



Council Agenda

Council Chambers
Windsor Town Hall
November 16, 2020



Zoom Instructions

Dialing in by Phone Only:

Please call: **312 626 6799** or **646 558 8656**

1. When prompted for participant or meeting ID enter: **852 2039 4968** 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/85220394968>

1. When prompted for participant or meeting ID enter: **852 2039 4968**
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.

7:20 Public Hearing

To hear public comment on "AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Wilkos
3. PLEDGE OF ALLEGIANCE – Councilor Wilkos
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) Youth Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES



10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- b) *Discuss and consider action relative to Wilson Redevelopment Opportunities at 458 Windsor Ave and former Roger Wolcott School (Councilor Dobler)

12. NEW BUSINESS

- a) *Approve closing out various capital projects (Town Manager)
- b) *Discussion of creating a Town of Windsor Poet Laureate post (Deputy Mayor McAuliffe)
- c) Consider settlement in TEG Rivers Bend, LLC vs Town of Windsor (Town Manager)
- d) Town Manager Annual Performance Evaluation (Councilor Bress)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the November 2, 2020 Public Hearing
- b) *Minutes of the November 2, 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 (TEG Rivers Bend, LLC vs. Town of Windsor)
- b) Discussion including the appointment, employment, performance evaluation, health or dismissal of a public officer or employee (Town Manager evaluation)

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: November 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Authorization to Purchase Fire Department Vehicle Exhaust Systems

Background

The Fire Department seeks to install vehicle ventilation systems for the Wilson and Poquonock Firehouses. When these firehouses were built more than twenty years ago, there was very little concern for diesel particulates and the health risks associated with the particulates. These systems would minimize exposure to the risks to our firefighters.

Discussion/Analysis

In the past several years, there have been numerous studies by national associations and federal agencies such as the National Institute of Occupational Safety and Health, the CDC, and the International Association of Firefighters to assess and determine why firefighters had a high incidence of cancer related illnesses. In addition to the exposure of cancer causing agents at fires, it was found that unventilated diesel exhausts in firehouses could be a contributing factor to the increase in firefighter cancer. It was found the diesel exhausts left particles that came in contact with the firefighters. These particles were found on the firefighter gear (PPE) and the equipment that is used on a daily basis. The proposed ventilation systems are to vent the trucks' exhausts directly outside the building to eliminate this exposure. The fire department currently uses this system at the Hayden Station Firehouse and it is planned to be installed during the renovation of the Fire Department and EMS building on Bloomfield Avenue.

Financial Impact

The cost of installing the exhaust ventilation systems for the Wilson and Poquonock Firehouses is estimated to be \$130,000 including contingency. The adopted Capital Improvements Program allocated \$150,000 in bonding for this project.

The average annual debt service based on a 20 year term and a 3.25% interest rate is \$8,900.

Other Board Action

Upon project authorization, the project will be assigned to the Public Building Commission for oversight.

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 \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 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) Approve a Bond Ordinance

“MOVE to approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Attachments

Bond ordinance

AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000) for costs in connection with the installation of automated exhaust units at the Wilson Firehouse and Poquonock Firehouse, including installation of hardware to connect the exhaust units to the fire apparatus and electrical work to power the units, and related improvements, and related improvements. The appropriation may be spent for 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 Fire Administrator 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 HUNDRED THIRTY THOUSAND DOLLARS (\$130,000) 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 Section 7-369 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 HUNDRED THIRTY THOUSAND DOLLARS (\$130,000). 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 Director of Public Works 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 _____ 11/2/20

Public Hearing Advertised _____ 11/6/20

Public Hearing _____ 11/16/20

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: November 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Wilson Redevelopment

Background

In 2018, as an initial step in the possible redevelopment of the former Wolcott School site and the vacant town-owned parcel at 458 Windsor Avenue, staff and an ad-hoc task team gathered and reviewed information from the community as to preferred land uses. A community drop-in meeting was held and an on-line survey was deployed as a means of receiving input from the public on possible land uses and to get feedback on a handful of conceptual ideas.

In summer 2019, staff provided Town Council with an overview of the community input received and outlined possible next steps. The topic was referred to the Town Improvements Committee which met in August 2019 and recommended the Town Council authorize funding for initial pre-development technical assistance services. Committee members also expressed a desire for additional community outreach with a focus on gaining more input from neighborhood residents relative to the reuse of the two sites.

At the Town Council's meeting of September 3, 2019, the Council authorized funding for the completion of an A-2 survey of the school site as well as for hazardous materials testing of the building. Staff was also asked to pursue additional community input regarding reuse options for the properties.

The property survey was completed in October 2019. A hazardous building materials inspection of the school building was completed in January 2020. The inspections identified the presence of asbestos and limited areas of lead-based paint. The estimated cost for hazardous materials removal is approximately \$120,000.

To meet the Council's desire for added neighborhood input, staff designed and implemented an online survey that was heavily marketed to the Wilson/Deerfield neighborhood. A copy of the summary report of the survey results is attached and were reviewed with Town Council in July of this year.

Over 570 persons responded to the survey with 35% having a connection to the Wilson/Deerfield area either as a resident, business owner or property owner. The survey found that among those who participated, a mixed use redevelopment was the preferred option for the Wolcott School site. For the redevelopment parcel, mixed use development and maintaining open space were the preferred options. The Town Council referred the item to the Town Improvements Committee for additional input and review.

In August the Town Improvements Committee continued discussing community input as well as overall options for both parcels. An update to the Town Council was provided in September and the consensus of the Town Council was to have the Wilson/Deerfield Advisory Committee provide further input to the Town Improvements Committee later in the fall once vacancies on the Committee were filled.

Discussion/Analysis

The Wilson/Deerfield Committee met in October and their general input was to leave 458 Windsor Avenue as open space and improve it by adding some park amenities. Members expressed support to reuse the school building as long as it is maintained in good condition and in a cost effective manner.

The Town Improvements Committee met on November 5th to discuss and provide a set of recommendations to the Town Council concerning paths forward for the use of the vacant parcel at 458 Windsor Avenue and the former Wolcott School building.

The Town Improvements Committee discussed the following primary alternatives relative to the vacant parcel at 458 Windsor Avenue:

- Do nothing and leave it as is
- Improve the look and functionality of the open space by adding park improvements or amenities
- Use it for development (if this is the preferred path, there will need to be general guidance as to the desired type of land use.)

In regards to the Roger Wolcott building, the Committee considered several high level options:

- Demolish the structure and redevelop the site (if this is the preferred path, there will need to be general guidance as to the desired type of land use.)
- Have the building refurbished by either the town or another entity for re-use via:
 - Lease or Sale
 - A town property, for example the Board of Education.

The Town Improvements Committee recommends to leave the 458 Windsor Avenue as open space and to have town staff develop a neighborhood park concept with improvements and amenities.

Relative to the Wolcott School Building site, the Committee recommends that the Town Council direct the town manager and staff to 1) pursue discussions to potentially lease or transfer the building for educational use, 2) identify costs to raze the building and prepare for infill housing similar in density to the neighborhood and 3) identify preliminary estimates for both capital and operating costs to utilize the building for town educational and/or community purposes.

