

**TOWN COUNCIL  
COUNCIL CHAMBERS  
WINDSOR TOWN HALL  
JANUARY 2, 2018  
Regular Town Council Meeting  
APPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:34 p.m.

Present: Mayor Donald Trinks, Councilor James Govoni, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin, and Councilor Kenneth Wilkos. Absent: Councilor Jill Jenkins

**2) PRAYER**

Councilor Jepsen led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Jepsen led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMENTS AND PETITIONS - None**

**6) REPORT OF APPOINTED BOARDS AND COMMISSION**

a) Board of Education (BOE)

Leonard Lockhart, President, and Maryam Khan, Secretary, gave the following report:

The Hartford Foundation for Public Giving grant was approved for the third year. This grant covers the Office of Family Community Partnership and its major initiatives including home visits, mentorships and training.

On January 9, 2018, Joanne Freiberg, Educational Consultant from the State Department of Education will present information on internet safety. There will be a presentation to students during the day and a public presentation at 6:00 p.m. in the Windsor High School auditorium.

The Board will finalize the FY 17-18 budget on January 17, 2018, which is a zero increase budget. They will also be presenting the proposed FY 18-19 budget, which will have an anticipated increase of 2-3%. To address concerns heard from the public, the Board will be asking for more resources to address safety concerns at schools and on the buses for all students.

In response to councilor questions, Mr. Lockhart reported that there was standing room only at the recent community forum concerning discipline and safety protocols held December 12th. It was attended by parents, teachers and staff. The back and forth engagement worked well. Under the supervision of Dr. Cooke, Windsor School Superintendent, the Board will create three task force teams, each with unique perspectives. One will be comprised of teachers and staff, one of parents and one of past BOE presidents and minority leaders. Their recommendations will be made to Dr. Cooke and he will present them to the BOE.

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

### **January 9th Special Election**

Just as a reminder, due to the resignation of State Representative David Baram, there will be a Special Election for the office of State Representative for the 15th District, which encompasses voting District 4 only (vote at town hall) on January 9, 2018. Polling hours are from 6:00 AM – 8:00 PM.

### **Dr. Martin Luther King, Jr. Celebration – January 15, 2017**

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Dr. Martin Luther King, Jr. celebration for the community on Monday, January 15, 2018, from 2:00 PM to 3:30 PM in the council chambers of town hall. All are welcome to attend. For questions, please contact the church office at 860-688-5225.

### **Winter Parking Rules**

Just a reminder that until April 15<sup>th</sup>, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM and no parking on any street during a snow or ice storm that has been in progress for one hour or more. Also, please do not leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

When the snow arrives this year, please remember that the town ordinance requires all property owners to clear snow from the sidewalk (and fire hydrants if there is one on your property) within 12 hours after the storm.

### **Prospect Hill Road – Phase 2**

As an update, before the end of the construction season, the contractor installed curbing, binder course of pavement and the majority of sidewalk sections at this location. The final course of pavement, landscaping, and other roadside restoration will be completed in Spring 2018.

The contractor installed temporary paved transitions from the binder course of pavement to the finished grades at the ends of the project and side streets. These are temporary until the top course of pavement is applied in the spring. The contractor is required to maintain these temporary ramps throughout the winter. Also as sidewalks are not completed and are not formally open to the public, residents are not required to shovel the walks in the area of the new roadway construction.

### **Tree Removal Work at Bradley Airport**

The Connecticut Airport Authority recently conducted tree removal work to the south of Route 20 in Windsor to meet federal safety requirements. The work was done primarily on airport-owned property and on several private properties after the owners gave their permission.

As noted, this is an FAA mandated project that had its origins roughly 5 years ago. Property owners were notified in 2015 of the project and a public hearing was held in 2016 after publication in the Journal Inquirer and Hartford Courant. If this work had not been completed, the airport authority would have jeopardized their ability to fully operate under FAA regulations.

I will be communicating with airport authority staff to see if the soundproofing program for residential properties which was previously offered through the FAA is still available. Once I hear from authority staff, I will pass along the information to councilmembers.

### **8) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor O'Reilly said Happy New Year to all. He encouraged citizens to be engaged and proactive at the upcoming budget meetings and to let the Town Council know of their concerns and priorities.

