



**TOWN COUNCIL
VIRTUAL MEETING
MAY 18, 2020
Regular Town Council Meeting**

APPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:34 p.m.

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

Absent: Councilor James Govoni

2) PRAYER OR REFLECTION

Deputy Mayor McAuliffe led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Deputy Mayor McAuliffe led the group in the Pledge of Allegiance.

Motion to move item #12A

- a) Approve appointment to fill Town Council vacancy

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to place item 12 a) on tonight's agenda after Item 3.

Motion Passed 7-0-0 (Councilor Govoni absent)

Councilor Jepsen stated the Town Council currently has one vacancy due to Councilor Tustin's resignation which was effective April 26, 2020. Councilor Tustin's political party affiliation is Republican. The Town Council is responsible for filling the vacancy. At the last Town Council meeting, he as a Republican member of the Town Council, presented the name of Mr. Lenworth Walker to fill the vacant unexpired term for consideration and approval on May 18th.

Per Section 6-1 of the *Town Charter*, when a vacancy occurs on the Town Council, the remaining unexpired portion of the term shall be filled by the remaining members of the Council by an affirmative vote of not less than five members. Additionally, the appointee shall be of the same political party as the person creating the vacancy. With regards to a time frame for filling the vacancy, the *Town Charter* is silent.



Anna Posniak, Town Clerk, swore Mr. Lenworth Walker into office.

MOVED by Councilor Jepsen, seconded by Councilor Dobler to appoint Mr. Lenworth Walker to the Town Council to fill an unexpired term.

Motion Passed 7-0-0 (Councilor Govoni absent)

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating May 17-23, 2020 as Emergency Medical Services Week

Councilor Black-Burke read the proclamation aloud.

- b) Proclamation designating May 17–23, 2020 as National Public Works Week

Councilor Wilkos read the proclamation aloud.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Eric Weiner, 76 Palisado Avenue, spoke of opposing any tax abatement for development that may be done for Amazon on Kennedy Road. Mr. Weiner thanked the Council for putting the Lower Farmington River on the agenda tonight. Mr. Weiner stated that he has been monitoring COVID infections in town fairly closely over the past two weeks and there has been an average increase per day in the number of confirmed cases in Windsor between 1% to 2%. Mr. Weiner noted that over the last three days, that number has jumped between 5% to 6.3%. Mr. Weiner said that he wanted to call that to the town's attention to investigate and see if this is due to an increase of testing.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler welcomed Councilor Walker to the Town Council and is excited to work with him. Over the next few days the state is going to be slowly opening up. Councilor Dobler noted that some people think it's way too soon and some people think that it is way too late. Councilor Dobler noted that after speaking to several restaurant owners and employees throughout Hartford County, they are extremely excited, but extremely nervous about opening up. Councilor Dobler asked that everyone that goes out to restaurant to please be civil, make sure you give enough space and be as courteous as possible. Councilor Dobler noted that he hoped everyone stayed safe and healthy.

Councilor Walker thanked Mayor Trinks and appreciates the warm welcome. Councilor Walker said that he is looking forward to working with everyone and to do what is best for the residents and in the interest of the Town of Windsor.

Councilor Govoni – None

Councilor Black-Burke welcomed Councilor Walker to the Town Council. Councilor Black-Burke noted that there are many reminders for parents, so please check emails in regards to picking up items from back in March. Councilor Black-Burke said to please note you will not be able to go into the building, but there are clear instructions in the email. Councilor Black-Burke stated that they are still continuing to distribute food to families in need during the pandemic at Oliver Ellsworth and Windsor High School. Councilor Black-Burke said that people should continue to stay safe.

Councilor Wilkos welcomed Councilor Walker. Councilor Wilkos stated that last year he got to know Councilor Walker very well on a personal level. Councilor Wilkos noted that Councilor Walker is a good man and he will do great things being on the Town Council.

Councilor Rampulla Bress welcomed Councilor Walker and looks forward to working with him. Councilor Rampulla Bress said that she wanted to wish a peaceful and happy Ramadan this May to our community. She shared that May is Mental Health Awareness month. Councilor Rampulla Bress noted that Windsor Youth Services has a wonderful program coming up this week, which is a video online called Angst (Anxiety documentary) which is free from May 13-21 on the Windsor town page. Councilor Rampulla Bress said that she viewed it and it's wonderful and to please check it out.

