



# Council Agenda

Council Chambers  
Windsor Town Hall  
October 5, 2020



## Dialing in by Phone Only:

Please call: **646 558 8656** or **301 715 8592**

1. When prompted for participant or meeting ID enter: **882 7062 1759** then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press \*9 to raise your hand.

## Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/88270621759>

1. When prompted for participant or meeting ID enter: **882 7062 1759** then press #
2. 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.
3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER OR REFLECTION – Deputy Mayor McAuliffe
3. PLEDGE OF ALLEGIANCE – Deputy Mayor McAuliffe
4. PROCLAMATIONS/AWARDS
  - a) Proclamation designating October 2020 as Fire Prevention Month
  - b) Proclamation designating October 2020 as Manufacturing Month in Windsor
  - c) Proclamation designating October 2020 as Community Planning Month
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education
  - b) Town Planning & Zoning Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



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11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) \*Consider approval of Manufacturing Machinery Equipment exemption for Spencer Turbine (Town Manager)
- b) \*Authorize grant submittal for extension of East Barber Street River Trail (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the September 21, 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 October 2020 as Fire Prevention Month*

**WHEREAS,** the Town of Windsor is committed to ensuring the safety and security of all those living in and visiting Windsor; and

**WHEREAS,** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS,** two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

**WHEREAS,** Windsor's residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

**WHEREAS,** residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

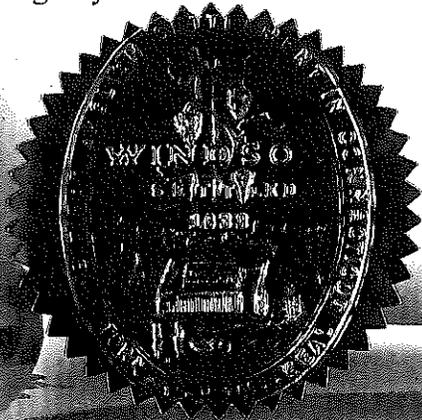
**WHEREAS,** Windsor's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS,** Windsor's residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

**WHEREAS,** the 2020 Fire Prevention week theme™, "Serve Up Fire Safety in the Kitchen!!" effectively serves to remind us that we need to take personal steps to increase our safety from fire.

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

October 2020, is designated as Fire Prevention Month throughout this town, and I urge all the people of to check their kitchens for fire hazards and use safe cooking practices and to support the many public safety activities and efforts of Windsor's fire and emergency services.



A handwritten signature in black ink, appearing to read "Donald S. Trinks".

Donald S. Trinks  
Mayor of Windsor  
October 5, 2020

# PROCLAMATION

## *Designating October, 2020 as Manufacturing Month in the Town of Windsor*

- WHEREAS,** Connecticut has more than 161,000 employees working in manufacturing companies and Connecticut manufacturers boost the state's economic growth, provide jobs for skilled workers and link to innovation in other sectors; and
- WHEREAS,** Windsor has an innovation economy with manufacturing playing a critical role in the diverse economic base of Windsor; and
- WHEREAS,** Windsor is a place where invention thrives, making the community one of the nation's top regions for business and careers and is a great place for long-term investment; and
- WHEREAS,** manufacturers contribute to the economic health of Windsor and raise awareness of highly skilled career opportunities in manufacturing and manufacturers employ more than 3,100 individuals in Windsor and comprise over eleven percent of Windsor's total employment; and
- WHEREAS,** Windsor manufacturers and Windsor High School are cooperating in a number of initiatives to help prepare students for careers in manufacturing including internships, workforce opportunity fairs, and grants for equipment and teacher training; and
- WHEREAS,** Windsor manufacturers produce everything from medical devices to roasted coffee to building curtain wall panels to airplane components; and
- WHEREAS,** manufacturing is vital to a strong Connecticut economy.

### ***NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:***

**October, 2020 be designated as Manufacturing Month in Windsor. We call upon all citizens to recognize the special contributions of Windsor manufacturers, which continue to help foster a vibrant economy in our community.**



A handwritten signature in black ink, appearing to read 'Donald S. Trinks', is written over a horizontal line.

Donald S. Trinks  
Mayor of Windsor  
October 5, 2020

# Proclamation

## *Designating October, 2020 as "Community Planning Month"*

*WHEREAS*, change is constant and affects all communities from urban to rural and large to small and community planning can help manage change in a way that provides better choices for how people live, work, and play; and,

*WHEREAS*, community planning allows all residents to be meaningfully involved in making choices that determine the future of their community; and,

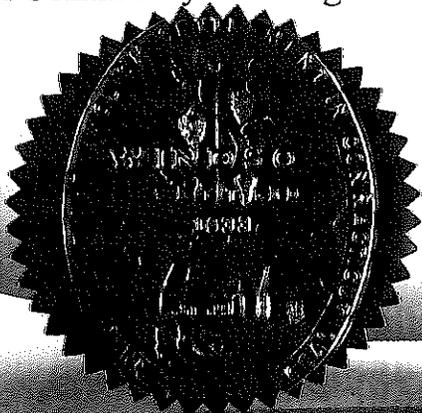
*WHEREAS*, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and,

*WHEREAS*, innovation in planning is everything, from using data sources and technology to addressing issues, including inequality, access to transportation, and social mobility, to celebrating new approaches to creating communities of lasting value; and,

*WHEREAS*, we recognize the many valuable contributions made by the Town of Windsor and Capitol Region Council of Government planning staffs and extend our appreciation for their continued commitment to public service for the greater good of the Town of Windsor and Capitol Region.

***NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF WINDSOR THAT:***

The month of October, 2020 is hereby designated as **Community Planning Month** in the Town of Windsor in conjunction with the celebration of National Community Planning Month.



A handwritten signature in dark ink, appearing to read 'Donald S. Trinks', written in a cursive style.

Donald S. Trinks  
Mayor of Windsor  
October 5, 2020

## Agenda Item Summary

Date: October 5, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Manufacturing Machinery Property Tax Exemption

### Background

Manufacturing companies can apply to the local Assessor's office for a property tax exemption on certain eligible manufacturing equipment, as described under CGS 12-81(76). An exemption claim form must be filed with the Assessor's office by no later than November 1st of each year. Companies that are unable to file by November 1st may request an extension of 45 days. A 25% penalty is incurred if no extension is requested.

Spencer Turbine did not file for their manufacturing exemption on time last fall, and also did not file for an extension with the Assessor's office.