Councilor Wilkos - None

Councilor Govoni - None

Councilor McAuliffe – None

Councilor Jenkins - Absent

Councilor Tustin said Happy New Year to all. He reminded the public to lock their vehicles at night.

Deputy Mayor Terranova said Happy New Year to all.

Councilor Jepsen said Happy New Year to all.

Mayor Trinks said Happy New Year to all.

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

Personnel Committee – Councilor O'Reilly will give a report later in the meeting.

Finance Committee – Deputy Mayor Terranova will give a report later in the meeting.

Special Projects Committee - None

Health & Safety Committee – None  
Town Improvements Committee - None

**10) ORDINANCES** - None

**11) UNFINISHED BUSINESS** - None

**12) NEW BUSINESS**

a) Approve FY 2019 Budget Parameters and Guidelines

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, to approve the FY 2019 budget assumptions and parameters as presented.

Deputy Mayor Terranova deferred to Peter Souza, Town Manager for the overview.

As part of the annual budget process, the Town Council provides staff with a set of budget guidelines and parameters to be used in preparing the annual operating budget. These parameters set the stage for developing a proposed budget that will attempt to maintain current levels of service, identify resources to address unmet and emerging service delivery needs, as well as continuing multi-year investments in programs such as asset management, infrastructure improvements, open space preservation and funding for other post-employment benefits (OPEB).

On the revenue side, the October 1, 2017 grand list will not be formally completed until January 31, 2018. At this time, we are projecting a net grand list growth of approximately 1.3%. This growth is primarily related to new personal property investment by Amazon, real estate value from Dollar Tree as their fixed assessment agreement ends, along with incremental increases in real estate value at Amazon and Windsor Station in accord with fixed assessment agreements.

There is uncertainty as to the overall level of state aid the town will receive in FY 19 as the Governor and General Assembly will need to address projected budget deficits at the state level for the second year of the biennial State budget. This budget is assuming that the state aid will be the same as it was for FY 18.

Non-property tax revenue categories comprise approximately 17% of the current budget and include such items as state aid, interest earnings, fees, permits and use of General Fund reserves. Uncertainty as to the level of municipal state aid we anticipate to receive will continue as the State of Connecticut enters into the second year of the biennial State budget. Building permit fees, real estate conveyance fees and land recording fees are projected to be similar to what we budgeted from these sources for FY 2018. Interest earnings are expected to moderately increase as we move into a higher interest rate environment.

On the expenditure side we are currently projecting increases in health insurance costs of approximately 7% and retirement costs of approximately 10%. Additionally, we are

expecting unit prices for electricity distribution to increase by 3.5%. Budgeted unit prices for gasoline and diesel are projected to increase as compared to current year unit pricing. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to increase by approximately 10%, and the MDC water rate is projected to increase by 11%.

The recently enacted state budget eliminated the 32 mill cap on motor vehicles. As was the case in FY 18, it is anticipated the Town will be responsible for 50% of the renter's rebate program again in FY 19; funding for which is expected to come from a reduction in an as of yet to be determined state aid revenue category. We expect the Elderly Circuit Breaker tax relief program will not be funded again in FY 19, which results in a loss of revenue of approximately \$180,000.

Town Manager Souza clarified for the council that the MDC budget approved in early December includes a qualifier that if they receive any funds from the user fees in dispute from the Department of Energy and Environmental Protection (DEEP), the received monies would reduce proportionately the Ad Valorem for member towns.

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

b) Approve FY 2019 Budget Format

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, that the FY 2019 budget format remain the same as the format utilized for FY 2018 except to eliminate calculations related to a separate motor vehicle mill rate.

Deputy Mayor Terranova deferred to Peter Souza, Town Manager, for the overview.

Town Manager Souza and staff are not recommending changes to the overall budget format, only adjustments related to the change in state law concerning the motor vehicle tax.

In the fall of 2017, the State legislature made adjustments to the so called "mill rate cap" for motor vehicles by raising the mill rate limit from 32 mills to 39 mills. This action eliminates the need to have the category entitled 'Motor Vehicle Levy' in the General Property Tax section of the budget document. Also, the Mill Rate Calculation section no longer needs to reflect a calculation related to a separate motor vehicle mill rate.

