BOARD OF SELECTMEN
Tuesday, November 19, 2019

SELECTMEN PRESENT: J. Christopher Kervick, Michelle Hill, and Rick Rachele

ALSO ATTENDING: Amanda Moore, Douglas Glazier, Jennifer Rodriguez, Scott Storms, Deborah Couchon, Alan Gannuscio, Lori Clark, Craig Couchon, Gail Stegman, Alan Stegman, Bob Charrette, Louise Rivard, Kathleen Montemurlo, John Montemurlo

CALL TO ORDER:
First Selectman J. Christopher Kervick called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was observed.

PUBLIC INPUT:
Douglas Glazier, 167 Taft Lane- asked if there were contracts regarding the acquisition of #43 & #45 Chestnut Street.

APPROVAL OF THE OCTOBER 15, 2019 REGULAR MEETING MINUTES:
Selectman Hill moved the acceptance of the October 15, 2019 Meeting Minutes as published. Selectman Rachele seconded the motion. All were in favor. Motion carried.

CORRESPONDENCE:
Selectman Kervick read a letter from Joseph Chaisson thanking Michelle Hill for serving the Town of Windsor Locks as a Selectman for the last four years.

OLD BUSINESS:

a. Set Town Meeting Date for Acquisition of #43 & #45 Chestnut Street using TOD/Responsible Growth Grant Funds:
Selectman Kervick briefly discussed the details of acquiring the parcels of land on Chestnut Street as part of the Main Street redevelopment plan.

Selectman Hill moved to set the Town Meeting Date for December 10, 2019 at 7:00 p.m. to approve the acquisition of #43 & #45 Chestnut Street. Selectman Kervick seconded the motion. The vote was two in favor (Selectmen Kervick & Hill) and one opposed (Selectman Rachele). Motion carried.

NEW BUSINESS:

a. Adopt Resolution – Sustainable CT Municipal Certification Program (Jen Rodriguez & Amanda Moore):
Amanda Moore and Jen Rodriguez gave a brief presentation on the goals and benefits of participation in the Sustainable CT Municipal Certification Program to promote the health and well-being of current and future residents. Once Windsor Locks becomes certified, the Selectmen will need to establish an advisory Sustainability Team to meet on a quarterly basis.
Selectman Hill moved to approve the Sustainable CT Municipal Certification Program Resolution as presented. Selectman Rachele seconded the motion. All were in favor. Motion carried. (A copy of the Resolution is attached as Schedule A).


Selectman Kervick moved to accept the Resolution as presented. Selectman Hill seconded the motion. All were in favor. Motion carried. (A copy of the Baker Group Trading Authorizing Resolution is attached to these Minutes as Schedule B).

c. Adopt Resolution – State of CT Dept. of Emergency Services (Emergency Management Grant):

Adoption of the Resolution is a requirement of the application process for the State of Connecticut Homeland Security Grant by the Emergency Department Director.

Selectman Hill moved to approve the Resolution as presented. Selectman Rachele seconded the motion. All were in favor. Motion carried. (A copy of the State of CT Department of Emergency Service’s Resolution is attached to these Minutes as Schedule C).

d. Town Historian:

Selectman Hill moved to remove the position of Town Historian. Selectman Kervick seconded the motion. The vote was two in favor (Selectmen Kervick & Hill), and one opposed (Selectman Rachele). Motion carried.

e. Re-Adopt and Amend for 2019:

1. Affirmative Action Plan
2. Affirmative Action Policy Statement
3. Municipal Grievance Procedure
4. Compliance with Title IV of the Civil Rights Act of 1964

Selectman Kervick moved to re-adopt and amend for 2019: The Affirmative Action Plan, Affirmative Action Policy Statement, Municipal Grievance Procedure, and Compliance with Title IV of the Civil Rights Act of 1964 as presented. Selectman Hill seconded the motion. All were in favor. Motion carried. (These documents are on the Homepage of the Town’s Website, and available in the First Selectman’s Office for viewing).

APPOINTMENTS, RE-APPOINTMENTS, RESIGNATIONS:

a. Appointments:

1. Michelle Hill – Veterans Service Director:

Selectman Kervick moved to appoint Michelle Hill as the Town of Windsor Locks Veterans Service Director effective as of 11/27/19. Selectman Rachele seconded the motion. The vote was two in favor (Selectmen Kervick & Rachele), and one abstention (Selectman Hill). Motion carried.
2. Peggy Sayers as an Alternate to the Planning & Zoning Comm. For a term expiring on 09/30/20:
   Selectman Hill moved the reappointment of Peggy Sayers as an Alternate to the Planning & Zoning Comm. For a term expiring 09/30/20. Selectman Rachele seconded the motion. All were in favor. Motion carried.

Selectman Hill moved to add an additional appointment of Doug Wilson to the Planning & Zoning Commission as 3 a). Selectman Rachele seconded the motion. All were in favor. Motion carried.

3. Alexa Brengi to the Planning & Zoning Commission for a term expiring 09/30/20:
   Selectman Kervick moved to appoint Alexa Brengi as an alternate to the Planning & Zoning Commission for a term expiring on 09/30/20. Selectman Hill seconded the motion. All were in favor. Motion carried.

3. a) Doug Wilson to the Planning & Zoning Commission for a term expiring 09/30/20:
   Selectman Kervick moved to appoint Doug Wilson to the Planning & Zoning Commission for a term expiring on 09/30/20. Selectman Hill seconded the motion. All were in favor. Motion carried.

