



Council Agenda

Council Chambers
Windsor Town Hall
December 7, 2020



Zoom Instructions

Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **856 4391 0091** then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

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1. When prompted for participant or meeting ID enter: **856 4391 0091**
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 Black-Burke
3. PLEDGE OF ALLEGIANCE – Councilor Black-Burke
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) Board of Education
 - b) Zoning Board of Appeals
 - c) Windsor Housing Authority
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS



12. NEW BUSINESS

- a) *Approve acceptance of COVID-19 related grants (Town Manager)
- b) *Approve an appropriation of \$56,000 from the Capital Projects Fund for design of Department of Public Works Fuel Tank Replacement project (Town Manager)
- c) *Approve an appropriation of \$79,000 from the Capital Projects Fund for design of the Sage Park Athletic Fields Renovation project (Town Manager)
- d) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- e) *Set a public hearing for December 21, 2020 at 7:20 PM (prevailing time) for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the November 16, 2020 Public Hearing
- b) *Minutes of the November 16, 2020 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: December 7, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Approved By: Peter Souza, Town Manager 

Subject: COVID-19 Grants Acceptance

Discussion/Analysis

The impact of the COVID-19 pandemic has presented the town with a variety and number of financial challenges to manage. However, a variety of grant opportunities have become available to help mitigate those challenges. The purpose of this agenda item is to outline the various grants that have been applied for by town staff and to request the Town Council authorize the acceptance of these grants. The grants total \$358,648.

Grant Outline

The Health Department has applied for three grants from the the State of Connecticut Department of Public Health. These consist of a Crisis Response Funding grant in the amount of \$37,000, \$7,400 for a COVID -19 Vaccine Response grant and an Epidemiology and Laboratory Capacity (ELC) grant in the amount of \$106,000. These grant programs were made available by the United States Department of Health and Human Services and are intended to assist with the cost of staffing and related expenses for contact tracing. The ELC grant runs over 2 fiscal years.

The Discovery Center has received a subsidy in the amount of \$9,500 from CTCARES for Child Care Businesses, which is a program offered by the Connecticut Office of Early Childhood (OEC). This subsidy enables eligible licensed programs to remain open for business during the pandemic by providing funds to assist with expenses such as payroll, utilities, and rent. A second installment from this grant is anticipated before the end of the year. Additional grant applications being submitted consist of the Women's Business Development Council/OEC Child Care Emergency Relief Grant and CT CARES Small Business Grant for OEC programs.

The Finance Department has applied for a grant in the amount of \$38,732 from the Federal Emergency Management Agency (FEMA), as well as a grant of \$115,713 from the State of Connecticut Coronavirus Relief Fund (CRF). Both of these grants are intended to offset town expenditures related to purchases of personal protective equipment, sanitizers and cleaning agents, signage and acrylic barriers, technology items to enable virtual meetings and telecommuting, and other related costs.

The Town Clerk's Office has been awarded two grants for the additional election related expenses. These consist of a grant for \$25,699 from the Secretary of the State's office, and a

grant of \$18,604 from the Center for Tech and Civic Life, a national not-for-profit organization. Both grants may be used to offset certain 2020 election expenses such as postage, supplies, poll worker salaries, voter education and outreach, absentee ballot costs, and PPE.

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 the grants outlined in Exhibit ‘A’.”

Attachments

Exhibit ‘A’ – Grant Summary

Exhibit A
COVID-19 Grants


Grant	Amount	
Health Department - Crisis Response Funding grant	\$	37,000
Health Department - Epidemiology and Laboratory Capacity (ELC) grant	\$	106,000
Health Department - COVID -19 Vaccine Response grant	\$	7,400
Discovery Center - CT CARES for Child Care businesses grant	\$	9,500
Finance Department - FEMA grant	\$	38,732
Finance Department - CT Coronavirus Relief Fund (CRF) grant	\$	115,713
Town Clerk's Office - Secretary of State grant	\$	25,699
Town Clerk's Office - Center for Tech and Civic Life grant	\$	18,604
	\$	358,648

Agenda Item Summary

Date: December 7, 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 Works Fuel Station Improvements

Background

Two existing underground fuel storage tanks (UST) were installed in 1992 at the Windsor Department of Public Works (DPW), 99 Day Hill Road. The two USTs at the site, used for fleet fueling services, consist of a 12,000-gallon gasoline UST (with two 6,000 gallon compartments) and a 12,000 gallon diesel UST. The tanks are required to be removed prior to July 1, 2022, the end of their 30-year life expectancy. The project will include improvements to the canopy, security, pumps, and monitoring system, in addition to removal and replacement of underground fuel storage tanks

Discussion/Analysis

The project will follow the traditional design-bid-build process with an emphasis on qualifications for consultants and contractors. Environmental monitoring and testing is required during tank removal with reporting to DEEP. The design consultant will provide a plan for temporary fueling during construction, so that services are not interrupted.

At this time, staff is respectively requesting funding to initiate the design phase of this project. Staff has solicited design proposals from qualified consultants and estimates that \$56,000 is needed to complete the survey, design, bidding, and environmental monitoring of the project. The design is expected to be completed in the second quarter of 2021, with a potential bid date of winter 2022 and construction occurring during summer 2022.

The design phase is currently scheduled as a FY 2021 CIP project with an anticipated budget of \$75,400. The construction phase is scheduled in FY 2022 in order to meet the summer 2022 timeline for tank removal.

