



# Council Agenda

Council Chambers  
Windsor Town Hall  
June 1, 2020



## Zoom instructions

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Please call: 646 558 8656 or 301 715 8592

1. When prompted for participant or meeting ID enter: 813 0578 4844 then press #
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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3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

## **7:20 PM Public Hearing**

To hear public comment on the Neighborhood Assistance Act Tax Credit Program

## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Rampulla Bress
3. PLEDGE OF ALLEGIANCE – Councilor Rampulla Bress
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) Historic District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



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11. UNFINISHED BUSINESS

- a) \*Creation of a committee on sustainability efforts (Councilor Rampulla Bress)

12. NEW BUSINESS

- a) \*Introduction of a Fixed Assessment Agreement with Amazon (Town Manager)
- b) \*Approve applications for submittal under the Neighborhood Assistance Act Tax Credit Program (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the May 18, 2020 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT


★Back-up included

## Agenda Item Summary

Date: June 1, 2020

To: Honorable Mayor and Members of the Town Council

Prepared by: Scott W. Colby Jr., Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Creation of a Citizen Advisory Task Force on Clean and Sustainable Energy

### Background

At the February 18, 2020 Town Council meeting, community members came out to speak about the benefits of clean and sustainable energy, as well as to give their support for the creation of a task force or committee around that topic. In response, Councilor Bress introduced the possibility of the Town Council creating an appointed citizen committee on energy sustainability efforts. Councilor Bress noted that municipal governments across the country and in Connecticut are committing to exploring clean energy initiatives through creating Clean Energy Task Forces and Commissions. Surrounding towns like Bloomfield, West Hartford and South Windsor have created such bodies with the mission of promoting clean energy, reducing energy consumption and recovering the financial benefits from these efforts.

After discussion among the Town Council, the item was referred to the Personnel Committee for further review.

### Discussion/Analysis

On Tuesday, April 28, 2020 the Personnel Committee held discussions regarding the possible mission and purpose of a sustainable / clean energy committee as well as the differences between a standing advisory committee and task force format. The Personnel Committee determined that a citizen volunteer task force appointed by the Town Council would be the route to take in creating this group. Staff presented a draft outline of a possible mission, charge and areas of responsibility for a sustainability/clean energy task force to the Personnel Committee for their review.

On Wednesday, May 27, 2020 the Personnel Committee listened to input from the public regarding this task force. They drafted a final proposed mission or charge for the Town Council's review and consideration (see attached). Highlights of the outline include:

1. Work with town staff to identify energy sustainability opportunities.
2. Identify and study viable and feasible sustainability projects and programs to reduce energy consumption and/or expenses of the Town and Board of Education.
3. Increase public awareness, education, municipal and community participation in sustainability efforts including energy conservation, renewable resources, and other environmentally friendly practices, including past efforts that have been completed.
4. Provide a report with recommendations to the Town Council and provide any reports as necessary and upon request.

5. Serve in an advisory capacity and recommendations shall not bind the town to take any specific action or require that it appropriate funds.
6. Such other duties as assigned by the Town Council.

This evening it is suggested that the Town Council approve the creation of a seven member volunteer Citizen Advisory Task Force on Clean and Sustainable Energy with the charge of reporting back to the Town Council at a date to be set by the Town Council. If approved, the Personnel Committee would begin the process of accepting and reviewing applications from interested residents for final review and approval by the Town Council.

Financial Impact

None

Other Board Action

None

Recommendations

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

**“MOVE to establish a Citizen Advisory Task Force on Clean and Sustainable Energy and approve the attached mission statement. The role of task force is to assist in developing recommendations for the town, and its citizens, on viable and sustainable projects and programs that reduce energy consumption and increase sustainability. Recommendations shall be submitted to the Town Council seven months after members have been appointed to the Task Force. Citizens interested in serving should complete an on-line application form by June 22, 2020.”**

Attachments

Proposed Task Force Mission Statement

# **Citizen Advisory Task Force on Clean & Sustainable Energy**

5/28/2020

## **Membership**

The Task Force shall consist of seven (7) members who shall be appointed by the Town Council. The Council shall not appoint more than a bare majority of any one party on any board, and in filling a vacancy the appointee shall be chosen from the same political party as the person vacating the office if that person was a member of a political party. This shall not, however, preclude the appointment by the Council of any person who is not a member of any political party.

## **Terms of members**

A membership term shall be for the duration of the Task Force.

## **Filling vacancies, removing members**

The appointing authorities shall fill vacancies in the membership of the Task Force and remove any member for cause. Council appointees shall be removed in the manner provided in Section 6-3 of the Charter. Failure to attend three consecutive meetings shall constitute a cause of removal.

## **Organization**

The Task Force shall select a Chairperson, Vice- Chairperson, and Secretary at its first meeting.

## **Meetings**

Regular meetings shall be held in accordance with the Freedom of Information Act at such time and date as determined by the Committee.

**Citizen Advisory Task Force on Clean & Sustainable Energy shall have the following mission and charge.**


1. Will work with Town Staff to identify sustainability opportunities.
2. The task force shall identify and study viable and feasible sustainability projects and programs to reduce energy consumption and or expenses of the Town and Board of Education.
3. Increase public awareness, education, municipal and community participation in sustainability efforts including energy conservation, renewable resources, and other environmentally friendly practices, including past efforts that have been completed.
4. The Task Force shall provide a report with recommendations to the Town Council and provide any reports as necessary and upon request.
5. Shall serve in an advisory capacity and recommendations shall not bind the Town to take any specific action or require that it appropriate funds.
6. Such other duties as assigned by Council.

## Agenda Item Summary

Date: June 1, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Application for Assessment Abatement  
Amazon.com

### Background

Amazon.com Services, LLC is expanding and upgrading its network of fulfillment centers. To support this growth, they have entered into an agreement with a third party (Scannell Properties) to construct and lease to it a build-to-suit center from which to deliver packages to customers across the United States, including those in Connecticut.

The project involves the construction of a multi-story, 3.7 million square foot facility. The proposed Windsor site is a 147-acre parcel located at 1201 Kennedy Road just south of the Route 20/Kennedy Road interchange. The estimated cost to construct and equip the facility exceeds \$230 million, including \$200 million for building and site features and \$30 million for machinery and equipment.

The company plans to create 1,000 new jobs at the facility within two years. The estimated annual payroll for Year 2 is \$29.52 million dollars. See the attached application and Project Information Sheet for additional employment information.

The Town has adopted an Assessment Abatement Policy to guide the use of temporary real property tax abatement as an incentive to increase the non-residential tax base. It establishes preconditions and requirements that applicants must meet to be granted an abatement. The policy provides for a range of abatement schedules based on minimum investment levels. It also provides that the Town Council has sole discretion to approve, to approve with modifications and conditions or to deny any application.

In addition, the Town has a Building Permit Fee Reduction Policy which provides that the Council may authorize a reduced permit fee for biotech firms and for projects that invest \$60 million or more in taxable personal and real property improvements. Copies of these policies are attached.