Other Board Action

The Wilson Deerfield Advisory Committee met earlier in the fall and their general input was to leave 458 Windsor Avenue property as open space and improve it by adding some park amenities. Members of the committee provided input to the Town Improvement Committee on November 5th. Staff will continue to apprise and involve the Wilson Deerfield Advisory Committee as planning activities continue based on Council guidance and direction to staff.

Recommendations

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

1) 458 Windsor Avenue

MOVE that the town staff be directed to prepare a concept plan for 458 Windsor Ave to reflect neighborhood open space with park improvements and amenities.

2) Wolcott School Building

MOVE that the town manager and staff be directed to:

- **pursue the potential lease or transfer of the building for educational use**
- **identify costs to raze the building and prepare for infill housing similar in density with the neighborhood and**
- **identify preliminary estimates for both capital and operating costs to utilize the building for town educational and/or community purposes.**

Attachments

Wilson Redevelopment Parcel Survey Results

MEMORANDUM

Date: June 18, 2020

To: Peter Souza, Town Manager

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: James Burke, Economic Development Director

Subject: Wilson Redevelopment Parcels Survey Results

Background

In 2019, staff and an ad-hoc task team gathered and reviewed information from the community as to preferred land uses at the former Roger Wolcott School site and the vacant town-owned parcel, at 458 Windsor Ave. The ad-hoc team was comprised of members of the Wilson/Deerfield Advisory Committee, Economic and Development Commission, Redevelopment Agency and a representative from the Town Planning and Zoning Commission. A community drop-in meeting was held and an online survey was deployed as means of receiving input from the public on possible land uses and feedback on a handful of conceptual ideas. Results of both the drop in meeting and the survey were discussed by the Town Council and the Town Improvements Committee in August and September of 2019. As a result of those discussions, the Council requested additional community outreach with a focus on gaining input from neighborhood residents.

Following up with the Town Council's request for further input from neighborhood residents, the Town originally planned to host a highly interactive public meeting, which was scheduled for May 21st. This meeting was to be followed by an online survey. However, given COVID-19, efforts were re-oriented to conduct only an online survey. To ensure a significant participation from the Wilson and Deerfield (WD) neighborhoods, marketing efforts focused mainly on these two neighborhoods. Promotional postcards were sent to all addresses in these neighborhoods, Facebook ads targeted mainly users in Wilson and Deerfield, and promotional fliers were posted on businesses located in these neighborhoods only. Furthermore, incentives for completing the survey were only open to Wilson and Deerfield Residents and Property Owners.

The 2020 Survey was designed as a continuation of the 2019 process. The options provided were a combination of preferred use identified by the public, and feedback from the Town Council and Town Improvements Committee meetings. Participants were given three options to choose from at each site plus the option to comment/ suggest additional ideas. At Roger Wolcott, the options were mixed use, single family houses, and to re-use the existing building, and at the redevelopment parcel, the options were mixed use, residential townhouses, and to maintain an open space.

Discussion/ Analysis

The survey was completed by 572 participants, of these, 35% either lived, worked or owned a property at the WD neighborhoods and 54% lived elsewhere in Windsor. Of those connected to WD, 46% indicated being connected to the neighborhoods for more than 20 years, and 21%

from 10 to 20 years. Please refer to appendix 1 for further breakdown of survey results and participants.

Former Roger Wolcott School

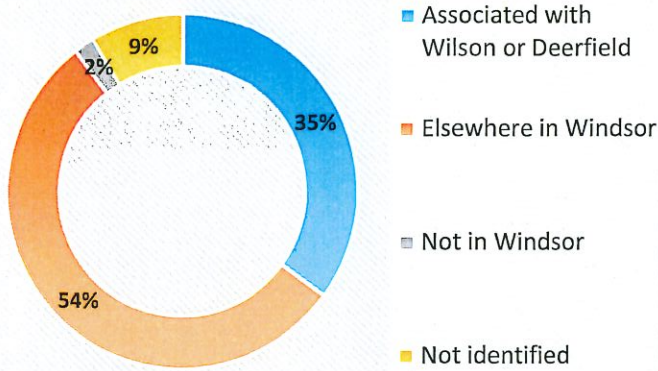
The preferred option was **Mixed Use**. Results are interpreted comparing both the most and least popular options. Although, reusing the existing building was the most popular option (42%), followed closely by Mixed Use (41%), this option was more unpopular by a higher difference. 31% of all participants listed reusing the building as their least preferred option as opposed to 23% for Mixed Use. When subtracting least popular from most popular, mixed use is the most popular choice. Responses from participants associated with Wilson and Deerfield are very similar to those from residents who live elsewhere in Windsor; at the same time, results for these two subgroups mirror those from all survey takers. For a visual of all responses please see appendix 1.

Redevelopment Parcel

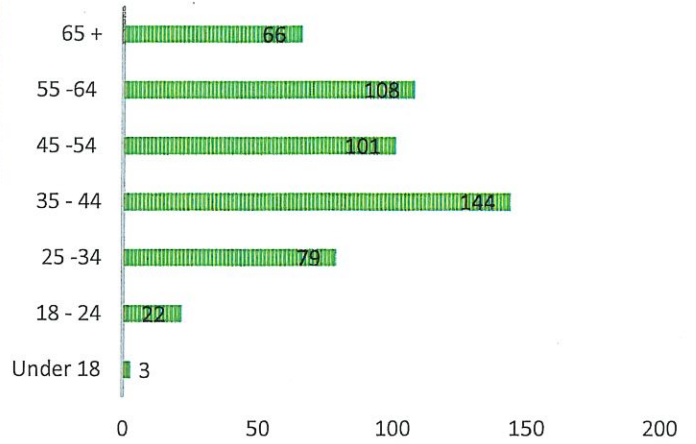
When following the same methodology, comparing the most and least preferred options, results are less clear for the redevelopment parcel. **Mixed Use is the preferred use very closely followed by maintaining an open space.** 48% of respondents prefer to maintain the space open, followed by Mixed Use, which was preferred by 37% of respondents. However, 33% list maintaining the space open as their least favorite option, as opposed to 20% who list mixed use as their least preferred option. When subtracting least popular from most popular, Mixed Use is slightly more popular than maintaining an open space. Similarly to the results in Roger Wolcott, responses from participants associated with Wilson and Deerfield are very similar to those from residents who live elsewhere in Windsor as well as responses from all survey takers. For a visual of all responses please see appendix 1.

