



**TOWN COUNCIL
VIRTUAL MEETING
DECEMBER 7, 2020
Regular Town Council Meeting**

APPROVED 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 Black-Burke led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Black-Burke led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Fred Bannock, 82 Strawberry Hill, thanked the Council for their prompt response addressing the noise and assessing the view from their back yard regarding the Amazon construction site. Mr. Bannock wanted to follow up about what is already planned. It seems that there is a small berm planned, but something larger with Evergreen trees on it would be more beneficial to them. The concern is not so much the visuals, but more so the noise from the incoming and outgoing trucks. Mr. Bannock would also like to know if there has been a temporary relief given for the taxes for the properties affected in the area due to the lack of ability to use their back yards or any long-term life changing affects that may happen based on the noise that will be occurring once the building is in operation.

Ned Bacigalupo, 89 Farmstead Lane, called regarding the petition to keep the John Mason statue. There are still people signing the petition with a number of around 1,300 participants. Mr. Bacigalupo is hoping that there will be a vote for the outcome of the statue. Mr. Bacigalupo believes that the mail-in voting needs to be terminated from this point forward. People are voting in August instead of the actual voting day, and non-permanent residents may be voting in their seasonal location. This is a problem as the presidential election will be left to the Supreme Court soon. Mr. Bacigalupo spoke out about being against the lockdowns which have destroyed small businesses, wiping out so many of them. It seems that there is no sympathy for these small business owners.

Robert Berman, Chairman of the Bloomfield Housing Authority, was at the Windsor Housing Authority meeting where two Council members were present. Mr. Berman wanted to point out that there may be some confusion with what the roles of the council members are for the Housing

Authority. Housing Authorities are established by the State of Connecticut. If a local municipality wants to have their own local housing authority, then they need to adopt the same statute. The role of a Town Council housing authority is very limited. The Town Council appoints the commissioners, they serve for staggered terms, and there can be either five or seven members. Housing authorities by statute are not required to report to the Town Council. It is a matter of courtesy to report every year or two. Hopefully this clears up some existing confusion.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler thanked everyone who was involved with the torchlight parade. It was great to see the council members who took part in it. It was a wonderful evening. Regarding the pandemic, there is a vaccine coming, but please stay diligent in following guidelines.

Councilor Walker echoed Councilor Dobler's sentiments about the COVID-19 pandemic and following the guidelines. It is important to follow the provided guidelines. There has been an uptick throughout the entire state of Connecticut. Councilor Walker wanted to remind everyone to support local businesses for their holiday shopping as much as possible. Small businesses are taking a large financial hit. Councilor Walker pointed out that residents have been complaining about the loud booms once it gets dark. It is getting dark earlier. The noises are more than likely coming from the Amazon construction site. It is important that residents remember construction can go beyond three o'clock in the afternoon and into the later evening hours. Councilor Walker stated that he fully understands when people in the community say that their homes are being invaded with all the noise, but hopefully the construction will be done soon. Councilor Walker is also hopeful that the technology that was promised to the Town Planning and Zoning Commission (when Amazon applied for their building) of decibel reducing software to minimize the backup beeping on the trucks will be used. Councilor Walker hopes that this will work, otherwise community members will be in the same boat as his neighborhood, Center Street, Hayden Station, and Palisado Avenue with the problem of tractors and tractor trailers getting dropped. Despite the fact that UPS has instituted using yellow hazard lights, the backup beeps are still a major problem at nighttime. If this continues to be an issue, call the Windsor Police Department. Councilor Walker reminded everyone to lock their car doors, especially at night. There have been many vehicle break-ins. This is not just happening in Windsor. It is in most of the suburbs. Please stay alert as this could happen in your neighborhood.

Councilor Govoni stated that the holiday season is upon us and the fire prevention team is reminding everyone to "serve up safety" when cooking in the kitchen. A lot of fires happen when someone leaves food unattended on the stove. It is very important to "serve up safety". With more hybrid learning and children being home, leaving a stove unattended could also cause more burns when children may grab for a hot pot or pan. Utilities and power are being used a lot more since people are home more often. Please make sure your electric systems are safe. Do not use extension cords that are not designed to take the load that is being put onto them. Please make sure the smoke and CO2 alarms are operating properly. Have a safe holiday.

Councilor Black-Burke thanked the callers who called in during the public comment portion of the meeting. Councilor Black-Burke also stated that she enjoyed the torchlight parade. She thanked everyone who had a part in planning for this event. Please continue to mask up and follow guidelines. Teach children about good hygiene so we can continue to fight this pandemic together. Councilor Black-Burke also wanted to say happy Hanukkah to those who will be celebrating it in the next few days.

Councilor Rampulla Bress echoed the sentiments regarding social distancing and CDC guidelines. Cases are rising and we need to be ever vigilant and continue to care about each other's safety. There are many holidays being celebrated by many cultural organizations during this season. Councilor Rampulla Bress would like to wish everyone who is celebrating a happy Hanukkah and anyone else who is celebrating during this joyous season. Councilor Rampulla Bress also thanked Windsor Social Services, Windsor Youth Services, and the volunteer services in town who have been working diligently this month to collect toys, clothing, and gifts for families in need. Thank you to the community for all of the donations that have been given and time given to make sure every child and family has a wonderful holiday season.