4. Patrick Roy as an Alternate to the IWWC for a term expiring 02/15/21:
   Selectman Kervick moved to appoint Patrick Roy as an Alternate to the IWWC for a term expiring on 02/15/21. Selectman Hill seconded the motion. All were in favor. Motion carried.

5. Richard Pease to the IWWC for a term expiring 02/15/21:
   Selectman Kervick moved to appoint Richard Pease to the IWWC for a term expiring on 02/15/21. Selectman Rachele seconded the motion. All were in favor. Motion carried.

6. James Guthrie to the IWWC for a term expiring 02/15/22:
   Selectman Kervick moved to appoint James Guthrie to the IWWC for a term expiring on 02/15/22. Selectman Hill seconded the motion. All were in favor. Motion carried.

7. Jon Savino to the IWWC for a term expiring 02/15/22:
   Selectman Kervick moved to appoint Jon Savino to the IWWC for a term expiring on 02/15/22. Selectman Rachele seconded the motion. All were in favor. Motion carried.

TAX REFUNDS: None

PUBLIC INPUT:
Scott Storms- thanked Selectmen Hill and Rachele for their service of Selectman to the Town of Windsor Locks.

Deborah Cuchion, 65 Chapman Chase- questioned what her rights were as a resident with in regards to the builder of Chapman Chase.

Alan Gannuscio, 136 Spring Street- will address any Chapman Chase concerns at the December 9, 2019 Planning & Zoning Meeting.
Jen Rodriguez, Town Planner- stated that anyone wanting information on Chapman Chase might stop in the Building Department.

Lori Clark, 25 Chapman Chase- had concerns regarding the roads in the Chapman Chase project.
Craig Cuchion, 65 Chapman Chase- had concerns on the bonding process for Chapman Chase.
Gail Stegman, 308 South Center Street- inquired on the status of the new Senior Center, and the formation of a Feasibility Committee.
Bob Charrette- applauded the Windsor Locks Police Department on the recent arrest regarding the car burglaries in town.
Kathleen Montemerlo, 18 Woodridge Drive- thought that a noise ordinance should be in place.
John Montemerlo, 16 Woodridge Drive- inquired on how a noise nuisance is determined.
Alan Stegman, 308 South Center Street- referred to the existing Blight/ Nuisance Ordinance.

SELECTMEN’S COMMENTS:
Selectman Rachele thanked the public for his past two years.
Selectman Hill thanked the residents, as well as Ed Barry and Dan Walsh for the development of the Veterans Service Center. Mrs. Hill announced the Grand Opening for the Veterans Service Center would take place on January 23, 2019.
Selectman Kervick noted his appreciation for both Selectman while serving on the Board, and thanked them for their service to our community.

ADJOURNMENT:
There being no further discussion or information to come before the Board of Selectmen,

A motion to adjourn the meeting at 7:19 p.m. was made by Selectman Kervick and seconded by Selectman Rachele. All were in favor. Motion carried.

Respectfully submitted,

Rachel DeAlfi
Rachel DeAlfi
Recording Secretary
The Town of Windsor Locks
Home of Bradley International Airport

Resolution Supporting Participation
In the Sustainable CT Municipal Certification Program

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. And they respect the finite capacity of the natural environment.

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, Town of Windsor Locks embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Board of Selectmen of Windsor Locks that we do hereby authorize the Town Planner to serve as Windsor Locks’ Sustainable CT contact person for the Sustainable CT Municipal Certification process and authorize her to complete Municipal Registration on behalf of the Town of Windsor Locks.

RESOLVED, that to focus attention and effort within the Town of Windsor Locks on matters of sustainability, and in order to promote Windsor Locks’ local initiatives and actions toward Sustainable CT Municipal Certification, the Board of Selectmen establishes an advisory Sustainability Team in accordance with Sustainable CT’s Sustainability Team Guidance Document.

RESOLVED, that the first meeting of the Sustainability Team must be held within 90 days of passing this resolution and that the Sustainability Team shall meet as frequently as needed, but no less than quarterly.

RESOLVED, that the Sustainability Team shall report annually to the Windsor Locks Board of Selectmen on the progress of its activities toward Sustainable CT certification, with reports and presentations made publicly available.
The Town of Windsor Locks
Home of Bradley International Airport

Resolution
The Baker Group Trading Authorization

RESOLVED, that the following designated officers of the Town of Windsor Locks:
J. Christopher Kervick, First Selectman and Amanda Moore, Finance Director, or their successors in office; are fully authorized and empowered, on behalf of the Town of Windsor Locks:

(1) to open an account with The Baker Group, LP; and,

(2) to purchase and sell any and all types of securities in the name of and on behalf of the Town of Windsor Locks; and,

(3) to make, execute and deliver any and all written endorsements and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received by the Baker Group, LP.
RESOLUTION OF TOWN OF WINDSOR LOCKS
BOARD OF SELECTMEN

Department of Emergency Services & Public Protection

RESOLVED, that the Town of Windsor Locks may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection any and all documents which it deems to be necessary or appropriate; and,

FURTHER RESOLVED, that J. Christopher Kervick, as First Selectman of the Town of Windsor Locks, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Windsor Locks and to do and perform all acts and things he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.
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