Financial Impact

Design funds in the amount of \$56,000 are being requested from the Capital Projects Fund Assigned Fund Balance.

Other Board Action

None

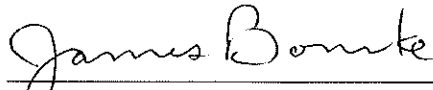
Recommendations

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

“MOVE to approve an appropriation of \$56,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Public Works Fuel Station Improvements Project.”

Certification

I hereby certify that \$56,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.




James Bourke
Finance Director

Agenda Item Summary

Date: December 7, 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: Design of Sage Park Athletic Field – Funding Request

Background

The town-wide Athletic Field Master Plan (Plan), completed in 2013, addresses the current athletic field infrastructure, projected recreational needs and capital improvement planning. In part, the plan evaluates the suitability of existing athletic facilities to adequately respond to the needs of the user groups and the public. A list of recommendations, intended to serve as a strategy for future investment in the facilities, is a part of the plan. The plan recommendations for improvements at O'Brien Stadium, Oliver Ellsworth fields, High School fields, and fields at L.P. Wilson Community Center have been successfully completed.

Discussion/Analysis

The Plan recommends necessary improvements to playing fields at the Sage Park Middle School (West Fields). The playing fields have been highly utilized by both the school and community sports teams. They have less than desirable playing surfaces, grading, drainage, field orientation and spacing. It is envisioned the project will include improvements related to grading, stormwater management, orientation, turf establishment, irrigation, and other miscellaneous amenities.

The improvements to the fields at Sage Park will improve their functionality, safety and playability. The improvements will also help in the ongoing annual maintenance of the fields. Completing enhancements to the fields will also assist in providing the ability to provide relief to other overstressed fields.

Engineering staff solicited proposals from qualified consulting firms to conduct a subsurface soil investigation, perform a survey, design, obtain permits, and prepare construction documents for the improvements to the Sage Park Middle School fields.

Financial Impact

Design funds in the amount of \$79,000 are being requested from the Capital Projects Fund Assigned Fund Balance. Construction is currently allocated in Fiscal Year 2022 of the adopted Capital Improvements Plan.

Other Board Action

None

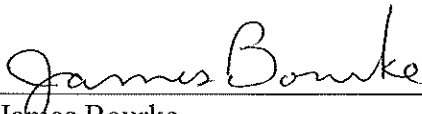
Recommendations

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

“MOVE to approve an appropriation of \$79,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Sage Park Athletic Field Improvements Project.”

Certification

I hereby certify that \$79,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.




James Bourke
Finance Director

Agenda Item Summary

Date: December 7, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Day Hill Road Adaptive Signal Control Technology Project
Request for Funding Authorization

Background

Day Hill Road supports 11 million square feet of commercial and industrial facilities throughout the Day Hill Road corridor. There are eleven (11) town-owned traffic signals along Day Hill Road and over 18,000 vehicles travel the corridor each day. The potential for issues related to roadway capacity, efficient traffic flow and the means of maintaining that efficiency into the future were recognized many years ago.

In 2009 the town commissioned the Preliminary Engineering Study for Day Hill Road capacity improvements. Based on the results of that study, the Day Hill Road Adaptive Traffic Control Signal System study was performed in 2010. That study evaluated the feasibility and implementation of an intelligent traffic adaptive system for the Day Hill Road corridor. The ultimate goal is to improve operating conditions and maximize capacity on Day Hill Road by installing a system that is reliable, easily maintainable and flexible for future expandability. Integration of adaptive signal technologies along the corridor will allow for signal timing adjustments to be made based on real time traffic conditions. These improvements will result in the more efficient movement of traffic throughout the corridor, thereby reducing traffic delays, fuel consumption, and hazardous air emissions.

The apparent benefits of an adaptive traffic control signal system prompted staff to apply for a grant under the Congestion Mitigation and Air Quality (CMAQ) improvement program. This is a federal program that funds transportation projects and programs that contribute to the attainment or maintenance of National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide, and particulate matter. The town applied for the grant multiple times and in 2016 we were awarded \$1.32 million in federal funding from the Connecticut Department of Transportation (CT DOT) for improvements to the traffic signals along Day Hill Road.

Discussion/Analysis

In May 2017 the town entered into an agreement with the CT DOT by signing a Project Authorization Letter (PAL) for the design phase of the project. The PAL stipulated that the design phase is to be 100% funded by federal funds on a reimbursement basis. The PAL for the design phase of the project was authorized in the amount of \$190,000. This amount consisted of an original appropriation of \$165,000 and a May 2018 supplement in the amount of \$25,000.

The initial project cost estimate, defined in the grant application, was approximately \$1,320,000, including design costs. After completion of the Preliminary Design (PD) phase of the project, the construction cost estimate was \$2,227,000. The PD estimate included upgrades to all signal equipment including video detection at all eleven intersections in the corridor. The estimate also

included installation of fiber optic communication between signals. During Final Design (FD), the scope was revised in order to achieve a cost estimate that is more in line with the available grant funds. The project is formatted as a base-bid scope of work and includes add-alternates for additional scope items, in the event bids are favorable. The PD and FD estimates were prepared using CT DOT unit prices and their recommended contingencies and incidentals.

The base bid for the project includes installation of adaptive signal improvements and fiber optic communication to 8 intersections between Lamberton Road and Prospect Hill Road. Estimated total project cost is \$1.23 million. Bid add-alternates include adaptive signal improvements and fiber optic communication to an additional 3 intersections, yielding a total maximum cost estimate of \$1.7 million.