Councilor Wilkos stated the torchlight parade was awesome. It is becoming a tradition in Windsor and it is nice to see it continuing. Thank you to Town Manager Souza for ensuring that it runs smoothly. Thank you to Scott Hoffman from ACE Hardware who was instrumental and pulled it together again. A lot of planning goes into the parade, which clearly showed in the number of entries there were. Thank you to all who put the floats in the parade, including the surrounding communities that used fire engines and other apparatus to take part in the parade. Councilor Wilkos also thanked the Public Works Department for making the town green look great. It shows that the town is in full holiday spirit. Everyone is celebrating in one way or another. Councilor Wilkos also thanked Gary, who runs the sound booth and cameras and for decorating the meeting room at the town hall.

Councilor Jepsen thanked the number of people from Palisado who have reached out about the recent increase in truck traffic. The town is aware of it and has been initiating legal action for the activity happening on Pierson Lane. Because of COVID restrictions it may be a slow process, but something will be done about it. Councilor Jepsen believes that what is going on, on Pierson Lane, is despicable and he shares his neighbors' feelings about this situation.

Deputy Mayor McAuliffe stated that back on November 7th, the town dedicated the varsity baseball field to Barry Chasen. He read a note that stated Mr. Chasen's thanks for the Town Council honoring him. He is eternally grateful for being bestowed this honor. There were kind and humbling words from Mayor Trinks at the ceremony. Mr. Chasen also thanked Deputy Mayor McAuliffe for taking leadership of the committee. The beautiful weather added to the success of the ceremony. Working at Windsor High School was very rewarding. He added to make the most of each day because we never get the day back. Seize the moment. Deputy Mayor McAuliffe stated the torchlight parade was fantastic, thank you to First Town Downtown. Thank you to Councilor Wilkos for being in the parade and to everyone else who supported it. Deputy Mayor McAuliffe reminded everyone to do the best you can to support the local businesses. They are hurting and would greatly appreciate your business this holiday season.

Mayor Trinks expressed his appreciation to Scott Hoffman of ACE Hardware and First Town Downtown for the best torchlight parade thus far. For all of these organizations that are looking for food, socks, clothing, toys, etc., we appreciate the fact that they are working hard to provide these items for people in need. This year people who are struggling will need these items the most. Please support these community groups this holiday season. Mayor Trinks read a text expressing how humble Scott Hoffman is.

7) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education

Leonard Lockhart, president of the Board of Education, stated that there are several points to be made in tonight's meeting. The first being Windsor Public Schools will remain on the hybrid schedule through January 2021. In January, the reopening committee will reconvene to discuss whether it is best to stay in the hybrid model or to move to in-person learning five days a week for the end of January. Niche has released a 2021 list of best schools in Connecticut and Windsor Public Schools placed 58th on the scale. To get more details, you can go to [Niche.com/k12](https://www.niche.com/k12). For the ranking they only gave Windsor teachers a C+ but Mr. Lockhart believes that the teachers in this district give a lot more exemplary work than a C+ rating. Overall, the ranking is satisfactory.

The Superintendent Search Committee is in process of conducting work and more details will be coming from the search firm. That information will be posted on the district website in a prominent place. The hiring committee is the board as a whole and Mr. Lockhart serves as chair of the committee.

Deputy Mayor McAuliffe talked about the Barry Chasen field dedication ceremony which was held on November 7th. Mr. Chasen was honored at the ceremony which dedicated the baseball field at Windsor High School to him.

Dr. Hill, interim superintendent, has begun a series of webinars for the Windsor Public Schools staff called 'Straight Talk.' District staff can attend the webinar and ask questions regarding COVID-19. Doctor Hill has partnered with Michael Pepe and Nurse Waldo from the Windsor Health Department who can assist in answering questions and relaying important information. COVID data is posted on the district website.

Currently the Board of Education is in the process of budget planning for fiscal year 2022. As a board, they have discussed the budget assumption for the first reading and it will come to a second reading. There will be a budget presentation prepared sometime in January. Mr. Lockhart stated that he has not received any direct questions from the town hall. He did receive one communication from a Council member regarding COVID reporting. Mr. Lockhart stated that he did respond to that councilor but if there are any questions, he is here to answer them. He will be transparent and share answers when he can. If he does not know the answers, he will certainly follow up with an answer later on.

Councilor Dobler directed a question to Mr. Lockhart about the Superintendent of Schools search. Councilor Dobler would like to know if there is a general idea of the time frame for completing the search and how long it will take to name the new Superintendent. Mr. Lockhart stated the Board of Education just finished that work as a search committee. The goal is to appoint a new Superintendent by March 2021.