### Discussion

The Amazon.com project qualifies for consideration under the town's economic incentive policies as a Significant Fiscal Impact Project. The total capital investment in taxable personal property and real property improvements planned by the company exceeds \$230 million. The threshold for a Significant Fiscal Impact Project is \$60 million.

The company's request for a seven-year, 100% abatement as contained in their application is allowed under the town's abatement policy. However, it has been the Town Council's practice not to approve either so long a term or so high an abatement. Recently approved projects have had terms of three to four

years and abatements of 50% or less. As a result, the staff and Company have discussed alternative terms for this project. The staff proposal is for a three-year term with a declining abatement schedule (70% in year 1, 50% in year 2 and 30% in year 3.) This provides an average 50% abatement over the term. In lieu of a longer abatement period, a 50% reduction of the upfront building permit fee is proposed. The building permit, with no fee reduction, is estimated to be \$2.6 million.

The project's direct municipal service demands, beyond building and site inspections during construction, relate to public safety calls for service and long-term maintenance of the Kennedy Road transportation infrastructure. In FY 2019 the three larger logistics facilities in town had a total of 224 public safety calls for service. This was 1.4% of the town-wide public safety calls for service. Kennedy Road between Route 20 and I-91 is designed for industrial type vehicles with a road base of 12" to 18" and 6" to 12" of pavement. This stretch of road was repaved within the past 6 years utilizing State grant funds. The projected life expectancy of the pavement is approximately an additional 14 to 16 years with periodic preventive maintenance. Both entrance drives to the facility will be privately owned and maintained. The new traffic signal at the southern entrance drive will be paid for by the project developer and the town will assume ownership upon the facility being completed.

**Financial Impact**

Attached is a spreadsheet summary of projected revenues over the fixed assessment period based on the 33.11 mill rate and the proposed 50% annual average abatement of new real property assessment. This analysis shows that over a three-year fixed assessment period, the company will receive a total tax and permit fee savings benefit of \$8.78 million. Over this same period, the Town will receive \$10.53 million in net new property tax and building permit revenues. Current annual property tax revenues from the property, which has been in an agricultural assessment program, are approximately \$11,400. In the year following the abatement, town tax revenue will be approximately \$5.40 million.

*Summary of Estimated Projected Annual Tax Revenue*

Year 1	Real Estate Revenue = \$1.50M	Personal Property Revenue = \$657 K
Year 2	Real Estate Revenue = \$2.49M	Personal Property Revenue = \$587 K
Year 3	Real Estate Revenue = <u>\$3.49M</u>	Personal Property Revenue = <u>\$504 K</u>
	Subtotal = \$7.48M	Subtotal = \$1.75M
Year 4 (no abate)	Real Estate Revenue = \$4.98M	Personal Property Revenue = \$420 K

Please note this forecast holds the tax rate constant at 33.11 mills and does not reflect future mandated property revaluations.

**Other Board Action**

The Economic Development Commission reviewed the Amazon.com project at a special meeting held on May 13<sup>th</sup>. The Commission found that the project was eligible under the town's incentive policy and that it meets the requirements and criteria for approval. The project will have a positive economic benefit in terms of investment, jobs and fiscal impact.

The Town Planning and Zoning Commission approved a special use and site plan for this development on May 26<sup>th</sup>. The Inland Wetlands and Watercourses Commission approved the site plan on April 7<sup>th</sup>.

**Recommendation**

It is recommended that the Town Council refer the Amazon.com economic incentive proposal to the Finance Committee for review and report in anticipation of action by the Town Council at its meeting of June 15. It is anticipated that the town staff and Company will have a final draft agreement for the proposed incentive available for the Finance Committee.

**Attachments**

Project Incentive Summary

Amazon.com Project Information Sheet

Amazon.com Assessment Abatement Application

Assessment Abatement Policy

Building Permit Fee Reduction Policy



# Project Incentive Spreadsheet

**3 year 50% Declining Rate, 50% Building Fee Reduction**

Year	Real Estate Tax No abatement	%	Annual Real Estate Tax	Firm's Benefit	Personal Property Tax	Annual Revenue to town
FY 23   Year 1	\$4.98 M	70%	\$1.50 M	\$3.49 M	\$657 K	\$2.16 M
FY 24   Year 2	\$4.98 M	50%	\$2.49 M	\$2.49 M	\$587 K	\$3.08 M
FY 25   Year 3	\$4.98 M	30%	\$3.49 M	\$1.50 M	\$504 K	\$3.99 M
	<u>\$14.94 M</u>	50%	<u>\$7.48 M</u>	<u>\$7.48 M</u>	<u>\$1.75 M</u>	<u>\$9.23 M</u>
			building permit fees	\$1.30 M	building permit fees	\$1.30 M
				<u>\$8.78 M</u>		<u>\$10.53 M</u>

NOTE: Projected figures are rounded

# Project Information Sheet

**Amazon.com Services, LLC PROJECT INFO SHEET**  
May 11, 2020

**Type of Project**

Amazon.com Services LLC (the "Applicant") is proposing the development of approximately 147 acres of land located at 1201 Kennedy Road and 1 Joseph Lane, Windsor CT (the "Site") for use as an e-commerce storage and distribution facility for consumer products (the "Project"). The Project would allow for the Applicant as the prospective future tenant to provide a significant revenue opportunity for the local economy. The Project would involve the construction of a 5-story, approximately 823,000 square foot footprint warehouse/distribution facility (the "Facility"). The Facility would be operated by the Applicant on a long-term basis.

The Project would include the development of the Facility and all appurtenant infrastructure (site work, utilities, and roadway improvements) and associated exterior improvements (parking and loading areas, sidewalks, landscaping and lighting) and ultimately would position any potential future tenant end-user for growth, including significant job creation, related operation of the Facility.

The Applicant or an affiliate thereof operates a North American fulfillment network that is comprised of multiple facilities that are responsible for fulfilling customer orders.

The Facility would receive shipments of products that would then be distributed to various Applicant operated or other third party sortation centers or last mile delivery stations throughout the United States, in order to deliver to individual customers throughout North America.

**Site/Building Info**

- Square footage of building: 823,000 +/- sq. ft. footprint
- Land area of site: Approximately 147 acres
- Location: 1201 Kennedy Road and 1 Joseph Lane, Windsor, CT

**Planned Investment**

Building	200,000,000
Manufacturing Equipment	30,000,000
Total	\$230,000,000

### **Employment Info**

Company plans to create 1,000 new full-time jobs within 5 years. Annual estimated payroll in Year 1, which in the projected job creation schedule is 2022, is estimated at \$14.76M. Annual estimated payroll in Year 2, which in the projected job creation schedule is 2023, is estimated at \$29.52M.

### **Estimated Project Timing**

- Complete real estate due diligence process: Q3 2020
- Start construction in: Q3 2020
- Certificate of occupancy by: Q3 or Q4 2021
- Operational by: Q4 2021

### **Competing Locations**

Applicant is evaluating whether the Project improves the Applicant's competitiveness and provide its customers low prices, vast selection, and convenience. Applicant reserves the decision to finalize the transaction at the Site subject to:

- Evaluation of alternative business case opportunities addressing its entire network, which includes, but is not limited to: cost, economic incentives, transportation efficiency, location/infrastructure and design of building type, available workforce, allocation of corporate capital and ultimately, receive Senior Management Approval.