### Discussion / Analysis

Current state law provides the authority to municipalities to grant a manufacturing property exemption for a company that did not file for the manufacturing exemption on time. Prior to the state law changing, a company that missed the filing deadline was able to ask their local state legislator to file "special legislation" to provide an exemption of the local tax on eligible machinery if the company filed documents with the town assessor within a certain time frame. Each year, there were several of these requests on a state-wide basis.

Spencer Turbine has reached out to town staff to discuss requesting relief per state law. Pursuant to state law, and in order to grant an exemption or relief, the Town Council would need to consider the request.

The company has stated that the COVID-19 pandemic has had far-reaching consequences and caused a significant economic disruption in their end markets. The company has had to make adjustments to their workforce through furloughs, curtailed hiring and other expense reduction efforts. Company representatives expect the economic disruption caused by COVID-19 to continue for the remainder of this year and potentially into 2021. The company's President has indicated the financial impact of the personal property tax could require reduction in work hours, furloughs and consideration of other cost cutting options.

### Financial Impact

The company's FY 21 personal property tax bill was approximately \$87,405. The property tax on their manufacturing machinery & equipment is \$48,077 and the 25% penalty is \$12,019, for a total of \$60,096. The balance is related to personal property not eligible for the manufacturing equipment exemption. The company has paid the tax liability for the non-eligible equipment.

Recommendations

Staff recommends the Town Council consider favorable action to grant a manufacturing machinery equipment exemption under Sec.12-94e to Spencer Turbine for the October 2019 Grand List with the company being liable for the 25% late filing penalty based on the exempted equipment assessed value.

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

**“MOVE to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to Spencer Turbine for the October 2019 Grand List with the company remaining liable for the late filing penalty.”**

Attachments

CGS Sec. 12-94e

## CONNECTICUT GENERAL STATUTES SECTION 12-94e

**Sec. 12-94e. Municipal option to grant certain previously waived exemptions.** Whenever any person claiming the exemption from property tax under the provisions of subdivision (59), (60), (70), (72), (74) or (76) of section 12-81 has failed to file a claim with the assessor or board of assessors as required in said subdivisions and has further failed to apply for an extension of time under section 12-81k, the municipality, upon receipt of a request from such person, may, by vote of its legislative body or, where the legislative body is a town meeting, by a vote of its board of selectmen, grant such exemption according to criteria established by the municipality, including, but not limited to, allowing for any hardship experienced by the person which may account for the failure to claim the exemption or to file for an extension of time and whether the exemption would provide a net benefit to economic development in the municipality.

## Agenda Item Summary

Date: October 5, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Riverfront Multi-use Trail Grant Application

### Background

Since the early 1980's, Riverfront Recapture, Inc. has had a bold vision and master plan to help reconnect the Hartford region to the Connecticut River. Part of the long-range vision has been to develop a multi-use trail from Hartford north to Windsor Center. Windsor has two segments of the multi-use trail in place already and plans for the remaining portion(s) are included in the town's Plan of Conservation and Development and the unscheduled section of the Capital Improvements Plan.

In August 2019 Riverfront Recapture provided a presentation to the Town Council on their efforts to pursue the northward expansion of the existing multi-use trail in Hartford's Riverside Park, as well as the vision for a new riverfront park at the end of Meadow Road at the town line with Hartford.

This agenda item requests the Town Council to approve the submittal of a grant application to the Connecticut Department of Transportation to help fund construction of a trail segment from the town line north to the existing multi-use trail along Decker's Brook.

### Discussion/Analysis

Riverfront Recapture has acquired 60 acres of riverfront property on the Hartford / Windsor town line. This purchase allows Riverfront Recapture to construct a multi-use path from the Greater Hartford Jaycees' Boathouse in Hartford to the Windsor town line. Permitting is occurring this winter and a construction start hopefully will follow in the latter part of 2021. There would remain a gap of roughly 850' to connect with the existing trail in Windsor.

This trail segment is an integral part of the overall trail system that crosses the Connecticut River and connects the Charter Oak Greenway to South Windsor, Vernon, East Hartford, Manchester and the East Coast Greenway. Bike-to-work opportunities between Windsor and Hartford as well as east of the river will be increased. The trail will provide walkers, joggers and bicyclists a safe travel way and the opportunity to recreate and enjoy the scenic beauty of the Connecticut River and surrounding open space.

Town and Riverfront Recapture staff have identified a grant program through the CT DOT to help fund the construction of the trail in Windsor. This grant program is a competitive process and applications are due October 16th. The town and Riverfront Recapture staff are working to prepare an application submittal.

### Financial Impact

The preliminary project cost estimate is \$750,000 to \$775,000 including a crossing over Decker's Brook and contingency. The grant request is capped at \$600,000 and past award amounts have generally been \$500,000 or less. Therefore, it is contemplated that the grant application will be in the amount of \$500,000.

It would be appropriate for the town to consider participating financially as this segment of the pathway would move us closer to the long-term plan of connecting town center and Wilson with Riverfront Recapture's park system and associated amenities to the south. Riverfront Recapture has indicated they would work with the town and other partners to pursue additional funding for the project.

### Other Board Action

None at this time.

### Recommendations

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

**“MOVE to authorize the submittal of a grant application to the Connecticut Department of Transportation's Community Connectivity Grant Program for the Riverwalk Multi-Use Trail Project.”**

### Attachments

Trail Network Area Plan

August 2019 Riverfront Park Concept Plan

# Trail Network Area Plan

### Legend

-  Existing Riverwalks
-  Hartford Riverwalk in design and funded
-  RRI Riverwalk in design and funded through
-  Windsor Meadows Riverwalk in design



