



# Council Agenda

Council Chambers  
Windsor Town Hall  
October 19, 2020



## Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **836 6620 7959** 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/83666207959>

1. When prompted for participant or meeting ID enter: **836 6620 7959** 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 – Councilor Rampulla Bress
3. PLEDGE OF ALLEGIANCE – Councilor Rampulla Bress
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
  - b) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS



- 
- a) \*Approve acceptance of a grant from the Hartford Foundation for Public Giving for installation of street mural (Town Manager)
  - b) \*Accept Great Pond Village public infrastructure (Town Manager)
  - c) \*Approve funding authorization of \$190,000 from the Capital Outlay Fund for LP Wilson Lighting Conversion Project (Town Manager)
  - d) \*Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,990,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$1,990,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
  - e) \*Set a Public Hearing for November 2, 2020 at 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,990,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$1,990,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
  - f) \*Approve resolution authorizing General Obligation Bond Refinancing (Town Manager)
  - g) \*Approve extending FY 20 Open Purchase Orders (Town Manager)
  - h) Approve collective bargaining agreement with Teamsters Local 671 (Town Manager)
  - i) Consider settlement in Bynum vs. Town of Windsor (Town Manager)
13. \*RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
- a) \*Minutes of the October 5, 2020 Regular Town Council Meeting
15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
16. EXECUTIVE SESSION
- a) Strategy and negotiations with respect to pending claims and litigation (Bynum vs Town of Windsor)
  - b) Strategy and negotiations with respect to pending claims and litigation (Teamsters contract)
  - c) Discussion including the appointment, employment, performance evaluation, health or dismissal of a public officer or employee (Town Manager evaluation)
17. ADJOURNMENT

## Agenda Item Summary

Date: October 19, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott Colby, Jr., Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Grant from the Hartford Foundation for Public Giving

### Background

The Human Relations Commission (HRC) has requested to have a street mural painted in town center near the Eagle Green to promote community awareness of racial injustice issues. The Human Relations Commission has identified funding from the Hartford Foundation for Public Giving to offset the expected costs. As the town would be receiving the funds and acting in a fiduciary role, the Town Council is asked to authorize the request and acceptance of the grant.

### Discussion/Analysis

The Hartford Foundation for Public Giving has stated the grant would pay for the cost of the artist(s) to design, lay out and paint the mural. Work would occur this fall, weather permitting. The proposed wording in the mural is "*End Racism Now.*" The project is expected to take 4 days to complete. The work would be done by qualified artists that have experience with this type of project.

Staff is continuing to review the overall request and to finalize logistics with artists. At this point the following parameters are contemplated:

- Design and location will be reviewed and approved by Town Manager or designee;
- Proposed paint materials should not create safety hazard for motorists, bicyclists or pedestrians;
- The location is contingent on receiving permission from two nearby property owners to temporarily redirect local access to their properties during mural installation;
- Mural may be covered after one year or at the time of excessive wear and tear;
- Artists' may need liability insurance naming the town as an insured party.

### Financial Impact

The expected cost for materials and labor is \$3,600. The grant is in the amount of \$3,600. If there are direct costs over the grant amount, funds from the Boards and Commission adopted FY 21 operating budget would be used.

### Other Board Action

None

Recommendations

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

**“MOVE to authorize the acceptance of a grant from the Hartford Foundation for Public Giving to promote community awareness of racial injustice.”**

Attachments

None

## Agenda Item Summary

Date: October 19, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Public Improvements Associated with Great Pond Village, Phase 1

### Background

On January 10, 2017, and pursuant to the Town of Windsor Zoning Regulations, the Town Planning and Zoning Commission approved the site plan application of Eastpointe, LLC, for the construction of two hundred and thirty (230) multi-family residential apartments within Great Pond Village, Phase 1. The project included construction of all, or portions of, the roadway and public improvements associated with Newport Road, Lexington Street and Arlington Road.

### Discussion/Analysis

The construction of all public improvements on approximately 1000' of Newport Road, 1000' of Lexington Street and approximately 200' of Arlington Road have been completed. These improvements include the paved roadway, a 5-foot concrete sidewalk adjacent to the road, storm drainage, miscellaneous landscaping and street lighting. A 10' wide multi-use path, and traffic signal improvements are also included within the project. The developer has asked the Town to accept public improvements at this time. A maintenance bond will be held by the Town for a period of one year to cover any deficiencies associated with the new improvements, if any. Removal of snow from the sidewalks will be the responsibility of the adjacent property owners as is consistent with the Town Ordinances.

### Financial Impact

With the acceptance of the improvements and right-of-way, the Town of Windsor will be responsible for the perpetual maintenance of the public improvements.

### Other Board Action

At their meeting of October 13, 2020, the Town Planning and Zoning Commission, per CGS Section 8-24, recommended to accept the rights-of-way and public improvements associated with Great Pond Village, Phase I.