At this time, there is \$1,155,000 in grant funds available after paying for design costs incurred to date. Since the total estimated project cost (\$1,230,000) exceeds the remaining total grant amount of \$1,155,000, the town needs to commit to providing funding for the amount that exceeds available grant funding. This is estimated to be \$75,000. Of the remaining grant funds, \$80,000 is allocated to the Connecticut Department of Transportation for various administrative and project management expenses. This leaves \$1,075,000 in grants funds for the town.

The project is expected to be bid this winter and work is expected to be substantially complete in fall 2021.

At time of final consideration of the funding authorization, staff will request the Council to also authorize execution of the Project Agreement Letter for the construction phase.

Financial Impact

The project's remaining estimated costs are as follows:

Construction	\$ 890,000
Construction contingencies (10%)	\$ 89,000
Municipal Incidentals (Insp., design, admin, etc.)	\$ 161,000
DOT Incidentals (admin., testing, audits, etc.)	<u>\$ 80,000</u>
Sub-total Construction Cost	\$ 1,220,000
Bond Issuance Cost	<u>\$ 10,000</u>
Total Cost	\$ 1,230,000

The remaining available grant amount is \$1,155,000. Of the remaining grant funds, \$80,000 is allocated to the Connecticut Department of Transportation for various administrative and project management expenses. This leaves \$1,075,000 in grants funds for the town.

Estimated project costs that will be paid directly by the town equal \$1,150,000. Therefore expenditure and bond authorization in this amount is respectively requested. It is anticipated we would issue a 1 year note. Estimated interest on a one year note is \$23,000 at 2.0%.

Including interest costs, the town's projected share of the project cost is \$98,000 assuming all of the construction contingency is spent (\$75,000 + \$23,000 note interest.)

Other Board Action

The Town Planning & Zoning Commission accepted the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of July 14, 2020.

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 \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 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 \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 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 December 21, 2020 at 7:20 p.m. (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 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 \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS (\$1,150,000) for costs in connection with the installation of intelligent traffic signal system along the Day Hill Rd. corridor, including at up to eleven (11) intersections beginning at the intersection of Lamberton Road and continuing west on Day Hill Road to the intersection at The Hartford Dr., 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 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 ONE HUNDRED FIFTY THOUSAND DOLLARS (\$1,150,000) 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 MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS (\$1,150,000). 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 _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

Town Council
Resignations/Appointments/Reappointments
December 7, 2020

Resignations

None

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

- 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.”

Names submitted for consideration of appointment

None

**TOWN OF WINDSOR
TOWN COUNCIL
VIRTUAL MEETING
November 16, 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, 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 \$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.”

2) PUBLIC COMMENT

Rosana Bannock, 82 Strawberry Hill, called to discuss the Amazon project and how it is disrupting day to day life for her and her husband. It is also becoming an eye sore to look at. The project is causing the ground and house to shake resulting in her and her husband having someone come look at the foundation for cracks. Ms. Bannock would like a partition or barrier put in place to block this new industrial view and noise coming in.

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:27 p.m.

Respectfully Submitted,

Elizabeth Brisebois
Clerk of the Town Council



**TOWN COUNCIL
VIRTUAL MEETING
NOVEMBER 16, 2020
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

Present: Mayor Donald Trinks, Deputy Mayor Joseph 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 Wilkos led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Bob Bomar, 7 Winthrop Road, stated that he had called in to the Town Council a couple of weeks ago to make the town aware of a fire that occurred at his rental property due to unattended cooking by his tenant. The Windsor Health Department is demanding that he reimburse the town \$14,565, which is the total that the town's social services department spent on the tenant's temporary housing. When Mr. Bomar spoke last time, he provided quotations from legal authorities regarding intent and application of the UR8A, Universal Relocation Act. Mr. Bomar provided these quotes to show that the town's claims are not justified. The purpose for this evening's commentary is to speak about the amount that the Town of Windsor is demanding. Based on legal research and conversations, the town's demand for full reimbursement is legally unreasonable and the town is exploiting the situation. Mr. Bomar illustrated the case by referencing the case "Hanes vs. Rahula" where the Town of East Windsor was similarly trying to make a landlord reimburse them for the full amount of displaced tenants at \$19,000. The court ruled that the dollar amount was excessive, and the town could only collect \$4,000. In that specific case, the landlord was at fault for displacing the tenants, while in Mr. Bomar's situation, it was the tenant's fault for displacement. Mr. Bomar would like for someone from the town to reach out to him so this issue can be discussed and resolved. If it cannot be resolved in such a way, then he will have to take greater legal action. Mr. Bomar ended his comment by stating that he respects the Town Council and all that they do, as well as the Town of Windsor. He is just looking to get this all settled.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler discussed the good and bad news about the pandemic. The good news is that there may be two vaccines ready by the spring, but the bad news is that COVID-19 is starting to spread and get worse before the spring. Please be diligent about practicing the guidelines and social distancing. Be mindful while celebrating the holidays, and perhaps postpone the holiday until a time when it may be safe. It would still be nice to reach out to family members and give them a call or video call if you are unable to get together this holiday season.