August 2019  
Riverfront Park  
Concept Plan

# RIVERFRONT PARK AND RIVERWALK DEVELOPMENT

TOWN OF WINDSOR  
TOWN COUNCIL  
AUGUST 5, 2019  
RIVERFRONT RECAPTURE

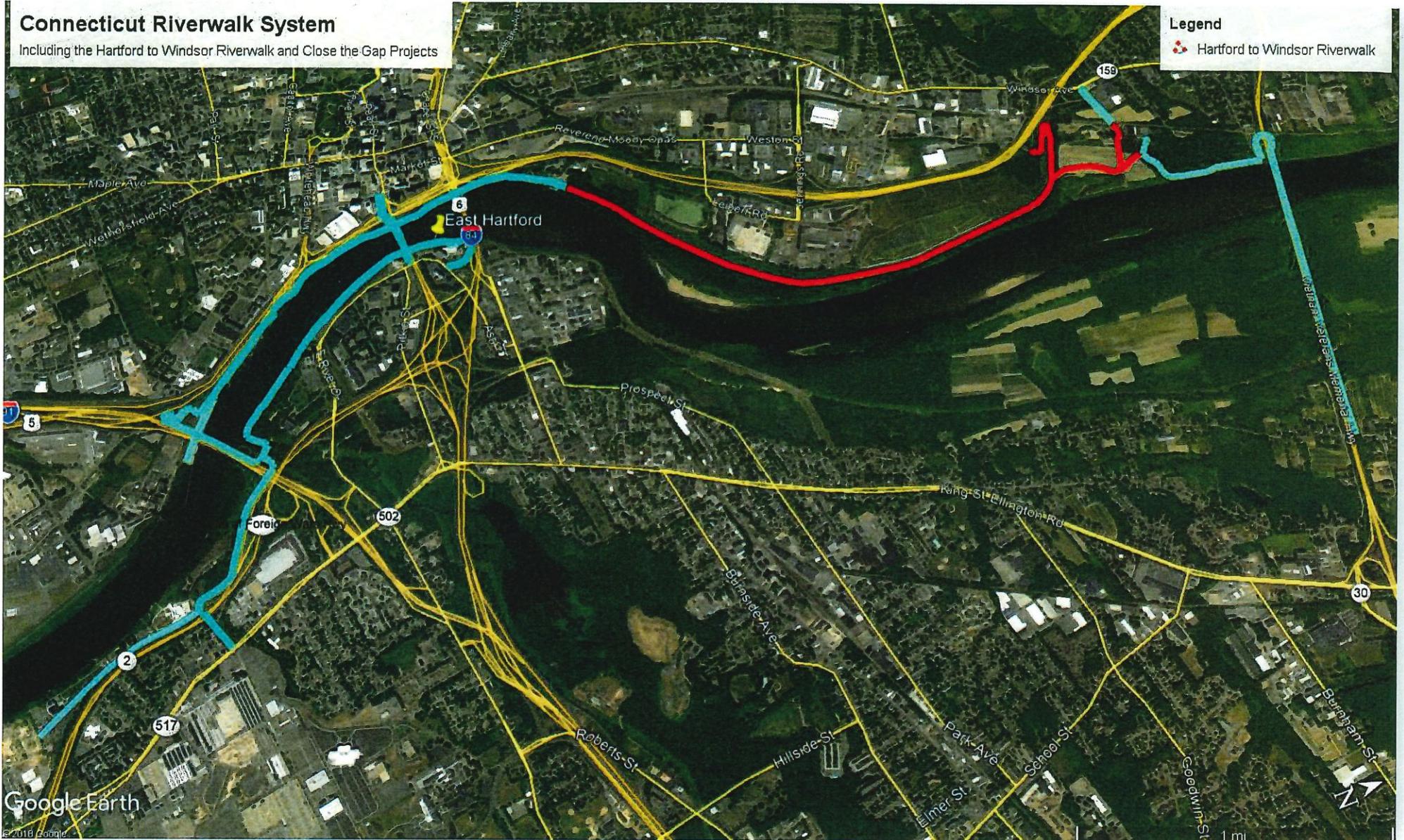


# Connecticut Riverwalk System

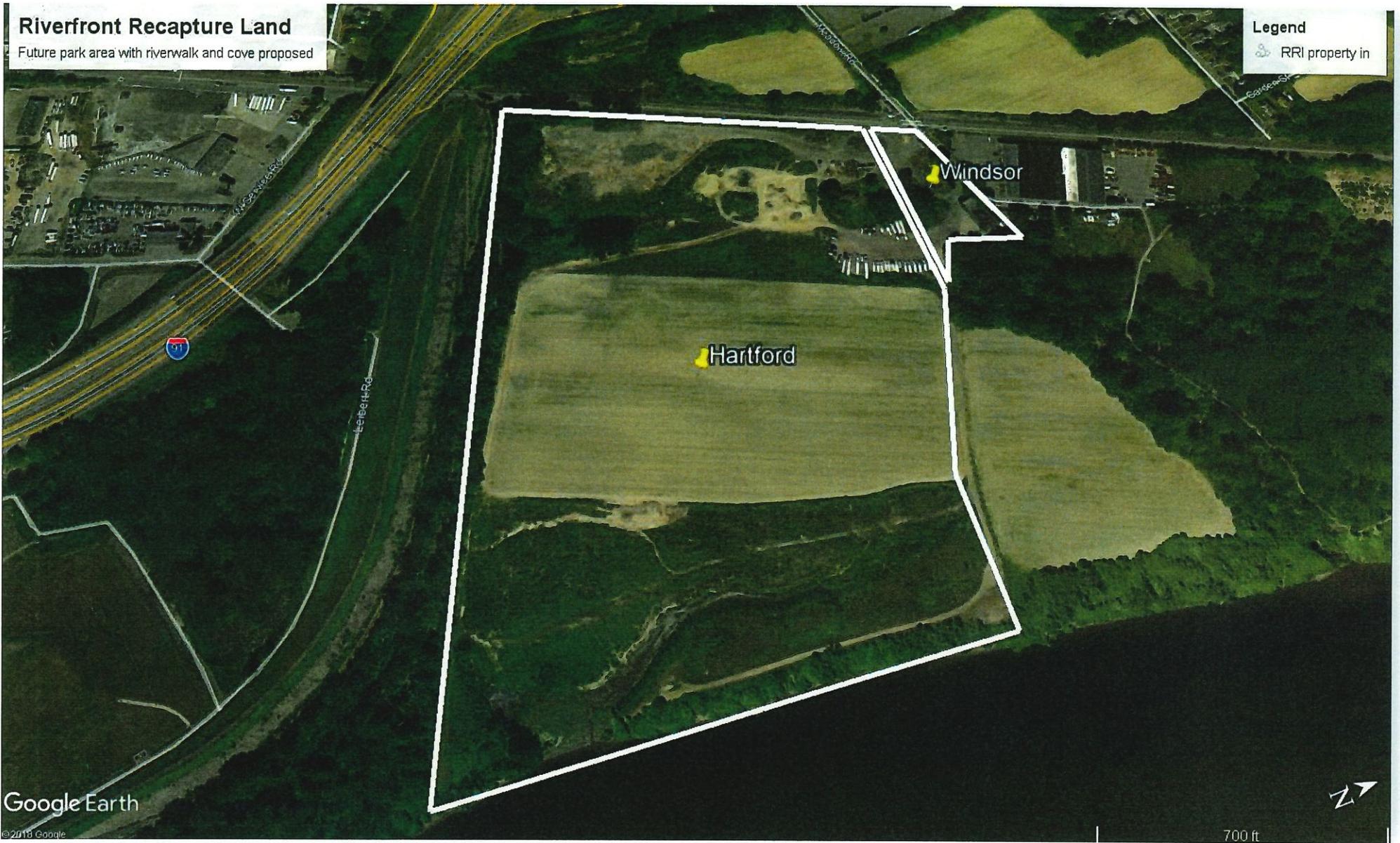
Including the Hartford to Windsor Riverwalk and Close the Gap Projects