Councilor Walker would like to know if there have been any improvements made to reporting COVID-19 cases. Last he heard there was an email to communicate exposures and positive cases, which many Town Council members were concerned was not an effective way to communicate contact tracing. Mr. Lockhart stated that the contact tracing is almost a full-time chore for the superintendent and his administration. It is determined by building level. So if your child or staff member has been impacted by a particular building that information is now forwarded to all other buildings. The focus is on contacting the parents and anyone else impacted within the buildings. In the beginning, cases were being announced across the whole district, but it was becoming cumbersome to go down that path. Now that there are a lot more cases and it does not seem to be contracted within the school

buildings, the administration, working with Windsor health officials, has done a great job contact tracing, as well as emailing and calling those who have been impacted.

Councilor Jepsen stated that he has been reading in local media that the biggest threat to keeping schools open is not necessarily the students getting the virus, but being able to have the schools fully staffed. There is a new Executive Order allowing more substitutes. Councilor Jepsen is wondering how the battle is going with being able to keep classrooms staffed. Mr. Lockhart stated that he has a concern for every single person that walks on any Windsor campus. Anyone can be a carrier of the virus and pass it on to someone else. It has been a priority to keep staff, and more importantly seasoned staff, safe. There are substitutes who are already budgeted within each of the Windsor schools. If that set of substitutes is exhausted and stretched attendance wise, then there is another set of substitutes that are only used for Windsor Public Schools. Those substitutes are not allowed to work anywhere but in Windsor. If there is an outbreak where substitutes are not able to cover the schools responsibly, the Superintendent will make the decision to close the school and start distance learning. Some have stated that it may be good to allow college students to come into classrooms to help students while teachers teach from home. Mr. Lockhart stated that even in that case, there are still souls walking through the Windsor schools who can spread the virus and put them back at square one. The staff has been encouraged to work with the reopening committee and to report to their building lead official, which is the principal in their school building. Councilor Jepsen extended his thanks for all the hard work while figuring out the logistics and stated that if there is any way the Council can help, please ask. Mr. Lockhart stated that the Health Department, who works under the Town Manager, has been a godsend. They are in communication with the Superintendent daily ensuring that all protocols are in place and making sure that the best educational decisions for students and staff are being made.

Councilor Black-Burke stated that as a parent having kids in the Windsor Public School system she really appreciates the videos. Councilor Black-Burke would like clarification on the method of contact tracing. She is wondering if it is done solely by the school district or if it is also done with the Health Department. Mr. Lockhart believes it is a joint effort. If there is one person that impacted a room of eight, in that case they would consult with the Health Department. The administrators within that building would be able to work through that task. If there were a case of fifty to sixty people impacted, then the Health Department would need to get involved to make sure all of the steps necessary are being taken. Mr. Lockhart stated that it all depends on the number of people impacted. Councilor Black-Burke stated that it is a helpful piece to know that there is collaboration with the Health Department.

b) Zoning Board of Appeals

The annual report of the Zoning Board of Appeals was sent out to all councilors via email.

c) Windsor Housing Authority

Randy McKenney, Chair of the Windsor Housing Authority, gave the annual report for the Housing Authority, which was put together by the Executive Director. The Housing Authority of Windsor was created to provide safe, decent, and affordable housing to its elderly and disabled citizens. The commissioners, with the assistance of the Executive Director and staff, operate several programs. The elderly disabled housing program, non-elderly disabled voucher program is called 'NED vouchers', the housing choice voucher programs, and additionally the Housing Authority, manages Fitch Court apartments, which is an affordable fifty-five and older adult community. The Windsor

Housing Authority has an existing inventory of 112 rental units of elderly disabled state housing. These units are in Millbrook Village and Shad Run Terrace and Shad Run Extension. The Millbrook Village have efficiency apartments and are garden style with private entrances.

Upgrades needed at Millbrook Village are being addressed with a grant and a loan received from the Connecticut Housing and Finance Authority. The approximate \$5 million renovation started in February 2019 and is scheduled to be finished by April 2021. The renovations are occurring with tenants in place and will completely rehab all sixty units inside and outside. This includes roofing, siding, new kitchens, bathrooms, flooring, and lighting. Alarms and outdoor lighting will also be upgraded or replaced. Millbrook also plans to expand five units to make them ADA compliant and fully handicap accessible. Millbrook Village continues to receive project based rental housing subsidies from the State of Connecticut.

Shad Run has approximately fifty-two units for seniors and the disabled. Forty-eight units are one-bedroom units. There are four one-bedroom units which are handicap accessible. All housing at this location are garden style and have an attached common patio area that connects individual entrances to each unit. There are fourteen non-elderly disabled vouchers able to be allocated to the Shad Run apartments as of January 2019. The Windsor Housing Authority applied for thirty more non-elderly disabled vouchers and in November 2019 was awarded thirty new NED vouchers at the sum of \$245,980. Shad Run Shad Terrace has twenty-eight current voucher holders. As of November 19, 2020, all the NED vouchers have been utilized. The NED vouchers allow the Housing Authority to charge a higher rent but at the same time it reduces the rent of the resident. Tenants are calculated at 31% of their income or the base rent, whichever is greater. The base rent is currently \$459 to \$950. Due to the satisfactory implementation of these vouchers, the Housing of Urban Development has granted the Windsor Housing Authority in August 2020 an additional fourteen vouchers to be implemented by August 2021. The total sum being an additional \$112,000 in funding. Shad Run Terrace has undergone immense renovation rehabilitation during the summer of 2020. There were also extensive exterior updates provided. These improvements can be seen on the Housing Authority's website.