Applicant's operations, capacity planning, transportation, human resources, real estate and economic development teams evaluate dozens of alternate geographies for future operational locations in any given year in response to increasing customer demand. The Applicant utilizes highly complex algorithms to respond to customer demand and the global movement of product to rapidly deploy location alternative solutions. These solutions provide the business increasing flexibility and efficiencies with the manner in which the Applicant decides to deploy capital on an annual basis and minimize risk to the business.

The cost benefit analysis of selecting any one particular site is weighed against the entirety of the network that the Applicant has developed and continues to improve with each location it develops throughout the United States. This approach prevents any one particular site from dictating Applicant's network expansion strategy. The Site will be evaluated against alternative opportunities throughout the United State that best optimize the entirety of the network.

**Traffic Info.**

- Please see the attached traffic study.

**State Assistance Requested**

The proposed project would potentially pursue State level financial assistance to Project Warrior.

**Local Assistance Requested**

The proposed project has requested a 7-year, 100% abatement for Project Warrior.

# Assessment Abatement Application

**Town of Windsor, Connecticut**  
**Fixed Assessment Application**

The purpose of this application is to present the Town of Windsor a reasonably comprehensive outline of the project for which an economic development incentive is sought. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax incentive. The Town may require additional information as it reviews the application.

Each application shall be accompanied by a filing fee of five hundred (\$500.00) dollars.

**SECTION A. COMPANY NAME AND CONTACT INFORMATION**

1. Official Name and Address of Company **Amazon.com Services LLC / 410 Terry Ave. North**

2. Name of Contact Person **Brad Griggs**  
Phone **(646) 927-6819** Fax ( ) \_\_\_\_\_ Email **brgriggs@amazon.com**

3. Nature of Business **LLC**  
SIC or NAICS Code **454110**  
Type of Product or Service – **Distribution / Warehouse**

4. Federal Employer ID **#82-0544687**

5. Officers/Owners

Name	Title	% Ownership
<hr/>		
• <b><u>Amazon.com, Inc.</u></b>		<b><u>100%</u></b>

6. Is the company current with all taxes or charges due to the Town of Windsor? **Yes**

**SECTION B. PROJECT INFORMATION**

1. Project Location **1201 Kennedy Road and 1 Joseph Lane, Windsor CT**

2. Provide an approximate number of FULL-TIME permanent jobs to be created in the next five years. **1,000 net new full-time jobs**

Attach a table showing the five year hiring projections with annual average wage and salary estimates by position category.

Job Type	Avg. Annual Wage	2022	2023	2024	2025	2026
Management	\$60,000	25	50	50	50	50
Associates	\$31,200	450	950	950	950	950



3. Estimate of the costs of the proposed improvements.  
Real property improvements (exclude land cost and soft costs) **Approximately \$200M**  
Personal property **Approximately \$30M**
4. Project schedule. **Please see attached**
5. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.

**Town Policy Note:**

***A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.***

***B. Wages. The Town expects projects that pay at or above the median wage for similar positions in Hartford County.***

**SECTION C. PROPOSED ASSESSMENT ABATEMENT**

1. Please identify the fixed assessment schedule requested.  
Percent of assessment abatement – **100%**  
Term of fixed assessment – **7 years**
2. Please identify any other state or local incentives, financial or otherwise which are included in the project financing. **The proposed project would potentially pursue State level financial assistance to Project Warrior.**
3. Please provide a calculation of the taxes foregone based on the requested fixed assessment period. **Proposed real property tax increases resulting from Project Warrior would be estimated to be between \$4M up to \$5M per year upon completion of the proposed project.**
4. Please provide a statement of the benefits to the Town for granting the requested tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of any planned corporate community involvement.

Amazon.com Services LLC (the "Applicant") is proposing the development of approximately 147 acres of land located at 1201 Kennedy Road and 1 Joseph Lane, Windsor CT (the "Site") for use as an e-commerce storage and distribution facility for consumer products (the "Project"). The Project would allow for the Applicant as the prospective future tenant to provide a significant revenue opportunity for the local economy. The Project would involve the construction of a 5-story, approximately 823,000 square foot footprint warehouse/distribution facility (the "Facility"). The Facility would be operated by the Applicant on a long-term basis.

The Project would include the development of the Facility and all appurtenant infrastructure (site work, utilities, and roadway improvements) and associated exterior improvements (parking and loading areas, sidewalks, landscaping and lighting) and ultimately would position any potential future tenant end-user for growth, including significant job creation, related operation of the Facility.

The Applicant or an affiliate thereof operates a North American fulfillment network that is comprised of multiple facilities that are responsible for fulfilling customer orders.

The Facility would receive shipments of products that would then be distributed to various Applicant operated or other third party sortation centers or last mile delivery stations throughout the United States, in order to deliver to individual customers throughout North America. Applicant expects that, along with lease expenses, the Project would include a capital investment from Applicant of at least \$200M of real estate improvements, plus additional equipment purchases, soft costs and land acquisition costs.

Applicant's personal property investment would be at least \$30 million in material handling equipment and other personal property. Applicant anticipates the Project will launch between Q3 2021 to Q3 2022.

Other site selection considerations:

- Applicant is evaluating whether the Project improves the Applicant's competitiveness and provide its customers low prices, vast selection, and convenience.
- Applicant reserves the decision to finalize the transaction at the Site subject to:
  - Evaluation of alternative business case opportunities addressing its entire network, which includes, but is not limited to: cost, economic incentives, transportation efficiency, location/infrastructure and design of building type, available workforce, allocation of corporate capital and ultimately receive Senior Management Approval.
- Applicant's operations, capacity planning, transportation, human resources, real estate and economic development teams evaluate dozens of alternate geographies for future operational locations in any given year in response to increasing customer demand. The Applicant utilizes highly complex algorithms to respond to customer demand and the global movement of product to rapidly deploy location alternative solutions. These solutions provide the business increasing flexibility and efficiencies with the manner in which the Applicant decides to deploy capital on an annual basis and minimize risk to the business.
- The cost benefit analysis of selecting any one particular site is weighed against the entirety of the network that the Applicant has developed and continues to improve with each location it develops throughout the United States. This approach prevents any one particular site from dictating Applicant's network expansion strategy. The Site will be evaluated against alternative opportunities throughout the United State that best optimize the entirety of the network.

Applicant is seeking support for the Project that, if chosen, would enhance the Applicant's ability to add a combined total of 1,000 new full-time jobs (descriptions and benefits above) and bring new investment and tax base to the Town of Windsor in the State of Connecticut. Should the project move forward, the Applicant would work closely with the Town of Windsor to employ as many eligible candidates from the community as possible once the proposed facility is operational.

