



Council Agenda

Council Chambers
Windsor Town Hall
July 5, 2022



Zoom Instructions

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

1. When prompted for participant or meeting ID enter: **815 9830 8449**
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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7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Terranova
3. PLEDGE OF ALLEGIANCE – Councilor Terranova
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) Public Building Commission
 - c) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS




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- a) *Approve transfer of Wilson Branch Library property from Windsor Library Association (Town Manager)
 - b) *Approve Town Engineer and Director of Public Works job descriptions (Town Manager)
 - c) *Approve an appropriation of \$75,000 from the Capital Projects Fund Assigned Fund Balance for the design of Baker Hollow Road Construction Project (Town Manager)
 - d) *Authorize the submittal of a Community Investment Fund grant application for development of a community park at 458 Windsor Avenue and approve \$500,000 in American Rescue Funds towards the project (Town Manager)
 - e) *Approve a resolution endorsing Riverfront Recapture's Community Investment Fund grant application for the extension of the multi-use path along the Connecticut River and approve \$50,000 in American Rescue Funds towards the project (Town Manager)
 - f) Consider settlement of Lucas vs Town of Windsor (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
- a) *Minutes of the June 20, 2022 Regular Town Council Meeting
15. PUBLIC COMMUNICATIONS AND PETITIONS
- (Three minute limit per speaker)
16. EXECUTIVE SESSION
- a) Strategy and negotiations with respect to pending claims and litigation (Lucas vs Town of Windsor)
 - b) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee (Town Manager evaluation)
17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: July 5, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Wilson Library – Transfer of Ownership

Background

Formed in 1888, the Windsor Library Association (WLA) at one time or another has been the property owner of both of Windsor's current public library buildings. The Mather House at 323 Broad Street was acquired by the association in the early 1900's and became the community's main library in 1941. The building and land were deeded to the Town of Windsor in the early 1970's.

The Windsor Library Association is currently the owner of the Wilson Branch Library building, also known as the Wilson Memorial Library, as well as the land it is built on. The Wilson Branch Library was constructed in 1965 with a bequest from philanthropist Leland P. Wilson. Mr. Wilson left funds to WLA with instructions to build a library in the southernmost village of Windsor. Since then the property has been owned by WLA with annual operating expenses funded by the Town of Windsor. Library staff are town employees.

The Wilson branch library is a vital and vibrant space which provides a whole host of services ranging from lending materials, provision of internet access to tutoring and multi-generational educational activities.

Discussion/Analysis

The WLA at its June 14, 2022 meeting voted to move forward with process of requesting the town accept ownership of the property and building with the condition the town continue to operate the building as a public library. This requirement continues to fulfill the conditions of Mr. Wilson's will.

There are a number of next steps that need to be taken. They include: Town Planning and Zoning review per *CT General Statute* Section 8-24g (which is to ensure the action does not conflict with the town's Plan of Conservation and Development); Town Council approval to accept property; review and approval of transfer by Attorney General's Office and the Superior Court to ensure the intent of the charitable bequest in Mr. Wilson's will is continued to be met.

Key terms of the agreement include:

- town would accept the donation / transfer of the property and building at no cost
- town shall operate and maintain the library
- property deed shall require building to be used as a free public library and if such use ceases, the ownership shall revert to WLA or its successor
- WLA will transfer to the town all funds remaining in its control from the bequest of Leland P. Wilson and the funds must be used for maintenance, repairs and any additions to the library.

As previously noted, the library was built in 1965. Since then the property has been owned by WLA with annual operating expenses funded by the town. An addition was constructed in the 1980's. The WLA with town assistance has conducted maintenance, repairs and upgrades to the building over the years. The building is in good overall condition with the largest projected life cycle replacement items being a roof replacement (27 yrs. old) and geothermal air handling equipment (12 yrs. old).

Financial Impact

The Windsor Library Association would transfer to the town all funds remaining in its control from the bequest of Leland P. Wilson (approximate balance as of Qtr. 1 2022 was \$165,000) The monies would be placed in a segregated special revenue account and be restricted for future maintenance, repairs and any additions to the library facility. It is estimated that a replacement roof would cost approximately \$200,000 and the air handling equipment would be \$70,000 in current dollars.

Other Board Action

Town Planning and Zoning Commission is expected to complete the needed review per CT General Statute sec8-24g, which is to ensure the action does not conflict with the town's Plan of Conservation and Development, on July 12th.

Recommendations

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

“MOVE that the Town Council accept the donation and transfer of land and improvements at 365 Windsor Avenue, known as the Wilson Memorial Library, from the Windsor Library Association subject to CGS 8-24 review by the Town Planning and Zoning Commission and approval by the Attorney General and Connecticut Superior Court of a petition to permit the transfer of the real property and funds.”

Attachments

Draft Proposed Judgment and Order

DRAFT

DOCKET NO. : SUPERIOR COURT
WINDSOR LIBRARY ASSOCIATION, : JUDICIAL DISTRICT OF
VS. : HARTFORD
TOWN OF WINDSOR, AND WILLIAM : AT HARTFORD
TONG, ATTORNEY GENERAL OF : JUNE ____, 2022
THE STATE OF CONNECTICUT :

PROPOSED JUDGMENT AND ORDER

This action, by Complaint dated June ____, 2022, seeks judgment in accordance with the doctrine of deviation, permitting a change to the charitable bequest created in the Last Will and Testament of Leland P. Wilson (the "Will"). The Will provided for the construction and operation of the Wilson Memorial Library in Windsor, Connecticut ("the Library").

The Complaint is supported by a statement of facts filed jointly by the parties. The Plaintiff seeks a decree: (1) permitting the transfer of ownership of the Library from the Windsor Library Association ("WLA") to the Town of Windsor (the "Town"); (2) permitting the transfer of ownership and management of funds left to WLA to the Town, the use of said funds to be restricted to uses stated in the Will; (3) ordering that language in the deed to the Town restrict use of the property to a public library; and (4)

excusing WLA from any obligation to own or operate Wilson Memorial Library once the transfer to the Town is accomplished.

All parties to this action have appeared and taken part in the proceedings.

Based on the evidence before the Court and pursuant to its equitable authority, the Court makes the following findings of fact and conclusions of law:

Findings of Fact

1. Leland P. Wilson of Windsor, Connecticut died on February 4, 1959, leaving a Will dated November 21, 1958.
2. Pursuant to the Will, the decedent bequeathed funds to the WLA to be used to purchase property and build a community library to be called the Wilson Memorial Library.
3. The Will directed that the Library was to be a community library or branch library of the WLA and any funds left after construction were to be used to maintain the library or to add to it.
4. In accordance with the Will, property was purchased, and the Wilson Memorial Library was built in 1965; it is located at 365 Windsor Avenue in Windsor.

5. Since its construction, the Library has been leased to the Town of Windsor, which operates it by hiring and paying librarians and staff, buying books and equipment, paying for utilities and performing maintenance on the grounds and building.
6. WLA is a volunteer organization, founded in 1888, which supports Windsor's main library and Wilson Memorial Library by performing some maintenance, purchasing supplemental equipment, and putting on educational programs there.
7. Given its limited resources and anticipated major expenses at the Library, WLA is concerned that it is no longer able to guarantee the operation of the Library into the future.
8. The Town of Windsor is willing to assume ownership of the Library, receive remaining Wilson funds from WLA, and fully operate and maintain the Library as a full branch of Windsor's main library, consistent with the terms of Leland Wilson's Will.
9. Town ownership of the Library will better ensure its continued life as a free community library consistent with the wishes of Leland P. Wilson.

Conclusions of Law

1. The equitable doctrine of deviation is well established in Connecticut as a means of preserving the charitable intent of a donor. See Bristol Baptist Church v. Connecticut Baptist Convention, 98 Conn. 677, 688 (1923).
2. This Court has jurisdiction to apply equitable principles to alter the terms of a charitable request. See Blumenthal v. White, 43 Conn. App. 365, 372 (1996).
3. When circumstances unanticipated by the testator require a change in the manner in which a bequest is administered in order to preserve the testator's charitable intent, the Court may apply the equitable doctrine of deviation to make the necessary changes that will ensure that the donor's intent is preserved as required by Connecticut law. Conn. Gen. Stat. §§45a-514 and 47-2 (assets donated for a charitable purpose must be used as intended by the donor and for no other purpose). See Blumenthal v. White, supra, 43 Conn. App. at 372.
4. The Court finds that the intent of Leland P. Wilson as expressed in his Will in which he directed the construction of a library to be called the Wilson Memorial Library would continue to be realized if ownership of the Library was

transferred from the Windsor Library Association to the Town of Windsor, to be operated as a branch of the Windsor Library.

ORDER

Based on the foregoing findings of fact and conclusions of law and in accordance with the equitable principles of equitable deviation, it is hereby ORDERED:

1. WLA shall transfer by deed ownership of the two parcels of land and the building known as Wilson Memorial Library to the Town of Windsor;
2. The Town of Windsor shall operate and maintain Wilson Memorial Library as a free public library;
3. WLA shall transfer to the Town of Windsor all funds remaining in its control from the bequest of Leland P. Wilson;
4. The Town of Windsor shall use such funds for maintenance, repairs and additions to Wilson Memorial Library;
5. The deed transferring ownership of the Library shall include a restriction such that the building may only be used as a free public library and that if such use shall stop at any time in the future, ownership of the property and building shall revert to the WLA or its successor organization.

[Signatures on following page]

Dated, at Hartford, Connecticut this _____ day of June, 2022.

Judge

CERTIFICATION

I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-electronically on _____, _____, to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served.

Attorney Kevin Deneen
O'Malley, Deneen, Leary, Messina & Oswecki
20 Maple Avenue
Windsor, CT 06095-2922

Assistant Attorney General Caitlin Calder
165 Capitol Avenue
Hartford, CT. 06103


Diane W. Whitney

Agenda Item Summary

Date: July 5, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Sophia Castellanos, Human Resources Generalist

Reviewed By: Peter Souza, Town Manager 

Subject: Director of Public Works and Town Engineer Job Description

Background

The currently combined position of Director of Public Works/Town Engineer is projected to become vacant this fall. It is customary for town staff to review job descriptions when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. Due to the challenging labor market, we anticipate the candidate pool for the combined position to be limited as the position requires senior level expertise in both public works management as well as professional engineering fields. It is proposed to separate the current position into two separate positions, Director of Public Works and Town Engineer. This is a similar structure as prior to 2016. It is felt recruiting for these two positions separately would be the most flexible and feasible solution to attract qualified candidates for each discipline.