In addition, the Housing Authority manages the Fitch Court apartments. Fitch Court is an affordable fifty-five and older adult community. There are forty well-appointed units, thirty-eight is one bedroom, and two apartments have two bedrooms. Fitch Court is a collaboration of mixed housing subsidies, such as Housing Choice vouchers, project-based vouchers, NED and fair market renters. These units are rented from \$900 to \$1,200. The Windsor Housing Authority is now at 90% housing subsidies, providing the tenants assistance in rental payments. The Windsor Housing Authority is working in collaboration with the Department of Housing and assisting families at risk of experiencing homelessness. On the Windsor Housing Authority's website, there is a list of all vouchers and an explanation of how they work. There are many forms available on the website for residents to use as well. Applicants or interested persons should visit the Housing Authority website for more information and virtual tours.

Deputy Mayor McAuliffe would like to know what the original timeline was for the Millbrook Village project, before the pandemic started. Mr. McKenney stated that he does not have the original dates provided for the estimated timeline. The contract for all of the construction was done prior to his participation on the board. The contract was also signed prior to the start of the current Executive Director.

Councilor Walker noted that one of the callers during the public comment was from the Bloomfield Housing Authority, and the gist of that was the Council cannot do anything to the Housing Authority. Councilor Walker noticed on the Windsor Housing Authority website that there is a Town of Bloomfield logo, but it does not have the Town of Windsor logo. Mr. McKenney stated that at the top of the website on the left in a house figure, it says Windsor Housing Authority and to the right there is the Bloomfield logo because Bloomfield pays Windsor Housing Authority for managing its section eight housing. Councilor Walker would like to know if Mr. McKenney is aware of the petition that has been signed by residents who live in some of the apartments under the Windsor Housing Authority. Mr. McKenney stated that he has not been made aware of a petition. The Windsor Housing Authority has not physically received or seen a petition. Councilor Walker stated that this puts the Council in a predicament because he was hoping that the Housing Authority Director would be present during the meeting to discuss this. There is a petition that has been signed by a number of the residents affiliated with the Windsor Housing Authority. Councilor Walker stated that he was in a meeting with State Representative Garibay, Councilor Rampulla Bress, Mayor Trink and a couple of others which was a part of the meeting with the Windsor Housing Authority residents. Prior to the petition being signed, some council members have been hearing things and getting complaints from residents about lack of communication and multiple allegations of an absolute total disrespect for tenants, bullying, and other troubling situations. These situations are troubling to hear about and need to be addressed. Councilor Walker stated that people are being told, and what the residents are being told by the Executive Director and their complaint, is that the Governor is asking her to take up homeless people off the streets of Hartford and move them into Windsor.

Councilor Black-Burke asked if anything has come to Mr. McKenney or other commissioners regarding the climate at the facilities. A resident has reached out and Councilor Black-Burke is wondering if there is any pulse on the culture because it is a concern for the individuals that live in the facilities. A lot has been shared and there is an abundance of concern for the individuals that live there. Councilor Black-Burke is also wondering what the mechanism is for residents to share their concerns with the commission. Mr. McKenney stated that this is the first time he is hearing about some of these concerns. He has not heard anything about a petition and talked to the Executive Director and there was no mention of the petition. There are certain apartments that can only be inhabited if there is a wheelchair. If a client gives permission, the Housing Authority can contact a doctor in order to secure the information. There is a complaint process and those always need to be verified. The policy is that any complaint must be in writing. All complaints are cataloged, and time stamped along with a given response. Councilor Black-Burke wanted confirmation that if there is a concern, that the residents should then put it in writing as a complaint and submit it to the Executive Director or the commissioners. Mr. McKenney stated that is the correct process. Councilor Black-Burke is wondering if the petition was brought to fruition because of the culture or toxicity that may exist. Councilor Black-Burke is concerned for the individuals that live there. Mr. McKenney stated that he has worked in social services for over thirty years and he would not put up with a toxic environment for residents. He does not have a sense that the toxic culture exists. Mr. McKenney would like to see the petition by having it forwarded to him and the Executive Director for further discussion.