Appendix 1 Survey Breakdown

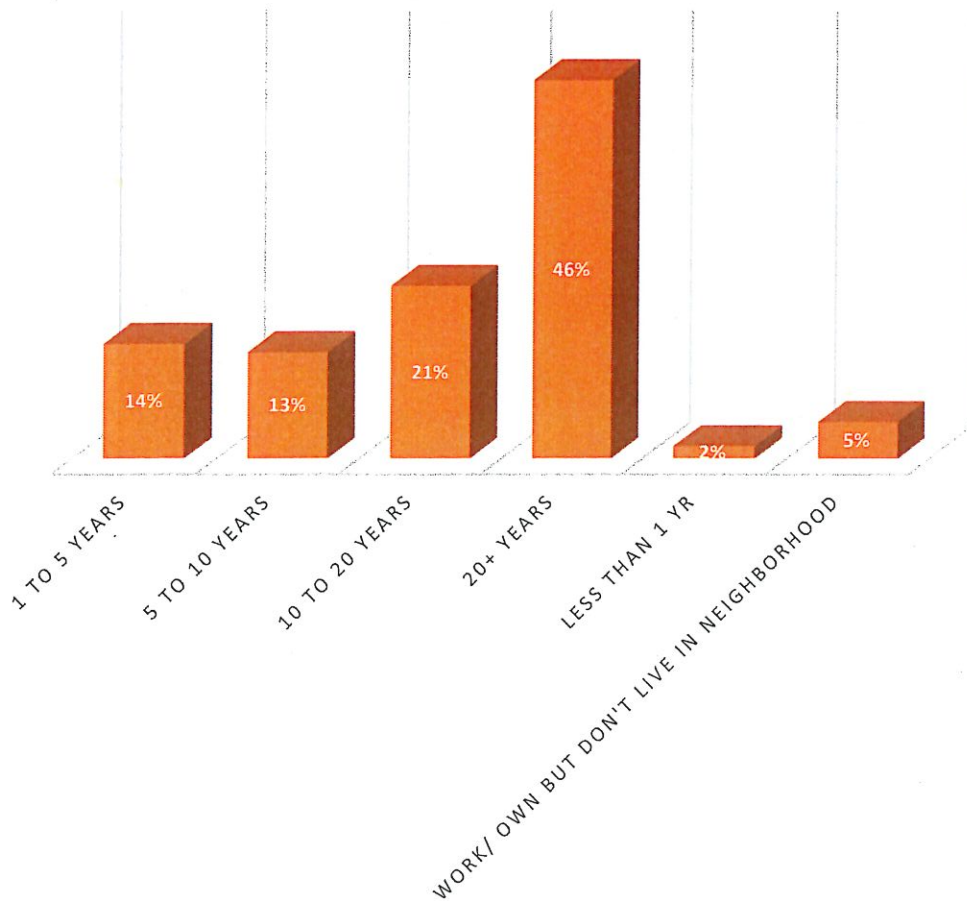
Survey Takers by Residence



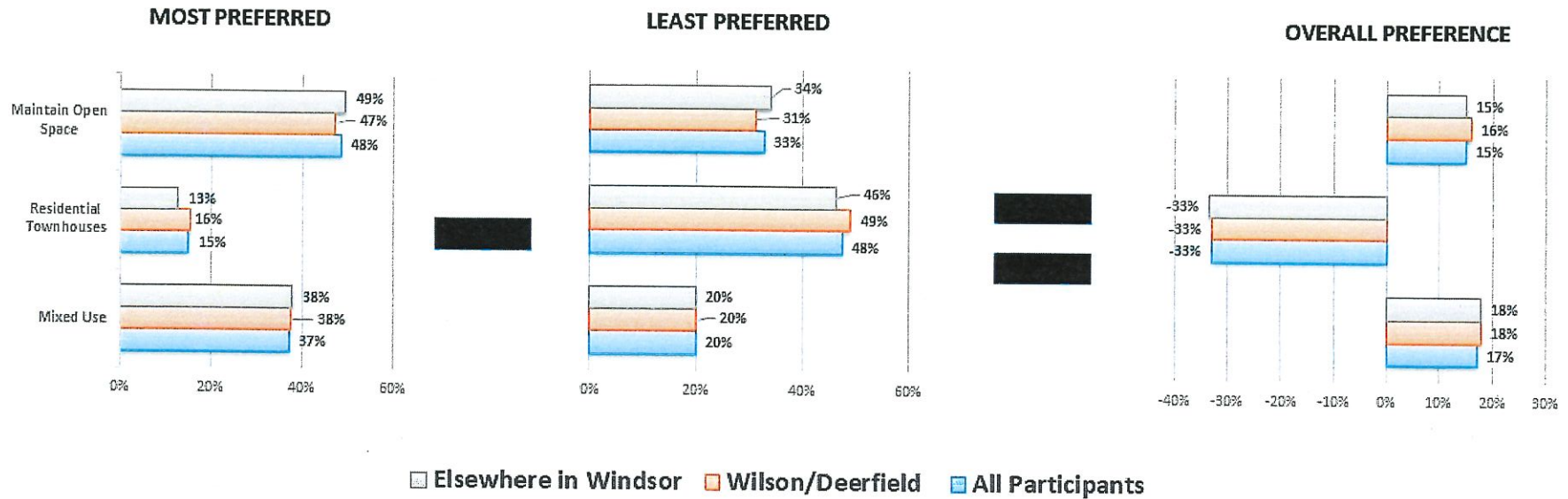
Survey Participants by Age



WILSON/ DEERFIELD PARTICIPANTS: DURATION OF RESIDENCE

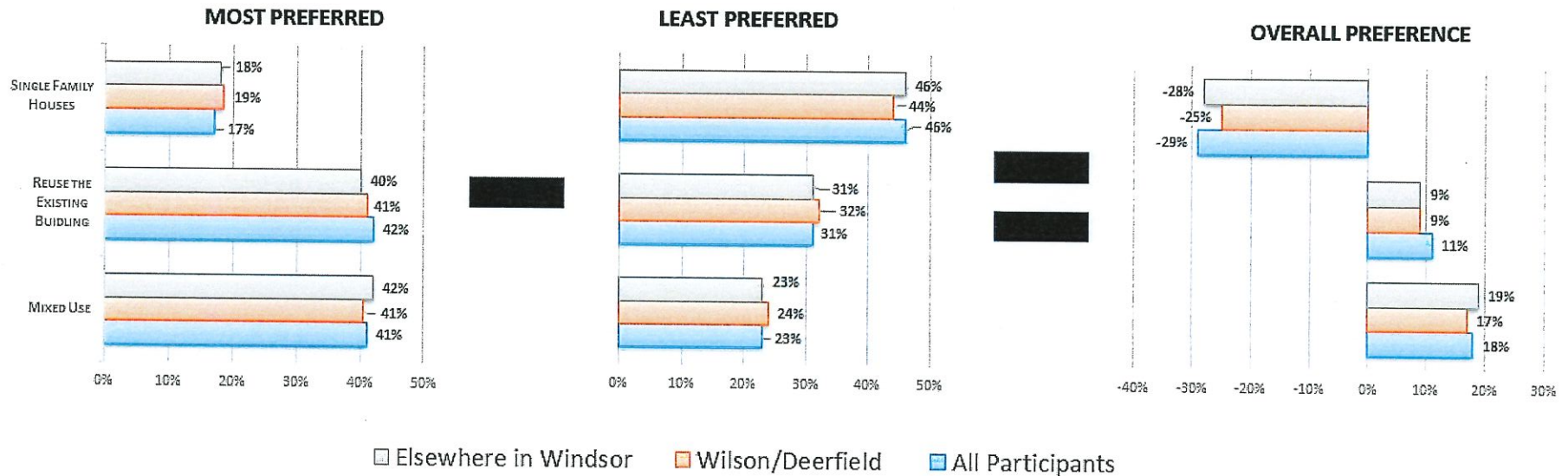


