

**Windsor Town Council
Council Chambers – Town Hall
March 1, 2010
Approved Minutes**

Regular Council Meeting

Mayor Trinks called the meeting to order at 7:35 p.m.

1. Roll Call – Present: Mayor Trinks, Deputy Mayor Simon, Councilor Eleveld, Councilor Herzfeld, Councilor Jepsen, Councilor Jubrey, Councilor Marci, Councilor McDonald and Councilor McKenney
2. Prayer – Councilor Eleveld
3. Pledge of Allegiance – Councilor Eleveld
4. Proclamations/Awards

None

5. Public Communications and Petitions

None

6. Report of Appointed Boards and Commissions

- A. Board of Education

Board of Education President Peck reported the following to the Council:

- ❖ Last week, the Board met and passed their budget, which will go over to the Council by March 5th.
- ❖ A motion to rescind the decision to hold the graduation at the First Cathedral was sustained.

Mayor Trinks asked if the Comcast venue has been chosen. President Peck replied that Mr. Williams looked at the facility today.

Councilor Jubrey asked if we saved any money with the Comcast venue. President Peck replied that Mr. Williams looked at the facility today.

Councilor Jubrey asked Mr. Peck if he knew what the starting point/cost was with Comcast. Mr. Peck replied that since Mr. Williams looked at the facility today, he has not

yet received any information regarding the outcome of the visit, so he does not have that information available.

B. Board of Ethics

Mr. Tim Fitzgerald, Chair, Board of Ethics, reported to the Council. There were no complaint violations, nor did they have to render any advisory opinions during the period of January 2009 – January 2010. There are no vacancies on the board.

C. Board of Assessment Appeals

Mr. Milo Peck, Board of Assessment Appeals, reported the following to the Council:

- ❖ March begins the month of formal appeals for the Assessor's office. Last year, there were 155 appeals of real estate, of which 137 were residential. There were 20 personal property and one motor vehicle appeal.
- ❖ This year there are 25 applications. Of the 25 applicants, six are personal property, seven are commercial, 11 residential and one is a motor vehicle applicant.
- ❖ Last year, appeal amounts were in the range of \$144 million.

7. Town Manager's Report

Town Seeks Volunteers to Assist With Neighborhood Traffic Calming Efforts

The Town of Windsor is looking for one or more individuals who can help run aspects of the town's neighborhood traffic calming program.

The program includes using Digital Speed Display Signs (DSDS) and traffic data collectors in neighborhoods where speeding complaints or problems have occurred. One or more volunteers are needed to help manage the DSDS locations and data.

Volunteers may help the town do one or more of the following tasks, depending on their skill level and desire: download data from the DSDS to a handheld device, upload that data to a computer, organize the data, analyze the data, recharge the DSDS batteries, schedule the DSDS and the Police Department's speed trailer for installation and operation in designated locations, mount and demount the DSDS and present data to town staff.

Please contact Emily Moon at 860-285-1800 for more information or to apply.

MDC Clean Water Project

As part of the MDC Clean Water Project, work on the major sanitary sewer trunk lines in Windsor will take place to curtail the amount of storm and ground water infiltrating the trunk lines. Primarily the work will include installing a pipe liner in the Windsor Interceptor Sewer, located along the Connecticut River from Loomis School to the Hartford line; the Meadowbrook Trunk Sewer, running from Park Avenue to the Hartford line; and finally Decker's Brook Trunk Sewer, running from Sunnyfield Drive to the city line. Reconstruction of manhole structures (as needed) is also included in the scope, which are

the main sewers in Windsor carrying the majority of our sewage to the Murphy Road treatment plant.

The contractor for the project, National Water Main Cleaning of Canton Mass., will use their sub-contractor Insituform (currently working in town lining smaller sewer mains for the MDC) to do the majority of the work.

Dunfey Lane Demolition Project

Cherry Hill Construction of North Branford was the successful bidder for the Dunfey Lane demolition project with a bid of \$220,000. On-site work should begin in the next few weeks. By contract, the project will be completed within 60 days of its commencement.

Update on Farmington River Wild & Scenic River Designation

The Lower Farmington River & Salmon Brook Wild & Scenic Rivers Study is drawing to a close and based on its findings of numerous natural and scenic outstanding resource values, the study committee will soon be ready to make their final recommendation for wild and scenic designation to Congress. We anticipate that the regional study committee will be making a presentation(s) to a few of our town boards and then coming to the Town Council asking for a favorable endorsement in late March or April.

As a refresher, the Wild & Scenic River program is a federal program intended to keep rivers with outstanding resource values free-flowing. If designated, there would be no federal land-use regulations imposed upon the town or property owners along wild & scenic designated portions of the river. However, designation could require a review of federally funded projects by the National Park Service to determine whether a project would significantly impact any outstanding resource values identified in the study. A Wild and Scenic River designation would make Windsor eligible for financial and technical assistance in developing programs to enhance and protect designated portions of the river.

Citizen's Academy Postponed

Due to low enrollment, the spring session of the citizen's academy scheduled to begin tomorrow evening has been postponed. Town staff has contacted those who registered and is polling the group with regards to an alternative format. These may include postponing the program to September or possibly an abbreviated schedule later in the spring.

Mayor Trinks heard from a citizen who asked if the MDC, when blowing out the pipes which sometimes causes traffic problems, could post either on the town website or MDC website when roads are scheduled for this type of work so alternate routes could be planned.

Town Manager Souza said that the problem on Rood Avenue was regarding a failed sewer line. The road was closed for a short while. They will look into ways to getting the word out on which areas will be done.