Discussion/Analysis

Director of Public Works

The Director of Public Works' primary duties are to perform complex supervisory, administrative, and professional work in planning, coordinating, directing and supervising the operations of the Department of Public Works including construction, maintenance and repair of town streets; drainage infrastructure; park and recreation facilities; public spaces; solid waste and recycling operations; vehicle and equipment repair and building maintenance and repair. This position will have over 45 FTEs under its overall management.

Town Engineer

The Town Engineer's primary duties are to perform complex and professional engineering work for a range of public infrastructure projects and systems, developing and managing capital improvement and environmental projects and programs. The position oversees the Engineering division currently comprised of three full-time employees and two part-time employees, as well as various consulting engineers. This position requires a professional engineer certification in the State of CT as well as six to eight years of increasing responsibility in either the public or private sector. This position may also serve as the town's legal traffic authority.

If approved, the administrative pay plan will show the addition of two separate positions – Director of Public Works and Town Engineer. Based on the Job Analysis Questionnaire, it is proposed that the new positions be placed in Pay Grade 11 of the Administrative Pay Plan.

Financial Impact

The Director of Public Works and Town Engineer position would be in Pay Grade 11 of the Administrative Pay Plan. Funding for the positions is anticipated to be accommodated by the adopted FY 2023 budget allocations.

Other Board Action

None

Recommendations

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

“MOVE to approve the Director of Public Works job description and the Town Engineer job description as presented and both positions be placed in Grade 11 of the administrative pay plan.”

Attachments

Proposed Director of Public Works Job Description

Proposed Town Engineer Job Description

Proposed Director of
Public Works job
description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Director of Public Works
Department: Public Works
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs complex supervisory, administrative, and professional work in planning, coordinating, directing, and supervising the operations of the Department of Public Works including construction, maintenance and repair of Town streets and related infrastructure; park and recreation maintenance; public spaces; solid waste and recycling operations; vehicle and equipment repair and building maintenance and repair. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, coordinates, supervises, and evaluates all public works activities, including streets and roads, parks and grounds, traffic safety, stormwater drainage, storm control, solid waste and recycling services, vehicle and equipment repair, and building maintenance; evaluates public works needs and provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget and capital improvement requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Coordinates preparation of work, assignments, schedules and levels of service; studies and standardizes procedures to improve efficiency and effectiveness of operations; trains, motivates and evaluates assigned staff; reviews work progress and directs changes as needed.
- Provides advice to Town Manager concerning public works needs; makes presentations to staff and Town officials, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
- Issues written and oral instructions; examines work for exactness, neatness and conformance to policies and procedures; maintains harmony among workers and resolves grievances; adjusts errors and complaints; maintains regular contact and coordinates activities with other town departments, consultants, construction project engineers, State and Federal agencies, and the general public.
- Assists with the development of subdivision regulations, and the review of private project development plans for compliance with codes, regulations and standards.
- Coordinates management of municipal public works projects; oversees the preparation of plans and specifications, cost estimates, bidding, competency of contractors and vendors, and contractor selection criteria; ensures contractor compliance with project time and budget parameters.

Assists in the preparation of materials and equipment specifications and makes recommendations on the purchase of major vehicles and equipment.

- Monitors inter-governmental actions and legislation affecting public works; assists with coordination of department's safety program; serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.
- Participates in labor negotiations; administers collective bargaining agreements in assigned areas of responsibility.
- Serves as a member of various employee committees; participates in meetings, seminars and training sessions; performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Supervises and directs the work of the department including full-time, part-time and seasonal employees. Primarily provides direction through division managers and other department supervisors. Provides leadership and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Is responsible for hiring and training, directing and monitoring work; appraising performance; motivating, rewarding, and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.
- Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts of public finance and budgeting and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.
- Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, local businesses, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for differences.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

- Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.
- Budget/Financial – Develops, prepares, presents and monitors annual department budget. Presents fee, expenditure and revenue projections and recommendations to the town manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s degree in civil engineering, construction management, public administration or a closely related field, with six to eight years progressively responsible supervisory experience in planning and coordinating municipal public works activities; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the materials, equipment and engineering principles and practices related to road and drainage construction and maintenance, and to parks and grounds maintenance; thorough knowledge of the operation and repair of heavy trucks and construction equipment; thorough knowledge of occupational hazards and safety precautions related to public works; working knowledge of traffic safety; techniques of collection, recycling, and disposal of solid waste.
- Skill in operation of listed tools and equipment.
- Ability to apply the principles and practices of organization, management, personnel and financial administration in the operation of public works activities; ability to develop long-term plans and programs; ability to coordinate and facilitate the work of a large and diverse staff; ability to inspect and evaluate work of assigned staff; ability to read and interpret sketches and plans; ability to establish and maintain effective working relationships with other employees, Town officials, contractors, vendors and general public; ability to effectively communicate orally and in writing.
- Ability to exercise good judgment and make sound decisions.
- Ability to initiate, coordinate, and implement service improvements.
- Ability to train and supervise subordinate staff.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet.

Special Requirements

- Valid driver's license or ability to obtain one.
- Certification as Professional Engineer (PE) desired.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base software; tablet; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or public works facilities.
- Must be able to travel to various job sites.
- Must have physical ability to perform all necessary inspections including navigating various terrain and the ability to climb, stoop, kneel, and crouch.
- The employee is frequently required to communicate with others in person and over the telephone.
- Must have ability to bend and reach to retrieve and replace files in filing cabinets.
- Must be able to enter information accurately into the computer and maintain manual records.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus to inspect documents, read written instructions and verify data.
- The employee occasionally works near moving mechanical parts and is occasionally exposed to cold, wet, hot, or humid conditions, fumes or airborne particles.
- Occasionally required to drive to other town offices and job sites under possible adverse weather conditions, including extreme heat and cold.
- The noise level in the work environment is usually quiet to moderate with background sounds from customers, coworkers, and office machines. The noise levels may be moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Proposed Town Engineer job description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Town Engineer
Department: Development Services
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs a variety of complex supervisory and professional engineering work for public works, capital improvement and environmental projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates all aspects of assigned projects; evaluates public works and capital improvements needs and makes recommendations to Town Manager; formulates short and long range plans to meet needs in all areas of responsibility.
- Develops or coordinates the preparation of engineering plans and specifications; develops project cost estimates and prepares purchase requisitions for contractor services, supplies, materials and equipment.
- Supervises technical staff in design and inspection of construction and maintenance projects.
- Conducts public hearings to solicit input regarding proposed projects; writes requests for proposals, prepares grant applications, and coordinates required advertising for bids; reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and other selection criteria.
- Oversees assigned projects to ensure contractor compliance with time and budget parameters; maintains regular contact with consulting and construction project engineers, Town staff, state and Federal agencies, and affected Town residents and property owners.
- Prepares and submits project status reports to Town Manager, Town Council and other Town officials; responds to and resolves public inquiries and complaints regarding assigned projects.
- Assists in the development and preparation of the capital improvement program and flood plain management program.
- Assists in the preparation of storm drainage and street system maps, databases and comprehensive plans; assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc.
- Reviews utility permits, street use permits, franchise utility permits, etc.; reviews private project development plans for compliance with codes, regulations and standards; reviews adequacy of applications for permits and compliance with approved plans.

ADDITIONAL DUTIES

- Monitors inter-governmental actions and legislation affecting public works; assists with coordination of department's safety program; performs the duties of subordinate personnel as needed; performs related work as required.
- Serves as a member of various employee and external committees; participates in meetings, seminars and training sessions; performs related work as required.
- May serve as Legal Traffic Authority.

SUPERVISORY RESPONSIBILITIES

- Supervises and directs the work of the department including full-time, part-time and seasonal employees. Primarily provides direction through division managers and other department supervisors. Provides leadership and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Is responsible for hiring and training, directing and monitoring work; appraising performance; motivating, rewarding, and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Innovative – Enjoys discovering new ways to expand or improve an operation or services to the town.
- Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts of public finance and budgeting and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.
- Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Interpersonal Skills – Tactful but firm. Is respectful with the ability to establish effective working relationships with staff, community organizations, local businesses, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for differences.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management - Demonstrates accuracy and thoroughness. Motivated to deliver on promised results.
- Budget/Financial – Develops, prepares, presents and monitors annual department budget. Presents fee, expenditure and revenue projections and recommendations to the town manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in civil engineering or a closely related field, with six to eight years progressively responsible civil engineering experience including some supervisory experience; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; considerable knowledge of project management practices and techniques; working knowledge of Town, state and Federal policies, laws and regulations related to project activities.
- Considerable skill in arriving at cost estimates on complex projects; skill in operating listed tools and equipment.
- Good ability to design and direct the preparation of project designs and specifications; good ability to conduct necessary engineering research; good ability to compile and analyze technical reports, plans and cost estimates; good ability to effectively communicate orally and in writing; good ability to establish and maintain effective working relationships with other employees, Town officials, consultants, contractors, vendors, other governmental agencies and the general public.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.
- Connecticut Certification as Professional Engineer (PE).

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base and computer-aided-design software; standard drafting tools; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- The employee is frequently required to communicate with others in person and over the telephone.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus to inspect documents, read written instructions and verify data.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.
- Must be able to enter information accurately into the computer and maintain manual records.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- The noise level in the work environment is quiet in the office and moderately noisy in the field.


The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The job description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Agenda Item Summary

Date: July 5, 2022

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: Baker Hollow Road Reconstruction Project

Background

Baker Hollow Road is a local road that connects Day Hill Road, at its northern end, with Marshall Phelps Road at its eastern end. Old Poquonock Road intersects Baker Hollow Road from the southwest, at its approximate midpoint. The north-south section of Baker Hollow Road, from Day Hill Road to Old Poquonock Road, was improved to town standards in 2008. It was widened, the roadway base depth increased and it was paved.