### Recommendations

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

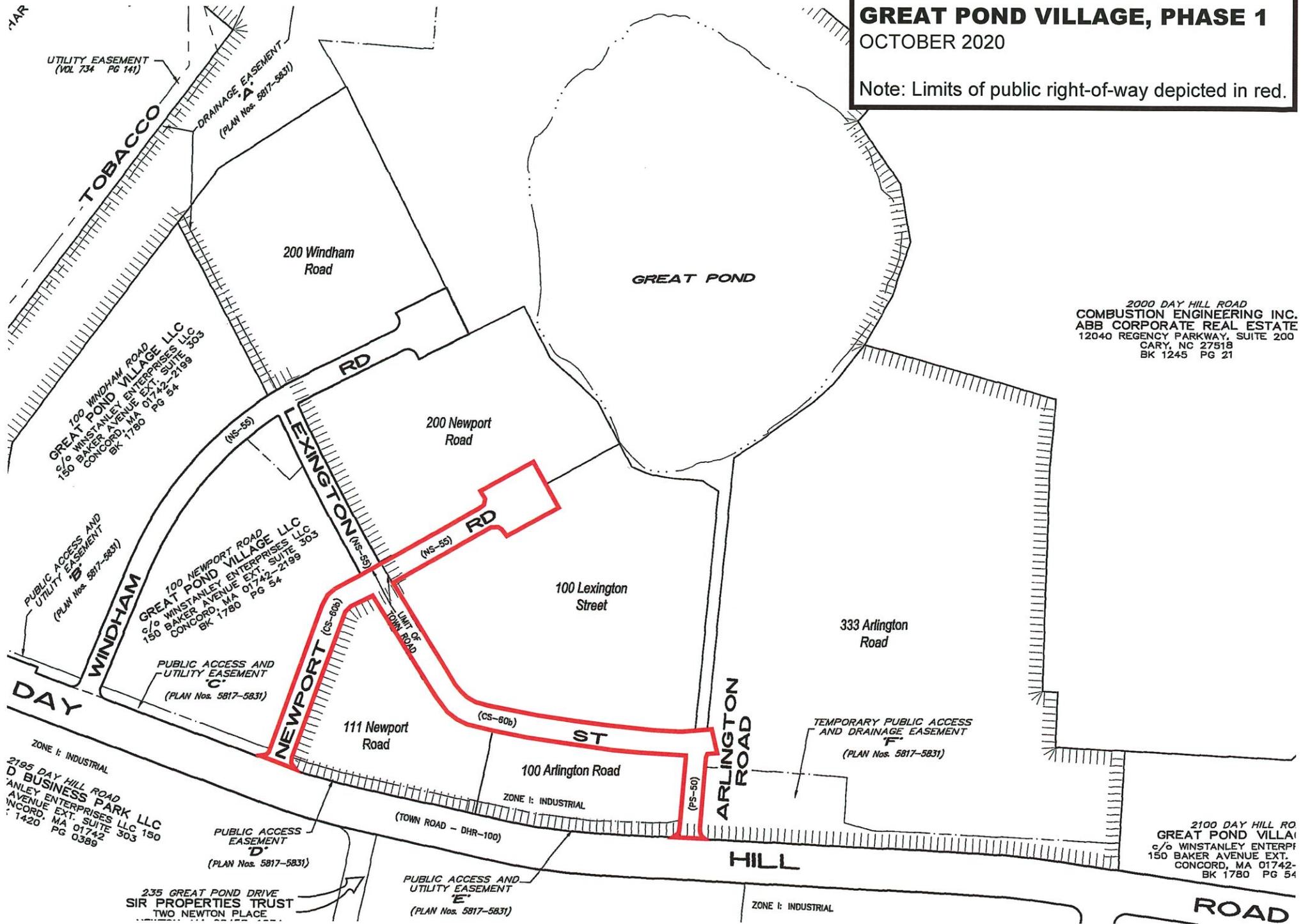
**“MOVE to accept the deed and the Public Improvements associated with Great Pond Village, Phase I for perpetual maintenance.”**

### Attachment

Exhibit – Public Improvements, Great Pond Village, Phase I, October 2020

**PUBLIC IMPROVEMENTS  
GREAT POND VILLAGE, PHASE 1  
OCTOBER 2020**

Note: Limits of public right-of-way depicted in red.



2000 DAY HILL ROAD  
COMBUSTION ENGINEERING INC.  
ABB CORPORATE REAL ESTATE  
12040 REGENCY PARKWAY, SUITE 200  
CARY, NC 27518  
BK 1245 PG 21

2195 DAY HILL ROAD  
D BUSINESS PARK LLC  
ANLEY ENTERPRISES LLC  
CONCORD, MA 01742-303  
PG 0389

235 GREAT POND DRIVE  
SIR PROPERTIES TRUST  
TWO NEWTON PLACE

2100 DAY HILL ROAD  
GREAT POND VILLAGE  
c/o WINSTANLEY ENTERPRISES LLC  
150 BAKER AVENUE EXT.  
CONCORD, MA 01742-303  
BK 1780 PG 54

## Memorandum

Date: October 19, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E. Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Appropriation for an LED lighting upgrade at the L.P. Wilson Community Center

### Background

The town has been involved with a number of facility projects in the past seven years to enhance building system performance and increase energy efficiencies. These projects have ranged from the replacement of outdated heating and ventilation systems, roof top solar, installation of digital control systems to better manage HVAC facilities, to the conversion of lighting to LED technology.

