



**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
MARCH 16, 2020  
Regular Town Council Meeting**

**APPROVED MINUTES**

**1) CALL TO ORDER**

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

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen 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 12<sup>th</sup> - 20<sup>th</sup>. 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](http://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](http://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