The portion of Baker Hollow Road that runs east to west, between Marshall Phelps Road and Old Poquonock Road, is currently unpaved and unimproved. The width is inconsistent and is very narrow in places. It lacks a suitable base, drainage system and cross section. The horizontal alignment, near the culvert at its eastern end, is substandard and unsuitable for the roadway's intended use. Ongoing maintenance of the gravel surface is necessary. Design and construction of the unimproved section of the roadway are in the adopted FY 22 – FY 27 Capital Improvements Program.

Discussion/Analysis

There is ongoing development, and increased interest in additional development, along the unimproved portion of Baker Hollow Road, between Marshall Phelps Road and Old Poquonock Road. Staff is proposing the design and reconstruction of the unimproved portion of Baker Hollow Road, to conform to town roadway construction standards. These improvements will enhance development within the Day Hill Road Corporate Area and provide a suitable roadway surface for those entities currently existing, or proposed, along Baker Hollow Road as well as Old Poquonock Road.

Staff procured survey and schematic design services in FY 2022. The cost of those services was approximately \$47,000. The State of Connecticut's Town Aid for Roads grant funds were used for the design and survey activities. This grant funding is given to municipalities for "purposes and programs related to highways, traffic and parking, and for the purposes of providing and operating essential public transportation services and related facilities."

At this time funding is requested to initiate final design services and preparation of construction documents. The project improvements will include a consistent 30-foot wide paved road, with an adequate drainage system and curbing throughout. Substandard horizontal and vertical geometry

will be addressed and a new stream crossing structure will be installed. The installation of sidewalks, lighting, water and sewer systems will be furthered examined during the design phase.

If funding is approved, the design is expected to be complete in early 2023. Bidding is anticipated in winter 2023 with a spring or summer 2023 start of construction. It is expected that the improvements can be substantially completed during one construction season depending on coordination with various utilities.

Financial Impact

Additional design costs are estimated to be \$130,000 to complete the design, permitting, right-of-way, and bidding phases of the project. It is requested that \$75,000 be approved from the Capital Projects Fund for design services. Town Aid for Roads grant funding will be used for the remaining \$55,000.

Other Board Action

None

Recommendations

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

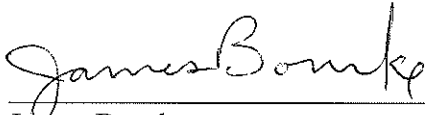
“MOVE to approve an appropriation of \$75,000 from the Capital Projects Assigned Fund Balance for design of the Baker Hollow Road Reconstruction Project.”

Attachments

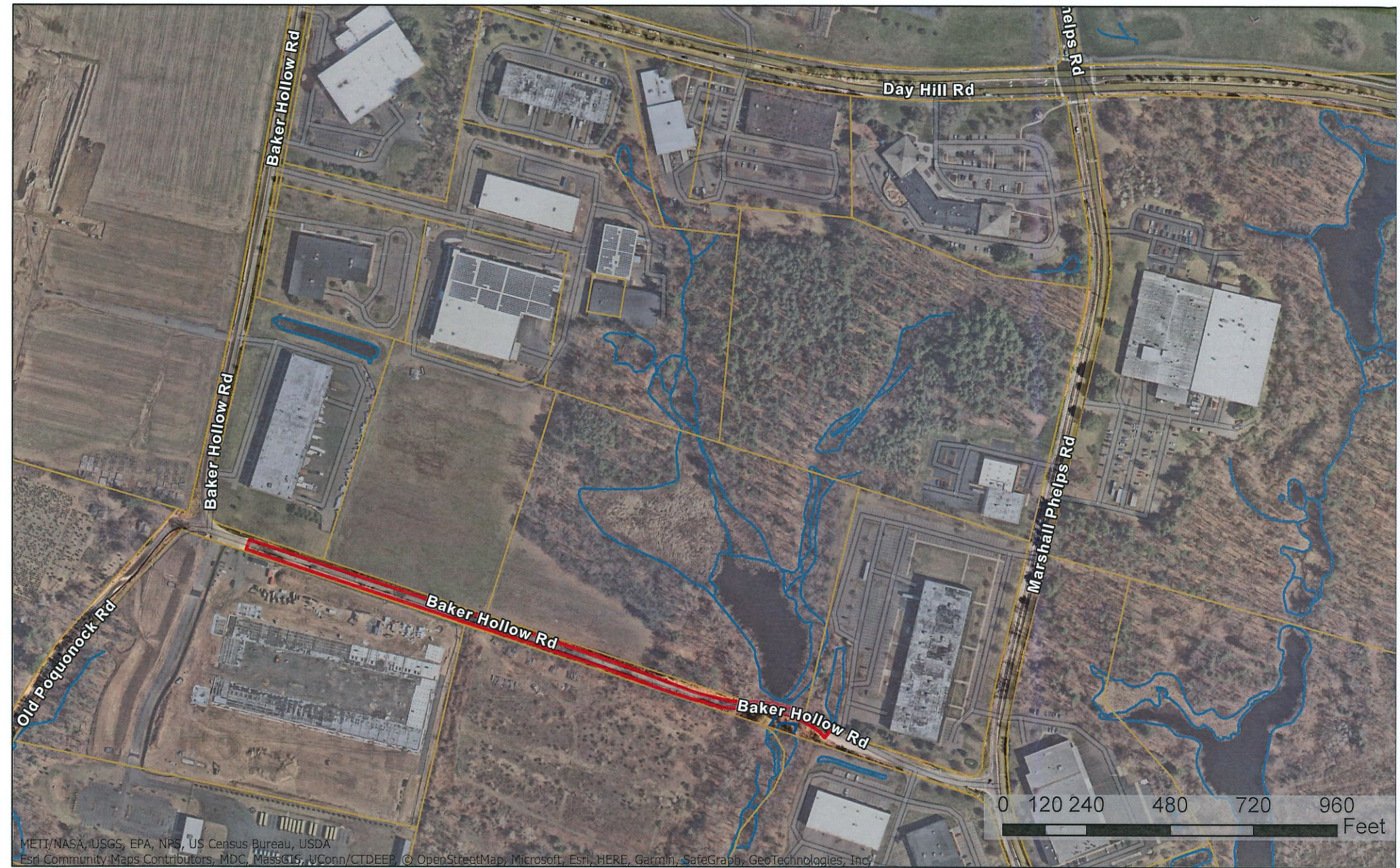
Map

Certification

I hereby certify that \$75,000 is available in the Capital Projects Assigned Fund Balance to fund the above appropriation.



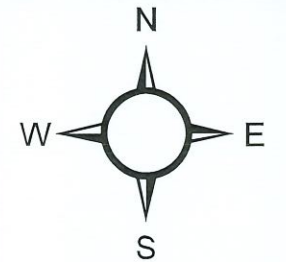
James Bourke
Finance Director



- Hydrography Line
- Parcels
- Unpaved Road (Baker Hollow)



Town of Windsor, CT




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Agenda Item Summary

Date: July 5, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Community Investment Fund Grant Application

Background

The town is eligible to apply to the State's newly established Community Investment Fund 2030 or CIF. This competitive grant program is focused on fostering economic and community development in 54 communities that have the designation of a Public Investment Community (PIC) and/or Alliance District. Windsor qualifies for this grant funding as both a PIC and Alliance District. Municipalities as well as not-for-profit organizations and community development corporations that operate within them may apply. It is anticipated there will be at least two funding rounds each year. The deadline for the first round is July 25, 2022.

Staff is recommending the submission of a grant application to help fund the construction of the Wilson gateway park on the town-owned parcel at 458 Windsor Avenue. This exciting project will transform a long underutilized parcel into a multi-dimensional park that will provide an array of amenities for the neighborhood residents as well as entire community.

Discussion

Grants are available for:

- **Capital improvement projects** such as brownfield remediation, affordable housing, infrastructure, pedestrian safety, clean energy development, home rehabilitation or public facilities and
- **Small business support programs** including revolving or micro loan programs, gap financing, and start-up funds to establish small businesses.

All projects funded under CIF must: 1) Promote economic or community development in the municipality where the project is located, and 2) Further consistent and systemic fair, just and impartial treatment of all individuals, including individuals who belong to underserved and marginalized communities. Projects that leverage non-state funds will receive priority, as well as those that include letters of support from members of the General Assembly. Also, the State is looking for "transformational type" projects. The proposed Wilson gateway park project will transform a long underutilized parcel into a multi-dimensional park that will provide an array of amenities for the neighborhood as well as the entire community.

Over the last several years, the topic of preferred re-uses of the vacant 5.68 acres town-owned parcel at 458 Windsor Avenue has been discussed by the Town Council. A series of steps to gather community input were undertaken since 2018. On November 16, 2020 the Town Council requested

staff prepare a concept plan for the parcel to reflect neighborhood open space with park improvements and amenities. A multi-disciplinary staff team was convened and created two high level concepts for a gateway community park. In developing the concepts, staff reviewed information gathered from previous community input efforts including an online survey and discussions with the Wilson Deerfield Advisory Committee.

Community input expressed many desires or suggestions including elements such as:

- Community gardens
- Family friendly space
- Passive recreation areas
- Flower gardens
- Pavilion
- Walking / Exercise trails
- Gathering and community event space / amphitheater

To help guide the concept development process, staff focused on outlining the following broad vision or goal elements:

- Connect people and places
- Activate public space for individuals / families and community
- Enhance the gateway to the neighborhood
- Complement existing and future park network and assets

The concept plans were presented to the Town Council on February 16, 2021 and were favorably received. The “Wilson Gateway Park” project was then incorporated into the Town Council adopted FY22-FY27 Capital Improvement Program (CIP) with design slated for FY22 and construction funding in FY23. An RFQ/RFP for design services was recently issued. Staff is reviewing the submittals and will be interviewing design firms in early July. The scope of services includes additional public information meetings as concept plans are refined.

The ability to bring this park through the design and bidding phases in the next 9 months is very achievable which helps to make the CIF application competitive as does the potential to utilize federal American Rescue Funds (ARF) as a local match.