Councilor Jepsen expressed his condolences to the Marci family and stated it was a tragedy what happened over there. Councilor Jepsen welcomed Councilor Walker not only now, but back to the Town Council. Councilor Jepsen asked Mayor Trinks to please name Councilor Walker as a member of the Personnel Committee in place of Councilor Tustin.

Deputy Mayor McAuliffe welcomed Councilor Walker. Deputy Mayor McAuliffe thanked Greg Lemay for reaching out to organize a parade through his neighborhood in Stockbridge. Deputy Mayor McAuliffe relayed a message from Barry Chasen thanking everyone for the field sign named in this honor at the Windsor High School.

Mayor Trinks sends his condolences to the Marci family. Mayor Trinks gave a public shout out to first responders, fire, police, ambulance and public works who are always out there doing their job and doing it well. Mayor Trinks noted that if we all stick together, we are going to beat this. He said that we are Windsor Strong.

7) REPORT OF APPOINTED BOARDS AND COMMISSION

Mayor Trinks stated that the Public Building Commission has submitted a written report to the Council, and each Councilor has received a copy.

a) Public Building Commission

a) Police Station Construction Project – 9911

This project continues to be on schedule. To date the General Contractor and their subcontractors have been fully staffed, with safety guidelines, during the COVID-19 pandemic. The work load ahead planned for the next four weeks is as follows:

- All interior masonry walls are completed.
- The roof work continues: metal edge trim work and the roof for the new front vestibule will be completed soon, weather permitting. On the DPW side of the building the roof replacement has started.
- All interior steel framing is completed.
- Interior wall sound insulation, bulletproofing, drywall installation, and joint taping are completed. Painting is 60% complete.
- Electrical conduit and wiring work will continue and is scheduled to be completed in three weeks.
- Plumbing piping work is completed. Once restrooms are tiled the fixture installation will commence.
- Work in the detention area continues with the installation of security ceilings and cell doors. The sally port areas are completed.
- HVAC systems are scheduled to be started and commissioned over the next two weeks.
- Fire Sprinkler rough in is completed. Installation of a suspended ceiling grid has started and final sprinkler head locations have started as well.
- Site work has started and the mild winter has provided site work to be ahead of schedule. This work will be continuing over the next two months.
- To date, the construction change orders approved by the PBC total \$184,875.38 or about 1% of the total construction cost. Overall the project is still ahead of the planned schedule. We now expect completion in the summer 2020.

Fire and EMS Station Design Project – 9912

This project is currently out to bid. Bids are due in June. We expect to award the project in late June/July and have construction start in mid-August. The construction is estimated to last twelve months.

b) Sage Park Middle School Roof Design – 9506

This design is complete and pending state approval, work is now expected to take place in summer 2021.

c) DPW Building Renovation Design – 9505

This project has started. The HazMat abatement started this week and will be completed next week. The General Contractor, Sarazin General Contracting, is scheduled to start on June 1, 2020 and work is expected to take 120 days.

d) Clover Street School Partial Roof Design – 9508

This project is now complete. Once the contractor completes the several punch

list items to staff approval and closeout documents received, the PBC will close out this project.

e) Northwest Park Nature Center Addition – 9503

The contractor has all the materials for this project. The contractor will now start work this week.

f) Wilson Fire Station HVAC Replacement Project – 9517

The bids for this project have been received. The PBC will review these bids at its next meeting.

g) Poquonock Fire Station Replacement Roof Design – 9518

The bids for this project have been received. The PBC will review these bids at its next meeting.

h) Sage Park Middle School Energy HVAC Efficiencies Upgrades Project

The PBC received and approved final construction drawings. The schedule for this project is pending.

i) Northwest Park Barns Renovation

The PBC has awarded contracts for seven barn renovations. The renovations for each barn differ but may include replacing roofs, replacing rotted siding, and repainting exterior siding. Once contracts are in place, the work will occur during the early summer.