#### **APPLICATION SUBMISSION**

The completed fixed assessment application and filing fee should be submitted to:

Economic Development Director  
Town of Windsor  
275 Broad Street  
Windsor, CT 06095  
860-285-1877  
[burke@townofwindsorct.com](mailto:burke@townofwindsorct.com)

**SCHEDULE OF WAGES**

**Amazon.com Services, LLC**

**DATE:** 05.11.20

SOC	POSITION TITLE	HARTFORD LMA		COMPANY	NO. OF	BELOW	BELOW
		ENTRY	MEDIAN	MEDIAN			
		LEVEL	WAGE	STARTING	EMPLOYEES	ENTRY	MEDIAN
		WAGE	WAGE	WAGE		WAGE	WAGE
53-1048	Management	20.36	29.68	30	50		
53-7062	Associates	11.69	15.68	15	950		X

CT DEPARTMENT OF LABOR EMPLOYMENT AND WAGES (OES) DATA FOR 1st QUARTER 2019.

# Assessment Abatement Policy

## **Town of Windsor, Connecticut Assessment Abatement Policy**

### **I. Objectives**

1. Fiscal impact – to increase the non-residential tax base to preserve and enhance the town’s capacity to provide necessary infrastructure and services and to maintain the commercial and industrial development at not less than 30% of the town’s grand list.
2. Quality employment opportunities – to provide employment opportunities with good wages and benefits for town residents.
3. Stable and growing economy – to support existing business retention and expansion and attraction of new businesses in particular from targeted business clusters so as to strengthen the local economy.
4. Sustainable and quality development – to encourage the use of quality materials and design and incorporation of green technology.

To achieve these objectives, the Town may provide a temporary abatement of increased assessed value for the real property portion of a project if the project meets the criteria listed below. Economic development projects shall not have a negative financial impact on the Town at the conclusion of the abatement term. The Town reserves the right to approve the cost-benefit analysis model used to determine the financial impact.

Any and all decisions to grant and to establish terms of an incentive pursuant to this policy shall be within the sole and absolute discretion of the Windsor Town Council.

### **II. Precedents to Granting Incentive**

The Town Council shall consider the following conditions as precedents to granting property tax incentives:

A. Existence of economic benefit. The project must add to the Windsor economy. Evaluation criteria to be used in determining benefit to the community shall include but not be limited to: the amount of capital investment, whether the project produces value-added products and services, and whether the project provides a positive fiscal impact and economic impact.

B. Types of business. The project shall be of a nature that has been identified by the Town Council as desirable to stimulate the local economy and improve the quality of life for its citizens. To meet this objective, the project must involve one of the following:

1. Manufacturing firms, as per the Manufacturing Assistance Act,
2. Class “A” office space,
3. Offices for advanced medical procedures,

4. Significant Fiscal Impact Project. A Significant Fiscal Impact Project shall mean any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in taxable personal property and improvements to real property equal to or greater than \$60 million dollars, and

5. Permanent multi-family residential projects located in Windsor Center Design Development Area (section II B 5 sunsets January 31, 2017, therefore applications for this eligible use must be approved prior to said sunset date).

C. Maintain existing tax base. Assistance will be given to businesses that invest in new buildings or building expansions. Property taxes on the existing land and facilities shall not be reduced for new development projects.

D. Definition of businesses. The following definitions will be used in determining the term of abatement and the level of capital investment required.

1. Existing business is a business that shall have had facilities and operations in the Town for a period of not less than one year.

2. New business is a business that is new to Town or has not had facilities and operations in Town for a period of at least one year.

E. General requirements. Applications for assessment abatement must conform to the following requirements:

1. Applicant must not be delinquent in any taxes or charges due to the Town of Windsor.
2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant, during the period of its participation in this program:
  - a. relocates its business from Windsor,
  - b. becomes delinquent in taxes or fees,
  - c. closes its operation, or
  - d. declares bankruptcy, then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.

### **III. Abatement Criteria and Adjustments**

All projects receiving an abatement shall meet the criteria detailed below.

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay at or above the median wage for similar positions in Hartford County.

C. Building Design. Projects must be in compliance with the Town of Windsor Plan of Conservation and Development and must utilize construction materials that meet or exceed the town's requirements.

**IV. Abatement Schedule**

A. For New Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

<u>Minimum Taxable Real Property Improvement (Market Value)</u>	<u>Maximum Average % Abated Over Term</u>	<u>Maximum Term</u>
<u>\$500 K -10M</u>	<u>30%</u>	<u>3 years</u>
<u>\$11-20M</u>	<u>40%</u>	<u>4 years</u>
<u>\$21-30M</u>	<u>50%</u>	<u>5 years</u>
<u>\$31-50M</u>	<u>60%</u>	<u>5 years</u>
<u>\$51-80M</u>	<u>70%</u>	<u>5 years</u>
<u>Over \$80M</u>	<u>100%</u>	<u>7 years</u>

B. For Existing Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

<u>Minimum Taxable Real Property Improvement (Market Value)</u>	<u>Maximum Average % Abated Over Term</u>	<u>Maximum Term</u>
<u>\$350 K -3M</u>	<u>40%</u>	<u>3 years</u>
<u>\$4M- 10M</u>	<u>40%</u>	<u>4 years</u>
<u>\$11-20M</u>	<u>40%</u>	<u>4 years</u>
<u>\$21-30M</u>	<u>50%</u>	<u>5 years</u>
<u>\$31-50M</u>	<u>60%</u>	<u>5 years</u>
<u>\$51-80M</u>	<u>70%</u>	<u>5 years</u>
<u>Over \$80M</u>	<u>100%</u>	<u>7 years</u>



C. Adjustment to Abatement Schedule. The Town Council may adjust the abatement schedule as set forth in Section IV, A. by increasing the average percentage abatement by not more than 10% based on the following criteria:

1. Wages. An increase in the average percentage abatement of up to 5 % may be considered when the project includes wages that exceed the median wages for similar positions in Hartford County.
2. Targeted Industries. An increase in the average percentage abatement of up to 5% may be considered for projects that are targeted industries per the town's target industry list.
3. Building Design. An increase in the average percentage abatement of up to 5% may be considered for use of high quality materials on the building exterior and/or the use of sustainable technologies including photovoltaic power sources.

## V. Application Procedure

- A. Any eligible owner and/or lessee may apply under this Policy to the Town of Windsor on application forms provided by the Economic Development Director. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax incentive. This information should include when appropriate the following:
  1. Description of the project including an estimate of the number of jobs to be created and their wages.
  2. Description of the applicant and its products or services and including a listing of its officers.
  3. An estimate of the costs of the proposed improvements.
  4. A construction schedule.
  5. Identification of the assessment abatement schedule requested and specific justification for any adjustments per Section IV, C.
  6. Identification of any other public incentives, financial or otherwise which are included in the project financing.
  7. A calculation of the taxes foregone.
  8. A statement of the benefits to the Town for granting a tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of planned corporate community involvement.
  9. Other information as requested by the Town.
- B. Each application shall be accompanied by a filing fee of five hundred (\$500.00) dollars.
- C. Upon receipt of the completed application and fee, the Economic Development Director shall refer the application to the Town Manager and Economic Development Commission for review and recommendation. Each application shall be reviewed on a case-by-case basis. The Town Manager and Economic Development Commission shall each forward recommendations in writing to the Town Council.