Staff is respectfully requesting the Town Council consider funding the upgrade of lighting at the L.P. Wilson Community Center to reduce energy consumption and costs. This LED conversion project is eligible for rebates under an energy efficiency program that is set to close in December. Therefore Town Council approval is being sought at this time.

### Discussion/Analysis

The LED upgrade includes all interior and exterior building fixtures and parking lot lighting. A combination of new fixtures, retrofits of existing fixtures and motion sensors will be installed. The retrofitting of fixtures involves replacing the existing fluorescent tubes and ballasts with LED tubes and new drivers. Installation and disposal of old materials and lamps is included.

Projected energy cost savings per year is \$22,500. When the estimated rebates of \$76,200 are considered, the projected payback period is 5 years.

It is estimated that the lighting project will reduce power consumption by approximately 186,000 kWh per year. This energy savings is projected to reduce our carbon emissions by 206,000 pounds per year which is equivalent to saving 10,536 gallons of gasoline, or 99,000 pounds of coal, or reforesting 619 trees a year.

### Financial Impact

Project cost is \$190,000 prior to potential energy rebates. Projected rebates are estimated at approximately \$76,200. The proposed funding source is the Capital Projects Assigned Fund Balance.

Other Board Action

None

Recommendations

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

**“MOVE that \$190,000 be appropriated from the Capital Projects Fund Assigned Fund Balance to fund the L. P. Wilson Community Center LED lighting project.”**

Attachments

None

Certification

I hereby certify that there is \$190,000 available in Capital Projects Assigned Fund Balance to fund the above appropriation.



James Bourke  
Finance Director

## Agenda Item Summary

Date: October 19, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E. Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Bond Ordinance for Sage Park Middle School Roof Replacement Project

### Background

This project replaces approximately 55,000 square feet of roofing at Sage Park Middle School that is beyond its useful life expectancy and is becoming more problematic with ongoing leaks. This area of roofing was originally installed during the 1993 building addition.

The Town Council previously authorized \$20,000 for design services. In February, Council approved three motions related to the grant application. The State of Connecticut is requiring the Town to approve funding for the project before they will proceed with their review and consideration of a potential grant towards partial reimbursement for project costs.

### Discussion/Analysis

This roof is presently a ballasted EPDM rubber membrane roof out of warranty and has been leaking under and around the mansard roof façade. The plans for this project would make the mansard roof a water tight functioning roof for the areas it is located.

This project will involve the removal of the layers of roofing material, and its installation. The new roof will have tapered insulation, overflow drains, and be a built-up bituminous type with a white vinyl top field layer. The new insulation will reduce the buildings energy usage, as well as to increase water drainage, and will comply with State of Connecticut requirements for minimum slopes on school facilities.

It is planned that work would begin after school is let out for the summer break, with the project being completed prior to late August or early September 2021.

### Financial Impact

This project is potentially eligible for reimbursement of approximately 48% from the State of Connecticut. The entire amount of the project costs is requested to be approved by the Town Council, per State requirements, with State reimbursements requested during and following the work.

The estimated costs for the project are as follows:

Construction	1,720,000
Bonding	15,000
Contingency	<u>255,000</u>
Total	\$ 1,990,000

Assuming the State grant is approved at a 48% reimbursement level, the amount of approximately \$1,030,000 would be bonded. The average annual debt service based on a 20 year term and a 3.5% interest rate is \$70,000.

Other Board Action

The Town Council has previously assigned this project to the Public Building Commission.

Recommendations

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

1) Waiving of the Reading

**“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,990,000 FOR COSTS IN CONNECTION WITH SAGE PARK SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$1,990,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”**

2) Introduction of the Bond Ordinance

**“MOVE to introduce a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,990,000 FOR COSTS IN CONNECTION WITH SAGE PARK SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$1,990,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’”**

3) Schedule a Public Hearing

**“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on November 2, 2020 at 7:20 p.m. (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,990,000 FOR COSTS IN CONNECTION WITH SAGE PARK SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$1,990,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”**

**And**

**“FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”**

Attachments

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$1,990,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$1,990,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS (\$1,990,000) for costs in connection with Sage Park Middle School Partial Roof Replacement Project, including replacement of approximately 55,500 sq. ft. of existing roofing, conversion of existing mansard façade along front of the building into water-tight roof for the areas of the building directly underneath it, removal of existing skylights and renovation of classroom ceilings and lighting underneath, and related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS (\$1,990,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed ONE MILLION NINE HUNDRED NINETY THOUSAND DOLLARS (\$1,990,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council

\_\_\_\_\_

Public Hearing Advertised

\_\_\_\_\_

Public Hearing

\_\_\_\_\_

Adopted

\_\_\_\_\_

Advertised

\_\_\_\_\_

Effective Date

\_\_\_\_\_

## Agenda Item Summary

Date: October 19, 2020

To: Honorable Mayor and Members of the Town Council

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Authorization to Pursue Debt Refinancing

### Background

Finance staff has been working with our financial advisor and has identified an opportunity to refinance a series of bond issues due to lower market interest rates. The total amount proposed to be refinanced is \$14,310,000.