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

c) Approve FY 2019 Budget Calendar

MOVED by Deputy Mayor Terranova, seconded by Councilor Jepsen, that the FY 2019 budget calendar be approved as presented.

Deputy Mayor Terranova stated the budget calendar starts with a Public Hearing to hear budget requests from citizens on February 5, 2018 and ends on June 30, 2018 when the fiscal year ends.

There are several Public Forums scheduled and a presentation will be given to the Council in the month of April.

Mayor Trinks encouraged people to come out with their concerns and comments prior to the budget's presentation.

Councilor Jepsen said there are plenty of chances for the public to comment.

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

- d) Consideration of Town Manager's compensation adjustment related to October 2017 performance evaluation

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, that Item 12 (d) 'Consideration of Town Manager's compensation adjustment related to October 2017 performance evaluation' be moved to after Item 16 (a).

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

### **13) RESIGNATIONS AND APPOINTMENTS**

MOVED by Councilor O'Reilly, seconded by Councilor McAuliffe, to accept the resignation of Ricky Reed from the Housing Authority of the Town of Windsor

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

MOVED by Councilor O'Reilly, seconded by Councilor McAuliffe, to accept the resignation of James Ristas from the Capital Improvements Committee

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

MOVED by Councilor O'Reilly, seconded by Councilor McAuliffe, to accept the resignation of Patricia Carroll from the Commission on Aging & Persons with Disabilities

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

MOVED by Councilor O'Reilly, seconded by Councilor Jepsen, to:

- APPOINT Bruce McCormick as a Democratic member to the Youth Commission for a three year unexpired term to expire September 30, 2018 or until a successor is appointed
- REAPPOINT Alexander Correia as a Republican Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2019 or until a successor is appointed
- REAPPOINT Dawn Kirkwood as an Unaffiliated Alternate member to the Zoning Board of Appeals for a two year term to expire November 10, 2019 or until a successor is appointed

- REAPPOINT Karl Profe as a Democratic member to the Town Planning & Zoning Commission for a five year term to expire November 11, 2022 or until a successor is appointed
- REAPPONT Leon Alford as a Republican member to the Public Building Commission for a three year term to expire November 30, 2020 or until a successor is appointed
- REAPPOINT Margaret Harvey as an Independent Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2019 or until a successor is appointed
- APPOINT Joel Cruz as a Democratic Alternate member to the Youth Commission for a two year unexpired term to expire September 30, 2018 or until a successor is appointed
- REAPPOINT Mark Purdue as a Republican Alternate member to the Board of Assessment Appeals for a four year term to expire November 30, 2021 or until a successor is appointed
- REAPPOINT George Bolduc as a Democratic member to the Board of Assessment Appeals for a four year term to expire November 30, 2021 or until a successor is appointed
- REAPPOINT Marcia Hinckley as a Democratic Alternate (resident) member to the Historic District Commission for a two year term to expire October 14, 2019 or until a successor is appointed
- REAPPOINT Neill Sachdev as a Democratic Alternate (non-resident) member to the Historic District Commission for a two year term to expire October 13, 2019 or until a successor is appointed

Motion Passed 8-0-0

#### **14) MINUTES OF PRECEEDING MEETINGS**

- a) Minutes of the December 18, 2017 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to approve the unapproved minutes of the December 18, 2017 Regular Town Council meeting as presented.

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

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

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova, at 8:14 p.m. to enter Executive Session for the purpose of:

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

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

**16) EXECUTIVE SESSION**

Present: Mayor Donald Trinks, Councilor James Govoni, Councilor Jill Jenkins, Councilor Donald Jepsen, Councilor Joseph McAuliffe, Councilor Richard O'Reilly, Deputy Mayor Jody Terranova, Councilor Michael Tustin, and Councilor Kenneth Wilkos

Peter Souza, Town Manager, entered Executive Session at 8:30 p.m.

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to exit Executive Session and return to the Regular Town Council meeting at 8:30p.m.

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

12 (d) Consideration of Town Manager's compensation adjustment related to October 2017 performance evaluation

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjust the Town Manager's base pay by 2.5% as a result of the 2017 performance evaluation.

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

**17) ADJOURNMENT**

MOVED by Councilor Jepsen, seconded by Deputy Mayor Terranova to adjourn the meeting at 8:41 p.m.

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

Respectfully Submitted,

Lori Hartmann  
Recorder