Councilor Govoni stated that it is important for Mr. McKenney to see the petition, and he understands that he has not seen it yet. Councilor Govoni shared that about a year ago there was communication from another resident about the conditions of the outside facility. Councilor Govoni stated that he drives by Millbrook Village every day and is concerned about how it looks and why the general contractor is allowing it to be that way. Replacement windows and siding has been left out for so long that algae and dirt is getting all over them. Councilor Govoni understands the restrictions COVID

has created for everyone but he also sees the Poquonock Commons and Great Pond Development where new buildings are being built and contractors are still out there while following the COVID guidelines. Councilor Govoni is disappointed because the residents must live in these conditions. A lot of people are frustrated with how long the construction portion is taking and about the maintenance. Councilor Govoni is passionate about this topic because when he was in Public Works mowing and clearing snow at Shad Run and Millbrook was a priority and they took a lot of pride in ensuring it was happening for the residents who live there.

Councilor Rampulla Bress would like clarification on the topic that the Council is indeed the appointing authority for the commission. The Council does appoint the commissioners, can conduct investigations, and remove commissioners. The purpose is to oversee the commission and the commission itself oversees the function of the Housing Authority. Councilor Rampulla Bress stated that it is her understanding from doing research and reviewing regulations that written complaints only pertain to complaints about maintenance. What is unknown is if there are people who are concerned about the culture or the response to their concerns. Councilor Rampulla Bress believes that something like that should not necessarily be required to be put in writing. Councilor Rampulla Bress is glad that Mr. McKenney clarified that there is always an opportunity for residents to contact the commission and him as the chair of the commission with any concerns or issues that doesn't relate to the maintenance regulations. We as councilors are required to reply directly to our constituents. Information has been shared in previous meetings that there has been communication from the community members and there has always been a plan to follow up. Councilor Rampulla Bress stated that concerns have been shared with the commission in the past. Many of the council members have been contacted by constituents recently about concerns at the Housing Authority. Those concerns from constituents may stem from the fact that there is not a great deal of communication. The constituents are able to do phone meetings and even zoom, if COVID is one of the issues preventing them from having their voices heard. Councilor Rampulla Bress would like to know if it is possible for the residents to have a meeting with the commission and the Executive Director about their concerns. Mr. McKenney stated that it would be possible. There have also been meetings in each facility. There is a liaison worker who is assigned to each development for the community members to reach out to if needed. Councilor Rampulla Bress would like to know if those meetings are public meetings. Mr. McKenney confirmed that they are public meetings, and anyone can attend. Councilor Rampulla Bress would like to know if there is a suggestion for a person who may not be comfortable with talking to a liaison or wanted to speak to a commissioner directly. Mr. McKenney stated that he would not recommend the community members to wait for a meeting, but rather to make a phone call or send an email. Councilor Rampulla Bress stated that the reason for the petition seems to be because the residents are not feeling heard. There seems to be many reasons why people might not feel comfortable reaching out. The Council's concern is that residents have reached out and even if it were only one person and not multiple people, that still is enough of a problem that would need to be addressed. The Council may need to investigate what is not working communication-wise between the residents and the Housing Authority at this time. Councilor Rampulla Bress does appreciate the willingness from Mr. McKenney to answer and discuss this topic during the meeting.

Councilor Wilkos stated that it is disappointing that Mr. McKenney did not receive copies of the petition and multiple pages of informed violations that residents have spoken out about. Councilor Wilkos stated that he has had his copies for about three weeks and there are more people who have had the information for a lot longer. Councilor Wilkos stated that for the residents who have a problem to be able to either pick up the phone or send an email is not enough. Those residents are vulnerable in a lot of different ways and are afraid of retribution, especially when there is lack of trust with what

is happening around them. Councilor Wilkos asked Mr. McKenney as the chair of the commission to what level of involvement him and the other commissioners have directly with the Executive Director, in terms of fulfilling their job requirements or how often you are in touch with them. Mr. McKenney stated that there are a lot of people that can get information before the Executive Director does. Communication usually starts at a lower level and then if nothing can be done, it gets passed up the chain to the Executive Director. Mr. McKenney stated that he is in touch with the Executive Director on a weekly basis and sometimes more. Councilor Wilkos ensured Mr. McKenney that the petition will be passed along to him immediately. In terms of the property, the construction project going on is an absolute eyesore. Councilor Wilkos stated that he was there today and there are buildings with no siding on them. Siding provides insulation and blocking from wind. There was one man and one woman working on one building today. There are at least a half dozen buildings that are half done. Councilor Wilkos knows that there have been problems with construction management in the past year or two but is surprised that it is still not being cleaned up. When the property management was discussed in late summer, there was a concern about mowing, as it had been ignored for six weeks. Problems like this and other problems included in the petition need to be discussed between Mr. McKenney and the Executive Director of the Windsor Housing Authority. These issues need to be addressed collectively between the Council and the Housing Authority afterward.

Councilor Rampulla Bress clarified one thing about the petition, stating that the petition was shared by the residents and they decided who to share it with. The Council was unaware who else it had been shared with, and the follow up was to reach out or offer an opportunity for the residents to talk with the Council in order to verify what is being said and hear the full truth behind the statements. There was an opportunity, which was scheduled at the residents' convenience, for them to share with the Council any concerns they may have had that they mentioned on the petition. That happened just last week and there were plans to meet with Mr. McKenney and share the petition, but the timing did not work in our favor. It is unfortunate that the residents did not choose to share the petition with Mr. McKenney and the commission. In the meantime, Councilor Rampulla Bress stands behind the process that was taken in order to follow the residents' wishes.