### Discussion/Analysis

To authorize a refunding of already approved and issued bonds, the Town Council will need to pass an authorizing resolution. Unlike the procedures with a new bond issue, there are no hearing requirements as the original authorization was already granted by the Town Council.

Market rates are currently favorable and provide an opportunity to refinance \$14,310,000 in existing debt. Although it is too early to provide a precise dollar figure in terms of savings, we expect to be able to structure a refinancing that could save approximately \$700,000 to \$740,000. These savings would be able to be spread across a number of years to allow the Town Council to achieve the twin goals of continuing to reinvest in the town's capital infrastructure and/or mitigate debt service impacts on the annual operating budget. The refinancing issue will be structured so as not to extend the term of any of the original bond issues being refinanced. It does in fact shorten the average life of the original issues.

If the Council approves this refinancing authorization, it is expected that the refinancing would occur in late November. The market conditions are favorable at this time and the town's advisors anticipate those conditions to remain positive in the near term. If rates happen to turn upward, the town would forego the refinancing.

### Financial Impact

The net impact of refinancing could be an annual average debt service savings of approximately \$50,000 per year if structured over a fifteen year period. Staff is working with our financial advisor to analyze several options related to structuring the refinancing issue.

### Other Board Action

None

Recommendation

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

**"RESOLVED, that the reading into the minutes of the text of the resolution entitled 'RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR AUTHORIZING THE ISSUANCE OF REFUNDING BONDS FOR PAYMENT OF THE OUTSTANDING PRINCIPAL, INTEREST AND ANY CALL PREMIUM ON CERTAIN OF THE TOWN'S GENERAL OBLIGATION BONDS, AND COSTS RELATED THERETO'," is hereby waived, the full text of the resolution having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the resolution be recorded with the minutes of this meeting."**

2) Introduce & Approve Resolution

**"RESOLVED that the following resolution entitled 'RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR AUTHORIZING THE ISSUANCE OF REFUNDING BONDS FOR PAYMENT OF THE OUTSTANDING PRINCIPAL, INTEREST AND ANY CALL PREMIUM ON CERTAIN OF THE TOWN'S GENERAL OBLIGATION BONDS, AND COSTS RELATED THERETO' be introduced and approved."**

Attachments

Refunding Resolution

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR  
AUTHORIZING THE ISSUANCE OF REFUNDING BONDS FOR PAYMENT OF THE  
OUTSTANDING PRINCIPAL, INTEREST AND ANY CALL PREMIUM ON CERTAIN  
OF THE TOWN'S GENERAL OBLIGATION BONDS, AND COSTS RELATED  
THERETO**

RESOLVED,

(a) That the Town of Windsor issue its refunding bonds, in an amount not to exceed TWENTY-FOUR MILLION DOLLARS (\$24,000,000), the proceeds of which are hereby appropriated: (1) to the payment in whole or in part, as to be determined by the Town Manager and either the Treasurer or the Director of Finance of the Town, of the outstanding principal of and interest and any call premium on the Town's \$4,490,000 General Obligation Bonds, Issue of 2012, dated as of May 2, 2012 (consisting at original issue of \$4,490,000 General Purpose Bonds), \$5,035,000 General Obligation Bonds, Issue of 2013, dated as of May 1, 2013 (consisting at original issue of \$4,085,000 General Purpose Bonds and \$950,000 School Bonds), \$5,020,000 General Obligation Bonds, Issue of 2014, dated as of April 29, 2014 (consisting at original issue of \$3,690,000 General Purpose Bonds and \$1,330,000 School Bonds), \$5,370,000 General Obligation Bonds, Issue of 2015, dated as of June 24, 2015 (consisting at original issue of \$3,165,000 General Purpose Bonds and \$2,205,000 School Bonds), \$4,285,000 General Obligation Bonds, Issue of 2016, dated as of June 23, 2016 (consisting at original issue of \$3,755,000 General Purpose Bonds and \$530,000 School Bonds), \$5,945,000 General Obligation Bonds, Issue of 2017, Series B, dated as of June 1, 2017 (consisting at original issue of \$4,260,000 General Purpose Bonds and \$1,685,000 School Bonds), \$6,765,000 General Obligation Bonds, Issue of 2018, dated as of June 28, 2018 (consisting at original issue of \$3,135,000 General Purpose Bonds and \$3,630,000 School Bonds), \$10,000,000 General Obligation Bonds, Issue of 2019, dated as of June 27, 2019 (consisting at original issue of \$8,085,000 General Purpose Bonds and \$1,915,000 School Bonds), including the payment of interest accrued on said bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, bond insurance premiums, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. Such payment of the bonds to be refunded pursuant to this resolution may be accomplished, without limitation, through the funding of one or more escrows, and the application of the balance held in such escrows, together with the investment earnings thereon. The refunding bonds shall be issued pursuant to Section 7-370c of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