Councilor Walker reiterated what Councilor Dobler said about COVID-19. Councilor Walker also brought up the notification system when people have been exposed to COVID-19. People are feeling that the town has failed in notifying them when they have been exposed to COVID-19. Councilor Walker feels the method of using an email only as notification is not an effective way to communicate something as serious as this. If someone overlooks the notification and sends their child to a place where they may be exposed, it is providing an opportunity for the virus to spread. Councilor Walker ended with sympathizing with Mr. Bomar and the situation he is currently going through.

Councilor Govoni reiterated what was said about fire prevention and not leaving things unattended on the stove. That is the number one cause of house fires. It is very important to pay attention to certain things like changing batteries in the smoke alarms and CO2 alarms.

Councilor Black-Burke concurred with the previous comments from the councilors. This past Wednesday, November 11, another round of COVID testing was done and 201 individuals were tested. Not all were positive, but all found interest in being tested. It is important to know that if you are exhibiting any symptoms to go get tested. There will not be judgement passed and there should not be embarrassment for wanting to be tested. It is better to have the assurance and not to contribute to spreading the virus. Be diligent about knowing where you are going, what you are doing, and making safe choices. Councilor Black-Burke also thanked the Human Relations Commission for the wonderful job on the "End Racism Now" mural in the center of town. Councilor Black-Burke recognized all the artists and their hard work and the townspeople who contributed their time in helping.

Councilor Rampulla Bress is deeply concerned about the increase in COVID-19 cases in Windsor and all over the state. Councilor Rampulla Bress is also deeply concerned about notifications via email to parents about positive COVID-19 cases in the school. Some parents really need a phone call instead of an email. Councilor Rampulla Bress just wants to ensure that the communication methods meet the needs for everyone in the community. Councilor Rampulla Bress also recognized that Veteran's Day had passed and thanked all the veterans in the community for their service. She also wished everyone who celebrates it, a happy Diwali.

Councilor Wilkos thanked everyone for calling in during the public comment session. Those items will be followed up with the Town Manager's office and staff. Councilor Wilkos also wished everyone a Happy Thanksgiving and to remain safe during the holiday whether at home or with

family. Like Councilor Dobler said, even making a phone call at minimum is a gesture that can brighten a family member's day.

Councilor Jepsen had no comments this evening.

Deputy Mayor McAuliffe stated as we head into the holiday season, please buy locally whenever possible. Most merchants offer curbside pickup in Windsor. Please do your best to help keep these local businesses open. Deputy Mayor McAuliffe commented on the mural that was dedicated on Sunday. He was honored to be present and speak during this event. This is an opportunity to think about our place and where we are in trying to end racism. Deputy Mayor McAuliffe encouraged everyone to speak to friends and family members about how important this is. That is the only way progress will be made.

Mayor Trinks concurred with everyone who had already spoken about the various topics and wanted to remind everyone to take advantage of the open outdoor spaces that Windsor has to offer, especially during the pandemic for social distancing and enjoying these warm weather days. Mayor Trinks also reminded everyone that the Windsor Food and Fuel Bank could use extra help this year due to the challenges that COVID-19 has brought. There will be an unprecedented need this year for support from the community.

7) REPORT OF APPOINTED BOARDS AND COMMISSION

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

Councilor Rampulla Bress complimented the Youth Commission. One thing that has been so impressive is that they have been running so many fabulous programs that are safe with many virtual opportunities, engaging young people in charitable activities, and their hard work is not going unrecognized.

8) TOWN MANAGER'S REPORT

Windsor Police Cadets

Staff and I continue to finalize arrangements to have the invoice for the electronic lock at the police cadet's office paid using town funds. Staff will be working to identify potential alternatives for portable radios to be assigned for cadet use. This work will continue for the next 30-45 days.

Winter Parking Rules

From November 15th to April 15th of each year, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM.

Also, there is no parking on any street during a snow or ice storm that has been in progress for 1 hour or more. Residents are asked to not leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

Please remember to clear sidewalks (and fire hydrants if there is one abutting your property) within 12 hours after a storm in accordance with our code of ordinances.

Town Hall Closed Thursday and Friday

Just as a reminder, town offices will be closed on both Thursday, 11/26, and Friday, 11/27, for the Thanksgiving holiday.

Drive-by Soup and Cracker Collection

The Caring Connection Adult Day Health Center is hosting a drive-by Share and Care "soup and cracker" collection to benefit the Windsor Food Bank on **Tuesday, November 24th from 4:00 PM to 5:30 PM**. Donations of canned soups and boxes of crackers will be accepted in a drive-by format in front of the Caring Connection facility located at 330 Windsor Avenue. Staff will be on hand to collect the donations in a safe manner so you don't have to leave your car. Donors will receive a sweet treat and information about Caring Connection services. For more information call 860-547-0251.

Railroad Quiet Zone update

The Railroad Quiet Zone study is underway. Staff and the consulting team met with the Federal Rail Administration (FRA) representatives and the CT Department of Transportation representatives on Friday. Field visits were conducted at each of the crossings, which is a required step by FRA.

One of the biggest cost items will likely be the need to install Constant Warning System circuitry at each of the crossings. Again, this system is a requirement of FRA.

We expect a preliminary report from the consulting firm in late December.

A final report is expected in January 2021.

COVID-19 vaccine planning process

Our Health Department has been involved in a number of state and region-wide planning discussions regarding the distribution and administration of COVID-19 vaccinations.

As the vaccine becomes available near the end of this year, or right after the first of the new year, the quantities will likely be relatively small.

Initial guidance from the federal and state governments indicate that administration of the vaccine will be in a phased or tiered approach with health care workers and first responders being the first priority groups.