8) TOWN MANAGER'S REPORT

Raising Awareness Around Anxiety

In partnership with Windsor Locks, Windsor Youth Services is sponsoring a virtual screening of the documentary "**Angst: Raising Awareness Around Anxiety**." The film includes interviews with kids, teens, educators, experts, parents, and an interview with Olympic swimmer Michael Phelps. The online screening will feature a viewing of the film that can be streamed on your home device anytime through this Thursday, May 21, 2020. The recommended viewing age is 12 years and older.

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.

Street Paving Schedule

The first phase of street milling and overlay has been delayed until mid June. The work was expected to begin this week, but the contractors' availability has changed. Work on Willowcrest Drive, Southwood Drive, Nod Road, West Wolcott Avenue and Grant Circle is now expected to start in mid-June.

Poquonock School Parking Lot Project

The reconstruction and expansion of the Poquonock School parking lot is slated to begin later this week. The parking lot work should be substantially complete by the first week of August.

Dog License Renewals

The Town Clerk's office encourages all dog owners to renew their dog's license online or through the mail during the month of June. For your convenience, you may also drop off your dog license renewal payment in the Tax Collector's drop box conveniently located in our town hall parking lot.

Dog licenses are required by state law for dogs six months or older. Newly obtained dogs must be licensed within 30 days of new ownership. There is a late fee for licenses renewed after June 30th.

Online Renewals:

Online renewals will be available on our website beginning on June 1st.

Renewal by mail or drop box:

Enclose a check payable to the Town of Windsor with a self-addressed, stamped return envelope. Dog tags will be mailed to the owner in the self-addressed, stamped envelope. Rabies vaccination certificates are required for any dog that had its rabies vaccination updated since last June.

Update on Town Facilities and Programs

Town Hall and our other buildings remain closed to the public. Citizens may continue to use our various on-line services or they can contact town departments by phone or email to discuss how best to complete a desired transaction. Appointments can be made for time sensitive essential services.

We are currently making physical modifications to our customer service areas as well as preparing informational and directional signage for reopening to the public.

Many of our summer programs will be delivered in a modified way and unfortunately some programs may not be able to be offered. Staff has been reviewing various state and national guidelines and developing new operational plans. I expect announcements of the modified programs schedule to be made at the beginning of June.

I encourage everyone to continue to:

- practice social distancing
- practice good hygiene
- remember to wear a face covering
- and please do not use the various playscapes at the schools and parks

Thank you to all for your continued patience and understanding as we work through this together.

Town Manager Souza stated that in terms of the testing from public comment, there was an increase of the reported positive cases over the course of the weekend. Town Manager Souza noted that there are two factors from this, first being lags in reporting and second was additional testing done at the nursing homes in the recent week.

Councilor Black-Burke asked in regards to the Poquonock repaving project being ahead of schedule, is there any follow-up on the playscape and steps with that. Town Manager Souza stated that Danielle Batchelder, the BOE Business Manager has been in communication with staff regarding the design. He stated that as of two weeks ago, the design was in its final stages, but that he would get back to her.

Councilor Rampulla Bress stated that the title of the film was “**Angst: raising awareness around Anxiety.**” Councilor Rampulla Bress said that she was thankful to see an email go out about this and it’s so helpful during this time.

Councilor Jepsen asked if there has been any decisions on the pools. Town Manager Souza stated that was an excellent question. Town Manager Souza noted that at this time the State Department of Health has not issued firm guidance in opening public or semi-public pools. Town Manager Souza stated that he believes that there will be no swim lessons, but has not seen final guidelines yet. Town Manager Souza noted that he is still hopeful that it will be a modified program without swim lessons.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler spoke about setting up a meeting for mid-June.

Special Projects Committee – Councilor Dobler – None

Health & Safety Committee – Councilor Black-Burke spoke that the Committee met on May 11 and had a great meeting. The topics that were discussed were updates from Dr. Pepe and Nurse Waldo about COVID-19. The next topic involved the Police Department in diversity training and staffing. The topic of the relationship between Town of Windsor and Community Health Services was discussed with Dr. Pepe and Nurse Waldo. Councilor Black-Burke stated that Town Manager Souza will follow up with Community Health Services. There was a discussion regarding the Windsor Volunteer Ambulance, who will be hiring someone to recoup monies. Councilor Black-Burke stated that it was

a great meeting and thanked Councilor Govoni, the town staff, Town Manager Souza and Assistant Town Manager Colby.