- D. The Town Council, in its sole discretion, shall approve, approve with modifications and conditions or deny the application.

## VI. Agreement

- A. Pursuant to the Town Council decision, the applicant shall enter into a written agreement with the Town fixing the assessment of the real property in accordance with the assessment abatement schedule that was approved.
- B. Said agreement shall incorporate appropriate provisions of the Policy, in particular, the following:
1. Applicant must not be delinquent in any taxes or charges due to the Town.
  2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
  3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
  4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
  5. In the event that the applicant during the period of its participation in this program:
    - a. Relocates its business from Windsor,
    - b. Becomes delinquent in any taxes or fees,
    - c. Closes its operation in Windsor, or
    - d. Declares bankruptcy,then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.
  6. Applicant shall provide a report annually regarding its compliance with the employment and wage provisions of this Policy. Said report shall be in writing upon such forms as are provided for this purpose by the Town.
  7. Failure to comply with any of the conditions associated with a fixed assessment project including but not limited to provisions of the fixed assessment agreement and any requirements specified by any of Windsor's land use commissions may result in the Town Council's review of, and possible modification to, said fixed assessment agreement.

**Town of Windsor, Connecticut  
Assessment Abatement Policy**

**Targeted Business List  
February, 2004**


The following businesses qualify as a targeted business under the Town of Windsor Assessment Abatement Policy. The ultimate determination as to whether a specific applicant is a targeted business shall be with the Town Council.

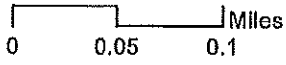
1. Class A office space - Class "A" office space must include the following features:
  - a. Two or more stories
  - b. Minimum of 50,000 SF of floor area
  - c. Incorporates broadband communications technology throughout
  - d. High-speed elevators
  - e. Life-safety and security programs
  - f. On-site management
  - g. Energy management system
  
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.


# Windsor Center Plan



**Legend**

 Center

 Miles

 N

Source: 2004 Windsor Plan of Conservation & Development Section 9 - Villages

# Building Permit Fee Reduction Policy

Revised: February 6, 2012

## **Town of Windsor, Connecticut Building Permit Fee Reduction Policy**


Purpose: The purpose of the building permit fee reduction policy is to attract investment and job creation to the Town of Windsor and to promote the expansion of existing business and industry.

Qualifying businesses: The following types of businesses, consistent with Town codes, shall be eligible for consideration of a building permit fee reduction:

1. Significant Fiscal Impact Projects – these include any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in taxable personal property and improvements to real property equal to or greater than \$60 million dollars.
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

Review and approval: The Town Council will consider, on a case by case basis, the reduction of required building permit fees for the purposes described above. The Council may establish such terms and conditions regarding this incentive as it determines appropriate. Approval of any building permit fee reduction shall be at the sole discretion of the Town Council.

## Agenda Item Summary

Date: June 1, 2020  
To: Honorable Mayor and Members of the Town Council  
Prepared By: James Burke, Economic Development Director  
Reviewed By: Peter Souza, Town Manager   
Subject: 2020 Neighborhood Assistance Act Tax Credit Program

### Background

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers non-profit and municipal organizations an opportunity to enhance their fundraising capabilities by offering tax credits to eligible corporations. Corporate donors receive a tax credit against their state corporate tax liability in an amount equal to 60% of their contributions or, in the event the proposed activity is an eligible energy conservation project, equal to 100% of their contribution. All applications are subject to approval by the local governing body, subsequent to a requisite public hearing to allow for public comment. Applications are ultimately reviewed by the Connecticut Department of Revenue Services as well.

The program has several statutory limitations, including the following:

- Businesses are limited to a tax credit of \$150,000 annually
- Non-profits may receive up to \$150,000 in contributions annually
- The minimum contribution on which a tax credit may be granted is \$250
- The program has a \$5,000,000 overall cap, which if exceeded, results in proration of approved donations

### Discussion/Analysis

The Office of Community Development issued media releases and sent email notices to non-profit organizations in an effort to ensure that eligible organizations are aware of the NAA Program. In addition, the public hearing was duly noticed.

The applications received this year include the following:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 7,000	2020 Program Sponsorship
Connecticut Radio Information System, Inc.	\$ 5,000	Audio Accessibility Program

### Financial Impact

The dollar amounts listed above for each applicant are essentially fundraising goals for participating organizations. It is up to the applicants to secure donations from corporate sponsors using the NAA Tax Credit Program as a financial inducement. The cost for the town to

participate is minimal, essentially limited to promotion of the program, publication of a legal notice for the public hearing, and minimal staff time.

Other Board Action

None

Recommendation

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

**“MOVE that the attached resolution approving applications for participation in the 2020 Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services be approved.”**

Attachments

Resolution



WINDSOR TOWN COUNCIL

NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM

RESOLUTION

WHEREAS, the State of Connecticut, acting through its Department of Revenue Services, administers a program authorized by the state legislature entitled the Neighborhood Assistance Act (NAA) Tax Credit Program which provides corporations with tax liability in the State of Connecticut an opportunity to receive tax credits for donations made to participating municipal and tax-exempt organizations; and

WHEREAS, in order to utilize the NAA Program eligible municipal and non-profit organizations must first secure the approval of the local governing body in a town served by the applicant; and

WHEREAS, the organizations listed below have submitted applications for assistance in the NAA Program and the Town Council believes that the proposed activities are in the best interests of Windsor's residents.

NOW THEREFORE BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL that the following applications for participation in the 2020 Neighborhood Assistance Act Tax Credit Program are hereby approved:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 7,000	2020 Program Sponsorship
Connecticut Radio Information System, Inc.	\$ 5,000	Audio Accessibility Program

**Town Council  
Resignations/Appointments/Reappointments  
June 1, 2020**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

A. One Democratic Member

Conservation Commission

Five Year Term to expire November 30, 2023 or until a successor is appointed

(Neill Sachdev)

**“MOVE to REAPPOINT Neill Sachdev as a Democratic member to the Conservation Commission for a five year term to expire November 30, 2023 or until a successor is appointed. “**

B. One Unaffiliated Member

Library Advisory Board

Three Year Term to expire April 30, 2022 or until a successor is appointed

(Kevin Washington)

**“MOVE to REAPPOINT Kevin Washington as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2022 or until a successor is appointed.”**

C. One *Democratic* Member

Public Building Commission

Three Year Term to expire November 30, 2022 or until a successor is appointed

(Richard Hazelton)

**“MOVE to REAPPOINT Richard Hazelton as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2022 or until a successor is appointed.”**

D. One *Unaffiliated Alternate* Member

Zoning Board of Appeals

Two Year Term to expire November 10, 2021 or until a successor is appointed

(Dawn Kirkwood)

**“MOVE to REAPPOINT Dawn Kirkwood as an Unaffiliated Alternate member to the Zoning Board of Appeals for a two year term to expire November 10, 2021 or until a successor is appointed.”**



**TOWN COUNCIL  
VIRTUAL MEETING  
MAY 18, 2020  
Regular Town Council Meeting**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

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

Present: Mayor Donald Trinks, Deputy Mayor Joe McAuliffe, Councilor Nuchette Black-Burke, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor Donald Jepsen, Councilor Lenworth Walker, and Councilor Kenneth Wilkos

Absent: Councilor James Govoni

**2) PRAYER OR REFLECTION**

Deputy Mayor McAuliffe led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Deputy Mayor McAuliffe led the group in the Pledge of Allegiance.