It is envisioned that Windsor and South Windsor staff and volunteers will be joining together as a continuation of the MDA #31 model that has been used in years past as well as this year's flu vaccinations.

As plans and timing begin to solidify in the coming weeks, I will be able to provide clearer direction to the Council and community.

Councilor Walker thanked Town Manager Souza for following-up with the quiet zone study. Councilor Walker also inquired whether Town Manager Souza had any input to the change in notification policy for anyone in town who has a positive COVID-19 test. As he mentioned earlier, the schools had made a notification change from phone calls to email, which is a weakness in Councilor Walker's opinion. There should also be fines or repercussions for failing to communicate confirmed positive cases and exposures to the virus. Councilor Walker would like Town Manager Souza to discuss what he knows about the communication change to email or if he can find out why and if going back to phone calls can be considered. Town Manager Souza stated that the change did occur toward the latter part of last week, because the Board of Education Administration had determined that over sixty students would have to be quarantined. To be able to notify sixty plus households in a very short timeframe is a challenge. There are four to five staff at the school dedicated to communicating these notifications, but it was not efficient, especially when needing to be done in a twelve-hour period. The thought of using email to communicate would create faster notification, rather than making phone calls which can risk missing phone calls or playing phone tag. There can be conversations with the interim superintendent of schools to tweak the process.

Councilor Rampulla Bress thanked Town Manager Souza for his response to Councilor Walker's concerns. One question Councilor Rampulla Bress had was that if there is that high of an exposure rate, then general protocols and overall guidelines need to be reworked. If the number of people who need to be contacted based from exposures and positive cases are increasing exponentially, then the decisions being made need to be reviewed once again. It is a good idea to provide a phone call and an email because some people may miss one or the other which could lead to difficult situations. Councilor Rampulla Bress noted that there are emergency notification systems for the town and schools to use to communicate with the community and questioned whether that same system could be used to solve this dilemma. Town Manager Souza stated that he does not have enough information now to confirm that would work. Typically, the Board of Education makes their own decisions about their communication system so there would have to be a conversation with the Board of Education and then Town Manager Souza would get back to the Council with answers.

Councilor Black-Burke wanted clarification of the decision to send the email versus the phone call. Was it made by the health department alone or was the decision made with the health department and Windsor Public Schools. Town Manager Souza confirmed that the decision was made in collaboration with both the Department of Health and Windsor Public Schools.

Deputy Mayor McAuliffe mentioned to Town Manager Souza that there is the emergency response system and the Board of Education can sometimes be excluded from certain things, but would it be leverage for parents, or more people in general, to sign up for the emergency response system. Town Manager Souza explained that it could potentially help the situation but the Everbridge reverse 911 system is used more so in a broad fashion such as geographic boundaries, which sends general notifications. When doing contact tracing, specific phone numbers need to be called, which would not follow the town-wide or geographical-based system and how it currently works. Town Manager Souza stated that he will have conversations with the school administration regarding how their emergency notification system works and if it is like the town's system.

Councilor Jepsen has concerns about broadcast calling because if it is related to COVID-19, it would be important to verify you are talking to the right person and sending out a mass message would not do that. It may overstep HIPAA rules. Councilor Jepsen is not concerned about parents not receiving emails, because they are required to check emails regularly with distance learning.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated that the Town Improvements Committee met two weeks ago. The bulk of that meeting was regarding the Wilson development opportunities, which will be further discussed under the unfinished business portion of this meeting.

Special Projects Committee – Councilor Dobler had nothing to report.

Health & Safety Committee – Councilor Black-Burke stated the Health & Safety Committee met on November 9th and discussed the two items referred to the committee regarding ways to increase community awareness to help everyone to slow down, reminding everyone to watch for posted speed limit signs as well as having a heightened awareness of littering.

Personnel Committee – Councilor Rampulla Bress stated the Personnel Committee met on November 12th. There have been reviews and interviews on additional individuals and more recommended appointments and reappointments. The committee looks forward to presenting some information to the Council in December regarding the progress in terms of updating appointments, reappointments, and assigning committees as well as assigning individuals to different boards and commissions.

Finance Committee – Deputy Mayor McAuliffe stated that there was nothing new to report from the Finance Committee.

10) ORDINANCES – None

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."

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

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.'

Motion Passed 9-0-0

- b) Discuss and consider action relative to Wilson Redevelopment Opportunities at 458 Windsor Avenue and former Roger Wolcott School

458 Windsor Avenue

MOVED by Councilor Dobler, seconded by Councilor Wilkos 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.

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.

Deputy Mayor McAuliffe stated that park improvements and amenities is a broad topic and he would like for Councilor Dobler, or anyone who has information on that topic, to expand on what it means. Councilor Wilkos gave examples by explaining that the particular spot that is being discussed is a flat rectangle, but there are plans to make sweeping walkways within that parcel of land, installing benches and planting trees for people to enjoy shade, and possibly tables or a gazebo. There is something similar to these ideas at Washington Park. It is imagined to be an area where people can utilize it for picnics and other small gatherings. The idea is to make this a desirable area that will draw people in. The goal is to get an estimate on what it would cost to do something like that.

Mayor Trinks stated that he likes the idea of turning the vacant lot into an open free space almost like a park. Councilor Wilkos confirmed that is the goal for this vacant lot. Right now it is a lot and the goal is to make it inviting for people to want to gather there.