Financial Impact

Project scope and costs would be refined through preliminary and final design stages. A high level preliminary construction cost estimate was included in the CIP in the range of \$1.5M. This preliminary estimate includes site grading, utilities, parking areas / walkways, and allocations for site amenities, play structures, pavilion/amphitheater and furnishings. With inflation and materials cost increases, we are now anticipating the costs of design services, construction and a contingency to be in the range of \$2.3M to \$2.5M.

We anticipate a very competitive funding round. As such, demonstrating the leveraging of local funds is critical. It is recommended that a local match of \$500,000 be incorporated in the proposal utilizing American Rescue Plan Act funds. Assuming a \$2.5M project cost and a \$500,000 local contribution, the grant request would be \$2,000,000. A portion of the local match will be used for project design services.

Other Board Action

The Wilson Deerfield Advisory Committee has expressed support in maintaining the property as open space and in general supported the concept plans presented. Staff have continued to update the Wilson Deerfield Advisory Committee about the status of the project.

Recommendation

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

“MOVE that the Town Manager is authorized to submit an application to the Community Investment Fund in the amount of \$2,000,000 for the Wilson Gateway Park Project and that a commitment of \$500,000 in American Rescue Plan Act funds be made as a local match.”

Attachments

February 2021 Wilson Gateway Concepts Plan Presentation to Council

WILSON GATEWAY PARK

COMMUNITY PARK



1. Parking Lot Rain Garden

4. Restrooms

7. Pavilion

10. Garden Mini-Plaza

2. Community Gardens

5. Picnic Patio

8. Amphitheater Lawn

11. Deckers Brooke Habitat Restoration

3. Food Truck Parking

6. Playgrounds

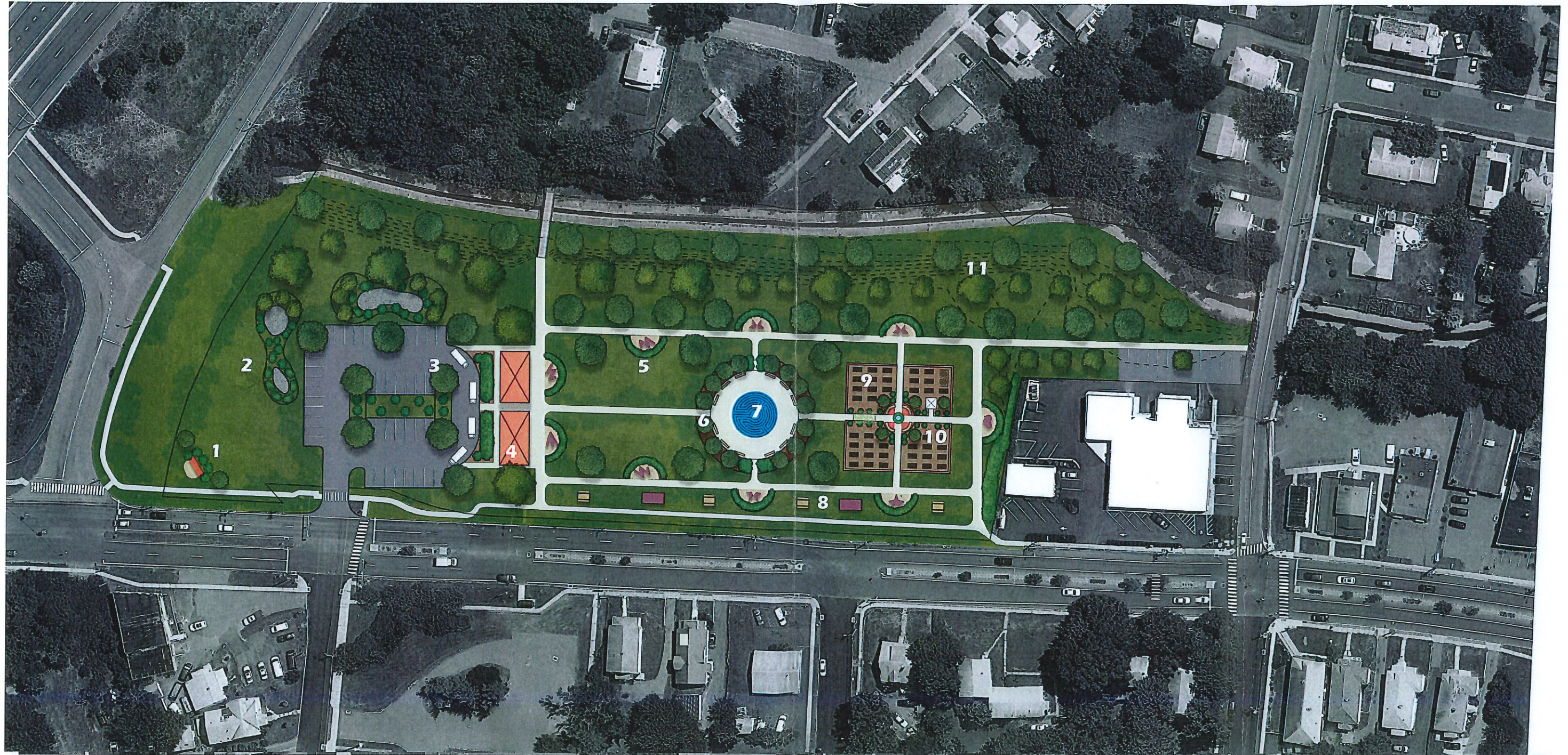
9. Amphitheater



NOT TO SCALE

WILSON GATEWAY PARK

GARDEN PARK



- 1. Gateway Park Monument
- 2. Parking Lot Rain Gardens
- 3. Food Truck Parking

- 4. Picnic Pavilions
- 5. Sculpture / Play Stations
- 6. Central Plaza

- 7. Spray Fountain
- 8. Streetscape Mural
- 9. Community Gardens

- 10. Garden Mini-Plaza
- 11. Deckers Brooke Habitat Restoration




NOT TO SCALE

Agenda Item Summary

Date: July 5, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Riverfront Multi-use Trail Grant Application and Local Match

Background

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

In October 2020 the Town Council authorized town staff, working in partnership with Riverfront Recapture, to submit a grant application to the Connecticut Department of Transportation to help fund construction of a trail segment from the town line north to the existing multi-use trail along Decker's Brook. A \$500,000 grant was awarded to the town toward the preliminary project cost estimate of \$750,000 to \$775,000. Due to market conditions, the estimated cost of the project has increased beyond the preliminary estimate.

This agenda item respectively requests the Town Council to endorse Riverfront's grant submittal to the State's Community Investment Fund 2030 program and to approve a \$50,000 local contribution to help increase the competitiveness of the grant request. The recommended source of funding is the town's allocation of American Rescue Funds.

Discussion/Analysis

Riverfront Recapture has acquired 60 acres of riverfront property on the Hartford / Windsor town line. This purchase allows Riverfront Recapture to construct a multi-use path from the Greater Hartford Jaycees' Boathouse in Hartford to the Windsor town line. The remaining gap of roughly 850' to connect with the existing trail in Windsor is over State-controlled parkland.

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

Riverfront Recapture staff have identified the State's Community Investment Fund grant program as a possible funding source for the project. This grant program is a competitive process and applications are due July 25th. Riverfront Recapture staff are working to prepare an application submittal.

When approved in fall of 2020, it was contemplated the town would consider participating financially in the project as this segment of the pathway would move us closer to the long-term

plan of connecting town center and Wilson with Riverfront Recapture's park system and associated amenities to the south.

Design and permitting is currently underway. With funding in place, construction could start in 2023.

Financial Impact

The preliminary project cost estimate was \$750,000 to \$775,000 including a crossing over Decker's Brook and a contingency. Due to market conditions, the current estimate is \$1,017,500. The town has previously received a \$500,000 grant for the project leaving a \$517,500 funding gap.

It would be appropriate for the town to consider participating financially in this project as this segment of the pathway would move us closer to the long-term plan of connecting town center and Wilson with Riverfront Recapture's park system and associated amenities to the south. A \$50,000 local contribution is recommended to help increase the competitiveness of the grant request. It is recommended the source of the \$50,000 be the town's allocation of American Rescue Funds.

Based on a local match of \$50,000, Riverfront Recapture would submit an application for \$467,500 under the Community Investment Fund program.

Other Board Action

None.