## Legend

 Hartford to Windsor Riverwalk



Riverwalk Trail System: Current and Under Design



Private Property to be Acquired by Riverfront Recapture



Windsor State Meadows



Future Riverwalk and Cove





**Upper Area of Park**



**Meadow**



**Future Cove**



Cove Inlet



**Meadow Brook on South Side of Property**



**Decker's Brook on North Side of Property**



**Rendering of Future Riverwalk Crossing Park**



**Windsor Riverwalk**



## Project Status

- Environmental Phase I, II & III complete on private property
- Environmental Phase I&II to be conducted on State property
- Funding secured for design, permitting, building demolition and preliminary development – foundation grants, State of Connecticut, and private contributions
- Seeking public funding for the Riverwalk construction and park access
- Seeking private funding for other park development and amenities



Questions?

**Town Council**  
**Resignations/Appointments/Reappointments**  
**October 5, 2020**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

None



**TOWN COUNCIL  
VIRTUAL MEETING  
SEPTEMBER 21, 2020  
Regular Town Council Meeting**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:31 p.m.

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

**2) PRAYER OR REFLECTION**

Councilor Jepsen led the group in prayer/reflection. There was a moment of silence for the death of Justice Ruth Bader Ginsburg.

**3) PLEDGE OF ALLEGIANCE**

Councilor Jepsen led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation designating September 20-26, 2020 as Adult Day Services Week

Councilor Bress read the proclamation designating September 20-26, 2020 as Adult Day Services Week out loud.

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

George Slate, 74 Ethan Drive, wanted to amend the September 8<sup>th</sup> minutes, stating that he did not want to change Veterans Day, he wanted the fourth Thursday of November to be changed. Mr. Slate also called attention to an article in the September issue of Connecticut Magazine, about Somers and its zoning debate of Brew-haha with Hillsdale College. Mr. Slate brought this up because the selectmen of Somers stated that they do not want division in the town, while he believes that the Town Council has started to create division in the Town of Windsor. Page 16 of the minutes from the prior meeting on September 8<sup>th</sup>, Mr. Slate reviewed the statement about the town starting to move toward anti-racism and a posture of inclusion. He looks forward to viewing the data on the prevalence of racism in Windsor and the data of how widespread the medical crisis is. Mr. Slate is also anxious to see what the costs will be for the anti-racism



campaign that will be waged in the next budget cycle. Mr. Slate would like to know if Windsor will be declaring residents of Windsor racists collectively or individually.

## 6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler stated he was out this past weekend and it seems the Town of Windsor is starting to get relaxed with not wearing masks and with social distancing. This is a reminder that the pandemic is not over, and it may come back stronger.

Councilor Walker reminded everyone to stay safe and healthy. Also, as always, to support the small businesses in town.

Councilor Govoni - no comment

Councilor Black-Burke stated that September is Connecticut Freedom Trail month, and there is a Windsor Freedom Trail documentary that will be aired on Channel 5 and Frontier channel 6102 and will run through mid-October. The documentary can be viewed on Mondays at 8:00 AM, Wednesdays at 4:00 PM, Thursdays at 8:00 PM, and Saturdays at 9:00 PM. Additionally, this Saturday, September 26<sup>th</sup>, there will be a food drive from 9:00 AM to 12 noon, at the Archer Memorial AME Zion church. Social distancing should be practiced while dropping off food as well as wearing a mask. If there are any questions, direct them to [windsorfreetrail@hotmail.com](mailto:windsorfreetrail@hotmail.com). Councilor Black-Burke wanted to draw attention to the aspersions that were cast at the last meeting on September 8th. The listening audience should know that there is a proper process and procedure followed by the Council as well as adhering to the Council rules of order and Robert's Rules of Order. Not all items need to be referred to a committee. When aspersions are cast, it is important that they are clarified. Councilor Black-Burke stated that she would never share anything that had not been cleared by the Council as an agenda item. Comments should not be made to shed any negative light on any councilor. Please stay safe.

Councilor Rampulla Bress shared with the community that there are home energy audits available in the community at no cost. This is through the website [energizect.com](http://energizect.com). There is a possibility of getting up to \$100,000 worth of energy savings items to help save energy in your home. September 15<sup>th</sup> - October 15<sup>th</sup> is National Hispanic American Heritage month and she wished everyone a happy National Hispanic Heritage month. Councilor Rampulla Bress shared that the definition for anti-racism is a form of action against racism and systemic racism and the oppression of marginalized groups. Being anti-racist is based on conscious efforts and actions to provide equitable opportunities for all people on individual and systemic levels. People can act on anti-racism by recognizing personal privileges, confronting acts of discrimination, and working to change personal racial biases. Councilor Rampulla Bress also concurred with Councilor Black-Burke that councilors should be very aware of the process for bringing agenda items to Council as they have been followed and will continue to be followed in that way.

Councilor Wilkos - no comment

Councilor Jepsen said setting the agenda and all the rules given to the Council are properly followed and he is in support of them. Councilor Jepsen reiterated that the process that he had objection to is that there was information that was not properly shared between the parties. It is not a matter of rules, it is a matter of principle.

Deputy Mayor McAuliffe thanked the community for preparing for the upcoming election. Everyone should have, or will soon receive, an application for the ballot. Please submit the application as soon as possible. It can be mailed in or dropped off in the box at the town hall. The town has been very diligent about providing helpful information about the process this year through various forms of media. Deputy Mayor McAuliffe thanked the Town Clerk and all of her staff for all that they have done for these preparations. Deputy Mayor McAuliffe also thanked the registrars of voters for everything they contribute as well. In person voting is available in all seven districts. If you are not sure where to vote, you can find your polling place on the Town of Windsor website under 'Voter Resources'. Deputy Mayor McAuliffe discussed how the agenda is set prior to the meetings. Any town councilor can propose an agenda item in the meeting or by emailing the town manager. Subsequently the agenda is set and it is then posted to the town website within 24 hours prior to the meeting. Everything is set in the Council rules of order. Sometimes items are sent to committees but there are not any requirements to send anything to a committee. The John Mason topic was added to the agenda by both parties, given time for discussion, and a decision was not made until September 8<sup>th</sup>. The process was handled correctly. The outcome may not have been to everyone's liking and it means that we agree to disagree.