Deputy Mayor McAuliffe asked if there has been discussion amongst the committee about the utilization of Sharshon Park and if it is used frequently. Councilor Wilkos stated that Sharshon Park is used for sporting events. It is not as much an open space as 458 Windsor Avenue. This piece of land is more in the forefront and has a significant amount of more exposure to the public eye. This area will not be used for sports or larger recreational purposes, it will be mainly for small groups to gather and enjoy the outdoors.

Councilor Black-Burke added that the members of the Wilson/Deerfield Committee also mentioned that they envisioned this space having walking paths and keeping it open for the community to enjoy.

Councilor Rampulla Bress thanked everyone in the commission involved in coming up with the ideas that have been put into place and possibly using this space in the future for a farmer's market and possibly musical opportunities. Having a gazebo in this area would allow people in Windsor to enjoy all parts of town.

Councilor Walker stated that when the survey for the Wilson residents and the business owners was done the last time, the results were almost 50/50. Development in this vacant lot is an excellent idea and that is something that the community needs.

Councilor Govoni stated that he is in support of this proposed project, especially because there really isn't a "central park" in Windsor. Windsor is dotted with gems, places the public can spend time at, but Councilor Govoni wants this to be thought of globally. All the "gems" have space taken up within them and not many of them serve as just a space to relax and enjoy. This area can be seen from the highway and it has the potential to give a snapshot of what Windsor is like. People can come up to it from the Riverwalk or even come from Hartford to enjoy. It does not

have to be just people from Windsor. "Green space" would be a better term than open space because it gives the area a different image for people to enjoy healthy outdoor fun. Councilor Govoni mentioned that having Wi-Fi access on a lot like that would be good. Councilor Govoni wants the long-term plans to be considered because Wilson and Deerfield shouldn't be isolated anymore. It needs to be opened up to give everyone global access.

Councilor Jepsen is on board with having this open space, but would like to know if there is any idea of what the lot looks like underground, whether it's old foundations or old roads. Councilor Jepsen is concerned that this may impact these plans. He would also like to know where space would be made for parking. Town Manager Souza stated that there have been A2 surveys that were completed several years back that show easements that are there as well as utilities that must be contended with. These areas are identified and as there is more concept planning, they will be worked through and planned around. If any of those can be vacated, then it would be recommended in the action plan. Councilor Jepsen would like to know if there should be any concern for anything being buried underground from a demolition years ago, or has it been a good amount of time to not have to worry about that. Town Manager Souza stated that this lot has been in its current state for several decades now and has not settled which shows that when the demolition was done, it was done properly.

Motion Passed 9-0-0

Councilor Dobler stated 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.

MOVED by Councilor Dobler, seconded by Councilor Black-Burke, 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.

Councilor Govoni asked if there was research done on these concepts for Roger Wolcott School years ago because there was talk of possibly selling it. Councilor Govoni tried to recall if there was asbestos found in the school. Town Manager Souza stated that the Council had authorized a hazardous materials assessment evaluation which has been completed. There was \$125,000 in removal costs for hazardous materials found in the school. The next step is to refine costs for bullet two, which covers demolition costs. Town staff has identified building envelope and mechanical heating and ventilation issues that will have to be addressed because it was deferred maintenance. There is an order of magnitude costs. If the Council approves this, then Town Manager Souza will be able to come back with more refined information within the next sixty days. Councilor Govoni also wanted to know if the fuel tanks had been removed. Town Manager

Souza stated that fuel tanks have not been taken out because those Council funds have not been requested yet. Those need to be completed by the end of calendar year 2021.

Councilor Jepsen wanted everyone to keep in mind that if the tanks need to be removed by next year, then the decision cannot be postponed for much longer. There will not be a way to heat the building after the tanks are removed. Town Manager Souza stated that after the tanks are removed the building would have to be converted to natural gas. Councilor Jepsen stated that the conversion would then create another expense.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Introduce a resolution creating a Town of Windsor Poet Laureate post

Deputy Mayor McAuliffe stated 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 they would work 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 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.

Councilor Rampulla Bress stated that having graduated with a double major in Theater and Education, she is very supportive of having a Poet Laureate in Windsor. Councilor Rampulla Bress also stated that there has been discussion with many people about taking this one step further by considering the creation of an Arts Council. An Arts Council is a government organization and it can be a private, non-profit or government. The Art Council would be dedicated to promoting the arts. There are many communities in the state that have Art Councils and film crews that bring business into town. It also brings opportunity for the town to showcase and highlight the talent in its community. Before considering appointing this Poet Laureate, we should maybe consider forming an Arts Council for the Town of Windsor.

Councilor Dobler stated that he is 100% in favor of what Councilor Rampulla Bress said previously. A lot of other towns have Arts Councils and it is past due for Windsor to have one as well. A Poet Laureate would be perfectly situated to come under the umbrella of an Arts Council.

Councilor Black-Burke extended the idea of an Arts Council further by stating that this would be the right way to move by having a body to discuss and work in collaboration with the governing

body here in Windsor. Councilor Black-Burke reiterated what the two previous council members stated and is in total agreement with wanting an Arts Council.

Councilor Jepsen reminded Mayor Trinks of when there was a line put in the budget for something exactly like this in the past. There was not an actual council that directed the various forms of art being displayed in town, but there was something up and running. Councilor Jepsen is not against going down the path of having an Arts Council, but there is also no reason to rush it because during the pandemic, the town staff has a full plate of work in front of them without having to add much more. Councilor Jepsen stated again that he is not against the idea, but there does not need to be a rush on the forming of a council for the time being. Councilor Jepsen is not against the Poet Laureate idea either, but he thinks it should also include the schools. It would be nice to see the high school English teachers help pick out the Poet Laureate(s). This should be greater than the Human Relations Commission, it should involve the whole town.