**Motion to move item #12A**

- a) Approve appointment to fill Town Council vacancy

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to place item 12 a) on tonight's agenda after Item 3.

Motion Passed 7-0-0 (Councilor Govoni absent)

Councilor Jepsen stated the Town Council currently has one vacancy due to Councilor Tustin's resignation which was effective April 26, 2020. Councilor Tustin's political party affiliation is Republican. The Town Council is responsible for filling the vacancy. At the last Town Council meeting, he as a Republican member of the Town Council, presented the name of Mr. Lenworth Walker to fill the vacant unexpired term for consideration and approval on May 18th.

Per Section 6-1 of the *Town Charter*, when a vacancy occurs on the Town Council, the remaining unexpired portion of the term shall be filled by the remaining members of the Council by an affirmative vote of not less than five members. Additionally, the appointee shall be of the same political party as the person creating the vacancy. With regards to a time frame for filling the vacancy, the *Town Charter* is silent.

Anna Posniak, Town Clerk, swore Mr. Lenworth Walker into office.

MOVED by Councilor Jepsen, seconded by Councilor Dobler to appoint Mr. Lenworth Walker to the Town Council to fill an unexpired term.

Motion Passed 7-0-0 (Councilor Govoni absent)

#### **4) PROCLAMATIONS AND AWARDS**

- a) Proclamation designating May 17-23, 2020 as Emergency Medical Services Week

Councilor Black-Burke read the proclamation aloud.

- b) Proclamation designating May 17–23, 2020 as National Public Works Week

Councilor Wilkos read the proclamation aloud.

#### **5) PUBLIC COMMUNICATIONS AND PETITIONS**

Eric Weiner, 76 Palisado Avenue, spoke of opposing any tax abatement for development that may be done for Amazon on Kennedy Road. Mr. Weiner thanked the Council for putting the Lower Farmington River on the agenda tonight. Mr. Weiner stated that he has been monitoring COVID infections in town fairly closely over the past two weeks and there has been an average increase per day in the number of confirmed cases in Windsor between 1% to 2%. Mr. Weiner noted that over the last three days, that number has jumped between 5% to 6.3%. Mr. Weiner said that he wanted to call that to the town's attention to investigate and see if this is due to an increase of testing.

#### **6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Dobler welcomed Councilor Walker to the Town Council and is excited to work with him. Over the next few days the state is going to be slowly opening up. Councilor Dobler noted that some people think it's way too soon and some people think that it is way too late. Councilor Dobler noted that after speaking to several restaurant owners and employees throughout Hartford County, they are extremely excited, but extremely nervous about opening up. Councilor Dobler asked that everyone that goes out to restaurant to please be civil, make sure you give enough space and be as courteous as possible. Councilor Dobler noted that he hoped everyone stayed safe and healthy.

Councilor Walker thanked Mayor Trinks and appreciates the warm welcome. Councilor Walker said that he is looking forward to working with everyone and to do what is best for the residents and in the interest of the Town of Windsor.

Councilor Govoni – None

Councilor Black-Burke welcomed Councilor Walker to the Town Council. Councilor Black-Burke noted that there are many reminders for parents, so please check emails in regards to picking up items from back in March. Councilor Black-Burke said to please note you will not be able to go into the building, but there are clear instructions in the email. Councilor Black-Burke stated that they are still continuing to distribute food to families in need during the pandemic at Oliver Ellsworth and Windsor High School. Councilor Black-Burke said that people should continue to stay safe.

Councilor Wilkos welcomed Councilor Walker. Councilor Wilkos stated that last year he got to know Councilor Walker very well on a personal level. Councilor Wilkos noted that Councilor Walker is a good man and he will do great things being on the Town Council.

Councilor Rampulla Bress welcomed Councilor Walker and looks forward to working with him. Councilor Rampulla Bress said that she wanted to wish a peaceful and happy Ramadan this May to our community. She shared that May is Mental Health Awareness month. Councilor Rampulla Bress noted that Windsor Youth Services has a wonderful program coming up this week, which is a video online called Angst (Anxiety documentary) which is free from May 13-21 on the Windsor town page. Councilor Rampulla Bress said that she viewed it and it's wonderful and to please check it out.

Councilor Jepsen expressed his condolences to the Marci family and stated it was a tragedy what happened over there. Councilor Jepsen welcomed Councilor Walker not only now, but back to the Town Council. Councilor Jepsen asked Mayor Trinks to please name Councilor Walker as a member of the Personnel Committee in place of Councilor Tustin.

Deputy Mayor McAuliffe welcomed Councilor Walker. Deputy Mayor McAuliffe thanked Greg Lemay for reaching out to organize a parade through his neighborhood in Stockbridge. Deputy Mayor McAuliffe relayed a message from Barry Chasen thanking everyone for the field sign named in this honor at the Windsor High School.

Mayor Trinks sends his condolences to the Marci family. Mayor Trinks gave a public shout out to first responders, fire, police, ambulance and public works who are always out there doing their job and doing it well. Mayor Trinks noted that if we all stick together, we are going to beat this. He said that we are Windsor Strong.

## **7) REPORT OF APPOINTED BOARDS AND COMMISSION**

Mayor Trinks stated that the Public Building Commission has submitted a written report to the Council, and each Councilor has received a copy.

a) Public Building Commission

**a) Police Station Construction Project – 9911**

This project continues to be on schedule. To date the General Contractor and their subcontractors have been fully staffed, with safety guidelines, during the COVID-19 pandemic. The work load ahead planned for the next four weeks is as follows:

- All interior masonry walls are completed.
- The roof work continues: metal edge trim work and the roof for the new front vestibule will be completed soon, weather permitting. On the DPW side of the building the roof replacement has started.
- All interior steel framing is completed.
- Interior wall sound insulation, bulletproofing, drywall installation, and joint taping are completed. Painting is 60% complete.
- Electrical conduit and wiring work will continue and is scheduled to be completed in three weeks.
- Plumbing piping work is completed. Once restrooms are tiled the fixture installation will commence.
- Work in the detention area continues with the installation of security ceilings and cell doors. The sally port areas are completed.
- HVAC systems are scheduled to be started and commissioned over the next two weeks.
- Fire Sprinkler rough in is completed. Installation of a suspended ceiling grid has started and final sprinkler head locations have started as well.
- Site work has started and the mild winter has provided site work to be ahead of schedule. This work will be continuing over the next two months.
- To date, the construction change orders approved by the PBC total \$184,875.38 or about 1% of the total construction cost. Overall the project is still ahead of the planned schedule. We now expect completion in the summer 2020.

#### **Fire and EMS Station Design Project – 9912**

This project is currently out to bid. Bids are due in June. We expect to award the project in late June/July and have construction start in mid-August. The construction is estimated to last twelve months.

