustin absent)

- 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."

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 \$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.

Motion passed 8-0-0 (Councilor Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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."

Town Manager Souza invited Robert Jarvis, Town Engineer/Director of Public Works and Adam Kessler, Assistant Town Engineer to present an overview of the project to the Town Council.

Mr. Jarvis stated that there are currently 6 tennis courts at 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.

He added that 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.

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 sub soils 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.

Deputy Mayor McAuliffe asked what the lifespan of that surface was. Mr. Kessler stated that the courts' life expectancy are at least 20-25 years and usually at the 20-25 year mark, the courts should be resurfaced. Mr. Kessler said that the surface would be taken off and reapplied.

Councilor Wilkos asked if they are doing anything about the base. Mr. Kessler stated that based on our inspection and our consultant's inspection, we determined that there are no structural failures with the base.

Councilor Rampulla Bress asked about the usage of the courts. She asked if the courts were open to the community and utilized by the high school since she wanted to make sure the community was aware the courts were open to the community. Town Manager Souza stated that is correct, that courts are open for public use. Town Manager Souza noted that the Recreation Department camps use them also.

Councilor Govoni stated that the project was long overdue and it would last for a long time.

Councilor Jepsen asked if there was a government match. Mr. Jarvis stated that he was not aware of a government match, but through various tennis associations there may be grants available for rehabilitation or reconstruction of the courts. Town Manager Souza stated that as a standalone project it's not eligible.

Mayor Trinks asked if he had missed a timeline for the project regarding a public hearing. Mr. Jarvis stated we would propose to have the construction happen in late spring and summer. Mayor Trinks asked if it was for six courts. Mr. Jarvis said that it was for just six courts.

Motion passed 8-0-0 (Councilor Tustin absent)

- 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."

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to 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" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion passed 8-0-0 (Councilor Tustin absent)

- 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."

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 \$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 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 8-0-0 (Councilor Tustin absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to 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 Souza invited Paul Norris, Director of Recreation Services and Whit Przech, Building and Facilities Manager to present an overview of the project to the Town Council.

Mr. Norris said that 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.

Councilor Wilkos asked if there will be metal roofing and the cost associated with that. Mr. Przech stated that the cost estimate that was received was double the cost as compared to asphalt shingles. Mr. Przech explained that with metal roofing you need level roofs and the barn's roofs are wavy. Mr. Przech noted that the cost for a metal roof would be \$800 per square foot and the asphalt shingles would be \$350 per square foot. Councilor Wilkos thanked Mr. Przech for looking into that.

Councilor Govoni thanked Mr. Norris and Mr. Przech for maintaining the tobacco sheds that are an icon in Windsor. Councilor Govoni stated that he is very happy for the tobacco shed to be preserved for the future.

Motion passed 8-0-0 (Councilor Tustin absent)

- 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."

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to 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" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion passed 8-0-0 (Councilor Tustin absent)

- h) Approve temporary easement with CT Department of Transportation for use of a portion of 80 Mechanic Street public parking lot

Councilor Jepsen recused himself from item 12 (h) and 12 (i).

MOVED by Deputy Mayor McAuliffe seconded by Councilor Dobler 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.

Town Manager Souza stated that 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 Department of Transportation (DOT) contractor will need space to store materials and equipment along with a job site trailer. The 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 the DOT. The DOT will need to restore the easement area if there is any damage.

Councilor Rampulla Bress asked if these parking spaces are the ones used in the off time by the Windsor Arts Center. Town Manager Souza stated that it was the parking lot that was across the street from the pond. Councilor Rampulla Bress expressed that her concern was the Art Center has been instrumental in bringing citizens together and many times when she goes there, the overflow parking area needs to be used for events. She asked if any thought had been given to where parking would take place for those events during the project. Town Manager Souza stated that there are thirty parking spaces that would remain accessible. Town Manager Souza noted there would be shared parking at the CVS parking lot at off peak hours for Windsor Art Center events. Councilor Rampulla Bress asked about possible street parking. Town Manager Souza stated that street parking is allowed on parts of Central Street, but Mechanic Street parking would be challenging. Councilor Rampulla Bress expressed that she was happy there would be thirty spaces available, but hopefully we could let the public know that there would be a temporary problem regarding parking in this area.