REDEVELOPMENT PARCEL

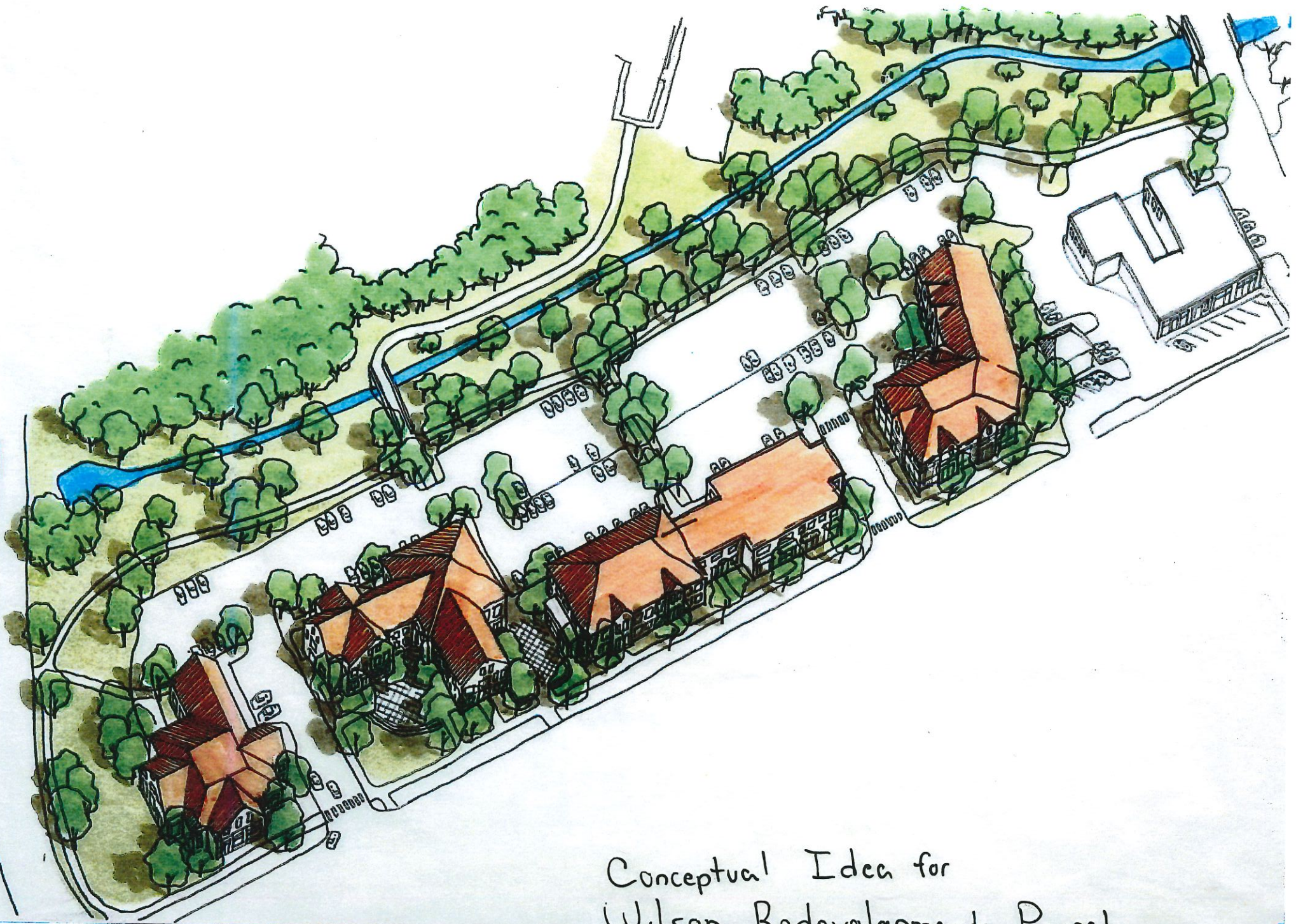


Note: Percentages are rounded to the nearest whole number.

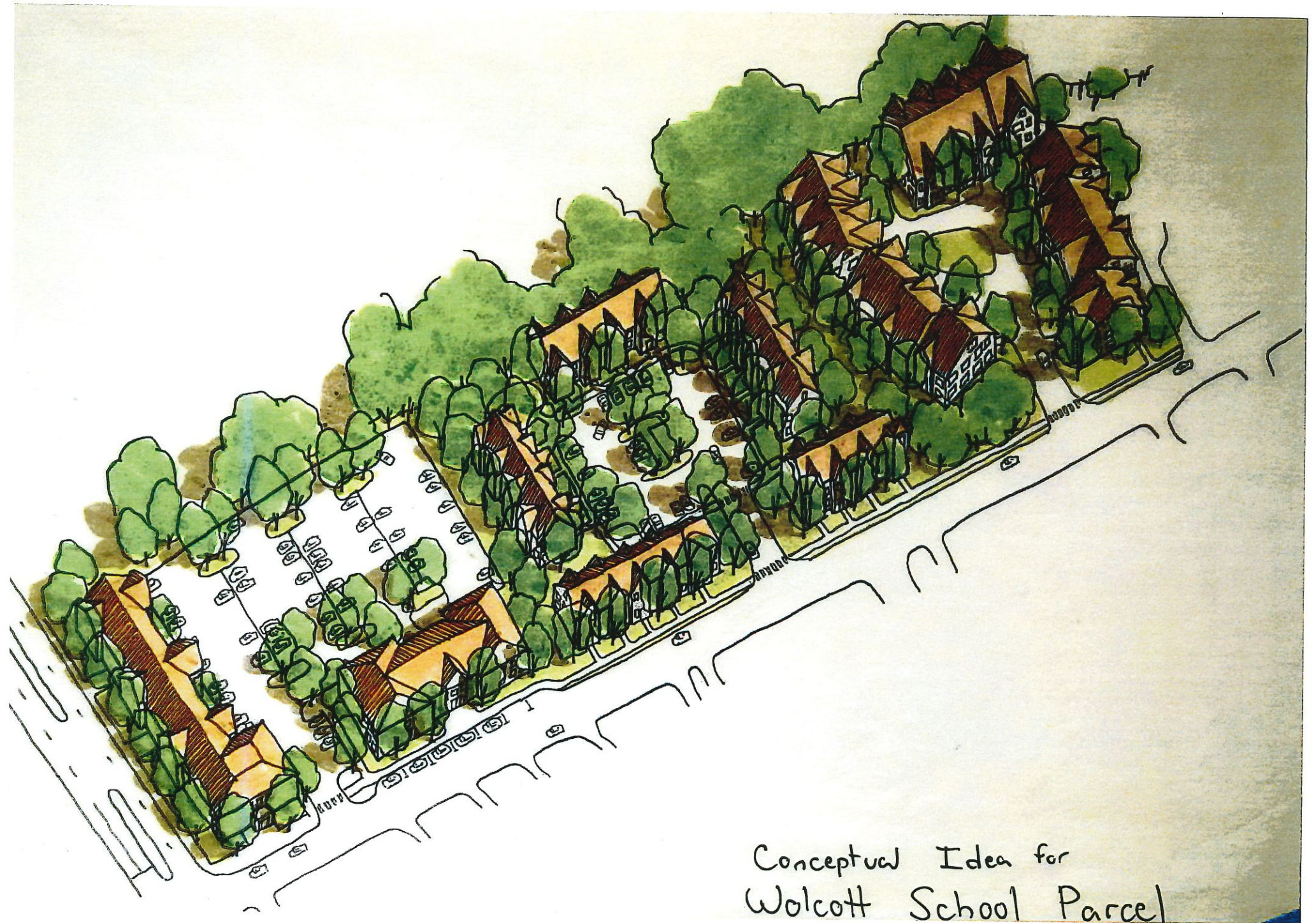
ROGER WOLCOTT SCHOOL



Note: Percentages are rounded to the nearest whole number.