#### **b) Sage Park Middle School Roof Design – 9506**

This design is complete and pending state approval, work is now expected to take place in summer 2021.

#### **c) DPW Building Renovation Design – 9505**

This project has started. The HazMat abatement started this week and will be completed next week. The General Contractor, Sarazin General Contracting, is scheduled to start on June 1, 2020 and work is expected to take 120 days.

#### **d) Clover Street School Partial Roof Design – 9508**

This project is now complete. Once the contractor completes the several punch

list items to staff approval and closeout documents received, the PBC will close out this project.

**e) Northwest Park Nature Center Addition – 9503**

The contractor has all the materials for this project. The contractor will now start work this week.

**f) Wilson Fire Station HVAC Replacement Project – 9517**

The bids for this project have been received. The PBC will review these bids at its next meeting.

**g) Poquonock Fire Station Replacement Roof Design – 9518**

The bids for this project have been received. The PBC will review these bids at its next meeting.

**h) Sage Park Middle School Energy HVAC Efficiencies Upgrades Project**

The PBC received and approved final construction drawings. The schedule for this project is pending.

**i) Northwest Park Barns Renovation**

The PBC has awarded contracts for seven barn renovations. The renovations for each barn differ but may include replacing roofs, replacing rotted siding, and repainting exterior siding. Once contracts are in place, the work will occur during the early summer.

**8) TOWN MANAGER'S REPORT**

**Raising Awareness Around Anxiety**

In partnership with Windsor Locks, Windsor Youth Services is sponsoring a virtual screening of the documentary "**Angst: Raising Awareness Around Anxiety.**" The film includes interviews with kids, teens, educators, experts, parents, and an interview with Olympic swimmer Michael Phelps. The online screening will feature a viewing of the film that can be streamed on your home device anytime through this Thursday, May 21, 2020. The recommended viewing age is 12 years and older.

**Memorial Day Update**

For everyone's safety, the Holiday Observance Committee has canceled its traditional Memorial Day observances and parade. Staff is working with representatives of the American Legion and VFW to produce a video that will include portions of the traditional observances, such as the reading of the names of Windsor Veterans whom we have lost in the past year. This special presentation will be broadcast on WIN-TV, WGTV and the town's social media outlets on Memorial Day to ensure we respectfully honor those who have made the ultimate sacrifice. Members of the community are invited to participate in this production by videotaping themselves, their family or children reciting



the *Pledge of Allegiance*, *Flanders Field* or the *Gettysburg Address*. Detailed information is available on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

### **Street Paving Schedule**

The first phase of street milling and overlay has been delayed until mid June. The work was expected to begin this week, but the contractors' availability has changed. Work on Willowcrest Drive, Southwood Drive, Nod Road, West Wolcott Avenue and Grant Circle is now expected to start in mid-June.

### **Poquonock School Parking Lot Project**

The reconstruction and expansion of the Poquonock School parking lot is slated to begin later this week. The parking lot work should be substantially complete by the first week of August.

### **Dog License Renewals**

The Town Clerk's office encourages all dog owners to renew their dog's license online or through the mail during the month of June. For your convenience, you may also drop off your dog license renewal payment in the Tax Collector's drop box conveniently located in our town hall parking lot.

Dog licenses are required by state law for dogs six months or older. Newly obtained dogs must be licensed within 30 days of new ownership. There is a late fee for licenses renewed after June 30th.

#### **Online Renewals:**

Online renewals will be available on our website beginning on June 1st.

#### **Renewal by mail or drop box:**

Enclose a check payable to the Town of Windsor with a self-addressed, stamped return envelope. Dog tags will be mailed to the owner in the self-addressed, stamped envelope. Rabies vaccination certificates are required for any dog that had its rabies vaccination updated since last June.

### **Update on Town Facilities and Programs**

Town Hall and our other buildings remain closed to the public. Citizens may continue to use our various on-line services or they can contact town departments by phone or email to discuss how best to complete a desired transaction. Appointments can be made for time sensitive essential services.

We are currently making physical modifications to our customer service areas as well as preparing informational and directional signage for reopening to the public.

Many of our summer programs will be delivered in a modified way and unfortunately some programs may not be able to be offered. Staff has been reviewing various state and national guidelines and developing new operational plans. I expect announcements of the modified programs schedule to be made at the beginning of June.

I encourage everyone to continue to:

- practice social distancing
- practice good hygiene
- remember to wear a face covering
- and please do not use the various playscapes at the schools and parks

Thank you to all for your continued patience and understanding as we work through this together.

Town Manager Souza stated that in terms of the testing from public comment, there was an increase of the reported positive cases over the course of the weekend. Town Manager Souza noted that there are two factors from this, first being lags in reporting and second was additional testing done at the nursing homes in the recent week.

Councilor Black-Burke asked in regards to the Poquonock repaving project being ahead of schedule, is there any follow-up on the playscape and steps with that. Town Manager Souza stated that Danielle Batchelder, the BOE Business Manager has been in communication with staff regarding the design. He stated that as of two weeks ago, the design was in its final stages, but that he would get back to her.

Councilor Rampulla Bress stated that the title of the film was "**Angst: raising awareness around Anxiety.**" Councilor Rampulla Bress said that she was thankful to see an email go out about this and it's so helpful during this time.

Councilor Jepsen asked if there has been any decisions on the pools. Town Manager Souza stated that was an excellent question. Town Manager Souza noted that at this time the State Department of Health has not issued firm guidance in opening public or semi-public pools. Town Manager Souza stated that he believes that there will be no swim lessons, but has not seen final guidelines yet. Town Manager Souza noted that he is still hopeful that it will be a modified program without swim lessons.

## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler spoke about setting up a meeting for mid-June.

Special Projects Committee – Councilor Dobler – None

Health & Safety Committee – Councilor Black-Burke spoke that the Committee met on May 11 and had a great meeting. The topics that were discussed were updates from Dr. Pepe and Nurse Waldo about COVID-19. The next topic involved the Police Department in diversity training and staffing. The topic of the relationship between Town of Windsor and Community Health Services was discussed with Dr. Pepe and Nurse Waldo. Councilor Black-Burke stated that Town Manager Souza will follow up with Community Health Services. There was a discussion regarding the Windsor Volunteer Ambulance, who will be hiring someone to recoup monies. Councilor Black-Burke stated that it was

a great meeting and thanked Councilor Govoni, the town staff, Town Manager Souza and Assistant Town Manager Colby.

Personnel Committee – Councilor Rampulla Bress spoke that the Committee will be meeting next Wednesday, May 27 at 6:00 p.m. Councilor Rampulla Bress noted that the Committee will be looking for input on the Mission in charge of the Citizen Advisory Task Force on Clean and Sustainable Energy. She said that the Committee will be interviewing some candidates for statutory commissions. The details on how to join the virtual meeting will be on the town's website.

Finance Committee – Deputy Mayor McAuliffe stated there will be a meeting on Wednesday, June 8<sup>th</sup> at 5:30 p.m. to review year end financials.

Mayor Trinks appointed Councilor Walker to the Personnel Committee.