Recommendations

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

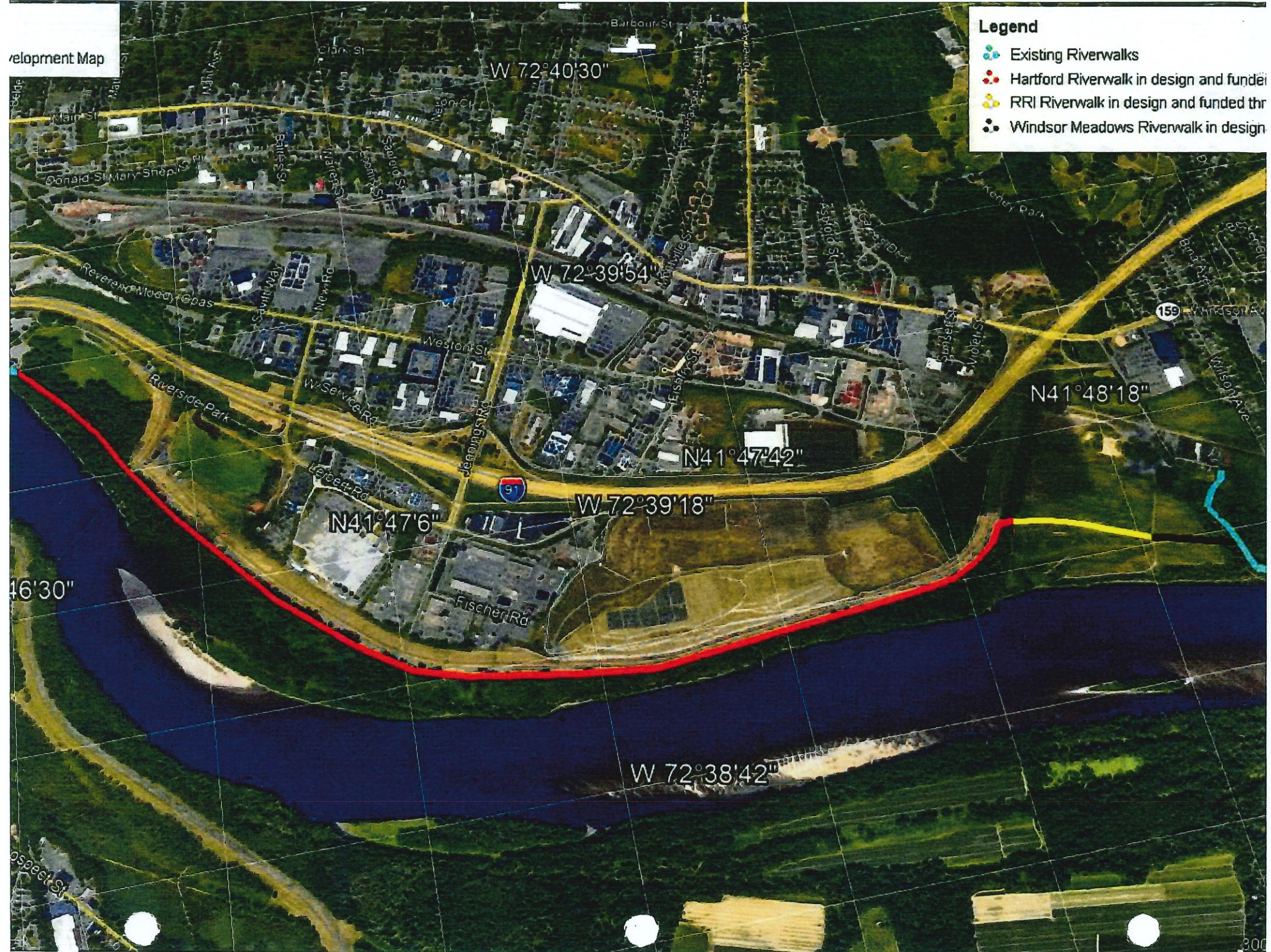
“MOVE to endorse Riverfront Recapture's submittal of a grant application to the Community Investment Fund grant program for the Riverwalk Multi-Use Trail Project and authorize use of \$50,000 in American Rescue Funds as a local match towards the project.”

Attachments

Trail Network Area Plan

August 2019 Riverfront Park Concept Plan

Trail Network Area Plan



Development Map

Legend

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

W 72°40'30"

W 72°39'54"

N41°48'18"

N41°47'42"

W 72°39'18"

N41°47'6"

W 72°38'42"

46'30"

August 2019
Riverfront Park
Concept Plan

RIVERFRONT PARK AND RIVERWALK DEVELOPMENT


TOWN OF WINDSOR
TOWN COUNCIL
AUGUST 5, 2019
RIVERFRONT RECAPTURE

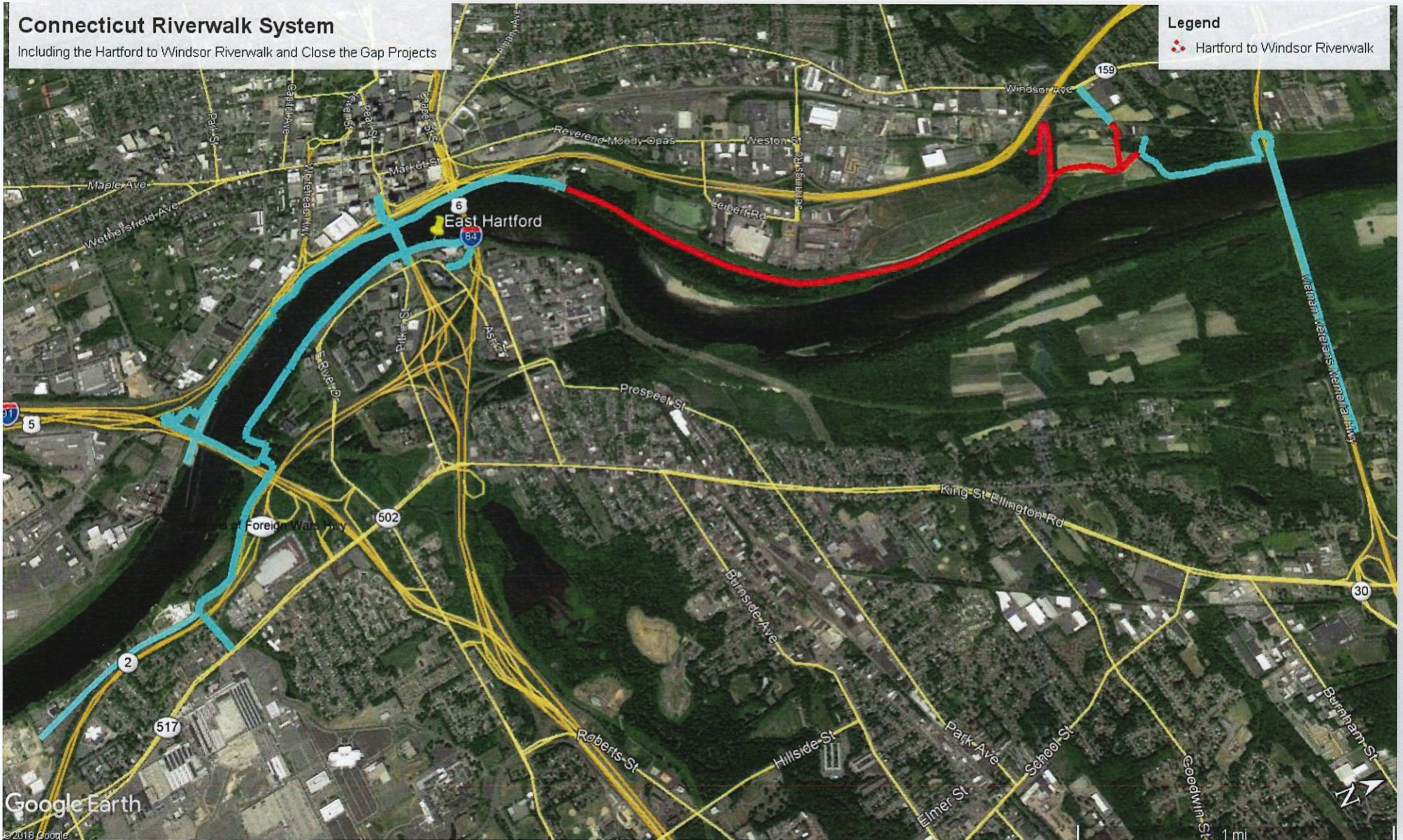


Connecticut Riverwalk System

Including the Hartford to Windsor Riverwalk and Close the Gap Projects

Legend

 Hartford to Windsor Riverwalk



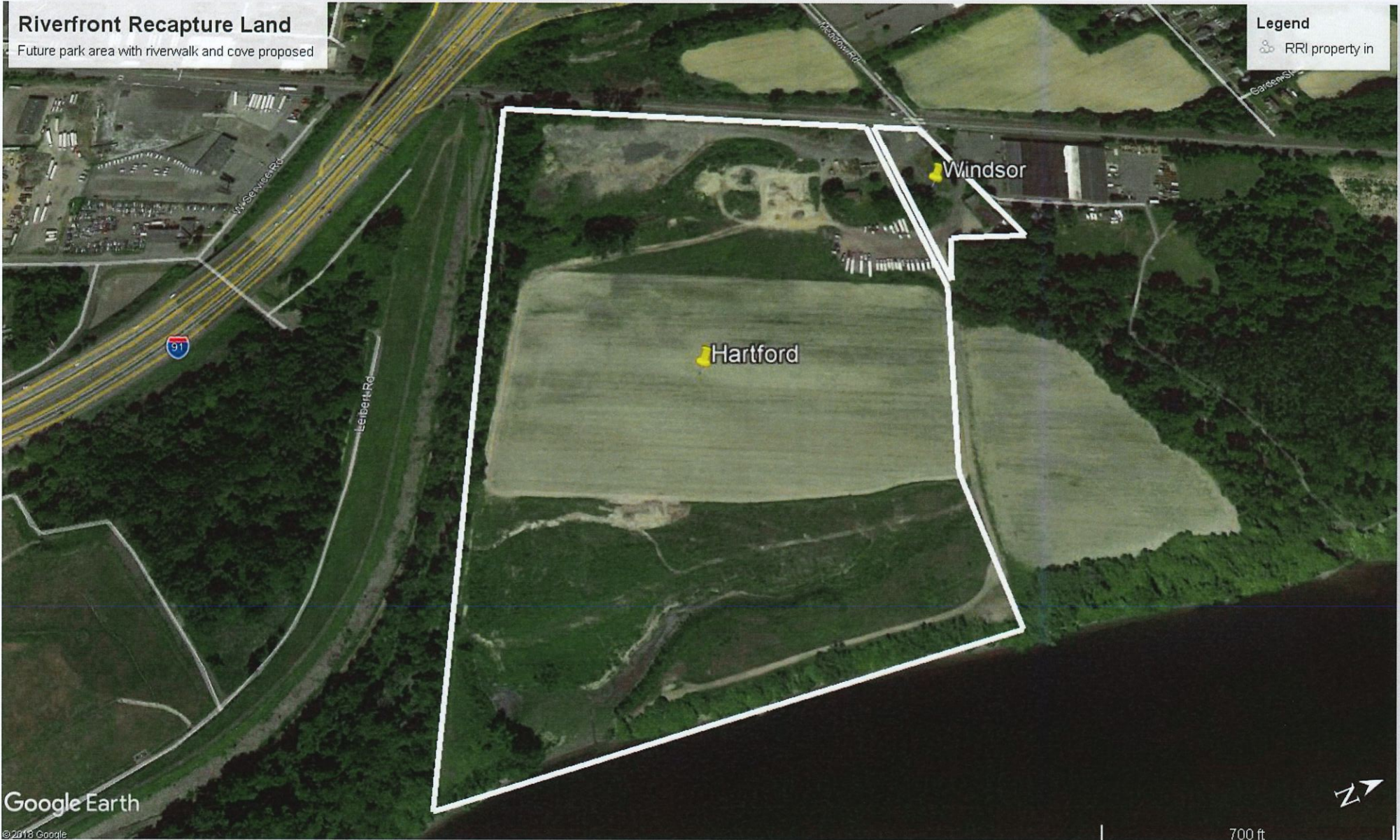
Riverwalk Trail System: Current and Under Design

Riverfront Recapture Land

Future park area with riverwalk and cove proposed

Legend

📍 RRI property in



Private Property to be Acquired by Riverfront Recapture

State of Connecticut Land

Future park area to be managed by Riverfront Recapture

Legend

Windsor Meadows Addition



Windsor State Meadows

Proposed Cove Park Area



Future Riverwalk and Cove



Upper Area of Park



Meadow



Future Cove



Cove Inlet



Meadow Brook on South Side of Property



Decker's Brook on North Side of Property



Rendering of Future Riverwalk Crossing Park



Windsor Riverwalk



Project Status

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



Questions?