Councilor Jepsen stated that he was not involved with the initiative by Councilor Rampulla Bress and he did not know about it, nor did he receive an invitation from the director. Councilor Jepsen stated that he did, however, receive a letter from a resident who lives at Shad Run. She discusses in the letter a problem she has with her doors and how they will not open. Councilor Jepsen read a quote from her letter stating, "I have told them about it five times, but no success. I asked the manager, but nothing." People have been complaining and Councilor Jepsen believes that they are simply not being listened to. Councilor Jepsen appreciates that the Council does not have any authority over the Housing Authority. The Council does have authority over who is appointed. Councilor Jepsen would like to know if the director has Mr. McKenney's complete confidence and support in her job presently. Mr. McKenney stated that she does have his complete confidence and support. Councilor Jepsen would like to know that if some of these complaints turn out to be true, what Mr. McKenney's reaction would be. Mr. McKenney could not fully answer that question, but the Executive Director works for the Board of Directors and goes through an evaluation process. We would be the appropriate group to investigate that. Councilor Jepsen stated that the Council will be the appropriate group to investigate if there is misjudgment on the commission's part. Councilor Jepsen asked that after the Housing Authority's next meeting and after having the opportunity to see the petition that perhaps chairman McKenney can come back with a response to it. This has reached a level where it is appropriate to do so.

Councilor Rampulla Bress apologized to Councilor Jepsen, as she knew he was on the email chain and he received the email that every other Council did regarding this issue. There was not a follow-up but her assumption was that he received the email with the petition. Councilor Rampulla Bress wanted to ensure that Councilor Jepsen knows him not receiving the information was not intentional.

Councilor Jepsen stated that he was not offended in the least and he understands Councilor Rampulla Bress' initiative. Per the Council's rules, no more than four councilors can attend an initiative like this.

Councilor Walker stated that there is an obvious disconnect between Mr. McKenney's perception of how things are being run at the Housing Authority versus the perception from the residents. The councilors have been very gentle about bringing forward some of the concerns that exist. Councilor Walker mentioned that a big part of the petition includes reports that the residents have gone to the director and other commissioners and in some cases, they were rebuffed. The residents feel that they have exhausted all available solutions. Councilor Walker's concern with this process is that we want to make sure that the people who signed the petition will not be retaliated against in the interim. There is a complaint in front of the Council that needs to be acted on.

Mr. McKenney stated that the previous comments from Councilor Walker was over the top. Someone is not going to be kicked out of their apartment for stating a complaint. The Housing Authority staff has gone above and beyond over the last year dealing with COVID. No one is retaliated against. Sometimes the answer to someone's question is "no". There have been people evicted for cause. Right now, there is 100% occupancy. Considering the circumstances, the staff is doing a really good job.

Councilor Walker stated that the retaliation piece is included in the petition.

8) TOWN MANAGER'S REPORT

Holiday Lights of Joy Drive Thru Event

The Recreation Department is hosting a *Holiday Lights of Joy* drive thru event on Thursday, December 10th from 6:00 PM to 8:00 PM at the L.P. Wilson Community Center. Santa will be making a visit to wave at all the cars.

Can't make it on December 10th? Don't worry! The display will run from 6:00 PM to 8:00 PM from Monday, December 14th until Friday, December 18th without Santa.

Project Santa

First Town Downtown in partnership with the Windsor Food and Fuel Bank, town's Social Services, police, fire and health departments, Windsor Volunteer Ambulance, several churches, the Windsor Chamber of Commerce and many businesses and members from the community work together to help families experiencing difficult economic times to have a nice Christmas.

Last year 354 children woke up to presents under their tree thanks to Project Santa and community generosity.

There is still time to make a financial donation or drop off an unwrapped present. Donation information is available at First Town Downtown's website at <https://www.firsttowndowntown.org/>.

Also, this weekend, the Windsor Volunteer Ambulance, Fire and Police Departments will be holding a toy drive to benefit Project Santa. The toy drive is this Saturday, 12/12/20 and Sunday, 12/13/20 at 340 Bloomfield Avenue between 9:00 AM and 3:00 PM both days.

Coyote Sightings

In the past week or so, we have received reports of coyotes in neighborhoods along the Farmington River south of Exit 38. Coyotes are opportunistic and use a variety of habitats, including developed areas like wooded suburbs, parks, beach fronts, and office parks. Their ability to survive and take advantage of food sources found in and around these “man-made” habitats has resulted in an increase in coyote sightings and related conflicts. Some coyotes will also prey on small livestock and poultry, and reports of coyotes killing pets have increased in recent years. Unsupervised pets, particularly outdoor cats and dogs can be vulnerable to coyote attacks.

