



**TOWN COUNCIL  
VIRTUAL MEETING  
MAY 4, 2020  
Regular Town Council Meeting**

**APPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:30 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

**2) PRAYER OR REFLECTION**

Councilor Jepsen led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Jepsen led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Susan Miller, 10 Ethan Drive, voiced her support for the creation of a Citizen Task Force on Sustainability and Clean Energy.

**6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Dobler would like to thank town officials for their help in getting the town safely through this time and encourages everyone to stay safe and to stay calm.

Councilor Govoni – None

Councilor Black-Burke wishes to express thanks to the teachers. This is Teacher Appreciation Week and she thanks them for shaping our children's minds and inspiring the students. She also appreciates Mrs. Miller for calling in support of the Sustainability Task Force.

Councilor Rampulla Bress echoed Councilor Black-Burke's statement. She also thanks the town and staff at the Windsor Public Library for the introduction of Curb-side Pickup of library materials

Councilor Wilkos - None

Councilor Jepsen likes the new Rules of Order and the lineup of the agenda introduced this evening. Placing Public Comment and the Communications from Council Members earlier on the agenda gives councilors the opportunity to address any comments from the public.

Deputy Mayor McAuliffe explained the new app that is available named '*How We Feel*.' It is an easy app to use and tracks any COVID-19 symptoms. It's available to download for free in the Apple App Store and the Google Play store. This is all confidential and will help the state identify possible hot spots for COVID-19.

Mayor Trinks asks that everyone social distance, wear their masks and stay safe. He also reminds all citizens of the importance of filling out the Census this year. This is very important for town funding and representation.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSION

Mayor Trinks stated that the Board of Education and Board of Assessment Appeals have submitted written reports to the Council, and each Councilor has received a copy.

### a) Board of Education

- Windsor Public Schools are closed through Wednesday, May 20, 2020 by Governor Lamont's executive order.
- Windsor Public Schools continue distance learning until at least May 20th. We have made an alteration to our schedule of providing more Social and Emotional Learning (SEL) work on Wednesdays and using part of Wednesday for make-up work for students. We have found, through surveys and input from students and families, that the amount of work provided to students has been in some cases overwhelming. This alteration of Wednesday's schedule will allow us to continue the district's SEL work and provide students and staff some relief, along with giving some needed meeting and consultation time for staff.
- Windsor Public Schools will be provided 1,147 new Dell laptops by the Governor's 'Learn from Home' taskforce. These laptops were donated to the State specifically for Alliance District high school students. We do not anticipate receiving these laptops until June. We are very grateful for this significant donation and have begun discussions on how to utilize these within our district.
- Windsor Food Service has served 19,164 meals through Friday, April 24, 2020. Each of those meals included lunch and breakfast for the next day. Windsor will have two locations serving meals during this closure, unless further restrictions are put into place, the locations are:
  - Windsor High School - entrance by tennis courts
  - Oliver Ellsworth School - entrance by near main office

Hours are 10:30 AM to 12:30 PM, Monday through Friday, for students age 18 and younger.

- As we have moved into week six of distance learning, materials and supplies for students at home are becoming less and less. We are looking at ways to distribute materials along with the expected donation of Scholastic materials from the State of Connecticut.
- We continue to remain open to any and all options for graduation which include smaller ceremonies, a ceremony scheduled into the summer, remote ceremony or other alternatives.
- Through our continued partnership with the Hartford Foundation for Public Giving, the Foundation has provided us with a \$75,000 grant to support our school district through this pandemic. We are looking at utilizing the grant, among other potentials, for a Fall extended learning program to support students who may have fallen behind due to distance learning. No formal decisions have been made at this time.
- Our Physical Plant Manager, George Greco, retired on May 1, 2020. Mr. Charles Waterfield has been promoted as the new manager. He has been serving the district in a maintenance worker position for many years.

b) Board of Assessment Appeals

The Windsor Board of Assessment Appeals met on the following dates:

March 11, 12, 14, 19, 23 & 30 which resulted in the following Assessment changes:

Category	# Appeals	\$ Assessment	\$ Reduction	% Reduction
<b>Residential Real Estate</b>	<b>14</b>	<b>2,466,520</b>	<b>(36,190)</b>	<b>1.467</b>
<b>Commercial Real Estate</b>	<b>17</b>	<b>94,294,753</b>	<b>(831,530)</b>	<b>.882</b>
<b>Personal Property</b>	<b>7</b>	<b>48,154,895</b>	<b>(2,177)</b>	<b>.005</b>
<b>Motor Vehicle</b>	<b>2</b>	<b>31,100</b>	<b>(3,087)</b>	<b>9.92</b>
<b>Total</b>	<b>40</b>	<b>144,947,268</b>	<b>(872,984)</b>	<b>.602</b>