Conceptual Idea for
Wilson Redevelopment Parcel




Conceptual Idea for
Wolcott School Parcel

Agenda Item Summary

Date: November 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared by: James Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Capital Projects Account Closeouts

Background

Generally on an annual basis, the Town Council is requested to close a number of capital projects that have been completed and to transfer the remaining balances to the Capital Projects Fund Assigned Fund Balance. The Capital Projects Fund has traditionally been used to fund initial project design services, as well as for the construction or implementation of smaller capital projects. In the first year of the adopted FY21 – FY26 Capital Improvements Plan, approximately \$300,000 is allocated to be used from the fund.

Discussion/Analysis

If the project closeouts as outlined on Attachment 'A' are approved, the amount that will be transferred to the Capital Projects Fund Assigned Fund Balance is \$447,601.34. These funds will be available to help cash finance projects outlined in the multi-year Capital Improvements Plan.

The Sage Park LED Lighting Conversion, project #9520, was originally funded from the General Fund unassigned fund balance. The project balance of \$99,403.53 would be transferred back into the General Fund unassigned fund balance.

Other Board Action

None

Recommendations

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

“MOVE that the projects listed on Attachment ‘A’ be fully closed out, and that the amount indicated for each account be transferred to the Capital Projects Fund Assigned Fund Balance, and that project #9520, Sage Park LED Lighting Conversion, be closed out and the amount of \$99,403.53 be transferred to the General Fund Unassigned Fund Balance.”

Attachments

Attachment A - Capital Projects Closeouts

Attachment A


Capital Project Closeouts - November 16, 2020

Proj. #	Project Name	Account Balance
9469	Clover Street School Partial Roof Replacement	69,762.58
9490	JFK School HVAC Improvements	11,259.39
9493	Town Hall Portico Restoration	278,049.44
9500	Poquonock School HVAC Improvements Phase III	70,388.88
9507	Windsor High School Pool HVAC Improvements	18,141.05
		<u>447,601.34</u>

Agenda Item Summary

Date: November 16, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Creation of Town of Windsor *Poet Laureate*

Background

The Human Relations Commission is requesting that the Town Council consider creating the volunteer position of Poet Laureate. In general, the role of Poet Laureate would be to help educate the community of and about the art of poetry, be a ceremonious representative and to facilitate cohesiveness of ethnicity, diversity and cultures in the town.

Discussion/Analysis

Arts are essential to the health and vivacity of every community. Poetry is an ancient art form which maintains its vitality today. Poetry is used by some individuals as a place to turn to for solace, enlightenment and delight.

The Poet Laureate is a person who is recognized for his or her long-standing involvement in poetry. Candidates for such a position would demonstrate passion and expertise in the field, and works to promote poetry in the general culture.

Over 30 towns in Connecticut have created the position of Poet Laureate including: Canton, East Hampton, Glastonbury, Guilford, Manchester, Newtown, Simsbury, South Windsor, Wallingford, Washington, and West Hartford.

As outlined by the Human Relations Commission, the general role of the Town of Windsor's Poet Laureate would be to speak and provide discussion about the art for non-profit(s) organizations, civic organizations, schools and town programs. The Poet Laureate may also be asked to speak on regional and state-wide levels as a literary representative. It is envisioned that the Poet Laureate would work collaboratively with the Human Relations Commission.

Other towns have used various means and procedures to solicit, nominate and appoint a Poet Laureate. If the Town Council elects to move forward with considering the creation of such a post, staff would work with the Human Relations Commission and others to research and draft possible roles and responsibilities as well as means and procedures to solicit, nominate and appoint a Poet Laureate.

Financial Impact

None is expected.

Other Board Action

The Human Relations Committee approved forwarding the proposed request to the Town Council at their October 14, 2020 meeting.

Recommendations

This item is presented for Town Council discussion and to ascertain guidance and direction as to next steps.

Attachments

None

Town Council
Resignations/Appointments/Reappointments
November 16, 2020

Resignations

None

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

None

Names submitted for consideration of appointment

- A. One *Republican* Member
Public Building Commission
Three Year Term to expire November 30, 2023 or until a successor is appointed
(Leon Alford)

“MOVE to REAPPOINT Leon Alford as a Republican member to the Public Building Commission for a three year term to expire November 30, 2023 or until a successor is appointed.”

- B. One *Republican Alternate* Member
Public Building Commission
Three Year Term to expire November 30, 2023 or until a successor is appointed
(George Roebelen)

“MOVE to REAPPOINT George Roebelen as a Republican Alternate member to the Public Building Commission for a three year term to expire November 30, 2023 or until a successor is appointed.”

- C. One *Republican* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2023 or until a successor is appointed
(Ann McAdams)

“MOVE to APPOINT Kathleen Woodward as an Independent member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2023 or until a successor is appointed.”

- D. One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2023 or until a successor is appointed
(Alvin Bingham – reappointment)

“MOVE to REAPPOINT Alvin Bingham 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.”

- E. One *Democratic* Member
Youth Commission
Three Year Unexpired Term to expire September 30, 2022 or until a successor is appointed
(Kimberly Williams)

“MOVE to APPOINT Shanee Ransom as a Democratic member to the Youth Commission for a three year unexpired term to expire September 30, 2022 or until a successor is appointed.”

- F. One *Democratic* Member
Youth Commission
Five Year Term to expire April 18, 2025 or until a successor is appointed
(Melissa Richards – reappointment)

“MOVE to REAPPOINT Melissa Richards as a Democratic member to the Youth Commission for a five year term to expire April 18, 2025 or until a successor is appointed.”

**TOWN OF WINDSOR
TOWN COUNCIL
VIRTUAL MEETING
November 2, 2020
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:20 p.m. by Mayor Trinks.

Present were: Mayor Donald Trinks, Deputy Mayor McAuliffe, Councilor Nuchette Black-Burke, Peter Souza, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Rampulla Bress, Councilor Len Walker and Councilor Kenneth Wilkos.

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

“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.”

2) PUBLIC COMMENT - None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:24 p.m.