(b) That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign the bonds by their manual or facsimile signatures. The Town Manager and either the Treasurer or the Director of Finance of the Town are authorized to determine the bonds to be redeemed and the amount, date, interest rates, maturities, redemption provisions, form and other details of the refunding bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds and escrow agent with respect to any refunding escrow or escrows to be funded with proceeds of the bonds; to designate a law firm as bond counsel to approve the legality of the bonds; to provide for the keeping of a record of the

bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

(c) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding. The Town Manager and either the Treasurer or the Director of Finance of the Town are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(d) That the Town Manager and either the Treasurer or the Director of Finance of the Town are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(e) That the Town Council, the Town Manager, the Treasurer, the Director of Finance and other proper officers of the Town are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the bonds described above, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with holders of the bonds to be refunded, underwriters, trustees, escrow agents, bond insurers and others to facilitate the issuance of the refunding bonds, any escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

## Agenda Item Summary

Date: October 19, 2020

To: Honorable Mayor and Members of the Town Council

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: FY 20 Outstanding Year-End General Fund Encumbrances

### Background

On June 15, 2020 the Town Council reviewed and approved FY 20 outstanding year-end General Fund encumbrances through October 19, 2020. At that time, there were thirteen purchase orders totaling \$485,737.

### Discussion/Analysis

As of October 19<sup>th</sup>, there are three remaining purchase orders with open amounts totaling \$219,550. The Finance and Human Resources departments have received the software for the first one listed below for Tyler Technologies but are still in the implementation process. The leadership and supervisory training presented by Bolder Company is expected to be completed by the end of January 2021. Scheduling has been constrained due to COVID-19 as well as the priority to complete mandated sexual harassment training by October. The Volvo dump truck is expected to be received in January as well.

Town of Windsor  
FY 20 Year-End General Fund Open Purchase Orders  
As of October 19, 2020

Department	P.O. #	Vendor Name	Product / Service Description	Original Open Amount	Open Amount
<i>Administrative Services - Financial Accounting &amp; Reporting/Human Resources</i>					
Other Capital Equipment	20233	Tyler Technologies, Inc.	Munis Employee Self Service Module	\$13,650	\$6,170
<i>Administrative Services - Human Resources</i>					
Recruitment & Training	20316	The Bolder Company, Inc.	Leadership and Supervisory Training	\$13,100	\$13,100
<i>Public Works &amp; Engineering - Equipment Repair</i>					
Vehicles	20291	Gabrielli Truck Sales of CT	Volvo 6 Wheel Dump Truck	\$200,280	\$200,280
<b>General Fund Total</b>				<b>\$227,030</b>	<b>\$219,550</b>

### Other Board Action

None

### Recommendations

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

**“MOVE that the FY 20 General Fund purchase orders remaining open as of October 19, 2020 and in the total amount of \$219,550 be approved and carried forward until February 2, 2021.”**

### Attachment

None

**Town Council**  
**Resignations/Appointments/Reappointments**  
**October 19, 2020**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

- A. One Republican Member  
Board of Ethics  
Five Year Term to expire July 31, 2025 or until a successor is appointed  
(Sandi Ghanesh-Thompson)

**“MOVE to REAPPOINT Sandi Ghanesh-Thompson as a Republican member to the Board of Ethics for a five year term to expire July 31, 2025 or until a successor is appointed.”**

- B. One Republican Member  
Conservation Commission  
Five Year Unexpired Term to expire November 30, 2024 or until a successor is appointed  
(Brian Canoni)

**“MOVE to APPOINT Ayse Adams as a Republican member to the Conservation Commission for a five year unexpired term to expire November 30, 2024 or until a successor is appointed.”**

C. One *Democratic Alternate* Member

Conservation Commission

Five Year Term to expire November 30, 2025 or until a successor is appointed

(Coleen O’Leary – resigned)

**“MOVE to APPOINT Julie Henry as a Democratic Alternate member to the Conservation Commission for a five year term to expire November 30, 2025 or until a successor is appointed.”**

D. One *Republican* Member

Hartford Area Cable Television Advisory Council

Two Year Term to expire June 30, 2022 or until a successor is appointed

(Charles Jackson)

**“MOVE to REAPPOINT Charles Jackson as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2022 or until a successor is appointed.”**

E. One *Democratic Alternate* Member (non-resident)

Historic District Commission

Two Year Term to expire October 19, 2021 or until is a successor is appointed

(Neill Sachdev – resigned)

**“MOVE to APPOINT Nicole Grant Yonkman as a Democratic Alternate (non-resident) member to the Historic District Commission for a two year term to expire October 19, 2021 or until a successor is appointed.”**

F. One *Republican* Member (non-resident)

Historic District Commission

Five Year Term to expire October 10, 2025 or until a successor is appointed

(Colette Yeich)

**“MOVE to REAPPOINT Colette Yeich as a Republican (non-resident) member to the Historic District Commission for a five year term to expire October 10, 2025 or until a successor is appointed.”**

G. One *Democratic* Member

Housing Authority of the Town of Windsor

Five Year Unexpired Term to expire July 31, 2022 or until a successor is appointed

(Elizabeth Kenneson – resigned)

**“MOVE to APPOINT Adam Gutcheon as a Democratic member to the Housing Authority of the Town of Windsor for a five year unexpired term to expire July 31, 2022 or until a successor is appointed.”**

H. One *Republican* Member

Housing Authority of the Town of Windsor

Five Year Unexpired Term to expire July 31, 2024 or until a successor is appointed