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS – None**

**12) NEW BUSINESS**

b) Approve Suspense List

MOVED by Councilor Wilkos, seconded by Councilor Dobler that \$170,303.90 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.

OCTOBER 1, 2012 -	\$	148.27
OCTOBER 1, 2013 -	\$	148.79
OCTOBER 1, 2016 -	\$	170,006.84

Town Manager Souza invited Cathy Elliott, Tax Collector to present to the Council.

Ms. Elliott stated in accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2016 Grand List that are considered not collectable. Also included are two accounts from prior Grand Lists which were added on after their respective lists had been suspended and are still showing as active accounts.

Councilor Wilkos asked if we transfer these accounts to the CT DMV, does that interfere with people leaving the state. Ms. Elliott stated that some states tell people they should be current, but she doesn't know which ones will do that. She noted that most of the accounts that make up the suspense list are from people moving out of state.

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

- c) Authorize acceptance and expenditure of grant funds for the Deerfield Road Rehabilitation Project with the Town Council acting in lieu of a Special Town Meeting per Executive Order 7S

### **Motion to Approve Findings Per Executive Order 7S**

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that per Executive Order 7S, the Windsor Town Council finds that to prevent possible financial loss and permit the orderly operation of the municipality the Town Council, as the town's legislative body, is acting in lieu of the Special Town Meeting, with regard to the First Supplemental Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).

Town Manager Souza stated that the Governor's Executive Order 7S requires a suspension of in-person voting requirements and the Town Council can act in lieu of a special town meeting. Town Manager Souza noted that Town Attorney Fitzgerald has reviewed this order and reviewed the motion under consideration at this time and found it to be in order. Town Manager Souza said that the Council does need to make specific findings that permit the Council to act as a Special Town Meeting. The two primary reasons as stated in the agenda item summary and the motion relate to the ability for the work to get done in this construction season. Town Manager Souza said that a delay in this action for the Executive Order to get modified, could very well last through the entire summer. This would allow the contractor to get started on Deerfield Road in June, otherwise we could very well lose the ability to complete this rehabilitation work during the construction season. Town Manager Souza stated that there is also the possibility we could lose all or part of the state funding. The state is funding 100% of the construction costs of this project and given the unknown fiscal impact of the COVID19 pandemic, we would like to move this project forward at this time so the grant has no financial impact to the town.

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

Adam Kessler, Assistant Town Engineer stated the supplemental PAL for the Deerfield Road Rehabilitation project includes a total estimated construction cost of \$1,047,329.40, with the project being funded 100% by the state. Upon the execution of the supplemental PAL, the state will transfer money in the amount of the low bid (\$872,774.50) plus an additional 20% to cover construction inspection and administration, material testing, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. Anticipated construction start date is June 1.

A Special Town Meeting is required to authorize the acceptance of state grant funds and expenditure of funds for the project and to authorize the Town Manager to sign the supplemental PAL. In response to the COVID-19 pandemic, Governor Lamont has issued a series of Executive Orders. Executive Order 7-S requires the suspension of in-person voting requirements for certain time sensitive municipal financial decisions, including supplemental, additional or special appropriations pursuant to Section 7-348 of the

*General Statutes* or any similar municipal charter requirement. This Executive Order was subsequently amended by Executive Order 7-CC, Paragraph 1 to include “the application for or acceptance of any grants, funding, or gifts.”

### **Motion to Approve Acceptance and Expenditure of Grant Funds**

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to adopt the acceptance and expenditure of grant funds from the State of Connecticut of \$1,047,329.40 for the Deerfield Road Rehabilitation Project; and Peter Souza, Town Manager be authorized to sign the First Supplemental Project Authorization Letter for the Deerfield Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).

Town Manager Souza stated that this is the fourth project that the town has received funding for through this particular grant program.

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

- d) Volunteer appointments to the Lower Farmington River and Salmon Brook Wild and Scenic Committee

Deputy Mayor McAuliffe stated that the National Park Services' Partnership Wild & Scenic rivers program provides for exceptional rivers to be designated as “Wild and Scenic” by Congress. The Lower Farmington River & Salmon Brook achieved this designation in 2019. As part of the designation, a coordinating committee has been formed. Each town along the designated waterways has been asked to appoint two members to the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee.

The Town Council, through the Personnel Committee, is requested to initiate a process of soliciting applications from residents interested in serving and making appointments to the Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee.

Each town may appoint a regular member and an alternate member. As a voting member on the Committee, the representative will have one vote on committee matters requiring a vote. Representatives will also act as liaisons between the town and the Committee in helping to address relevant river related information and in working on projects to further the goals of the Lower Farmington River and Salmon Brook Wild & Scenic Management plan.

Councilor Jepsen asked if these appointments have a term. Town Manager Souza stated the information provided to us did not have a length of term. Town Manager Souza said that he will investigate that with the Farmington River Watershed Association and provide that information to the Personnel Committee during their review of applicants.

Councilor Rampulla Bress is wondering who would be responsible for putting the notice out to the community about the application. Councilor Rampulla Bress asked if it would be similar to processes for Board and Commissions. Town Manager Souza said that town

staff would be pleased to do that similar to what we do for the Boards and Commissions and that will do it through a variety of means.

### 13) RESIGNATIONS AND APPOINTMENTS

Councilor Rampulla Bress asked for clarification in reading names more than once. Councilor Rampulla Bress stated that she doesn't see the need to do this twice. Councilor Jepsen stated that traditionally we have not read them for the first meeting. It's more for the Council to see who is being proposed to take the vacant slots and they are read the second time with the actual motion to appoint the applicant. Councilor Rampulla Bress stated that from now they will be presented in a list to look over first and then at second meeting will be read.

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to:

- Reappoint Ricardo Quintero as a Democratic member to the Greater Hartford Transit District for a four year term to expire February 28, 2024 or until a successor is appointed
- Reappoint David Raney as a Republican member to the Greater Hartford Transit District for a four year term to expire February 28, 2024 or until a successor is appointed
- Reappoint Adam Schibley as a Democratic member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2024 or until a successor is appointed
- Reappoint Caren Barry as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed
- Reappoint Cheryl Curtis as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed
- Reappoint LeighAnn Tyson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed
- Reappoint Fran Ward-Nelson as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2023 or until a successor is appointed

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

### 14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the April 27, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 27, 2020 Special Town Council meeting as amended. Correction: Remove Councilor Tustin as being absent as his resignation was effective as of April 26.



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

b) Minutes of the April 29, 2020 Special Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the April 29, 2020 Special Town Council meeting as amended. Correction: Remove Councilor Tustin as being absent as his resignation was effective as of April 26. Correct Page 1, 3<sup>rd</sup> sentence under "Final Deliberations and Adoption of FY 21 Budget, to state ".....reduced by \$650,000" and not \$950,000.

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

c) Minutes of the May 4, 2020 Regular Town Council Meeting

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the May 4, 2020 Regular Town Council meeting.

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

**15) PUBLIC COMMUNICATIONS AND PETITIONS – None**

**16) EXECUTIVE SESSION – None**

**17) ADJOURNMENT**

MOVED by Councilor Walker, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 8:45 p.m.

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

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary