

**Windsor Town Council
Council Chambers – Town Hall
July 6, 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 McKenney, and Councilor Marci

Absent - Councilor McDonald

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

None

B. Public Building Commission

Mr. Joseph Novak, Chair, reported to the Council the following:

- Poquonock School Steam Conversion – demolition has been completed; installation of the new system is to start next week; the cupola still needs some work. The contractor that installed the antennae replaced the windows with vinyl sheeting and the windows weren't caulked appropriately. There are also issues with the roof flashing material and that was done by the contractor who replaced the roof. These issues should be resolved in another week.

- Milo Peck Center – The front steps are all that remain for this project. The steps were cast last week, but the color was rejected. They will be recast this week and possibly installed next week.
- Hayden Station – The contractor has been working overtime to catch up. A forklift ran into the garage doors and repairs will need to be made. Trusses and walls should be up by the end of the month.
- Northwest Park – permits have been issued; wells are to be started in 7-10 days.

Councilor Herzfeld asked if there were any hazardous materials from the original boiler and piping. Mr. Novak responded that during the original renovations, most of the asbestos was removed. The current contractor is also abating anything that is discovered at this time.

C. Human Relations Commission

None

7. Town Manager's Report

Caring Connection Adult Day Health Center Receives Grant Funding

We were recently notified by the North Central Area Agency on Aging that the Caring Connection has been awarded \$15,000 in Title IIIB funds to cover the period of October 1, 2010 through September 30, 2011. This is a client subsidies grant that will pay \$25.00 of the \$80.00 per day fee (increased fee as of July 1st) for private pay clients.

Technology Grant

The Windsor Public Library has been awarded a \$30,000 technology grant from the Hartford Foundation for Public Giving. This is a one-time grant that requires no match and recognizes libraries' long history of providing quality programs and valuable resources to all residents regardless of socio-economic status. Funds will be used to purchase computer equipment and provide one-on-one intensive training and tutoring to senior citizens in our community who need help with computer literacy. We plan to employ adult teachers for small classes and teen tutors for one-on-one instruction, review and practice. By employing enthusiastic teens, we aim to bridge both a digital as well as an intergenerational divide.

Engineering Updates

Capen Street

The Metropolitan District Commission's (MDC) contractor, Folsom Construction, expects to complete the milling and paving of Capen Street this month. MDC will be sending a letter to residents along Capen Street in advance of Folsom Construction starting work.

Bus Shelters

A contract has been awarded for replacing the wood bus shelters on Deerfield Road and on Poquonock Avenue near Adam Hill. Work should begin next week.

Summer Concert Series Continues

Thursday evening summer concerts on the town green continue throughout the month of July with performances this week by *The Savage Brothers*. The July 15th concert will feature *The Tirebiter Band*, July 22nd is the *All-Star Dyn-o-Disco Review* and July 29th is the *Sounds of Frank*.

The Windsor Chamber of Commerce and First Town Downtown invite all to attend these free summer concerts held from 7:00 p.m. to 9:00 p.m. each Thursday evening. For more information, go to windsorcc.org or call the Chamber of Commerce at 860.688.5165.

Census Update

In order to ensure that the information provided on the 2010 Census Questionnaires is as accurate and complete as possible, a small percentage of households throughout the nation will receive a follow-up phone call or a visit from a census taker. It is possible that some Windsor residents may be among those chosen to participate in this Quality Assurance Program. Although this is a legitimate endeavor on the part of the U.S. Census Bureau, it is important to remember that whether you receive a phone call or an in-person visit from a census taker, that they will only ask questions that were on the original Census Questionnaire. This information included only basic demographic data and did not include items such as social security numbers, credit card numbers, etc. Census takers that visit in person should have at least a census taker identification card, and possibly a shoulder bag identifying that they are working with the U.S. Census Bureau. Census takers should never ask to enter your home. If you have any doubts that the person calling your household or visiting in person is an actual census taker, you can verify their status by taking their name and calling the Regional Census Bureau at (617) 223-3700.

8. Communication from Council Members

Councilor Eleveld – None

Councilor McKenney – None

Councilor McDonald – Absent

Councilor Marci – None

Councilor Jubrey – None

Councilor Herzfeld – None

Councilor Jepsen – None

Deputy Mayor Simon – None

Mayor Trinks – None

9. Reports of Standing Committees

Finance – met prior to this meeting with a proposal for the Council to consider.

Special Projects – None

Town Improvements – None

Health and Safety – None

10. Ordinances

None

11. Unfinished Business

A. Approve scope of work for efficiency and effectiveness study

Moved by Councilor Jepsen, seconded by Deputy Mayor Simon, to direct the Town Manager to develop RFPs to present to the Finance Committee to hire outside consultants to review emergency dispatch workload, staffing levels and supervising structure, review primary drivers of overtime expenditures in the Police Department, review use and adequacy of Information Technology in Public Works, and investigate cost benefit analysis of outsourcing regular maintenance functions in Public Works to reallocate existing resources.

Deputy Mayor Simon said that the Finance Committee decided to target two departments that made the most sense.

Mayor Trinks asked if the focus was narrow enough so that the Town Manager will be able to get RFPs. Deputy Mayor Simon answered that after the RFPs were in, the focus can be narrowed, depending on the funds available and the RFPs.

Councilor Herzfeld asked if the possibility of using two different companies was considered because of the specialty of the police department. He also asked if this could be done without going through bargaining and what would be required.

Deputy Mayor Simon said they didn't discuss multiple vendors. The Town Manager did say that there are consultants who only deal with police departments and there are

others with a broader range. There will be issues reviewed that are immediately in our control and issues that relate to state mandate or state law regarding bargaining. We will see what comes out of this and decide as a body what to do.

Mayor Trinks doesn't believe in outside consultants, but will follow the lead of the Council.

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

12. New Business

A. Approve sidewalk easement for 14 Stacy Drive

Moved by Councilor Jepsen, seconded by Councilor Marci, that the town accept a sidewalk easement as shown on the map entitled, "Final Plot Plan Stacy Drive Property of George A. Colli Jr. Windsor, Conn. Raymond V. Kotkowski Civil Engineer Old Saybrook, Connecticut Scale: 1"=40' Date October, 1971, Rev. 12/10/86 Added Walk Esmnt & Misc. Changes Alford Associates, Inc. Civil Engineers Windsor, Connecticut", which said map is on file in the Office of the Town Clerk of Windsor, Connecticut.

The town manager reported that in 1986, the town accepted the subdivision along with easements from the property owners to accommodate the sidewalk construction and future maintenance of the sidewalk. However, no recorded easements have been found despite a vigorous search. There is evidence that both the Town Planning & Zoning Commission and the Town Council approved accepting the subdivision acknowledging easements along Stacy Drive; nonetheless, it appears that the easements were not recorded in 1986. The property owners at 14 Stacy Drive, Lot 3, have requested that the town formalize the sidewalk easement along their frontage.

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

B. Presentation on Mechanic Street Redevelopment Process

Mr. James Burke, Economic Development Director, discussed the redevelopment update. Earlier this month, three proposals were received to construct market rate apartments. The agency will spend the month of July completing further research before making a recommendation to the Council. Town Manager Souza added that this is an exciting opportunity to continue implementing the town's long-range vision of increasing the number of housing units in the town center to help add vitality and to increase the customer base for existing and new businesses in the center. Mr. Burke discussed the three different proposals.

Deputy Mayor Simon takes it as an indicator that people want this as a handful of people have asked him about the project. There is this desire to get some life going in downtown. It's been his feeling that this is popular now because of the plans for the commuter rail.

Town Manager Souza believes that first and foremost it has attracted excitement because of its location. There are 20,000 jobs within a three mile radius of this area. We are on the bus line, the interstate highway is just a mile away and the potential for the commuter rail has raised awareness of the location in large part because Windsor has not seen a market rate apartment built in over 30 years.

Councilor Eleveld asked if we are seriously looking at a land lease. Town Manager Souza said the Redevelopment Agency is definitely looking at that and evaluating all the pros and cons. Other communities have done it and it provides them an ability to control it.

Councilor Jubrey asked if a traffic study was done and will it impact the overall units planned. He said that he has heard from some residents and that the general consensus is for ownership rather than rentals. One of the things that makes the Mechanic Street condos nice is that residents have pride in ownership. Mr. Burke said that there was a preliminary study done and they indicated that the split of traffic would keep the volumes down at peak times even if the site was not a transit site. There was no justification for additional traffic changes. Town Manager Souza added that when we get further along into the project, it will trigger the State Traffic Commission's review, which will provide a more in depth analysis.