(Ricky Reed – resigned)

**“MOVE to APPOINT Herman Woodard as a Republican member to the Housing Authority of the Town of Windsor for a five year unexpired term to expire July 31, 2024 or until a successor is appointed.”**

I. One *Republican* Member

Housing Authority of the Town of Windsor

Five Year Term to expire July 31, 2025 or until a successor is appointed

(Della Rondinone)

**“MOVE to REAPPOINT Della Rondinone as a Republican member to the Housing Authority of the Town of Windsor for a five year term to expire July 31, 2025 or until a successor is appointed.”**

J. One *Democratic* Member

Insurance Commission

Four Year Term to expire October 31, 2024 or until a successor is appointed

(Edward Samolyk)

**“MOVE to REAPPOINT Edward Samolyk as a Democratic member to the Insurance Commission for a four year term to expire October 31, 2024 or until a successor is appointed.”**

K. One *Democratic* Member

Redevelopment Agency

Five Year Term to expire April 18, 2025 or until a successor is appointed

(Lee Hoffman)

**“MOVE to REAPPOINT Lee Hoffman as a Democratic member to the Redevelopment Agency for a five year term to expire April 18, 2025 or until a successor is appointed.”**

L. One *Republican* Member

Youth Commission

Three Year Term to expire September 30, 2023 or until a successor is appointed

(Jeremy Halek)

**“MOVE to REAPPOINT Jeremy Halek as a Republican member to the Youth Commission for a three year term to expire September 30, 2023 or until a successor is appointed.”**

October 19, 2020

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M. One *Democratic Alternate* Member

Youth Commission

Two Year Term to expire September 30, 2022 or until a successor is appointed

(Kereme Murrell)

**“MOVE to REAPPOINT Kereme Murrell as a Democratic Alternate member to the Youth Commission for a two year term to expire September 30, 2022 or until a successor is appointed.”**

N. One *Democratic* Member

Zoning Board of Appeals

Four Year Term to expire November 14, 2023 or until a successor is appointed

(George Bolduc)

**“MOVE to REAPPOINT George Bolduc as a Democratic member to the Zoning Board of Appeals for a four year term to expire November 14, 2023 or until a successor is appointed.”**



**TOWN COUNCIL  
VIRTUAL MEETING  
OCTOBER 5, 2020  
Regular Town Council Meeting**

**UNAPPROVED 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 Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Lenworth Walker, and Councilor Kenneth Wilkos

Absent: Councilor Nuchette Black-Burke

**2) PRAYER OR REFLECTION**

Deputy Mayor McAuliffe led the group in prayer/reflection. He gave a moment of silence for Don Ferrara, the Windsor High School basketball coach.

**3) PLEDGE OF ALLEGIANCE**

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

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation designating October 2020 as Fire Prevention month

Councilor Govoni read aloud the proclamation designating October 2020 as Fire Prevention month.

- b) Proclamation designating October 2020 as Manufacturing month in Windsor

Councilor Dobler read aloud the proclamation designating October 2020 as Manufacturing month in Windsor.

- c) Proclamation designating October 2020 as Community Planning month

Deputy Mayor McAuliffe read aloud the proclamation designating October 2020 as Community Planning month.

## 5) PUBLIC COMMUNICATIONS AND PETITIONS

Linda Alexander, 155 Fieldstone Drive, has been very fortunate to live within walking distance of a very large and tax dollar supported public space near Northwest Park. Ms. Alexander stated that within the last couple of years, the town has received state and local funds to restore the open space area for public use in the center of town. She added that additional Windsor tax dollars will be contributed to make open outdoor recreational space more accessible in this part of town. Residents of Deerfield and Wilson have asked to keep the area that is vacant in their part of town open for outdoor recreational use and to not have it developed. Ms. Alexander stated that she is very concerned that the residents in this part of town are being ignored. Especially during the pandemic, it would be helpful for these residents to have open outdoor space.

Coralee Jones, 1171 Matianuck Avenue, stated that the Wilson and Deerfield residents may be able to use the parks available in Windsor, but if the land is developed in their area, then they will no longer have the available outdoor recreational space offered to them. Ms. Jones would like to see it open as a recreational park for children and other community members to use in the Wilson/Deerfield communities. Ms. Jones then stated that the Wolcott building could become an assisted living space. She also wished everyone an early and healthy enjoyable Columbus Day.

Charles Windsor Jackson, III, 26 Wilson Avenue, spoke about the open lot in the Deerfield and Wilson community. The consensus from the residents who live there is to leave it as an open space for recreational use. Mr. Jackson also stated that he dislikes attending the meetings for Wilson/Deerfield because it seems as though there is not enough participation and attendance from the other community members. The Wilson/Deerfield advisory board is willing to get the message out to the community, however, it is just difficult to get everyone together. Mr. Jackson then thanked the Council for their time and reminded everyone to vote on November 3<sup>rd</sup>.