Personnel Committee – Councilor Rampulla Bress spoke that the Committee will be meeting next Wednesday, May 27 at 6:00 p.m. Councilor Rampulla Bress noted that the Committee will be looking for input on the Mission in charge of the Citizen Advisory Task Force on Clean and Sustainable Energy. She said that the Committee will be interviewing some candidates for statutory commissions. The details on how to join the virtual meeting will be on the town’s website.

Finance Committee – Deputy Mayor McAuliffe stated there will be a meeting on Wednesday, June 8th at 5:30 p.m. to review year end financials.

Mayor Trinks appointed Councilor Walker to the Personnel Committee.

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

b) Approve Suspense List

MOVED by Councilor Wilkos, seconded by Councilor Dobler that \$170,303.90 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.

OCTOBER 1, 2012 - \$ 148.27

OCTOBER 1, 2013 - \$ 148.79

OCTOBER 1, 2016 - \$ 170,006.84

Town Manager Souza invited Cathy Elliott, Tax Collector to present to the Council.

Ms. Elliott stated in accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2016 Grand List that are considered not collectable. Also included are two accounts from prior Grand Lists which were added on after their respective lists had been suspended and are still showing as active accounts.

Councilor Wilkos asked if we transfer these accounts to the CT DMV, does that interfere with people leaving the state. Ms. Elliott stated that some states tell people they should be current, but she doesn’t know which ones will do that. She noted that most of the accounts that make up the suspense list are from people moving out of state.

Motion Passed 8-0-0 (Councilor Govoni absent)

- c) Authorize acceptance and expenditure of grant funds for the Deerfield Road Rehabilitation Project with the Town Council acting in lieu of a Special Town Meeting per Executive Order 7S

Motion to Approve Findings Per Executive Order 7S

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that per Executive Order 7S, the Windsor Town Council finds that to prevent possible financial loss and permit the orderly operation of the municipality the Town Council, as the town's legislative body, is acting in lieu of the Special Town Meeting, with regard to the First Supplemental Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).

Town Manager Souza stated that the Governor's Executive Order 7S requires a suspension of in-person voting requirements and the Town Council can act in lieu of a special town meeting. Town Manager Souza noted that Town Attorney Fitzgerald has reviewed this order and reviewed the motion under consideration at this time and found it to be in order. Town Manager Souza said that the Council does need to make specific findings that permit the Council to act as a Special Town Meeting. The two primary reasons as stated in the agenda item summary and the motion relate to the ability for the work to get done in this construction season. Town Manager Souza said that a delay in this action for the Executive Order to get modified, could very well last through the entire summer. This would allow the contractor to get started on Deerfield Road in June, otherwise we could very well lose the ability to complete this rehabilitation work during the construction season. Town Manager Souza stated that there is also the possibility we could lose all or part of the state funding. The state is funding 100% of the construction costs of this project and given the unknown fiscal impact of the COVID19 pandemic, we would like to move this project forward at this time so the grant has no financial impact to the town.

Motion Passed 8-0-0 (Councilor Govoni absent)

Adam Kessler, Assistant Town Engineer stated the supplemental PAL for the Deerfield Road Rehabilitation project includes a total estimated construction cost of \$1,047,329.40, with the project being funded 100% by the state. Upon the execution of the supplemental PAL, the state will transfer money in the amount of the low bid (\$872,774.50) plus an additional 20% to cover construction inspection and administration, material testing, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. Anticipated construction start date is June 1.

A Special Town Meeting is required to authorize the acceptance of state grant funds and expenditure of funds for the project and to authorize the Town Manager to sign the supplemental PAL. In response to the COVID-19 pandemic, Governor Lamont has issued a series of Executive Orders. Executive Order 7-S requires the suspension of in-person voting requirements for certain time sensitive municipal financial decisions, including supplemental, additional or special appropriations pursuant to Section 7-348 of the

General Statutes or any similar municipal charter requirement. This Executive Order was subsequently amended by Executive Order 7-CC, Paragraph 1 to include “the application for or acceptance of any grants, funding, or gifts.”