Mayor Trinks - no comment

## 7) REPORT OF APPOINTED BOARDS AND COMMISSION

### a) Public Building Commission

#### **Police Station Construction Project – 9911**

The Police Department is now fully moved into their new facility. Town staff is working through a small punch list of items expected to be completed this month. Close out documents are being assembled and reviewed by architect and town staff. The PBC expects to close out this project by end of this calendar year.

#### **Fire and EMS Station Design Project – 9912**

The general contractor, PAC Group, is fully mobilized and both site work and interior demolition has begun. Prep work for HazMat abatement has started and will last 2 – 3 weeks. Phase one work for temporary utilities services to the site have begun and are expected to be completed by end of this month.

#### **Sage Park Middle School Roof Design - 9506**

Town staff will be bidding this project in January 2021. Work is now expected to take place in summer 2021.

**DPW Building Renovation Design - 9505**

The rebuilding of the interior locker room, restrooms, and office space are now 95% complete. Project completion is now expected to be in early October.

**Wilson Fire Station HVAC Replacement Project – 9517**

Project work has started. Installation of new heating and cooling system for the main building has begun. We still expect the projects work to be completed by end of October 2020.

**Poquonock Fire Station Replacement Roof Design – 9518**

All of the roofing has been completed. The PBC will closeout this project by end of the year.

**Sage Park Middle School Energy HVAC Efficiencies Upgrades Project**

Town staff will be bidding this project in January 2021. The schedule for this project is to begin in May 2020 and last one year.

**North West Park Barn Renovations – 9522**

Five of the seven barns are complete. Work on the remaining two barns is expected to be completed in October.

Mayor Trinks congratulated the Public Building Commission and the contractor on the police department build-out renovation project which will finish under budget and prior to the planned timeframe.

Deputy Mayor McAuliffe echoed Mayor Trinks' comments and on how efficiently the work was done.

Councilor Rampulla Bress stated that it was very clear with the outcome of the product that it created some wonderful collaboration. Everything was impeccably thought out and the community truly deserves this.

b) Library Advisory Board

Written report submitted to Council.

Councilor Rampulla Bress gave praise to the library staff. There are many book clubs and other opportunities for all age groups to be a part of library activities.

c) Windsor Housing Authority

Randy McKenney, Windsor Housing Authority Board of Directors, and Urleen Naughton, Executive Director of the Windsor Housing Authority, will be working on a report for the Council, but gave a brief update on the current projects, specifically the Norbrook project. The Norbrook project is still in the process of completion due to contractual issues and COVID-19 setbacks. There is currently an extension until February 9, 2021.

Deputy Mayor McAuliffe wanted confirmation on the Norbrook plan being extended to February 9, 2021. Ms. Naughton confirmed that date is an accurate date.

Councilor Wilkos stated that there are complaints from residents about the property being in complete disarray. Aside from the inability for the contractor to keep the site organized, it also seems that the property has been neglected since mid-summer. Councilor Wilkos would like to know if there has been a problem with contractors in terms of mowing and landscaping as well as for what is being done to effectively manage the property. Councilor Wilkos also requested information about problems with the contractor in charge of the actual construction work around the property. Urleen Naughton stated that the contractor is Northeast Building Group. They had some difficulties in the first stages of construction with mainly financial issues. The Connecticut Housing Financing Authority (CHFA) was informed about the situation and they are currently monitoring everything carefully. Contractors have been meeting every Thursday regarding the financial issues as well as other items to be discussed as part of the plan. There was a delay at the start of October 2019 and the solution to that delay was found in February 2020. Ms. Naughton stated that the property has been being maintained regularly. Councilor Wilkos wanted confirmation of whether any landscaping had been done at all throughout the summer. Ms. Naughton stated that the property was mowed regularly every two weeks. Councilor Wilkos disagreed with her statement.

Councilor Rampulla Bress stated that there was a list of concerns that may have been sent to the Housing Authority by email. There is a question from a man involved with the Veteran's Organization regarding the concerns veterans who live in the apartments have. Councilor Rampulla Bress wanted to know if anyone from the Housing Authority has had the opportunity to reach out to that individual or to follow up with the concerns from the residents that live there. Ms. Naughton stated that she has never received emails from anyone about these residents nor their concerns. Councilor Rampulla Bress then directed her question to Mr. McKenney asking if he had received the email. Mr. McKenney did not confirm receiving any emails from a man representing the Veteran's Organization. Councilor Rampulla Bress stated that she will have another email sent out because she would like these concerns to be addressed by the Housing Authority. Councilor Rampulla Bress would also like to echo Councilor Wilkos' comments about the cleanup of the site, and if these clean-up issues have been addressed. Councilor Rampulla Bress also expressed her concern for the residents and a draft complaint and asked if the windows and insulation had been installed. Ms. Naughton confirmed that the windows and insulation have been installed in the occupied units. Ms. Naughton also stated that there is disapproval from the Housing Authority on how this particular contractor has been completing work, but it is too late into the project to find a new contractor. Ms. Naughton assured that complaints received from residents are handled accordingly. Councilor Rampulla Bress questioned whether there will be any movement towards streamlining the application process and/or developing an ability for the citizens to file, respond, and review their places on the waiting list online, as opposed to the previously explained procedure. Councilor Rampulla Bress also inquired about the community rooms and if there is access to the computers, specifically for the seniors, even if it is with a socially distanced approach. Ms. Naughton confirmed that the community rooms will not be open until further notice and there have been issues with the residents following the COVID guidelines, such as wearing masks. As far as the application

process is concerned, Ms. Naughton stated that everything must be done in writing. There are opportunities for people to apply online when they are taking applications.

Councilor Govoni shared his concerns about the lack of mowing and how the windows were stored with tarps over them. Also, the refrigerators were stored incorrectly. Councilor Govoni stated he was also concerned about the pile of trash that was left out for a long time, as well as the heating and ventilation units that were also not stored correctly. These concerns were emailed to the Housing Authority. Councilor Govoni stated that whoever is inspecting the project should be seeing these items of concern and he would like to know who is responsible as the construction inspector. Ms. Naughton asked for clarification about what units Councilor Govoni is asking about. Councilor Govoni described his specific concern about the air conditioning units and how they should be level not tilted, but there were also major concerns with this project and the construction site. Councilor Govoni stated that all these problems should be noticed by the construction inspector. Ms. Naughton then stated that the project is still in the process of being completed, and there is a long list of areas that need attention and are being reviewed daily. The CHFA also comes through and does inspections.