Ned Bacigalupo, 89 Farmstead Lane, stated his concerns about the petitions for the John Mason statue to stay on the Palisado Green and whether they were thoroughly looked at. He believes that the petition was not given enough consideration by the Council. Mr. Bacigalupo asked if he would be able to look at those names on the petition again. He also is against adding more housing to Windsor because it would be best to maintain a small-town environment. Mr. Bacigalupo stated that he is interested in helping with the organization of the concerts that will take place on the Palisado Green next summer.

## 6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler- no comment.

Councilor Walker wanted to acknowledge that he admires the comments from the Mayor at the opening of the new facility at the Windsor Police Department. Councilor Walker specifically admired when Mayor Trinks stated the residents of Windsor looked at the referendum and decided that the Police Department needed to have new space and new areas to operate in, which means that Windsor loves its Police Department and supports it. Secondly, Councilor

Walker reminded everyone to take the COVID guidelines seriously and to stay safe. Also, always support the local businesses.

Councilor Govoni reminded everyone to check their smoke and CO2 alarms during fire prevention month. With Halloween coming up and there being extra lawn decorations and lighting, be sure to check extension cords in order to prevent fires from occurring.

Councilor Black-Burke - absent

Councilor Rampulla Bress reached out to the Jewish friends in the community hoping that they had a peaceful Rosh Hashana and Yom Kippur. Councilor Rampulla Bress also wanted to share that it is mental illness awareness week and everyone is affected by mental illness directly or indirectly. This week is dedicated to educating the public, fighting the stigma associated with mental illness, and to provide resources for support. If anyone in the public is struggling with mental illness, go to nani.org or google the Connecticut Department of Mental Health and Addiction Services.

Councilor Wilkos- no comment.

Councilor Jepsen- no comment.

Deputy Mayor McAuliffe wished everyone a happy Indigenous Peoples day coming up on October 12<sup>th</sup>.

Mayor Trinks thanked Councilor Walker for his kind comments and in taking a moment to realize what an amazing Public Building Commission the Town of Windsor has and how quickly the project went with the volunteers' help. Mayor Trinks also thanked Chief Melanson and his staff for giving informative tours of the new facility.

## **7) REPORT OF APPOINTED BOARDS AND COMMISSION**

Mayor Trinks stated that the Board of Education and Town Planning & Zoning Commission submitted a written report to the Council and each Councilor has received a copy.

## **8) TOWN MANAGER'S REPORT**

### **COVID 19 Information**

In terms of overall COVID-19 positive cases, we have done relatively well as a community over the past several months. At the end of June, we had 327 reported cases community wide, not including the various nursing homes. The community averaged 82 positive cases a month from March through June. In the past 3 months, we have had 88 reported cases for a monthly average of 26.

We urge everyone to continue to take the proper precautions to protect yourself and others against COVID-19. Please wear masks while in public, keep appropriate distance and regularly wash your hands.

### **Conversations on Race: Series 2020**

The Town of Windsor Human Relations Commission will be sponsoring a series of conversations regarding racial and social justice entitled “RACE: THE SERIES.”

The first topic will be “Privilege” which will be led by Mr. Kevin Booker, Jr. on Sunday, October 11<sup>th</sup>, from 2:00 – 4:00 p.m. via Zoom. To participate, please go to the town’s website page at [www.townofwindsorct.com](http://www.townofwindsorct.com) and click on the box entitled “Race: The Series”.

Human Relations Commission chairman Hon. Kevin Washington stated the series will also discuss:

- what the Town Council’s Declaration of Racism as a Public Health Crisis accomplishes
- how to be an ally
- what Black Lives Matter is about
- how to encourage youth participation

Additionally, the series will focus on diversity, disparity, and efforts to bridge and heal these issues. The book considered in the One Book—One Windsor program, *How To Be an Anti-Racist*, will be discussed as well.

### **Absentee Ballots**

As of this afternoon, the Town Clerk’s Office has received 5,147 absentee ballot applications since September 17<sup>th</sup> and have mailed out 5,147 absentee ballots. There are no outstanding applications to process at this time. This is a fantastic feat!

By comparison, in the 2016 General Election, the office received 1,218 absentee ballot applications. Thank you to Town Clerk Anna Posniak and her team.

We have also received 499 completed voted absentee ballots as of today.

Persons wanting to vote via absentee ballot are urged to submit their application as soon as possible through either the US mail or by using the dedicated secure drop box to the rear of town hall.

Also a reminder, residents with a valid CT Driver’s License with their current address can register to vote online through the Secretary of the State’s website (<https://voterregistration.ct.gov/>). Residents can also utilize the online portal through the Secretary of the State’s website to view their voter registration status (<https://portaldir.ct.gov/sots/LookUp.aspx?fbclid=IwAR3VegIVxrS7pJeNJo5UG3v6hBVeH75CF Sjy-i2Df2E6kQOL05EeEpzLyhU>).

### **Kiwanis Canoe Race**

The Kiwanis Canoe Race Food Drive will be held on Saturday, October 10<sup>th</sup> from 9:00 AM – 12:00 PM on the Town Green. The Canoe Race is normally run in conjunction with the Windsor

Chili Challenge which will not be held this year. This year's race is open to the general public as well as civic groups. The canoe race benefits the Windsor Food and Fuel banks. Participants are requested to donate food and/or cash. Donations can be dropped off on the Windsor Green from 9:00 to Noon. Look for the canoes! Trophies will be awarded to the civic group that donates the most food and the group that donates the most food and cash combined.