**8) TOWN MANAGER’S REPORT**

**Memorial Day Update**

For everyone’s safety, the Holiday Observance Committee has canceled its traditional Memorial Day observances and parade. Staff is working with representatives of the American Legion and VFW to produce a video that will include portions of the traditional observances, such as the reading of the names of Windsor Veterans whom we have lost in the past year. This special presentation will be broadcast on WIN-TV, WGTV and the town’s social media outlets on Memorial Day to ensure we respectfully honor those

who have made the ultimate sacrifice. Members of the community are invited to participate in this production by videotaping themselves, their family or children reciting the *Pledge of Allegiance*, *Flanders Field* or the *Gettysburg Address*. Detailed information is available on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

### **Win Wag Photo Contest Begins May 7<sup>th</sup>**

June is dog licensing month and you're invited to participate in the Win Wag Photo Contest sponsored by the Town Clerk's Office to raise awareness of dog licensing month in June. The photo contest is free and open to Windsor residents. The entry period for the contest begins at 8:00 AM on May 7<sup>th</sup> and ends at noon on May 20<sup>th</sup>. The winning entry, determined by online public voting, will be awarded with the #1 dog license tag for the current year and a PETCO gift card. See contest details on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

### **Street Paving Schedule**

The first phase of street milling and overlay is expected to begin the week of May 18 and continue through the first week of June. Contractors will be working on Willowcrest Drive, Southwood Drive, Nod Road, West Wolcott Avenue and Grant Circle. A separate project, the rehabilitation of Deerfield Road, is anticipated to begin in June. This project is a more comprehensive one, and will be underway for about 60 days.

Motorists should expect some delays in these area and use alternate routes if possible.

### **COVID – 19 - 'A PATH FORWARD TO WINDSOR'S RAMPING UP'**

I along with Department Directors have initiated planning a path forward toward our 'reopening' or 'ramping up' process.

This effort will be multi-layered and focused on several key areas including:

- Employee Wellness & Safety;
- Facilities;
- Programs & Operations; along with
- Community Support & Spirit.

There are various multi-disciplinary teams working to develop both an overall organization approach as well as plans tailored to each department in anticipation of the Governor lifting or modifying various restrictions in phases starting later this month.

The work includes identifying short and longer-term resource needs (materials/supplies, people, technology, equipment) as well as budgetary aspects related to expenditures and revenues. Our planning work is very much dependent on guidance and direction from the State of CT as well as the CDC.

### **Public Service Recognition Week**

May 3-9, 2020 has been designated as Public Service Recognition Week, honoring federal, state, and local government employees.

I would like to recognize the efforts of our approximately 190 full-time town employees plus the dozens of part-time employees whose work throughout the year supports the business community, provides public safety, protects our environment, preserves our history and provides programs and services for residents young and old.

As we know, these past weeks have been challenging, and I want to recognize the tireless efforts of our health department staff and all employees playing a critical role in an ever changing environment. Town of Windsor employees always are, and will continue to be on the front lines, providing essential services to the residents of Windsor. I thank them for their dedication, and it is my pleasure to work with them. I'd also like to thank all of our teachers, both in public, private and parochial schools, for all they do not only during the last several weeks, but also throughout the year.

### **9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler – Nothing to report

Special Projects Committee – Councilor Dobler - Nothing to report

Health & Safety Committee – Councilor Black-Burke – Hope to have a meeting scheduled before the next Council meeting or later part of May.

Personnel Committee – Councilor Rampulla Bress said she has been busy with virtual meetings. Councilors Black-Burke and Jepsen (filling in for Councilor Tustin after his resignation) and Scott Colby, Assistant Town Manager recently met. The Committee reviewed applications for reappointments. They had a discussion regarding the creation of a Clean Energy Task Force or Commission that was referred to the Personnel Committee by the Town Council at the last regular meeting. It was decided to create a task force versus a commission. They will continue to work on this, schedule another meeting and would like input from the public. The date will be posted on the town website. Suggestions/comments are welcome and can be emailed to Councilor Black-Burke or herself. She hopes to have details to present to the Council at the next regular meeting.

Finance Committee – Deputy Mayor McAuliffe - Nothing to report.

### **10) ORDINANCES - None**

### **11) UNFINISHED BUSINESS**

- a) Discussion regarding the creation of a committee on sustainability efforts

Deferred to the next Regular Town Council meeting.

**12) NEW BUSINESS**

- a) Set a Public Hearing for June 1, 2020 at 7:20 p.m. (prevailing time) to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit program

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe that a Public Hearing be set for June 1, 2020 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit program administered by the Connecticut Department of Revenue Services.