Although some coyotes may exhibit bold behavior near people, the risk of a coyote attacking a person is extremely low according to wildlife experts. This risk can increase if coyotes are intentionally fed and then learn to associate people with food.

The CT DEEP has developed a list of tips for citizens to follow to increase the safety of pets and livestock, enhance human safety, and learn how to coexist with coyotes. This information can be found on the CT Department of Energy and Environmental Protection’s web site at <https://portal.ct.gov/DEEP/Wildlife/Nuisance-Wildlife/Living-with-Coyotes>

To report coyote problems and for control information:

Local Animal Control Division
DEEP Wildlife Division: 860-424-3011

To report animals that are behaving abnormally or are posing an immediate public threat:

Windsor Police Department 860-688-5273 or DEEP Emergency Dispatch Office (24 hrs.): 860-424-3333.

Electric Vehicle Charging Station

We are continuing to work with Chargepoint on the installation of EV Charging Stations at the Maple Avenue parking lot. There has been a delay in the schedule as the contractor is working with Eversource on approvals. Following that, they will be able to begin the installation of the unit.

COVID-19 Update

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.

We continue to operate various town programs in a modified manner with Public Health precautions in place. Earlier in November, we opened the 330 Windsor Avenue Community Center for several evenings in response to patrons’ requests. But since that time, we have stopped this offering due in part to low participation and public health measures. Both the library locations remain open but are limited to 50% capacity. We have removed chairs and tables to promote social distancing. We have also limited time on the public computers to ensure availability for all. Lastly, we encourage residents

to utilize our online services through the town's website at <https://townofwindsorct.com/virtual-town-hall/>.

Library, Recreation, Northwest Park and the Senior Center are continuing to offer a variety of virtual programming as well.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler - nothing to report.

Special Projects Committee – Councilor Dobler - nothing to report.

Health & Safety Committee – Councilor Black-Burke – nothing to report.

Personnel Committee – Councilor Rampulla Bress stated that there are some appointments this evening that the Council will be acting on. There will not be any meetings for the month of December. The Personnel Committee looks forward to reporting to the Council either at the next Council meeting or in January. There will be an overall report on the Council appointments, new appointments, and general data in terms of filling positions on boards and commissions.

Finance Committee – Deputy Mayor McAuliffe stated that the Finance Committee will be meeting on December 14th at 5:30 p.m. The agenda will be set and a zoom link will be available. Preliminary budget talks will be discussed for fiscal year 2022. Councilor Jepsen mentioned the Council can instruct the Town Manager by January 15th of any changes to the budget format. That is on the agenda for the meeting and if there is anything in the budget that might need to change, that will be the time to request that change.

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Approve acceptance of COVID-19 related grants

MOVED by Councilor Wilkos, seconded by Councilor Black-Burke to authorize the acceptance of the grants outlined in Exhibit 'A'.

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
	<hr/>
	\$ 358,648

Town Manager Souza provided an overview of the grants.

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.

Councilor Black-Burke had a question regarding the Health Department and its intention to assist with the cost of staffing and related expenses for contact tracing. Councilor Black-Burke would like to know if this is money to support an additional person to help conduct contact tracing. Town Manager Souza confirmed that a full-time position has been filled, which is funded out of this grant, for contact tracing. There are also a few volunteers helping with contact tracing. We are also relying on the State of Connecticut to handle some of this contact tracing. The state has a pool of people who have been assigned to contact tracing. The person that was hired about ninety days ago is 1 FTE. She will be working for the duration of the pandemic or for as long as she is needed.

Councilor Rampulla Bress directed a question to Town Manager Souza wondering if there will be any additional funds or grants to be expected in the future. Town Manager Souza stated that there may be some grants that are in the works for supporting childcare facilities. Depending upon if there is additional aide that comes from the federal government to the State, those opportunities will be looked at as well after the first of the year.

Motion Passed 9-0-0

- b) Approve an appropriation of \$56,000 from the Capital Projects Fund for design of Department of Public Works Fuel Tank replacement project

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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

Bob Jarvis, Director of Public Works/Town Engineer and Adam Kessler, Assistant Town Engineer, stated 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 2021/2022 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.

Councilor Govoni stated he is very happy to see this project starting. This project needs to be done so we can continue to serve our town community members and transportation companies.

Motion Passed 9-0-0

- c) Approve an appropriation of \$79,000 from the Capital Projects Fund for design of the Sage Park Athletic Fields Renovation project

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler 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.

Bob Jarvis, Director of Public Works/Town Engineer, stated 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.

Councilor Jepsen asked if the total amount for the construction could be repeated as it was not provided in the original agenda item. Town Manager Souza stated that the estimate is \$1.7 million. Councilor Jepsen would also like to know if there has been discussion about what kind of sport fields there will be whether it be baseball, soccer, etc. Mr. Jarvis stated that there will be input from select stakeholders at that time from the Board of Education and the Recreation Department.