**Town Council
Resignations/Appointments/Reappointments
July 5, 2022**

Resignations

None

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

None

Names submitted for consideration of appointment

- A. One Republican Member
Capital Improvements Committee
Three Year Term to expire May 5, 2024 or until a successor is appointed
(Aaron Jubrey - resigned)

“MOVE to APPOINT William Pelkey as a Republican (At Large) member to the Capital Improvements Committee for a three year term to expire May 5, 2024 or until a successor is appointed.”

- B. One Republican Member (Tenant)
Fair Rent Commission
Three Year Term to expire March 31, 2023 or until a successor is appointed
(Tom Grossi – resigned)

“MOVE to APPOINT Kevin Washington as an Unaffiliated member (tenant) to the Fair Rent Commission for a three year unexpired term to expire March 31, 2023 or until a successor is appointed.”

C. One *Democratic* Member

Human Relations Commission

Three Year Term to expire May 31, 2025 or until a successor is appointed

(Joyce Armstrong)

“MOVE to REAPPOINT Joyce Armstrong as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2025 or until a successor is appointed.”

D. One *Republican* Member

Inland Wetlands and Watercourses Commission

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

(Paul St. Amand – resigned)

“MOVE to APPOINT Carol Elkins as a Republican member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2024 or until a successor is appointed.”

E. One *Republican Alternate* Member

Town Planning & Zoning Commission

Two Year Term to expire November 11, 2023 or until a successor is appointed

(Mark Ferraina – resigned)

“MOVE to APPOINT Christian Rivas Plata as an Unaffiliated Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2023 or until a successor is appointed.”



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
June 20, 2022
Regular Town Council Meeting
Council Chambers**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor Nuchette Black-Burke, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith and Councilor Jody Terranova

Not Present: Councilor James Dobler and Councilor Len Walker

2) PRAYER OR REFLECTION

Councilor Smith led the group in reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Smith led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Kathy Carroll, 35 Parkwood Drive, spoke about pickle ball courts in Windsor and encouraged Council to make needed repairs.

John Kelling, 404 Candlemaker, gave a handout to Council with photos showing the current condition of pickle ball courts in Windsor. He reported they are in poor condition and asked for Council's attention in repairing them.

Chris Liquori, 32 Hampden Place, was present with his young son, Nico. They are avid pickle ball players and the game draws people from all ages. They would love to see more pickle ball in Windsor.

Dave Kaylee, 15C Harmon Drive, shared that he is a new pickle ball player and that the group is friendly, supportive and enjoyable. He hoped changes can come about to improve the courts in town.

George Slate, 74 Ethan Drive, learned in May that the John Mason statue is not going to be moved and he wanted to know if the town would be refunded the \$35,000 in grant money. He read in the May 16, 2022 Council minutes that a homeowner's association requested that the town help maintain their private roads. He did not support this. Lastly, he questioned why the town did a proclamation for Juneteenth as there is no proclamation for any other federal holiday.

Coralee Jones, 1171 Matianuck Avenue, read an article in the Journal Inquirer which reported that Windsor qualifies as a "distressed" town and stated that if this is so, we should not consider establishing a marijuana store. She communicated that she doesn't want a marijuana store in Windsor and would like the question to go to a vote. She also questioned why we are pushing for more affordable housing and is concerned with the use of town resources.

Paul Poirier, 77 Mack Street, is a long-time resident and would like to see pickle ball courts in Windsor like those in South Windsor, Bloomfield and Enfield. He would support the effort for new or improved courts.

William Pelkey, 133 Portman Street, reported police vehicles speeding on his street without their lights on. He also shared that a radar speed sign went up recently which was placed two houses from a stop sign. He asked for better placement in the future of these signs.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Terranova – None

Councilor Gluck Hoffman – None

Councilor Black-Burke thanked everyone for coming to the meeting. She also thanked those involved with the Trucks, Traffic and Trash forum. Last Saturday morning, she marched in Bloomfield's Juneteenth parade along with Town Manager Souza and Councilor Walker. Windsor's Human Relations Commission collaborated with Bloomfield and hosted many events. She thanked them for all of the programs that were offered over the last weekend.

Councilor Eleveld – None

Deputy Mayor Rampulla Bress attended the open mic night for Juneteenth at the Windsor Arts Center. She thanked the Human Relations Commission who set up four days of exciting events in collaboration with Bloomfield to commemorate Juneteenth. She also wanted residents to know that there are new videos on the town's website and the Facebook page that have been produced by our staff that show stories of non-profits and small businesses in Windsor that were helped by the American Rescue Funds grants that were approved by the Council. She encouraged everyone to watch them and see how those funds made an impact.

Councilor Smith attended an awards ceremony where 17 fire fighters received promotions and years of service awards ranging from 5-55 years of service. He thanked them for their service.

Mayor Trinks asked Town Manager Souza to see what could be done about improving the pickle ball courts in town.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Commissioner Gary Johnson reviewed the following projects:

1. Fire and EMS Station Design Project – 9912

The general contractor has completed the apparatus bay epoxy floor coating repairs. Town staff is still in the process of receiving all closeout documentations from the general contractor. The PBC is holding \$276,000 in retainage until project documentations are completed.

2. Sage Park Middle School Energy HVAC Efficiencies Upgrades Project Phase Two – 9519

The contractor Sav-Mor Cooling of Southington, CT has started project work. Presently available first floor classroom heat pumps are being installed. Due to current supply chain logistical issues; the first floor heat pump equipment has been delayed until end of August. This will delay completion of first floor classroom air conditioning. This project is now scheduled to be completed into 2023 because of equipment delays.

3. Aquatic Facilities Improvements Design

The PBC is expecting the architect to present the completed construction drawings to the Commission at its next meeting. Upon review and approval, the project will be available for town staff to bid according to the town Capital Improvements Projects schedule.

4. Milo Peck School HVAC Construction – 9538

The PBC has authorized the architect, Salamone and Associates, to proceed with complete project redesign utilizing all available alternative energy equipment. Once they complete the new design, they will complete a cost benefit life cycle analysis comparing the original design versus the new design. This analysis is expected to be presented to the PBC at its August 2022 meeting.

5. Clover Street School Roof Replacement Design Project – 9549

The project design architect, Hibbard & Rosa, is working on completing the construction drawings. The PBC expects to review the completed drawings at one of its meetings in September 2022.

6. Design for LP Wilson Community Center HVAC Renovations – 9551

The PBC expects the architect to present the completed construction drawings at its meeting in July 2022. The PBC will review drawings and potentially proceed to bidding by town staff.

7. Design for 330 Windsor Ave. Community Center Gym HVAC Renovations –9550

The contractor has ordered all new equipment but current logistics have the new equipment arriving in 12 weeks. Town staff and the contractor will coordinate with Parks and Recreation staff when the contractor can schedule all interior work before exterior equipment arrives.

8. Design for Clover Street School Restroom ADA Code Compliances – 9552

The PBC expects to review schematic design drawings at their second June 2022 meeting.

9. Design for LP Wilson BOE Restroom Renovations – 9553

The PBC expects to review schematic design drawings at their second June 2022 meeting.

10. LP Wilson Social Services Relocation Project

The PBC has awarded this project to Frank Zaino Associates of North Stonington, CT. Abatement of HazMat is being coordinated by town staff. Once abatement is completed construction work will start. The PBC expects project work to be completed in September 2022.

11. O'Brien Field House Renovation Design Project

The PBC has awarded this project to Kaestle Boos Associates. The PBC expects KBA to complete the feasibility study in September 2022.

b) Housing Code Board of Appeals

Chair John Sasporatos reported that the Board hasn't meet in the last four years and that there haven't been any issues for them to address. The Board is comprised of four members and they currently have one democratic vacancy. He thanked staff for handling complaints and violations. He stated they are eager and willing to serve.

Deputy Mayor Rampulla Bress asked Mr. Sasporatos to share an example of what the Board mediates for new Council members. Mr. Sasporatos shared that four years ago, yard maintenance was a big complaint for properties going through foreclosure. If staff wasn't able to get the owner (bank) to comply then the owner (bank) would meet with the Housing Code Board of Appeals where they could enforce daily penalties to them until the work was done. If the owner (bank) still didn't do the work then the town would take care of it and lien the property for the work that had been done.

Deputy Mayor Rampulla Bress shared that any commissioner's term remains in place until a replacement is chosen or they resign. She informed Mr. Sasporatos that Ms. Orme still remains on the Board even though her term ended in 2018.

c) Historic District Commission

Chair Steve Rubino wasn't present at the meeting. Mayor Trinks asked the Commission to reschedule their report.

8) TOWN MANAGER'S REPORT

Police Cadet/CT Maher Promotions Solicitation Drive

The Windsor Police Cadets, in conjunction with C.T. Maher Promotions, will be conducting a solicitation drive between July 1, 2022 and September 30, 2022.

Representatives of C.T. Maher Promotions will be contacting local businesses and residents, requesting donations. A portion of the proceeds will benefit the Windsor Police Cadets.

Anyone with questions or concerns should contact C.T. Maher Promotions @ (860) 657-9494 or Sergeant Bernard Petkis @ (860) 298-4322.

If you wish 100% of your donation to go towards the program, please mail it directly to the Windsor Police Cadets, c/o Sergeant Bernard Petkis, 110 Addison Road, Windsor, CT 06095. Do not use the envelope provided by C.T. Maher Promotions.