Councilor Jepsen thinks it's a great use for the property but he worries about potential traffic bottlenecks in the area.

Councilor Herzfeld asked about the acreage and the stories of the units. Mr. Burke replied that it is 6.5 acres and they are all four story proposals. Even the largest one was less than 20% building coverage. They are trying to design to the flood plain requirements as well.

Mayor Trinks asked if we have completed any site line work to see what a four story building would look like behind town hall and the town center. He also asked what the potential future cost would be to the town. Mayor Trinks asked if the mosquito sculpture would be moved. Mr. Burke said that we didn't do a study but the grade of the land is a couple of levels down. The site line will be part of the future design and analysis. Town Manager Souza said that they are also undergoing the analysis of what will be required to relocate the town and community facilities in this area. There is no plan to move mosquito sculpture.

Councilor Marci thinks the foot traffic in the center of town is exciting. He asked if we looked at the transit oriented development opportunities such as grants. Town Manager Souza said there are a few funding sources. One of the biggest costs relates to environmental cleanup. The grants are limited at this time because of the timing.

The town manager reminded the Council that they, the Redevelopment Agency and Planning and Zoning Commission will need to examine a number of project related

topics and make a number of decisions in the coming months. A few of the topics Town Council will likely consider includes whether to sell or lease the land, how to weigh the benefits of short-term versus long-term revenue streams, what development incentives might be possible and appropriate, whether to amend the current fixed assessment policy to allow multi-family housing as a eligible use and how to complete the relocation of existing public facilities.

Town Manager Souza said more information will be provided to the Council at its August meeting.

C. Presentation on Emergency Notification System

Assistant Town Manager Emily Moon gave an overview on the Emergency Notification System, which is run by a company called Everbridge. This past week, the state began its marketing campaign for the ENS. Residents and businesses are being urged to register at www.ctalert.gov to receive emergency alerts. All Connecticut telephone landlines are currently entered into the ENS. At this time, the state's public registration campaign is focused on getting individuals and businesses to register other contact information such as cell phone numbers, fax numbers, text messaging numbers and email addresses. The state will only use this contact information to convey emergency information. The Town of Windsor will also begin its own campaign later this summer and early this fall to encourage residents and businesses to register via the town's website to receive important, but non-emergency information. Individuals and businesses will have the ability to opt-in to receive one or more major categories of information, such as road closures. The town's website will also link to the state's emergency alert registration page. Ideally, a large percentage of the town's population will be registered both with the state (for emergency communications) and with the town (for important but non-emergency communications) by mid-autumn. In order to keep the ENS tool effective in both emergencies and non-emergencies and to reduce the probability of message fatigue, town staff recently developed a policy to govern the use of the ENS for both emergencies and non-emergencies.

Councilor Herzfeld asked if it is text message or voice message. Assistant Town Manager Moon responded that it can do both and much more.

Mayor Trinks likes the idea of the system.

13. Resignations and Appointments

Moved by Deputy Mayor Simon, seconded by Councilor Jepsen, to:

Item O: Reappoint Carol Hartman as a democratic member to the Hartford Area Cable Television Advisory Council for a two year unexpired term to expire June 30, 2012 or until a successor is appointed.

Item T: Appoint Lillard Jay Lewis to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2012 or until a successor is appointed.

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

14. Minutes of Preceding Meetings

A. Minutes of the June 21, 2010 Public Hearing (Day Hill Road Ordinance)

Moved by Councilor Jepsen, seconded by Councilor McKenney, to approve the minutes of the June 21, 2010 Public Hearing (Day Hill Road Ordinance). Corrections: None.

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

B. Minutes of the June 21, 2010 Regular Town Council Meeting

Moved by Councilor Jepsen, seconded by Councilor Herzfeld, to approve the minutes of the June 21, 2010 Regular Town Council Meeting. Corrections: None.

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

15. Public Communications and Petitions

None

16. Executive Session

None

17. Adjournment

Moved by Councilor Eleveld, seconded by Councilor Jubrey, to adjourn the meeting at 8:42 p.m.

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

Respectfully submitted,

Kristin Countryman
Clerk of the Windsor Town Council

cc: Town Clerk, Main Library, Wilson Branch