Motion Passed 7-0-0 (Councilor Tustin absent and Councilor Jepsen recused)

- i) Approve utility easement with Connecticut Department of Transportation for a portion of 45 Central Street

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress 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.

Town Manager Souza stated that 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.

Motion Passed 7-0-0 (Councilor Tustin absent and Councilor Jepsen recused)

- j) Approve an appropriation of \$43,000 to the Caring Connection from the Unassigned General Fund Balance

Mayor Trinks stated that it was his understanding that this item would be tabled. Town Manager Souza said that it can be tabled until the next meeting of April 6, 2020. Town Manager Souza noted that the Caring Connection program was suspended right now and the town would need to review and refine the appropriation that we are requesting.

MOVED Councilor Jepsen, seconded by Deputy Mayor McAuliffe to table item 12(j) to date specific of April 6, 2020.

Motion passed 8-0-0 (Councilor Tustin absent)

- k) Introduce amendments to Council Rules of Order

Councilor Jepsen stated that it's not his intention to have a motion tonight so the Town Council may have two weeks to consider the changes. Councilor Jepsen thanked Councilor Rampulla Bress who was instrumental in bringing this about, former Deputy Mayor Jody Terranova and Adam Gutcheon who helped immensely on formulating this. Councilor Jepsen noted that the Council Rules of Order have not been updated in over thirty years.

Councilor Jepsen explained that they moved the order of business on the agenda, placing 'Communication from Council Members' be placed after 'Public Communications and Petitions' so the Council can respond more directly to public comments. He added that changes were also made to rid all the male versus female references, the order of business, and the elimination of a standing committee.

Councilor Jepsen noted that two appendixes were added. One outlines the Personnel Committee guidelines and the other is where we listed all the reasons to go into executive session. Councilor Jepsen said that the town attorney had commented on this and recommended to get rid of the schedule. He asked at this point for comments to be sent to him.

Councilor Black-Burke stated that she read through it and would like to know how to proceed.

Councilor Jepsen said that an email would be great, but anything a Councilor might want to add can be added now as well.

Councilor Black-Burke stated that Section 6 Remote Participation the word “adequate” in “adequate notice” needed to be defined.

Councilor Rampulla Bress said that she agreed with Councilor Black-Burke since she had the same concern. Councilor Rampulla Bress thanked Councilor Jepsen and Jody Terranova for taking on this review and added she had a wonderful experience with the Committee. Councilor Rampulla Bress stated that she appreciated all the work that went into this and it would help the Town Council greatly in the future to move forward.

Mayor Trinks said that he would certainly continue to reach out and thanked Councilor Jepsen and his Committee for the work that they have done.

Councilor Jepsen said that he was thankful for the Committee and to please send him any comments or concerns so that by the April 6, 2020 meeting this would be an item to get through quickly.

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the March 2, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the March 2, 2020 Public Hearing as presented.

Motion passed 8-0-0 (Councilor Tustin absent)

b) Minutes of the March 2, 2020 Regular Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the March 2, 2020 Regular Town Council meeting as amended.

Amendment: Councilor Black Burke stated that under ‘Communications from Council Members’ that Councilor Govoni’s statement where he says ‘seconded the Crown Act’ should really read that he concurred on passing the Crown Act, not that he seconded it.

Motion passed with amendment 8-0-0 (Councilor Tustin absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION – None



17) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Black-Burke to adjourn the meeting at 9:07 p.m.

Motion passed 8-0-0 (Councilor Tustin absent)

Respectfully Submitted,

Jennifer Penetra
Recording Secretary