Deputy Mayor McAuliffe agrees with Councilor Rampulla Bress and thanked the Human Relations Commission for bringing this to the Council. Considering what Councilor Jepsen said, it makes sense to move ahead and maybe the Personnel Committee could help select the Poet Laureate for the time being. Down the road, it would be more convenient to form an Arts Council.

Councilor Rampulla Bress appreciated Deputy Mayor McAuliffe's suggestion, but she is not sure that the Personnel Committee is the one that should have purview over this. Councilor Rampulla Bress also stated that it is important to thank the Human Relations Commission because this is a very important piece to add to the Town of Windsor. Councilor Rampulla Bress would like for Deputy Mayor McAuliffe to consider moving forward but she wanted to relay what Councilor Jepsen said in a fashion of not full speed ahead because there are other priorities at this time, even though the topic of an Arts Council is certainly a priority. Having an Arts Council that works in collaboration with the Human Relations Commission would be best, because the Personnel Committee should not be making decisions about the Arts. Councilor Rampulla Bress would like to hear more from Mayor Trinks and Councilor Jepsen about the history of the group that was like what is being suggested now. It would also be beneficial to know if this would be town sponsored or independent.

Councilor Govoni thanked Councilor Rampulla Bress for her observation. Something as important as this is requiring the right people to be hired to do the job. It is important for people who do this professionally that they do the search for a Poet Laureate and an Arts Council.

Councilor Black-Burke stated that we are an organization that is in a position where collaboration and discussion can be done with other towns and cities. Windsor is not the only town that does not have an Arts Council. Councilor Black-Burke asked if time could be taken to discuss with other towns about how they established their Arts Council. There are foundations across the State of Connecticut that are highly supportive of the Arts. If there is concern of a budgetary impact to the town for this specific organization, there are more than likely opportunities for grants.

Deputy Mayor McAuliffe brought up another idea of having the Human Relations Commission choose the Poet Laureate since they introduced the idea to the Council.

Councilor Jepsen stated that he appreciates Deputy Mayor McAuliffe's initiative, but it is "putting the cart before the horse," meaning a Council should be put in place before choosing a Poet Laureate. It is important to take this slowly and get it done the correct way.

Councilor Wilkos stated that when this topic was put on the agenda, it was the first he had heard of it. There does not seem to be a need to rush this decision. Creating these commissions utilizes more and more staff time. Right now, we are dealing with a pandemic, which has never been dealt with in the history of this current Council. This topic should be explored more so we can get a better idea of what all of this is about. Councilor Wilkos would like to hear more about what a Poet Laureate would be responsible for. Councilor Wilkos requested that the process be slowed down so that a more informed decision could be made.

Mayor Trinks would like to know what the desired outcome would be because there is not a motion before the council at this time. Deputy Mayor McAuliffe confirmed that the purpose was to have discussion, there is no motion.

Councilor Black-Burke stated that the commissions do a lot of work and she wanted to ensure that anyone who serves on the commission knows that their work is appreciated, but there is always a process to what has to be done as a Council. The door has been opened to interface with the commissions, which is why it was brought to the Council tonight on the agenda.

Councilor Govoni would like to know if all "Arts" are included in this Arts Council being discussed, including the art center and theater. Town Manager Souza stated that it could cover all those avenues.

Town Manager Souza stated that he appreciates the suggestion from the Human Relations Commission as well as the suggestions from Council members to investigate the creation of an Arts Council/Commission. Another suggestion is if staff could take on a high-level preliminary research in order to give the Council more framework so there can be a layout of what an Arts Council may be comprised of. The Human Relations Commission has done work on creating what a Poet Laureate's responsibilities would be. Perhaps over the next two or three months, the idea of an Arts Council will evolve into something that can help frame the next set of conversations. Mayor Trinks stated that he supports that idea.

Mayor Trinks would like to know if there is a set term, responsibilities, and stipend for a Poet Laureate. It is a nice concept. An Arts Council would be fascinating for the town. There is an extraordinary group of various types of artists in the Town of Windsor such as music, theater, possible movie opportunities, etc. When someone is asking about these things, Mayor Trinks does not know who to direct them to. A multi-disciplined Arts Council will be good to have when we can go back to having productions and music events, so there is something to help coordinate such events. Mayor Trinks wants to put information together for this idea so it can be done correctly. It is not particularly time relevant at this time which is why it is important to slowly put the Poet Laureate and Arts Council together. Everyone on the Council knows just how talented the people of Windsor are. It would be great to pull all of those talents together at some point.

This idea is not going to be put away and not revisited, it is just going to go in a new and positive direction after this discussion.

Councilor Rampulla Bress stated that Mayor Trinks said everything beautifully and that the Human Relations Commission and any other commissions that have these fabulous ideas should keep presenting topics like this to the Council.

- b) Approve closing out various capital projects

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler 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.

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
		447,601.34

Councilor Jepsen asked Town Manager Souza earlier for what the contingency was for these and how the balance played out. It was pleasing to see that we're not going too deep in the contingency. Usually a contingency can be put in from anywhere between 5%-20% of a project depending upon the risk involved in the project. It seems that the numbers are good right now regarding the current contingencies. Councilor Jepsen thanked Town Manager Souza for these pleasing contingency numbers.