July is Parks and Recreation Month

Windsor Recreation and Leisure Services is celebrating Park and Recreation Month, an initiative of the National Recreation and Park Association (NRPA), this July. We are celebrating how the Town of Windsor is stronger, more vibrant, and more resilient because of parks and recreation. Our recreation staff has planned a variety of activities to celebrate the month with special events and programs for residents of all ages and abilities such as Movie Nights, Block Parties, Float Nights at the Pool, Theatre Performances, Senior Kayaking, Sunset Yoga and more! Our local parks are often our first experience in nature, our introduction to a favorite hobby or physical activity. They are places to gather with friends and family, spaces to celebrate life's special moments, spots of respite and healing. For more information, call 860-285-1990 or go to: <https://townofwindsorct.com/recreation/>

Milling/Paving operations

The second round of this year's milling/paving operations is anticipated to begin during the third week of July, weather permitting. We expect the work to be wrapped up by the second week of August. Streets currently scheduled for rehabilitation include Indian Hill Road, Somerset Drive, Oxford Drive, Hampden Place, Macktown Road (railroad crossing to the vicinity of 120 Basswood Road), Settlement Hill, Randall Circle, Holcomb Hill Road, Silliman Circle, Scott Lane, Pigeon Hill Road bridge deck over I-91, and Kennedy Road bridge deck over Amtrak rail lines. Public works staff will be completing repairs to drainage structures on those streets before paving work begins.

Department of Public Health VAX VAN

The DPH VAX van will be at the Windsor Main Library, located at 323 Broad Street, on Tuesday, June 21st from 10:00 AM – 2:00 PM. This will be for those aged 5+ and older. No appointment is needed. Ages 5-17 will receive Pfizer, and those 18 or older have the option of Janssen, Moderna or Pfizer.

Ages 5-11 are now eligible to receive the Pfizer booster vaccine 5 months after the primary series!

This clinic is a walk-in clinic and recipients should bring their vaccine card, insurance card and ID. You can get a jump on filling out the necessary forms by going to the town's website at www.townofwindsorct.com. Forms can be filled out at the event as well. For more information, call 860-285-1824.

Windsor's Longest Day Concert on the Green

Bring your chairs and join us tomorrow night (June 21st) at 6:30 PM for Windsor's Longest Day Concert on the Green at 275 Broad Street. Noah Lis, from NBC's television show 'The Voice', will be performing during the event.

This event is being hosted by the Caring Connection Adult Day Health Center and Windsor Senior Center to raise awareness and show support for caregivers and those living with Alzheimer's Disease and related cognitive disorders. For more information, call (860) 547-0251.

Concert on the Green

First Town Downtown invites you to its first of a series of concerts which will be held on the Town Green at 275 Broad Street on June 23rd from 6:30 PM – 8:30 PM. This event is sponsored by the First Town Downtown Board of Directors. At this concert, there will be a variety of jazz styles performed by the Doug Maher Quartet.

Additional concerts will be held every Thursday afternoon on the Town Green from 6:30 PM – 8:30 PM from June 23rd – August 18th. Free. For more information, call 860-247-8982 or go to: <https://www.firsttowndowntown.org/programs/summer-concerts/>.

Farmer's Market

Get ready! First Town Downtown's Farmers Market opening day is June 23rd! The market takes place every Thursday this summer and fall through October 20th from 3:00 PM – 6:30 PM at 240 Broad Street. Enjoy a variety of fresh, locally grown produce and specialty items and musical entertainment by our very own "Tomaca" on opening day, June 23rd.

Wilson Branch Library Listening Sessions

Staff at the Wilson branch library will be conducting three listening sessions to get community input on how the branch can strengthen their role in serving resident and business needs.

The sessions will be on:

- July 11, 2022 - 5:45 PM – 7:15 PM
- July 13, 2022 - 10:15 AM – 11:45 AM

- July 16, 2022 - 1:00 PM – 2:30 PM

Please contact the Wilson Branch Library at 860-247-8960 for further information.

9) REPORTS OF STANDING COMMITTEES

Finance Committee – Councilor Terranova reported they met last week and there are three items – 12 d, e and f – on the agenda this evening.

Personnel Committee – Deputy Mayor Rampulla Bress reported that the next meeting is on Wednesday, June 29, 2022 at 5:30 p.m. She mentioned that this would be the last opportunity for resident input regarding the Arts Council/Commission.

10) **ORDINANCES** – None

11) **UNFINISHED BUSINESS** – None

12) **NEW BUSINESS**

a) Approve Lease Agreement for Luddy Carriage House

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, that the Town Manager is authorized to sign the proposed lease with Ewe and You Fiber Arts, LLC for use of the town-owned Luddy Carriage House, located at 261 Broad Street.

Patrick McMahon, Economic Development Director, reported that in September 2018, the town entered a lease with Ewe and You Fiber Arts, LLC for the Luddy Carriage House at 261 Broad Street. Ewe and You Fiber Arts, LLC sells yarns and fiber art tools and provides knitting and crochet classes by appointment. Rachel Schuster, proprietor of Ewe and You Fiber Arts, LLC, is interested in continuing to lease the property. The shop has attracted a strong customer base - some of whom enjoy the outdoor 'knit lounge'. The lease commenced at \$690 per month and increased approximately 3% each subsequent year. The current lease term expires on August 31, 2022.

Mr. McMahon explained that the proposed lease is similar in terms to the current lease. Key elements of the lease include:

- A five-year term effective September 1, 2022. The lease may be extended for one additional year with town consent.
- Monthly rental payments starting at \$775 and increasing 3% each year.
- Lessee is responsible for housekeeping, rubbish, liability insurance and phone and cable utilities.

- Town is responsible for property insurance, utility (electricity, natural gas, and water) costs, grounds maintenance, snow removal and major maintenance.
- Either party may terminate the lease with 60 days written notice.

Mr. McMahon stated that rent payments are deposited into the Special Revenue Fund account which is used to pay utility and maintenance costs. The proposed rental payments for the first year of the lease (September 2022 through August 2023) would be \$9,300.

Councilor Eleveld asked why a triple net lease is not being used which is standard in business. Town Manager Souza responded that the utilities that serve the carriage house are not separately metered. They run from the Luddy House.

Councilor Eleveld asked what are the cost of utilities? Town Manager Souza stated that it is difficult to estimate that because it is a small space and the Chamber of Commerce usage is sporadic. He could get the information for Council, but it would be an estimate.

Councilor Eleveld asked if the lessee is responsible for liability insurance or renter's insurance for their contents. Town Manager Souza stated yes. He added that section four of the agreement addresses insurance.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

- b) Approve Host Community Agreement with Cigna relative to data center reinvestment

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, that the Town Manager is authorized to sign the Host Municipality Fee Agreement with Cigna Corporation as presented.

Patrick McMahon, Economic Development Director, stated Cigna is looking to ensure additional capacity in the near term in order to support projected company growth. To that end, Cigna intends to spend \$386 million over the next five years at the WDC. The projected software spend is \$100 million and tangible personal property projected expenditure equals \$286 million. Projected tangible personal property spend includes both the refresh of existing assets as well as new personal property to support growth plans of the WDC.

Per *Connecticut General Statutes* adopted in 2021, the company may qualify for state and local tax incentives for data center facilities based on the level of overall investment in a 5 year period.

Mr. McMahon reported that current law calls for a locality to negotiate a host municipality fee agreement if over \$200 million in investment is made in real or personal property over a 5 year period. After discussions with town staff, Cigna is agreeing to continue to pay local property taxes at the prevailing mill rate without any abatement. A host municipality fee agreement is still required to memorialize that intent as it is a prerequisite to Cigna securing the state tax benefits under the law. A proposed agreement, which has been reviewed by the town attorney and was included in

the Council packet. A proposed agreement, which has been reviewed by the town attorney, is attached for consideration.

Mr. McMahon stated that the new investments are estimated to generate from \$1.3 million in year one to \$3 million in year five (not accounting for mill rate change due to property revaluation.) Annual revenue would begin to decline starting in year six as the first investments will be fully depreciated. Absent additional investment beyond year five, estimated tax revenues in years six through eight are projected to range from \$1.9 million in year six to \$860,000 in year eight.

Town Manager Souza thanked Cigna for their continued reinvestment in the Windsor facility.

Councilor Eleveld thanked Cigna for moving forward in the way that they are.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

c) Approve amendments to Youth Services Coordinator job description

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke that the Youth Services Coordinator job description be approved as presented and the position be placed in Grade 7 of the Administrative Pay Plan.

Amelia Bliss, Human Resources Director, reported that in the past few years additional responsibilities have been added to the Youth Services Coordinator position due to state mandates and program growth, therefore, town staff has deemed it necessary to review and update the job description in order to keep it current and to reflect organizational needs and state requirements. The updates have been reviewed by the Recreation and Leisure Services Director and the Human Resources Director. Some changes are necessary for it to reflect the current duties and responsibilities of the position.

Ms. Bliss stated that this position performs supervisory, administrative and professional work to coordinate and implement the town's youth service programs and activities. Essential duties include developing, implementing and promoting programs and activities for youth and families including social and emotional development, education about preventing drug and alcohol use, violent behavior and other prevention education and activities. Based on the changes to the position, a job analysis questionnaire and point factor evaluation were completed and the results indicate the position should be moved from pay grade 6 to pay grade 7. As of the new fiscal year, pay grade 7 range is \$71,710 - \$98,988.

Ms. Bliss and Paul Norris, Director of Recreation and Leisure Services, were present to answer any Council questions.

Councilor Black-Burke asked if this position is more youth services, youth development or are we bringing them together. Mr. Norris responded that the two are being combined. They are taking the Juvenile Review Board (JRB) piece and the youth development piece and putting them together.

Councilor Black-Burke wanted to call out very specifically that the individual in this position would be working towards youth development, not just for the JRB, but comprehensively in the work that is being done. Town Manager Souza stated the first bullet under essential duties and responsibilities addressed Councilor Black-Burke's comments. Mr. Norris further clarified that the Youth Services Bureau's primary function is youth development in the community.