Respectfully Submitted,

Elizabeth Brisebois
Clerk of the Town Council



**TOWN COUNCIL
VIRTUAL MEETING
NOVEMBER 2, 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 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 Walker led the group in prayer/reflection. Councilor Walker read an excerpt from a Unitarian Church by author John Saxon.

3) PLEDGE OF ALLEGIANCE

Councilor Walker led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler gave condolences to anyone who has lost a loved one this week and stated there should be civility for the next twenty-four hours and to accept the results of a fair and free election.

Councilor Walker echoed the sentiments of Councilor Dobler that there will be an election and hopefully America will get through this divisive time. Councilor Walker reminded everyone that COVID-19 is real and it is important to stay safe and follow the guidelines by wearing a mask and by social distancing. As always, support the small businesses in Windsor.

Councilor Govoni had no comments this evening.

Councilor Black-Burke asked that everyone stay safe and be well as you go to your polling sites this week. In addition, the Windsor democrats are providing rides to the polls. If anyone needs a ride you can call (860)580-9287. There has been concern about people not being civil or voter

suppression. If any of this is something you encounter, please report it to the polling moderator. There is also a voter protection hotline you can call at (866) 580-9287. Councilor Black-Burke stated she is confident there will not be problems in Windsor. Please be safe and do not forget your mask. Exercise your right to vote.

Councilor Rampulla Bress concurred with all fellow councilors' previous comments. Councilor Rampulla Bress also wished Councilor Walker well due to his exposure to someone who contracted COVID. Councilor Rampulla Bress congratulated Officer Bowman, who has retired from the Windsor Police Department after twenty-five years of service. Please stay safe and follow all protocols specified by the governor and the Town of Windsor for COVID as the numbers are on the rise.

Councilor Wilkos also congratulated Officer Bowman for her retirement. She was an absolute staple in town and the police community. She will be greatly missed.

Councilor Jepsen had no comments this evening.

Deputy Mayor McAuliffe announced that on November 7th there will be a dedication ceremony at Mary Chasen Ball Park at the varsity field. All are welcome and it will be a socially distanced event; masks are required. Deputy Mayor McAuliffe also encouraged everyone to vote and to do so safely.

Mayor Trinks reminded and encouraged everyone to get out and vote. The Town of Windsor has done a great job of making voting very easy and safe for community members.

7) REPORT OF APPOINTED BOARDS AND COMMISSION

Mayor Trinks stated that the Wilson/Deerfield Advisory Committee and Board of Education have submitted a written report to the Council and each Councilor has received a copy.

8) TOWN MANAGER'S REPORT

Leaf collection program

The leaf collection program will end on Friday, December 18th. Leaves will be picked up on the same day as your trash pick-up.

Residents need to place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a "Leaves Only" sticker that can be easily identified by the driver (i.e., the sticker facing the road). Residents can obtain these stickers at the Town Hall or the Windsor Transfer Station.

In Windsor, the transfer station accepts residents' leaves at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves (no contaminants or plastic bags).

The transfer station accepts leaves on Mondays and Fridays from 8:00 AM to 2:45 PM, on Tuesdays and Wednesdays from 10:00 AM to 2:45 PM, and on Saturdays from 8:00 AM to 3:45 PM. Residents should arrive at least 15 minutes prior to closing to allow sufficient time to unload their vehicles. The Windsor Transfer Station is closed on Thursday and Sunday. It is located at 500 Huckleberry Road in Windsor. If you have any questions regarding recycling or composting in Windsor, please call the Transfer Station at (860) 285-1833.

Important Information/Deadlines for Election Day, November 3rd

Absentee Ballot: The deadline to submit your absentee ballot in the absentee ballot drop box in the rear parking lot behind Windsor town hall is tomorrow, November 3rd at 8:00 PM.

Polling Locations: All 7 of Windsor's polling locations will be open tomorrow, November 3rd from 6:00 AM – 8:00 PM. Please bring your photo ID and wear a mask. Lines may appear long due to social distancing.

Election Day Voter Registration: is available tomorrow, November 3rd at Windsor Town Hall from 6:00 AM to 8:00 PM. **Please bring a photo ID and a piece of mail addressed to your Windsor address.** Once you register you will vote at Town Hall. More election information is available at: townofwindsorct.com/registrar-of-voters/

Town Offices Closed

Just a reminder that Town offices will be closed on Wednesday, November 11th, due to the holiday, Veteran's Day.

COVID 19 Information

In terms of overall COVID-19 positive cases we are experiencing an increase like many other communities.

The Governor announced several new restrictions late this afternoon. Some of the restrictions include:

- restaurant capacity is being reduced to 50%
- in person dining is no later than 9:30 PM
- event venues are limited to 25 persons indoors
- religious gatherings are limited to 50% occupancy or 100 person maximum.

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.

Police Officer retirements

Congratulations to Officer Sue Bowman on her recent retirement. I appreciate all her dedication in serving the Town of Windsor community for 25 years.

Also, thank you to Lieutenant Bill Freeman for his 25 years of service.

Police Cadet Program

At the last Town Council meeting, there was some public comment concerning unplanned expenses related to the Police Cadet program. I continue to have conversations with the program advisors and police administration to arrive at a mutually agreeable solution.

Councilor Rampulla Bress thanked Town Manager Souza for his timely response to the concerns regarding the Windsor Police Cadets. Also, to the timely response to the Governor's changes made today.

Councilor Walker thanked Town Manager Souza for the follow-up with helping the Windsor Police Cadets. COVID knocked out a lot of their fund-raising opportunities this year. The Council will support the cadets in any way they can. Councilor Walker also thanked Town Manager Souza for ensuring the speed radar sign was charged and is now in working order. His hope is to get more of the speed radar signs to be put around town. Councilor Walker also confirmed that he received sentiments from Deputy Mayor McAuliffe.

Councilor Black-Burke stated that seeing the work the cadets have done in the community really proves how vital that group is to the Town of Windsor. Councilor Black-Burke thanked Town Manager Souza for being quick to help the cadets.

Councilor Dobler echoed his support regarding the Windsor Police Cadets.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated there will be a Town Improvements Committee meeting on Thursday, November 5th. There will be a report available at the next town council meeting.

Special Projects Committee – Councilor Dobler - no comments.

Health & Safety Committee – Councilor Black-Burke stated that the next meeting for the Health & Safety Committee will either be next Monday, November 9th or Thursday, November 12th. As soon as the date is finalized it will be released to the public so they can participate in the meeting.

Personnel Committee – Councilor Rampulla Bress stated the Personnel Committee will be meeting the second week of November. There are also people to be considered this evening and more interviews to conduct for the boards and commissions.

Finance Committee – Councilor McAuliffe stated the Finance Committee met a week ago and reviewed the FY20 unaudited financials and FY21 quarter financials. The COVID impact on revenues and expenses was also discussed. There was also a close look at the Adult Day Care and Discovery Center (Child Day Care). There were some financial shortfalls there, but both groups are doing a great job considering the situation.

10) ORDINANCES – None**11) UNFINISHED BUSINESS**

- a) Approve 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 BOND AND NOTES TO FINANCE THE APPROPRIATION.”

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Motion Passed 9-0-0

Town Manager Souza stated the 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.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve 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.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Approve amendments to Human Resources Generalist job description

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that the description for the position of Human Resources Generalist be approved as presented.

Amelia Bliss, Human Resources Director, stated the primary function of the Human Resources Generalist position is to perform a variety of skilled professional, technical and administrative duties in support of the town's human resource program including full cycle recruitment, benefits administration, classification and compensation, policy development, and employee relations.

The proposed changes are intended to more accurately reflect the duties of the position. The most significant changes proposed to the job description are:

- Adding responsibility for administrating the town's disability benefits and Family and Medical Leave (FMLA).
- Adding responsibility for monitoring compliance with employment related laws and regulations.
- Adding responsibility for coordinating and managing the federally required random drug and alcohol testing program for CDL drivers.
- Increasing the minimum years of experience required from two to three years due to the level of responsibility required of the position.
- Adding knowledge and skill in the use of Microsoft Office applications and the internet.
- Adding "Competencies" section and updating the "Physical Demands and Work Environment" to conform to the town's current job description format.

Councilor Jepsen stated that some of those things could overlap with the Board of Education. Councilor Jepsen wanted to know if this involves anything from the Board of Education or if it is just the town side. Ms. Bliss confirmed that the job is not involved with anything from the Board of Education. Councilor Jepsen then wanted confirmation about generalists in Workers Comp and if they have their own generalists. Ms. Bliss stated they do have their own generalists.

Councilor Wilkos wanted to know when drug and alcohol screenings occur and how often it is done on an annual basis. Ms. Bliss stated that the testing occurs three times a year. The employees are no longer being sent to the clinic because it disrupted the workday. Now an onsite provider comes randomly approximately three times a year. Councilor Wilkos then asked if it is a third party that shows up randomly. Ms. Bliss confirmed that the people conducting the tests contact Human Resources first then contact the managers. There is a list provided to the testers of all of the CDL drivers, so when they come in to test, the list is randomized.

Motion Passed 9-0-0

- b) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that the reading into the minutes of the text of the bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST

SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION' is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Chief Bill Lewis, Fire Department, and Paul Goldberg, Fire Department Administrator, is online to answer questions.

Town Manager Souza stated in the past several years, there have been numerous studies by national associations and federal agencies such as the National Institute of Occupational Safety and Health, the CDC, and the International Association of Firefighters to assess and determine why firefighters had a high incidence of cancer related illnesses. In addition to the exposure of cancer causing agents at fires, it was found that unventilated diesel exhausts in firehouses could be a contributing factor to the increase in firefighter cancer. It was found the diesel exhausts left particles that came in contact with the firefighters. These particles were found on the firefighter gear (PPE) and the equipment that is used on a daily basis. The proposed ventilation systems are to vent the trucks' exhausts directly outside the building to eliminate this exposure. The fire department currently uses this system at the Hayden Station Firehouse, and it is planned to be installed during the renovation of the Fire Department and EMS building on Bloomfield Avenue.

Councilor Dobler directed a question to Town Manager Souza, asking if we are authorizing the issue of bonds and notes because of the current interest rate environment. Town Manager Souza stated that at this point there is a favorable interest rate. It is the Council's prerogative if they would prefer to use a cash resource. Councilor Dobler confirmed that bonds will work fine.

Councilor Wilkos stated that this is something that is overdue and supports this ordinance. Councilor Wilkos then directed his question to Town Manager Souza about restructuring the \$14,000,000 in debt to a new bond which would be replacing existing debt. Since this bond has not been authorized yet, would it make sense to roll it into a note like refinancing in home equity? Town Manager Souza stated that it will not be able to be rolled into the refinancing. It would be packaged with the annual spring borrowing. At that time, there would be consideration of a fifteen or twenty year bond issue in the spring, because the public safety complex debt will also be added.

Councilor Jepsen stated that the fund balance is now earning 0.15% which is paltry, and the bonds are paying about 3% depending on what the market is. This is a typical spread but he wanted to bring it to the Council's attention. Councilor Jepsen is not advocating that this situation be cash financed, but the cash cushion could be compared to earning almost nothing from a general fund balance versus what will be paid in bonding. This is something to think about moving forward as we move toward handling the big bond issue this spring.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to introduce a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE



WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

Motion Passed 9-0-0

- c) Set a Public Hearing for November 16, 2020 at 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that a Public Hearing be held at the Windsor Town Hall on November 16, 2020 at 7:20 p.m. (prevailing time) on the following ordinance entitled, 'AN ORDINANCE APPROPRIATING \$130,000 FOR COSTS IN CONNECTION WITH THE INSTALLATION OF VEHICLE EXHAUST SYSTEMS AT THE WILSON AND POQUONOCK FIREHOUSES; AND AUTHORIZING THE ISSUE OF \$130,000 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.

Motion Passed 9-0-0

- d) Approve an appropriation of \$85,000 from the Capital Project Fund for design of International Drive Pavement Rehabilitation project

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to approve an appropriation of \$85,000 from the Capital Projects Fund Assigned Fund Balance for the design of the International Drive Pavement Rehabilitation Project.

Town Manager Souza invited Bob Jarvis, Director of Public Works/Town Engineer, to speak. He stated the proposed rehabilitation project includes a 2.5" mill of existing pavement and replacement with 4" of bituminous concrete. We also intend to replace bituminous curbing, catch basin tops, and sidewalk ramps along the roadway. The proposed rehabilitation also includes restriping of the roadway with 11' lanes for consistency with other similar roads and to maximize the shoulder width. The current cost estimate for the construction phase is \$946,800. CRCOG has submitted the project to CT DOT for their review and approval of the project. We are expecting CT DOT to complete this review and approval in late December.

At this time, staff is seeking funding to initiate the design phase of this project. Town staff estimates that \$85,000 is needed to complete the survey and design of the entire project. The funding request includes a survey of the northbound and southbound lanes of the roadway. It also includes design of Phases 1 and 2 as well. The design is expected to be completed by a consultant over the winter months. Staff recommends completing the design of Phase 1 and Phase 2 at this time for efficiency and to bolster the future grant application under the next LOTCIP solicitation.

Councilor Dobler asked Mr. Jarvis in regards to the \$85,000 that is being paid for the design and East Granby contributing 20%, will that be over the \$85,000 or is that going to make Windsor's cost approximately \$65,000. Mr. Jarvis confirmed that the 20% from East Granby will reduce the total expenditure.

Councilor Rampulla Bress stated that the amount of grants described to the Council is an absolute accomplishment and is an absolute advantage to the Town of Windsor. Mr. Jarvis thanked Councilor Rampulla Bress for the recognition and stated that there is a very competent team in the Engineering Department that is responsible for the preparation. They are responsible for the bulk of the preparation for these grant applications. Councilor Rampulla Bress would like the gratitude to be extended to the team of engineers.

Councilor Govoni stated that at one time there was an attempt to put in ramps and wondered if this is in the plan currently. Mr. Jarvis confirmed that there will be some depressed areas of the curb for ease of mowers to move from one area to the other.