Councilor Black-Burke wanted to know how the residents can communicate their concerns to the Housing Authority. Ms. Naughton answered by stating that there are property managers, housing coordinators, site coordinators, and a residence service coordinator, who can receive and respond to the resident's concerns. If there is something they cannot be assisted with, the department of social services can assist them further.

Councilor Walker stated that he has heard many concerns from residents about this property and not getting responses to their complaints and the condition of the property. Councilor Walker requested something in writing similar to what the other commissions have submitted. Ms. Naughton explained that she had only received news about answering questions during the Town Council meeting, but she would be happy to provide the Council with a written annual report.

Councilor Jepsen clarified with Mayor Trinks that the Housing Authority annual report should not be happening until November or December. The appearance to tonight's meeting was upon special request from the Council.

## 8) TOWN MANAGER'S REPORT

### Proclamation for Adult Day Services Week

Thank you Mayor Trinks and Town Council for the proclamation recognizing Adult Day Services Week.

The Caring Connection re-opened in early August following being closed for nearly 5 months due to the pandemic.

During the closure, staff remained in contact with meal deliveries and all clients were sent weekly emails with updates and activities. Everyone was invited to zoom with the coordinator 1 –2 times weekly.



We reopened on August 10<sup>th</sup> with an intentional slow phase-in model. The program is currently operating within a socially distanced model and everyone wears masks.

Since re-opening, nine new clients have joined the program that were not enrolled with the Caring Connection pre-COVID and we are experiencing an uptick in program inquiries.

Daily attendance has increased to roughly 10 clients since early August with Windsor residents being over 50% of the census.

To date the Caring Connection is part of approximately 40% of the 47 Connecticut Association of Adult Day Services centers that have re-opened.

### **Flu Clinics**

The Town of Windsor will be sponsoring 3 public flu shot clinics in Windsor this fall. They include:

- A traditional clinic to Seniors 55 years old and older at LP Wilson Community Center on Thursday, October 1<sup>st</sup> from 8:30 AM – 11:30 AM
- A drive-thru clinic at Hopewell Baptist Church for persons 18 years old and older on Saturday, October 17<sup>th</sup> from 8:30 AM – 11:30 AM
- A traditional flu shot clinic for persons 18 years old and older at Town Hall on Thursday, October 22<sup>nd</sup> from 5:30 PM – 7:30 PM.

In addition, the Health Department is collaborating with South Windsor on two Flu Shot Clinics in South Windsor.

Please see the town's web-site for registration and additional information at:

<https://townofwindsorct.com/health/announcements/windsor-residents-flu-shot-clinics/>

### **First Town Downtown/Chamber of Commerce/CVS Flu Clinics**

First Town Downtown will be partnering with the Windsor Chamber of Commerce and CVS Pharmacy to provide Windsor companies the chance to schedule flu clinics on-site for their employees.

Participating companies must meet the minimum requirement of 24 participants, and the clinic should be at least 2 hours long. More information can be found through the Chamber of Commerce and First Town Downtown at:

<https://www.firsttowndowntown.org/programs/business-programs/on-site-flu-clinics-with-cvs/>

### **Open House - Police Department**

This Saturday, September 26<sup>th</sup>, from 9:30 AM – 12 noon, we will be holding a Dedication Ceremony and Open House for the new police facility located at 110 Addison Road. An outdoor ribbon cutting ceremony will precede small group tours of the new Police Department.

All are welcome to join.

Social distancing and the wearing of masks will be required.



### **Amazon Construction hours and COVID protocol**

There have been questions raised by members of the community relative to the State's Public Health Travel Advisory and out of State workers at the distribution center construction site on Kennedy Road. The Travel Advisory includes exemptions for workers in 16 critical infrastructure areas as designated by the Cybersecurity and Infrastructure Security Agency or CISA. The CISA document states in part, "*Workers performing housing and commercial construction related activities,...*". This language allows workers from affected states to work at the Amazon construction site. Such workers are required to complete the state's Travel Health Form.

Additionally, Deputy Mayor McAuliffe asked about hours of construction at the site. Hours and noise levels are governed by the town's Code of Ordinance. Construction activities are exempted from the noise ordinance between 7:00 AM and 9:00 PM. If activity occurs outside of those hours certain noise levels must be adhered to.

### **Absentee Ballot Applications**

As you know, the state has mailed all registered voters an application for an absentee ballot. If you wish to vote by absentee ballot, you need to complete and return the application to the Town Clerk as soon as possible to receive an absentee ballot mailed directly to your home.

You can send your absentee ballot application via mail at 275 Broad Street or use the specially marked drop box which is located at the back of town hall in the parking lot. You don't have to leave your car!

When completing your application, please make sure to complete sections II and III. Ballots will begin to be mailed on October 2<sup>nd</sup>.

For more information on absentee ballot voting, please go to [myvote.ct.gov](http://myvote.ct.gov) or the town's website.

### **Archer Road Repaving**

The repaving project for Archer Road from Kennedy Road to the Windsor Locks town line is slated to begin with milling of the pavement the week of October 5<sup>th</sup>.

Paving is scheduled to occur the week of October 15<sup>th</sup>. Work hours are expected to be from 6:30 AM to 4:00 PM.

Construction funding for the project in the amount of \$1.1 million is through a State of Connecticut grant.

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

Town Improvements Committee – Councilor Dobler confirmed the next meeting will be within the next three or four weeks.

Special Projects Committee – Councilor Dobler - none

Health & Safety Committee – Councilor Black-Burke confirmed the next meeting will be held on October 8<sup>th</sup> at 6:00 PM.

Personnel Committee – Councilor Rampulla Bress confirmed the next meeting will be held on October 14<sup>th</sup> at 6:00 PM.

Finance Committee – Deputy Mayor McAuliffe stated that the tax abatement workshop will be held on September 29<sup>th</sup> at 6:30 PM. There will be information on the town website on how to observe that meeting.