Deputy Mayor Rampulla Bress shared that she believed that the town recruits and retains the best people when we compensate for additional responsibilities. She stated that the Youth Services Bureau staff is phenomenal and she has seen a lot of programs offered on social media. She thanked them for their work.

Councilor Gluck Hoffman asked how the data is currently being collected. Mr. Norris stated that currently it is funneled through the Police Department and held there. However, now the Youth Services Bureau (YSB) Coordinator will be responsible for collecting that data and relaying that to the State and other agencies.

Councilor Eleveld asked if the Police Department is already collecting that information. Mr. Norris said yes they are but the police may not be reporting that they need to do a certain amount of volunteer hours or attend classes. The YSB Coordinator will be reporting that information along with numbers and demographics to the State.

Councilor Gluck Hoffman stated there are different metrics that are being chosen to build a database. Mr. Norris stated these metrics are being required by the State.

Councilor Eleveld ask if they are basically taking the information the Police Department has and then adding to it. Mr. Norris said yes.

Councilor Eleveld asked if we were taking two part-time positions and making it into one full-time position. Town Manager stated no, this is an existing full-time position and we are reclassifying it because of new responsibilities.

Councilor Black-Burke asked about the structure of the Youth Services Bureau Department. Mr. Norris said there is one full-time YSB Coordinator and part-time program directors that are specific to the different programs they have like the STEP program.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

d) Approve Fiscal Year 22 year end transfers

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit and approve a transfer of \$26,570 from Safety Services to General Government to cover the projected year-end deficit.

Councilor Terranova provided an overview of the item.

The Finance Committee and Town Council have traditionally granted the Finance Director the authority to transfer up to \$5,000 between service units at the end of the fiscal year (offsetting those that have gone over budget with those that have come in under budget). In addition, we are requesting the Town Council approve the transfer of funds to service units that have gone over the adopted budget by more than \$5,000.

The General Government service unit is projected to be over budget by \$26,570, which brings the FY 22 General Fund funding to the service unit to \$1,125,160 as opposed to the adopted budget of \$1,098,590. The main drivers for this are additional costs associated with a special election as well as legal fees for workers compensation cases. It is recommended a transfer of \$26,570 be made from the FY 22 Safety Services budget. Mr. Bourke reported the Finance Committee met on June 13th and they recommended this motion.

At this time, there are no service units that are projected to need a year-end transfer by the Finance Director. However, we respectfully request that the Town Council approve that the Finance Director be granted authorization to make year-end transfers of up to \$5,000 in the event a service unit exceeds that original budget authorization.

The Finance Committee met on June 13th and recommended that the Town Council grant authority to the Finance Director to make year-end transfers in the General Funds of not more than \$5,000 per service unit. They also recommend that the Town Council approve a transfer of \$26,570 from Safety Services to General Government to cover the projected year-end deficit.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

e) Approve Fiscal Year 22 Purchase Orders

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress that the FY 22 General Fund open purchase orders as of June 13, 2022 be submitted and approved by the Town Council until October 18, 2022.

Councilor Terranova provided a brief overview and noted that the total is slightly higher than in years past due in part to supply chain issues.

There are sixteen FY 22 General Fund open purchase orders as of June 13, 2022 totaling \$485,211 that are expected to be encumbered. The list of purchase orders were included with the Council packet. It is our overall objective and general practice to have purchase orders in place the first week or so of May. There are instances when the time frame is not met as the planning and procurement process for goods and services can often take 30 to 45 days or more prior to a purchase order being finalized.

The Finance Committee met on June 13th and recommended that the FY 22 General Fund open purchase orders as of June 13, 2022 be submitted and approved by the Town Council until October 18, 2022.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

f) Approve amended General Fund Reserve Policy

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress to amend section II (A) of the DEBT AND FUND BALANCE POLICY by adding the following language:

A surplus in the General Fund unassigned fund balance identified in the Town's audited financial statements that exceeds 20% maximum target may be available for possible appropriation. In making said allocation of funds, the Town Council shall give priority to the following activities:

- Transfer up to 40% to Tax Rate Stabilization Fund for use to reduce the tax rate in the subsequent year(s) provided that care is taken to avoid a major fluctuation in the tax rate in succeeding years
- Transfer up to 20% of excess to the Capital Projects Fund for capital projects
- Transfer up to 20% of excess to fund long term liabilities in Other Post Employment Benefit programs (OPEB) or defined benefit pension plan
- Transfer up to 20% of excess to Clean Energy & Sustainable Projects Fund.

Councilor Terranova gave an overview of the Policy as follows.

The Finance Committee met in February and May to review the potential revisions to the Town Council's General Fund Balance policy. The Committee is recommending new policy language to guide the use of the unassigned fund balance when it exceeds 20% of the operating budget.

Over the past several years, the town has experienced positive General Fund operating results in terms of surplus revenues and expenditure savings due to strong grand list growth, revenue from building permits, conveyance fees, grants, delinquent property tax collections, as well as vacancy savings and monitoring of expenditures. In the past the Town Council, on an annual basis, has approved use of the Unassigned Fund Balance for a range of projects and uses such as, capital projects, tax rate stabilization (opening cash), and open space preservation.

As a result, the Unassigned Fund Balance as of June 30, 2021 was 25% of the adopted FY 22 General Fund operating expenditures and is \$6.3M over the 20% policy amount. Current projections for the Unassigned Fund Balance as of June 30, 2022 is preliminarily estimated to be \$6.9M over the 20% policy amount. The policy currently provides guidance as to how the General Fund Unassigned Fund balance may be spent. The purpose of this agenda item is to identify potential policy language to guide the use of the unassigned reserves once the level of the fund balance has exceeded 20% of the operating budget.

Deputy Mayor Rampulla Bress thanked Councilor Terranova for her leadership and Councilor Smith for the collaborative discussion. She stated that this was an important thing to do and was pleased to be a part of that under Councilor Terranova's leadership.

Councilor Smith wanted to clarify that we are not restricted to these four "buckets" in these percentages.

Councilor Terranova stated that this is just a guide and we can decide how we move money.

Councilor Smith asked that if we wanted to put 50% of the surplus into the Tax Rate Stabilization Fund.

Councilor Terranova stated absolutely, and at the time that it is brought forward to us, we'd be looking at all the other factors that are going on and make an informed decision based on the circumstances.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

g) Introduce 2023-2028 Capital Improvement Program

Town Manager Souza reported that the town's six year Capital Improvement Program (CIP) provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. FY 2023-FY 2028 includes project descriptions and projected costs by fiscal year.

Below are a few highlights of the proposed CIP:

- The CIP includes approximately \$8.8 million for street resurfacing, pavement reclamation, milling, lot repaving, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$21.3 million. Of the total \$30.1 million included for the asset management of town roadways, \$7.6 million is planned to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$20 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed out balances from completed projects.
- Outdoor Pool Facilities projects (Goslee and Welch) are in the final design phase currently and construction is proposed to be done in two phases. Funding for Goslee is slated for FY 23 followed by Welch in FY 24.
- The proposed CIP forecasts \$66.36 million in bonding authorization.

- The 6-year CIP cycle includes three projects that would require voter approval based on current estimated costs. These projects are:
 - Broad Street Road Diet
 - BOE – Windsor High School – Heating and Ventilation System Replacement
 - BOE – Windsor High School Roof Replacement
- There are several large projects between Sage Park Middle School and Windsor High School totaling \$17.24 million which are incorporated over the 6 year period. Projects range from roof replacement, heating and mechanical equipment replacements, floor replacements to the installation of air-conditioning systems.

Town Manager Souza stated that if funding were to be authorized for all projects listed in the CIP as proposed, annual debt service payments would be expected to increase from roughly \$9.1 million in FY 2023 to a peak of approximately \$10.5 million in FY 2028. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) would range from \$2.44 million to \$2.89 million per year during that period. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Town Manager Souza reported that the Capital Improvements Committee completed their review of the proposed CIP on May 25th. The Committee voted to recommend that the proposed FY 2023-FY 2028 CIP be approved with the suggestion that the Kennedy School HVAC Replacement project be placed in FY 24 versus FY 27.

Town Manager Souza noted that in FY 23 and FY 24 there is a design and reconstruction project planned for the courts at the L.P. Wilson Community Center. The pickle ball court concerns raised this evening could potentially be added to that project and its scope.

Mayor Trinks recommended that the proposed CIP be referred to the Town Improvements Committee for review prior to final consideration by the Town Council.

Deputy Mayor Rampulla Bress asked for a status on where the town is in replacing HVAC at the schools. Town Manager Souza reported that all the elementary schools have been replaced in the last six years, Sage Park is underway at this point and the high schools are slated for replacement.

Town Manager Souza added that the L.P. Wilson Community Center is in the CIP for two phases. Part of the north side of the building which houses the BOE administrative offices, as well as alternative education, is slated in FY 23 for potential funding.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, to accept the resignation of Kereme Murrell from the Human Relations Commission.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the June 6, 2022 Public Hearing (NAA)

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld to approve the unapproved minutes of the June 6, 2022 Public Hearing (NAA) as presented.
Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

- b) Minutes of the June 6, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to approve the unapproved minutes of the June 6, 2022 Regular Council meeting as amended.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate, 74 Ethan Drive, mentioned that according to the town's website that the Great Pond Improvement District group hasn't met since 2020 and encouraged that the town follow up and see how they are spending funds. He also shared concerns that there isn't very much money in the rainy day fund with the social security COLA projections. He cautioned the Council to be careful with what they do with excess.

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to enter Executive Session at 9:07 p.m. for the purpose of:

- a) Strategy and negotiations with respect to collective bargaining (Teamsters)

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

16) EXECUTIVE SESSION

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor Nuchette Black-Burke, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith and Councilor Jody Terranova

Staff: Town Manager Peter Souza; Scott Colby, Assistant Town Manager and Amelia Bliss, Human Resources Director

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke to exit Executive Session at 9:30 p.m. and to re-enter the Regular Town Council meeting.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)



17) ADJOURNMENT

MOVED by Councilor Gluck Hoffman, seconded by Councilor Eleveld, to adjourn the meeting at 9:30 p.m.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

Respectfully Submitted,

Andrea D. Marcavitch
Recording Secretary