### **Community Food Distribution**

The town of Bloomfield has asked West Hartford and Windsor to join in a series of food distribution events this October. This multi-town partnership is possible in part through the Farms to Family Food Box Program sponsored by the State of Connecticut and the USDA.

On Fridays during the rest of October, the drive-through food distribution event will take place between 10:00 AM and 2:30 PM at the Rehoboth Church of God, 1170 Blue Hill Ave in Bloomfield.

This event is open to all households in each of the three towns.

Volunteers are being recruited to help out. If interested, please call Windsor Social Services at 860-285-1839.

Councilor Dobler commented on how impressive Anna and her staff have been in preparing the townspeople for this upcoming voting term, especially by sending out over 5,700 absentee ballots, which is no small feat and should be recognized.

Councilor Walker brought up the issues of speeding in town and wanted to know if it would be possible to set up more permanent speed radar detectors or get more of the portable ones from the Police Department in certain parts of town such as Poquonock and Palisado Avenues. Town Manager Souza stated that he will look into this matter further.

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

Town Improvements Committee – Councilor Dobler stated there will be a meeting within the next few weeks. There has been a pause so the new members of the Wilson/Deerfield Committee can be sworn in.

Special Projects Committee – Councilor Dobler

Health & Safety Committee – Councilor Dobler spoke on Councilor Black-Burke's behalf stating that the Health & Safety Committee will be meeting on October 8<sup>th</sup>.

Personnel Committee – Councilor Rampulla Bress said the next meeting will be on October 14<sup>th</sup>. Councilor Rampulla Bress also thanked Councilor Black-Burke and Councilor Walker for their continued dedication to the committee. There are more vacancies available for any town members interested in joining the Board of Assessment Appeals or the Conservation Commission. The applications to become members can be found on the town website.

Finance Committee – Deputy Mayor McAuliffe stated there may be a meeting by the end of October.

**10) ORDINANCES – None**

**11) UNFINISHED BUSINESS - None**

**12) NEW BUSINESS**

- a) Consider approval of Manufacturing Machinery Equipment exemption for Spencer Turbine

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to Spencer Turbine for the October 2019 Grant List with the company remaining liable for the late filing penalty.

Town Manager Souza stated that 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’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.

Councilor Jepsen stated that there are certain amounts of money set aside for events like this and would like to know if there is a certain amount of money set aside for this particular event. Town Manager Souza confirmed that the company filing for an exemption was built into the FY 2021 budget, and at this point there are not any other manufacturers that did not file the exemption on time.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- b) Authorize grant submittal for extension of East Barber Street River Trail

MOVED by Councilor Jepsen, seconded by Councilor Rampulla Bress 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.

Town Manager Souza stated that 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 construction will hopefully follow in the latter part of 2021. There would remain a gap of roughly 850 feet to connect with the existing trail in Windsor.

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.

Councilor Jepsen stated that he is very excited and looking forward for this development to be done, especially because he has a deep connection to the area where the marina is being put in.

Councilor Wilkos would like to know how many linear feet this project will be adding. Councilor Wilkos would also like to know about the area inbetween the 850 feet and the existing boat launch. Town Manager Souza stated the gap that is currently funded through a grant that was received from Hartford and the riverfront, is roughly 850 linear feet, which is what the grant application would go towards, in order to cross Decker's Brook and connect to a trail that was built by the town.

Councilor Govoni wanted to confirm that the grant is only for the 850 feet of land. Town Manager Souza stated that the cost is mainly for structure to span Decker's Brook. Councilor Govoni stated that there is currently a bridge down by Meadow Brook.

Councilor Rampulla Bress is also excited about this project especially that the intention is to create more accessible places in town for the community to use and enjoy.

Councilor Govoni stated that he hopes there is success with the grant and that it is very important that this link is made. If it does not come to fruition, it should remain on the agenda to make it happen. This will be a big plus for Wilson and Deerfield and everyone on the other side of the river.

Councilor Walker stated that he enjoys the enthusiasm for this riverside trail. He would like to know if there is in fact communication with Loomis Chaffee to extend the trail from the center of town southwards. Town Manager Souza made a clarifying comment stating that there have not been any recent conversations with Loomis Chaffee and the potential alignments. He looks forward to having these conversations during the winter.

Councilor Jepsen would like to know if the Air Corps needs to get involved with the bridge in the area. Town Manager Souza stated that it will most likely need to be reviewed by the Army Corps, which could be considered a general permit and would make it a faster process. They would have to be consulted and have a permit processed through them as well as DEEP. Councilor Jepsen questioned if the trail is still going to be used by the Ebony Horse Women for the horses.



Town Manager Souza stated that he will need to have a conversation with that organization again to see the level of their interest.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

**13) RESIGNATIONS AND APPOINTMENTS – None**

**14) MINUTES OF PRECEDING MEETINGS**

a) Minutes of the September 21, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the September 21, 2020 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

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

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress to adjourn the meeting at 8:32 p.m.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

Respectfully Submitted,

Elizabeth Brisebois  
Clerk of the Town Council