Councilor Jepsen would like to know if the road will be higher. Mr. Jarvis confirmed that the road will be an inch and a half higher. A finite pavement analysis had to be done and the Department of Transportation approved that as a fifteen-year improvement. It was determined that the base stance was not substantial to get the service life out of this roadway. Councilor Jepsen was curious about how this additional height would affect water flow. Mr. Jarvis stated that the catch basin tops will be adjusted, and curbing will come up as a normal roadway reconstruction. There might have to be some restoration for the snow shelf. Councilor Jepsen also wanted to know if the base can hold this added weight. Mr. Jarvis stated that the reason the extra pavement is being added is to increase the strength of the pavement section for the trucks.

Motion Passed 9-0-0

- e) Discussion of neighborhood speeding and litter concerns

Speeding

Councilor Rampulla Bress opened the conversation by sharing that there have been many concerns from the community about these issues. It has been brought to the agenda in order for the community to hear the items that need to be addressed and/or have been addressed.

Town Manager Souza stated that police officers made over 10,658 vehicle stops in the period July 1, 2019 through June 30, 2020. This is compared to 12,095 stops the previous fiscal year. The majority of stops are for moving violations (e.g. speeding, failure to stop at a stop sign or not using a turn signal.) Other stops are primarily related to equipment-related violations. The number of overall stops in the second half of fiscal year 2020 and the first quarter of the current fiscal year has been impacted by the COVID-19 pandemic.

In years past, the town developed the *Drive Wise* public education program. This effort included information and awareness signs placed in the front yards of homes. The town also owns several sets of Digital Speed Display Signs (DSDS). These signs are rotated throughout town to

collect traffic data and to warn drivers to slow down. Even when the signs are not flashing, they are counting passing vehicles and recording speeds.

Specific neighborhood traffic concerns are given to officers as target areas for enforcement.

Litter

Town Manager Souza stated the challenge of roadside litter control can be and is significant with over 175 miles of town and state roadways spread across 30 square miles. The Department of Public Works (DPW) addresses littering in a few different fashions. DPW has seven defined litter pick-up routes and they deploy staff on rainy days, when other work isn't feasible. The town also deploys partial groups when their other tasks are complete or can't be done. Mowing crews are instructed to pick up litter as they perform their normal days' work in public spaces. Crews also respond to litter and trash-related citizen requests or complaints. These complaints are typically for garbage in parks, along roadsides, or public trash bins overflowing.

A multi-disciplinary staff team is being formed to develop several different approaches to address littering concerns including producing a series of public awareness "anti-littering" messages to help reinforce the importance of this issue. We envision reaching out to several community groups and appointed boards to help in this effort.

Councilor Rampulla Bress thanked Town Manager Souza for that update. Councilor Rampulla Bress stated that she has been noticing items that the Town Manager and the town should not be responsible for such as PPE being discarded in parking lots of various places around town. The community must do their part in making sure discarding PPE items is done responsibly. Councilor Rampulla Bress does love the idea of public information being shared. The speed radar signs are for a good cause. It personally makes her more conscious while driving if she sees them and she hopes that this will give the same effect with other drivers in the community.

Councilor Black-Burke thanked Councilor Rampulla Bress for bringing these topics onto the agenda. Councilor Black-Burke formally asked Mayor Trinks if this could be referred to the Health and Safety Committee so there can be discussion about further next steps.

Councilor Dobler stated at a Town Improvements Committee meeting at the end of last year, there was a discussion about speeding in the center of town and Councilor Wilkos brought up the idea of public crosswalks that are raised just enough to slow cars down in a town he had previously driven in. They are aesthetically pleasing and effective.

Councilor Wilkos reminded everyone that the location where he saw these raised pedestrian crosswalks was in Westfield, Massachusetts. They work very well and are not considered speed bumps but require vehicles to slow down to drive over them.

Councilor Wilkos made a comment to Mr. Jarvis stating it takes a village to get things done and we have very nice roads in Windsor. What is nice is that it is the village that keeps it going that way. Councilor Wilkos talked about the chain of command that leads to having/keeping better quality roads in Windsor. Littering has always been a concern for Councilor Wilkos, and he tries to lead by example by regularly cleaning the road he lives on. Community service and



cooperation from community members is how the town can stay clean. Once there is a handle on litter, it can be instilled into the public works guys to proactively pullover and pick up something if the piece of litter is sizeable. If it doesn't accumulate over time, then there will be less to pick up on a "cleaning" day. Councilor Wilkos addressed the speeding issue by accounting for a time he witnessed two cars racing and were pulled over from a speed trap where an officer typically is posted. Windsor Avenue is especially bad because there are two lanes, which creates the opportunity to speed up and pass other vehicles.

Deputy Mayor McAuliffe asked Town Manager Souza if Windsor citizens should be encouraged to use the "see click-fix" system for large pieces of litter such as a tire or shopping cart. Town Manager Souza confirmed that they can use the See Click Fix or call the Public Works Department. Calling the Town Manager's office or sending an email are also options.

Councilor Rampulla Bress referred to a positive experience she had with See Click Fix and it works miraculously. It is very easy to do, and the problem was handled immediately.

Councilor Jepsen stated that he notices the speeding has picked up since COVID-19 shut the state down. The average speed on the Interstate is 80 mph and Councilor Jepsen has been passed by cars who were going well over 100 mph. During COVID-19 there were less people on the road and less police officers stopping speeders in order to reduce spread of COVID-19. Moving forward there has been a noticeable change in officers starting to stop people for speeding again, and it may just require people to realize things are getting back to normal on the roadways.

Councilor Govoni reflected on litter and referred to the "Don't be a Litterbug" campaign. This was something that was nationally spread and no one wanted to be a "litterbug". The nation does not do anything like this anymore and you can see where litter is generated from and where it ends up. It is important to teach people it is the wrong thing to do. Things like littering and recycling should be focused on more. The recycling system is broken and it is making it hard for individual communities because they are bearing the burden and picking it up.

Councilor Black-Burke added that Councilor Govoni is correct that other cities and towns have taken on outright "do not litter" campaigns. While it is a tactic that has been used in the past, it is important to raise that level of awareness for our community. It is important to find something to introduce to the town in order to ensure it does not become overrun with litter.

Councilor Govoni wanted to know if there was a requirement for fast food establishments to have a certain amount of accountability for picking up litter within a set distance of their facilities. Town Manager Souza stated that they are required to have trash receptacles but does not remember any requirements of trash pickup and litter control.

Councilor Walker stated that it seems the solution is to do a "Do not litter" awareness campaign. Councilor Walker would like to know if the battery powered speeding radar signs can be converted to solar power in order to avoid needing a recharge.

Mayor Trinks referred this item to the Health and Safety Committee and it will be kept on the agenda until it is resolved.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Walker 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS



- a) Minutes of the October 19, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the October 19, 2020 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to enter Executive Session at 9:12 p.m. for the purpose of:

- a) Discussion including the appointment, employment, performance evaluation, health or dismissal of a public officer or employee (Town Manager evaluation)

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

MOVED by Councilor Jepsen, seconded by Councilor Dobler to exit Executive Session and return to the Regular Town Council session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor Dobler to adjourn the meeting at 9:58 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Elizabeth Brisebois
Clerk of the Town Council