Motion Passed 9-0-0

- c) Consider settlement in TEG Rivers Bend, LLC vs Town of Windsor
- d) Town Manager Annual Performance Evaluation

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to move item 12 c and 12 d to appear after 16 b. These items will be discussed in executive session.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the November 2, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the November 2, 2020 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the November 2, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the November 2, 2020 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Eric Weiner, 76 Palisado Avenue, extended his thanks to the Human Relations Commission. As the councilors have mentioned earlier in the meeting, they have done amazing work in the last six months. Mr. Wiener suggested that Councilor Wilkos apologize to the members of that commission for denigrating their work as opposed to recognizing the volunteer activity that has been done to an important group in town.

Ned Bacigalupo, 89 Farmstead Lane, stated that there were about 1,200 signatures on the petition to save the statue. The opposing petition was not allowed for the public to see. It is thought that the other petition supporting the removal of the statue may have been fraudulent. Waterbury, Connecticut conducted a vote for the removal of their Christopher Columbus statue. Mr. Bacigalupo commented on the mural recently painted, because he is concerned that the process was done poorly. The painting was not previewed and there is a quote from Henry Ford, who is considered racist. Mr. Bacigalupo suggested that this quote should be painted over or removed. Mr. Bacigalupo also suggested that he be the Poet Laureate elect. He is also still interested in performing music on the green when it is allowed again and is looking for more opportunities.

Judge Washington, chair of the Windsor Human Relations Commission, acknowledged and thanked each council member who supported the "End Racism Now" mural. Judge Washington also recognized all staff involved with allowing the commission and artists to occupy that space. The mural was well received and there has been a lot of discussion about it on social media as well as in the news. Tax money was not used by the commission for this project. The mural was sponsored by the Hartford Foundation for Giving on a grant basis. The Commission on Human Rights communicates with the Human Relations Commission on a regular basis. The Human Relations Commission of Windsor is considered the most forward moving commission in the

state, and that is owed to the Town Council of Windsor. Judge Washington is thankful for what the Council does for the Human Relations Commission.

Lakisha Hyatt, 104 Benjamin Court, stated that she is a new member to the Wilson/Deerfield commission and wanted to make a couple of points. The first is applauding the Council for the collegiality seen in tonight's meeting as it is different than what has been seen in the past while having discussions such as the movement of the statue and claiming racism as a public health crisis. This is the collegiality that should always represent Windsor. Secondly, as a member of the Wilson/Deerfield commission, she appreciates the dialogue and support that was stated tonight. Ms. Hyatt just wanted to remind everyone to be mindful that the modification of that space should remain open because it is so vital to its community for that purpose. How we treat space demonstrates how we perceive the people in that space as well. The decisions made for that space is a message that is being delivered to that community. In terms of the Human Relations Commission, Ms. Hyatt applauds the work that was done on the mural. It is important to be careful of unintentional messages, referring to Councilor Wilkos' comments about communication from certain commissions more recently.

Barbara Girouard, 74 Strawberry Hill, reiterated what her neighbor stated earlier on in the meeting about the Amazon project that is disturbing the peace in their back yard. The noise level and the dust from the project is causing problems in the neighborhood. There are also trees falling by the units affiliated with the condo association off of River Street. There are days that neighbors cannot put their children to sleep for a nap because of the disruptive noise levels and shaking. While the concern for the Wilson Deerfield area was discussed, it would have been nice to have the same concern for the Strawberry Hill neighborhood as well when the Amazon project was approved. A dirt berm or large trees should be put into place to block the view of this project and future industrial building, but also to help keep some of the noise out as there will still be noise when the project is finished from the various trucks that will be moving through that area.

Judge Washington, stated that he had failed to acknowledge the participation of Medina Academy, Windsor Public Schools, and Loomis Chaffee students and the work from Mr. Burke and Sandra Brown as well for their participation with the mural.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to enter Executive Session at 9:20 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (TEG Rivers Bend, LLC)
- b) 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; Larry Labarbera, Town Assessor, Scott Colby, Assistant Town Manager

Guests: Kevin Deneen, Town Attorney

Town Assessor, Larry Labarbera; Town Attorney, Kevin Deneen; Assistant Town Manager, Scott Colby and Town Manager, Peter Souza entered Executive Session at 9:21 p.m.

Town Assessor, Larry Labarbera, Town Attorney, Kevin Deneen and Assistant Town Manager, Scott Colby left Executive Session at 9:55 p.m.

Town Manager, Peter Souza left Executive Session at 10:15 p.m.

Town Manager Souza, Peter Souza re-entered Executive Session at 10:30 p.m.

MOVED by Councilor Jepsen, seconded by Councilor Rampulla Bress to exit Executive Session at 10:50 p.m. and return to the Regular Town Council meeting.

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

Rivers Bend

MOVED by Councilor Jepsen, seconded by Councilor Rampulla Bress to accept the settlement of TEG Rivers Bend, LLC vs Town of Windsor as discussed during Executive Session.

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

Town Manager's Evaluation

MOVED by Councilor Jepsen, seconded by Councilor Rampulla Bress to increase the Town Manager's base pay by \$2,987 effective December 1, 2020.

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

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Councilor Dobler to adjourn the meeting at 10:55 p.m.

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

Respectfully Submitted,



Elizabeth Brisebois
Clerk of the Town Council