Councilor Govoni would like to know if a well for water will be allowed. Mr. Jarvis stated that is a part of the design effort depending on testing for whether a well will work in that area.

Motion Passed 9-0-0

- 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."

RESOLVED 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 \$1,150,000 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.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Bob Jarvis, Director of Public Works/Town Engineer, and Adam Kessler, Assistant Town Engineer, presented the ordinance for the costs in connection with the Day Hill Road adaptive signal control project. This area supports eleven million square feet of commercial and industrial facilities along its corridor. There are eleven town-owned traffic signals on Day Hill Road that serve 14,000 vehicles that travel the road each day. Issues to roadway capacity and efficiency were recognized many years ago. In 2009 the town commission of Day Hill Road did a capacity study and followed that up with the Day Hill Road adaptive traffic control signal system study in 2010. This integrates adaptive signal technologies around the corridor, where signal timing adjustments can be made based on real time traffic conditions. The result will be more efficient movement of traffic throughout the corridor along with reduced traffic delays, fuel consumption, and emissions. Staff applied for a grant under the congestion mitigation and air quality improvement program. In 2016 the Town of Windsor was awarded \$1.32 million for improvements to the traffic signals along Day Hill Road. The grant is federally funded and administered through the Connecticut Department of Transportation. The design of the signal adaptive system began in 2017 after the town entered into an agreement with the Connecticut Department of Transportation by signing a project authorization letter for the design phase of the project. The federally funded design cost is 100% reimbursable through the congestion and mitigation of air quality grant.

The construction cost during the preliminary design was about \$2.2 million. That estimate included upgrades to all of the signals at all eleven intersections in the corridor, including video detection and fiberoptic communications between the signals. During the final design phase the project scope for the base bid was revised to include installation of adaptive signal improvements and fiberoptic communication to the eight intersections between Lambertson Road and Prospect Hill Road. This revision to the project scope allowed us to achieve a cost estimate that reflected the available grant funding. Add alternates to the bid have been included, which could allow work at additional intersections in the event that the bids are favorable. The preliminary design and final design estimates were compared using Connecticut DOT unit prices and their recommended contingencies and incidentals. The estimated total project cost using the new base bid scenario is \$1.23 million. The total final design cost including the bid add alternates for the additional three intersections have an additional cost estimate of \$1.7 million. Currently there is about \$1.15 million in grant funding available after paying for design costs. The Town Planning and Zoning commission accepted the project at a meeting on July 18th 2020. There is a cost breakdown and additional cost planning in the packet that was given to the Council.

Councilor Wilkos wanted confirmation that the three lights that were taken off of the plan will be going west of Prospect Hill. Mr. Jarvis confirmed that is correct. Councilor Wilkos stated that based on the estimated costs, those three lights have the potential to be put back into the plan. Mr. Jarvis stated that is also true. Councilor Wilkos stated that he feels Day Hill Road operated very efficiently now.

The problem is always going to be the bottom of Day Hill Road, which is not an area that is in this plan. There are many places that can cause congestion just by intersecting with this road. Councilor Wilkos believes that this plan is going to bottleneck the traffic even more. Councilor Wilkos is against the project because he feels it is not necessary.

Councilor Govoni would like to know if there are going to be cameras on the light system or another option underground. Mr. Jarvis stated that it depends upon the final vendor that is selected. It could be cameras, loop detectors, or a combination of both. There is already loop detection throughout the corridor and several intersections also have cameras. We do expect to use the detection that is currently in place. Councilor Govoni would like to know if during the repaving process the loops become inactive. Mr. Jarvis stated that when the loops were disturbed, we have installed video detection that works very well at those intersections. The new system will adjust to real time traffic accordingly. Councilor Govoni stated that he understands what Councilor Wilkos stated regarding the bottom of Day Hill Road. If this project at least moves traffic more instead of having a gridlock, then this project should be fine.

Town Manager Souza added that outside of this project, there has been discussion about including the Route 75, Exit 38 interchange. It is outside the grant application but the Town Manager has advocated for this with the Department of Transportation. If it is not given immediate attention, then it should at least be addressed in the coming year or two.

Councilor Jepsen stated that going through the selection process, the state is going to be running the project or at least will have an administrative role. Councilor Jepsen would like to know if the State also has a role in selecting who the vendor might be. Mr. Kessler stated that the selection is not up to the State. It is strictly the town staff who will select that vendor. Councilor Jepsen showed concern for the State getting involved with the traffic at the bottom of Day Hill Road and it being compatible with whatever the chosen vendor decides to put in. Mr. Kessler said that is something to take into consideration when making the vendor decision when discussing the capabilities of each vendor.

Motion Passed 8-1-0 (Councilor Wilkos against)

- 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."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Black-Burke 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
- 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.
- 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
- 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
- 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
- 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

Motion passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the November 16, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the November 16, 2020 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the November 16, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the November 16, 2020 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to adjourn the meeting at 9:57 p.m.

Motion Passed 9-0-0

Respectfully Submitted,



Elizabeth Brisebois
Clerk of the Town Council