8. Communication from Council Members

Councilor Eleveld – None

Councilor McKenney – None

Councilor McDonald – None

Councilor Marci – None

Councilor Jubrey – None

Councilor Herzfeld – None

Councilor Jepsen – wished his eldest daughter a happy 18th birthday.

Deputy Mayor Simon – None

Mayor Trinks – None

9. Reports of Standing Committees

Finance – met on February 22nd to discuss a few items that are on the agenda this evening.

Special Projects – None

Town Improvements – None

Health and Safety – None

10. Ordinances

- A. Approve a bond ordinance entitled “AN ORDINANCE APPROPRIATING \$700,000 FOR HEATING SYSTEM IMPROVEMENTS TO POQUONOCK ELEMENTARY SCHOOL, AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE PROJECT.”

Resolved by Councilor Jepsen, seconded by Councilor McDonald, that the reading into the minutes of the text of the bond ordinance entitled “AN ORDINANCE APPROPRIATING \$700,000 FOR HEATING SYSTEM IMPROVEMENTS TO POQUONOCK ELEMENTARY SCHOOL, AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE PROJECT” is hereby waived, the full text of the ordinance having been distributed to each member of the council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

Moved by Councilor Jepsen, seconded by Councilor McDonald, to approve a bond ordinance entitled "AN ORDINANCE APPROPRIATING \$700,000 FOR HEATING SYSTEM IMPROVEMENTS TO POQUONOCK ELEMENTARY SCHOOL, AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE PROJECT."

Motion Passed 9-0-0

11. Unfinished Business

A. Provide direction to staff relative to 2010 bond issue

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen, to direct staff to issue bonds in the amount of \$500,000 for the purpose of permanently financing bond anticipation notes for the International Drive Infrastructure Improvement project.

Town Manager Souza discussed the 2010 bond issue, debt service capacity and revenue difficulties the town is facing in the next few years.

Deputy Mayor Simon said the Finance Committee does support this endeavor.

Councilor Jepsen also supports this given the economic times. He asked if there was new information on the length of the bonds. Town Manager Souza responded they are hoping to be in the 7-10 year range as they restructure the bonds over the next several weeks.

Councilor McDonald commended the Town Manager and staff for coming up with this.

Councilor Eleveld is a little reluctant because a plan was in place to get rid of this debt quickly, but times have changed. If you know you are going to have problems and you can do something to alleviate it, it makes sense. Reluctantly, he will also support this.

Motion Passed 9-0-0

12. New Business

A. Approve an appropriation of \$450,000 from the General Fund Unreserved Undesignated Fund balance for International Drive

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen, to approve an appropriation of \$450,000 from the General Fund Undesignated, Unreserved fund balance to the General Services-Debt Service Fund for the purpose of paying principal on International Drive Infrastructure Improvement Bond Anticipation Notes.

On February 22, 2010 the Finance Committee voted to recommend that the Town Council provide direction to staff to issue long-term bonds in the amount of \$500,000 and that the

remaining balance of \$450,000 in bond anticipation notes (due June 2010) be paid via an appropriation from the Undesignated, Unreserved General Fund Balance.

Motion Passed 9-0-0

B. Presentation of 2010 census

Ms. Lauren Good, Assistant Town Planner, provided an overview of the U.S. Census process, which is required by the constitution to take place every ten years and counts citizens, non-citizens and even the homeless. The objectives for having a presentation on the census are 1) to increase awareness of the census process, 2) help inform the public to the importance of completing the census questionnaire, and 3) to inform the council on the “upfront” work town staff has done to facilitate the process locally.

Mayor Trinks asked if the only reason a census taker would come out to a home is if the resident did not complete the census and return it. Ms. Good confirmed this and recommended that people fill out the census as soon as they receive it and return it right away.

Councilor Herzfeld asked if any of the census information would be gathered on the internet and suggested that any attempt to collect information online would be an attempt at digging around for information. Ms. Good replied that census forms will not be collected online.

C. Selection of audit firm

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen, that the Town Council appoint the firm of McGladrey & Pullen as the Town Auditors to carry out the annual financial audit of the Town of Windsor for fiscal years 2010, 2011 and 2012, and to authorize the Town Manager to finalize a professional services agreement with said firm.

Deputy Mayor Simon reported that the Finance Committee reviewed three finalists from several companies that submitted proposals to the town. They recommend maintaining the current town auditors for the next three year term. Initially they were the highest price, although not by much. Subsequently, the Town Manager had discussions with the firm who modified their financial proposal some and they are no longer the highest.

Councilor Herzfeld asked if at some point there is a value to having another auditing firm do this work for objectivity's sake. Deputy Mayor Simon said the committee had that discussion and one of the features that McGladrey & Pullen offers is that they rotate their staff. They have had an excellent working relationship with the staff and have assisted the staff in the financial process and have been extremely helpful. Deputy Mayor Simon added that two of the three auditors answered that the biggest impediment to an audit is a reduction of staff at the town level.

Councilor Jepsen added bringing in someone new would take additional staff time to break in the auditors when staff could be working on other problems like financial constraints.

Motion Passed 9-0-0

13. Resignations and Appointments

Moved by Councilor Marci, seconded by Councilor Eleveld, to accept the resignation of Randall Graff as a member on the Greater Hartford Transit District.

Motion Passed 9-0-0

14. Minutes of Preceding Meetings

A. Minutes of the February 16, 2010 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Herzfeld, to approve the minutes of the February 16, 2010 Regular Town Council Meeting. Corrections: None.

Motion Passed 9-0-0

15. Public Communications and Petitions

None

16. Executive Session

None

17. Adjournment

Moved by Councilor Herzfeld, seconded by Councilor Marci, to adjourn the meeting at 8:27 p.m.

Motion Passed 9-0-0

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

cc: Town Clerk, Main Library, Wilson Branch