Peter Souza, Town Manager, explained that the Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn up to a 100% tax credit.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2020 application round must be submitted to the Office of Community Development by the close of business on May 22, 2020. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting that a public hearing be set for the evening of June 1, 2020 and that the list of submitted and eligible applicants be placed on the Council agenda for consideration at that same time. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2020.

Motion Passed 8-0-0

- b) Approve submittal of LOTCIP grant applications for International Drive

RESOLVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that staff is authorized to submit grant applications to the Capitol Region Council of Governments for the following projects under the Local Transportation Capital Improvement Program:

- International Drive, Northbound Rehabilitation; and
- International Drive, Southbound Rehabilitation.

Adam Kessler, Assistant Town Engineer, stated town staff has reviewed several roadway reconstruction/rehabilitation projects to evaluate which would score favorably utilizing CRCOG's rating criteria. Based on that criteria, it is recommended that grant applications be submitted for the following two projects: 1) Rehabilitation of International Drive – Northbound and 2) Rehabilitation of International Drive – Southbound. The proposed project limits are from the vicinity of Rainbow Road to Route 20 in East Granby.

The application will be submitted by Windsor, on behalf of Windsor and East Granby. The Town of Windsor will be listed as the applicant and will administer the project. East Granby will submit a letter of support for the project.

If awarded funding, the Town would be responsible for 100% of the costs related to design for the selected project(s) with 100% of the construction phase to be funded by the State. Assuming in-house staff is responsible for the majority of the design effort, each project would need approximately \$40,000 for survey, geo-technical analysis, traffic data evaluation, and design assistance.

In response to a question from Councilor Dobler, Mr. Kessler explained that there would be two applications. Phase one would be for this year and phase 2 would be for next year.

In response to Deputy Mayor McAuliffe, Town Manager Souza explained that depending on the timing, if the applications are not successful, the project would need to be funded either by bonding or cash outlay. The last time the road was resurfaced was approximately 20 years ago.

In response to Councilor Wilkos, Mr. Kessler explained that East Granby was submitting a letter of support with the application and East Granby has not indicated that they are submitting any other application that might be competing with this project.

Councilor Wilkos commented that the town saves 10 percent utilizing in-house engineering. Since the road was last resurfaced, a large distribution center including Walgreens, Tire Rack and Dollar Tree have moved to International Drive.

Motion Passed 8-0-0

c) Authorize the Town Manager to execute and submit LoCIP grant

RESOLVED by Councilor Wilkos, seconded by Deputy Mayor McAuliffe that town staff is authorized to execute and submit an application to the State of Connecticut for a Local Capital Improvement Program (LoCIP) grant to perform pavement management and other eligible work, and that when received, the LoCIP funds will reimburse Capital Project Account No. 9041 "LoCIP Program."

Adam Kessler, Assistant Town Engineer, stated the Local Capital Improvement Program (LoCIP) is an entitlement grant allocated to each municipality in the State of Connecticut for certain types of Town Capital Improvement projects. The procedure to secure this funding from the State is to complete a qualifying project and then apply for reimbursement from the State.

Staff respectfully requests that the Town Council authorize that the following road rehabilitation projects be submitted for reimbursement under LoCIP:

- Willowcrest Drive
- Southwood Drive
- Nod Road
- West Wolcott Avenue
- Grant Circle

Motion Passed 8-0-0

### **13) RESIGNATIONS AND APPOINTMENTS – None**

Councilor Bress reviewed the list of names for consideration at the next Town Council meeting:

- Reappoint Richard Quintero as a Democratic member to the Greater Hartford Transit District
- Reappoint David Raney as a Republican member to the Greater Hartford Transit District
- Reappoint Adam Schibley as a Democratic member to the Inland Wetlands and Watercourses Commission
- Reappoint Caren Barry as a Democratic member to the Library Advisory Board
- Reappoint Cheryl Curtis as a Democratic member to the Library Advisory Board
- Reappoint LeighAnn Tyson as a Democratic member to the Library Advisory Board
- Reappoint Fran Ward-Nelson as a Republican member to the Library Advisory Board

Councilor Jepsen said that he would be putting forth the name of Lenworth Walker to fill the vacant Town Council spot as Mike Tustin has resigned.

### **14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the April 20, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 20, 2020 Special Town Council meeting as presented.

Motion Passed 8-0-0

- b) Minutes of the April 22, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 22, 2020 Special Town Council meeting as presented.

Motion Passed 8-0-0

### **15) PUBLIC COMMUNICATIONS AND PETITIONS - None**

### **16) EXECUTIVE SESSION – None**





**17) ADJOURNMENT**

MOVED by Councilor Bress, seconded by Councilor Dobler to adjourn the meeting at 8:23 p.m.

Motion Passed 8-0-0

Respectfully Submitted,

Lori Hartmann  
Recording Secretary