Motion to Approve Acceptance and Expenditure of Grant Funds

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to adopt the acceptance and expenditure of grant funds from the State of Connecticut of \$1,047,329.40 for the Deerfield Road Rehabilitation Project; and Peter Souza, Town Manager be authorized to sign the First Supplemental Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).

Town Manager Souza stated that this is the fourth project that the town has received funding for through this particular grant program.

Motion Passed 8-0-0 (Councilor Govoni absent)

- d) Volunteer appointments to the Lower Farmington River and Salmon Brook Wild and Scenic Committee

Deputy Mayor McAuliffe stated that the National Park Services' Partnership Wild & Scenic rivers program provides for exceptional rivers to be designated as “Wild and Scenic” by Congress. The Lower Farmington River & Salmon Brook achieved this designation in 2019. As part of the designation, a coordinating committee has been formed. Each town along the designated waterways has been asked to appoint two members to the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee.

The Town Council, through the Personnel Committee, is requested to initiate a process of soliciting applications from residents interested in serving and making appointments to the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee.

Each town may appoint a regular member and an alternate member. As a voting member on the Committee, the representative will have one vote on committee matters requiring a vote. Representatives will also act as liaisons between the town and the Committee in helping to address relevant river related information and in working on projects to further the goals of the Lower Farmington River and Salmon Brook Wild & Scenic Management plan.

Councilor Jepsen asked if these appointments have a term. Town Manager Souza stated the information provided to us did not have a length of term. Town Manager Souza said that he will investigate that with the Farmington River Watershed Association and provide that information to the Personnel Committee during their review of applicants.

Councilor Rampulla Bress is wondering who would be responsible for putting the notice out to the community about the application. Councilor Rampulla Bress asked if it would be similar to processes for Board and Commissions. Town Manager Souza said that town

staff would be pleased to do that similar to what we do for the Boards and Commissions and that will do it through a variety of means.

13) RESIGNATIONS AND APPOINTMENTS

Councilor Rampulla Bress asked for clarification in reading names more than once. Councilor Rampulla Bress stated that she doesn't see the need to do this twice. Councilor Jepsen stated that traditionally we have not read them for the first meeting. It's more for the Council to see who is being proposed to take the vacant slots and they are read the second time with the actual motion to appoint the applicant. Councilor Rampulla Bress stated that from now they will be presented in a list to look over first and then at second meeting will be read.

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

- Reappoint Ricardo Quintero as a Democratic member to the Greater Hartford Transit District for a four year term to expire February 28, 2024 or until a successor is appointed
- Reappoint David Raney as a Republican member to the Greater Hartford Transit District for a four year term to expire February 28, 2024 or until a successor is appointed
- Reappoint Adam Schibley as a Democratic member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2024 or until a successor is appointed
- Reappoint Caren Barry as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed
- Reappoint Cheryl Curtis as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed
- Reappoint LeighAnn Tyson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed
- Reappoint Fran Ward-Nelson as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed

Motion Passed 8-0-0 (Councilor Govoni absent)

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the April 27, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 27, 2020 Special Town Council meeting as amended. Correction: Remove Councilor Tustin as being absent as his resignation was effective as of April 26.



Motion Passed 8-0-0 (Councilor Govoni absent)

b) Minutes of the April 29, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 29, 2020 Special Town Council meeting as amended. Correction: Remove Councilor Tustin as being absent as his resignation was effective as of April 26. Correct Page 1, 3rd sentence under "Final Deliberations and Adoption of FY 21 Budget, to state ".....reduced by \$650,000" and not \$950,000.

Motion Passed 8-0-0 (Councilor Govoni absent)

c) Minutes of the May 4, 2020 Regular Town Council Meeting

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the May 4, 2020 Regular Town Council meeting.

Motion Passed 8-0-0 (Councilor Govoni absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Councilor Walker, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 8:45 p.m.

Motion Passed 8-0-0 (Councilor Govoni absent)

Respectfully Submitted,

Lisa Ozaki
Recording Secretary