**10) ORDINANCES – None**

**11) UNFINISHED BUSINESS - None**

**12) NEW BUSINESS**

a) Approve an easement with Eversource for Southwood Drive/Windbrook Drive

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to grant a permanent easement for purposes of constructing and utilizing an access road to access Eversource’s electric transmission facility. The easement will be located on property at 18 Southwood Drive and off Windbrook Drive, Windsor, Connecticut, and shown as “MAP SHOWING EASEMENT TO BE ACQUIRED BY THE CONNECTICUT LIGHT AND POWER COMPANY D/B/A EVERSOURCE ENERGY ACROSS THE PROPERTY OF THE TOWN OF WINDSOR” and RESOLVED, that Peter Souza, Town Manager be authorized to sign the required easement documents on behalf of the Town of Windsor.

Bob Jarvis, Department of Public Works Director/Town Engineer, stated that Eversource successfully completed the original scope of their Structure Replacement project and is now seeking permanent easements to pass and re-pass with vehicles and equipment. They wish to be able to cut and remove trees, brush, rocks, and other obstructions and to grade the surface of the easement area, to allow for continued, occasional access to their facilities.

Eversource representatives indicated that a permanent easement over Town of Windsor lands to access their overhead facilities would allow them to provide the following:

- Vegetation Management - Inspections are scheduled every four years.
- Facility Inspections - Eversource Energy schedules inspections of the ROW lines and structures on a yearly basis.
- Safety – Permanent access assures in case of emergency needs there is available access at a mutually agreed upon location with the Town.

Councilor Govoni stated that this is a great project for Windsor. The original purpose of the design was to link neighborhoods together. This will re-establish the pathway for the residents to walk through. Councilor Govoni wanted to know if there could be some kind of gate added in

so that cars will not have a thru-way. Mr. Jarvis confirmed that it could be added to the plan and he will propose that idea to the representatives.

Councilor Dobler asked if there is a permanent easement granted, will there have to be any notification in the future for changes or can they just make changes as needed at any time? Mr. Jarvis stated that they are not obligated to notify the town, but there is a mutual agreement to communicate with one another. Mr. Jarvis does believe that it could be asked to be communicated and he believes that Eversource and their liaisons would comply with that request.

Councilor Rampulla Bress asked if there is a need to inform the community about the position of the easement or anything else that may impact them. Mr. Jarvis confirmed that Eversource had notified the adjacent property owners of the changes to be made prior to beginning this project. Councilor Rampulla Bress asked if the easement will be able to be accessed by the community and if it will be beneficial for their use. Mr. Jarvis confirmed that the town owns the property and Eversource will only have an easement to pass along the property, but yes the community is free to move throughout that easement area.

Councilor Jepsen questioned whether the property being used for the easement could be sold or could we make money from Eversource instead of allowing them to use this piece of land for free. Mr. Jarvis stated that the intent from Eversource is to restore the area as they moved out. They will not be installing any permanent obstructions or permanent roadways. Eversource does not plan to make anything permanent that would be a hinderance to the area. Town Manager Souza explained that it also allows for the connectivity between the two neighborhoods. Councilor Jepsen reiterated that the town has always had ownership and should have maintained the pathway over time. Councilor Jepsen expressed concerns about the relationship with Eversource in the future and what that may mean for the pathway between neighborhoods. Mr. Jarvis confirmed that Eversource will be obligated to maintain this area as is stated in the agreement. Town Manager Souza stated that this was a mutual agreement that the pathway would be maintained by Eversource in order for them to ensure they will have a pathway to pass through with their vehicles when necessary.

Motion Passed 9-0-0

b) Approve easement with MDC for Quail Hollow Road

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to grant a permanent easement to lay, maintain, operate, construct, use, alter, repair and replace a sewer line and appurtenances thereto, in, through, on and over a certain piece or parcel of land of the Grantor situated on the easterly side of Quail Hollow Drive in the Town of Windsor, County of Hartford and State of Connecticut, and shown as "PROPOSED SEWER EASEMENT" on a map entitled "SEWER EASEMENT TO BE GRANTED TO THE METROPOLITAN DISTRICT BY THE TOWN OF WINDSOR QUAIL HOLLOW DRIVE WINDSOR, CONNECTICUT" and RESOLVED, that Peter Souza, Town Manager be authorized to sign the required easement documents on behalf of the Town of Windsor.

Mr. Jarvis stated the MDC is requesting approval to expand the easement area at the Quail Hollow sewer pump station to accommodate a permanent standby generator. An additional 4' x 26' section of property is being requested to house the unit appropriately. The area requested is on Town of Windsor property at the John F. Kennedy School. The permanent generator is necessary to help mitigate disruptions in the sewer collection system and to ensure uninterrupted service to Metropolitan District Commission customers.

A concrete pad was installed at the current pump station site during its initial construction in anticipation of adding a generator. However, the proposed generator is slightly larger than originally planned and it leaves very little room for an operator to maneuver between the generator and the current location of the fence. The additional four (4) feet will allow an operator the necessary space to move freely during a loss of power, or in the case of regular service to the generator.

Councilor Govoni stated that this is another worthy project for Windsor. Having the ability to pump the grey water out of the system for the residents is a necessity and this will be much appreciated, given the easement is granted.

Councilor Jepsen wanted clarification about the slab and its purpose due to its closeness to the fence. Mr. Jarvis stated that this slab existed previously to this project and this is where they would temporarily place a generator. During the course of their ordering the pump, the generator ended up being larger than they had anticipated. Rather than move the infrastructure on the site, they asked if they could have an additional four feet of fenced area. Mr. Jarvis confirmed that the slab will stay where it is, and the additional four feet will give more room for the operators to work.

Motion Passed 9-0-0

- c) Approve a funding appropriation for the purchase of a police body worn camera system

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Black-Burke to authorize the purchase of a Body Worn Camera System for the Police Department utilizing \$135,000 from the Police Private Duty Account.

Don Melanson, Police Chief, stated Body Worn Cameras (BWC) are part of the Windsor Police Department's plan to continue building trust in the community by providing for increased transparency, greater oversight, and accountability of police actions.

The recently passed Police Accountability Law requires all law enforcement officers to utilize Body Worn Cameras and Police In-Car Video by July 1, 2022. This law also provided partial funding to implement these systems, however the amount of funding for each agency has yet to be determined.

The WatchGuard V300 Body Camera is the newest BWC offered by WatchGuard and includes some of the latest BWC technologies available. It is designed to seamlessly integrate with the department's current In-Car Video System.

Implementing a body worn camera system will increase citizens' confidence in the police profession, enhance the ability of police to capture and convict violators, record inappropriate police behavior, and provide valuable data to improve officer training and safety. It provides video documentation of police encounters in the community, providing a valuable tool to resolve complaints related to police actions and to reinforce departmental policies and procedures.

Councilor Walker thanked Chief Melanson for his presentation and stated that by holding off on the camera systems they will have the best in all of the deals. The videos could be stored on the cloud and someone could monitor and pay for extra storage, but that also requires a lot of time. Councilor Walker reiterated that having a company doing that for them is a great idea. Councilor Walker stated that he has been pushing for body cameras for all police departments since 2014.

Councilor Bress asked if the company becomes cost prohibitive or if there is a wish for different technology, how difficult would it be to make the change? Chief Melanson confirmed that it would not be difficult to switch to a different company. The main issue would be upgrading all of the hardware. This is something that may be planned for in the future, because you can get anywhere from five to ten years out of a system. In planning for that, they will look at the cost of different hardware, systems, etc. Councilor Rampulla Bress wanted confirmation on the systems lasting ten years and afterward if they will look for something newer or better quality. Chief Melanson confirmed that typically technology will become outdated or start to fail after time and there may not always be a replacement for the model that is currently owned.

Councilor Jepsen stated his surprise of saving in the cloud when originally it was decided that it would be kept "in-house". Councilor Jepsen further explained that at first \$45,000 seems like a lot, but the process will be very labor intensive. He did pull up the WatchGuard website and one thing that caught Councilor Jepsen's attention was that evidence can be sent to the District Attorney in seconds, and he questioned how sharing a video that shouldn't be shared can be prevented and what kind of security will be implemented with this cloud-based system. Chief Melanson stated that the information released to others is only through the Police Department. Videos can be grouped by case and there will be links created to go to that with logins that will require granted access. There will be specific login credentials for videos being shared outside of the department. Councilor Jepsen expressed his concerns about officers who should not share videos and having access to share the videos on the cloud. Chief Melanson stated there are controls within the system to enable or deny who has access to these specific functions. Officers will only be able to access videos that they recorded themselves on their own login. Supervisors have access to all videos, but not all supervisors have access to export videos.

Motion Passed 9-0-0

MOVED Deputy Mayor McAuliffe, seconded by Councilor Jepsen that items 12 d, 12 e and 12 f be moved to after item 16, after the executive session.

Motion passed 9-0-0

### 13) RESIGNATIONS AND APPOINTMENTS – None

MOVED by Councilor Rampulla Bress, seconded by Deputy Mayor McAuliffe to accept the resignation of Ann McAdams from the Human Relations Commission.

Motion Passed 9-0-0

MOVED by Councilor Rampulla Bress, seconded by Deputy Mayor McAuliffe to:

- APPOINT Charles Copeland as a Democratic Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2022 or until a successor is appointed.
- APPOINT Sharon Gauthier as a Democratic member to the Commission on Aging & Persons with Disabilities for a three year term to expire January 31, 2023 or until a successor is appointed.
- APPOINT Tammy Young as a Democratic member to the Conservation Commission for a five year unexpired term to expire November 30, 2024 or until a successor is appointed.
- APPOINT Rebecca Jacobsen as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2023 or until a successor is appointed.
- APPOINT Joshua Amaro as a Republican member to the Human Relations Commission for a three year term to expire May 31, 2023 or until a successor is appointed.
- APPOINT Lakisha Hyatt as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2023 or until a successor is appointed.
- APPOINT Karen Zak as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2023 or until a successor is appointed.
- APPOINT Kim McCloud as an Unaffiliated member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2023 or until a successor is appointed.
- APPOINT James Durant as a Republican Alternate member to the Zoning Board of Appeals for a two year term to expire November 10, 2021 or until a successor is appointed.

Motion Passed 9-0-0

### 14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the September 8, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the September 8, 2020 Public Hearing as presented.

Motion Passed 9-0-0



b) Minutes of the September 8, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the September 8, 2020 Regular Town Council meeting as presented.

Councilor Jepsen stated that Mr. Slate wanted the statement in the previous minutes on page twenty-two, second paragraph, second line, it reads 'Veteran's Day, but Mr. Slate stated the fourth Thursday of November, be corrected.

Motion Passed 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

George Slate, 74 Ethan Drive, requested that in the next meeting, the Town Manager provide a status on the assumed collection rate since the delayed payment process will be over. Secondly, at least a million dollars or so which is shortfall from the collection rate would be covered by the non-budgeted Amazon building fees. Mr. Slate stated that depending on what the assumed collection rate is going to be, it would be important for the Town Manager to collect a list of potential budget cuts. Mr. Slate also stated that it may be necessary to indicate the possibility of any congressional relief given the COVID relief for municipalities. Finally, regarding medical benefits, Mr. Slate stated that the full-service cost of OPEB (Other Post Employment Benefits) has never been funded, but pensions are funded. Mr. Slate is hoping to see the OPEB funded within the next two cycles.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to enter into Executive Session for the purpose of: a) strategy and negotiations with respect to pending claims and litigation (80 Lamberton Road Realty Co., LLC vs Town of Windsor); b) strategy and negotiations with respect to pending claims and litigation (Markam vs Town of Windsor); and c) strategy and negotiations with respect to pending claims and litigation (Brooks vs Town of Windsor).

Motion Passed 9-0-0

**16) EXECUTIVE SESSION**

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

Staff: Peter Souza, Town Manager; Larry Labarbera, Town Assessor; Marty Maynard, Risk Manager

Guests: Kevin Deneen, Town Attorney, Cori Lynn Webber, Law Offices of Cori Lynn Webber

Kevin Deneen exited Executive Session at 9:25 p.m.

Larry Labarbera exited Executive Session at 9:26 p.m.



Marty Maynard entered Executive Session at 9:26 p.m.

Cori Lynn Webber entered Executive Session at 9:27 p.m.

Cori Lynn Webber and Marty Maynard exited Executive Session at 9:37 p.m.

MOVED by Councilor Jepsen, seconded Deputy Mayor McAuliffe to exit Executive Session at 9:37 p.m. and re-enter the Regular Town Council meeting.

Motion Passed 9-0-0

12 d) Consider settlement in 80 Lamberton Road Realty Co., LLC vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke to accept the settlement of 80 Lamberton Road Realty Co., LLC vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

12 e) Consider settlement in Markam vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to accept the settlement of Markam vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

12 f) Consider settlement in Brooks vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to accept the settlement of Brooks vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

## **17) ADJOURNMENT**

MOVED by Councilor Rampulla Bress, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 9:40 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Elizabeth Brisebois  
Clerk of the Town Council