



Council Agenda

Council Chambers
Windsor Town Hall
July 6, 2020



Zoom instructions

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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.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Black Burke
3. PLEDGE OF ALLEGIANCE – Councilor Black Burke
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) Public Building Commission
 - c) Human Relations Commission
 - d) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

- a) *Approve proposed Capital Improvement Program for Fiscal Years 2021-2026 (Town Manager)

12. NEW BUSINESS

- a) *Authorize acceptance and expenditure of grant funds for the Archer Road Rehabilitation Project with the Town Council acting in lieu of a Special Town Meeting per Executive Order 7S (Town Manager)
- b) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$340,000 FOR COSTS IN CONNECTION WITH WILSON FIRE STATION HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."
- c) *Set a Public Hearing for August 3, 2020 at 7:25 p.m. (prevailing time) to hear an ordinance entitled, "AN ORDINANCE APPROPRIATING \$340,000 FOR COSTS IN CONNECTION WITH WILSON FIRE STATION HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) *Approve an appropriation of \$155,000 for Poquonock Fire Station Roof Project (Town Manager)
- e) *Consider amendment to assessment abatement policy to add multi-family housing as eligible use (Town Manager)
- f) *Receive report on Wilson Redevelopment Survey (Town Manager)
- g) Consider settlement of Walgreens vs. Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the June 15, 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: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2021-2026

Background

The town's six year Capital Improvement Program (CIP) provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. FY 2021-2026 includes project descriptions and projected costs by fiscal year.

Discussion/Analysis

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for the desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Below are a few highlights of the proposed CIP:

- The proposed CIP forecasts \$42.9 million in bonding authorization. The 6-year CIP cycle includes two projects that would require voter approval due to estimated costs. These projects are
 - Town Facility Improvements – Outdoor Pool Facilities
 - BOE – Windsor High School – Heating and Ventilation System Replacement
- The CIP includes approximately \$8.3 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$13.4 million. Of the total \$21.7 million included for the asset management of town roadways, \$6.7 million is planned to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$17.4 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed out balances from completed projects.

- Outdoor Pool Facilities projects (Goslee and Welch) have the design phase in FY 21 and construction phase in FY 23. Renovations to Veterans Pool is currently unscheduled. These projects may require voter referendum depending on the scope of work and phasing approach.
- An annual General Fund appropriation of \$500,000 is proposed to be dedicated to Public Safety projects to reduce long-term borrowing. Projects include replacement of fire apparatus and fire station HVAC system replacements.
- Several large projects at Sage Park Middle School are incorporated over the 6 year period. Projects range from roof replacement, heating and mechanical equipment replacements to the installation of air-conditioning systems.

Financial Impact

The debt service ratios are inclusive of the voter approved Public Safety Complex project and the town-wide radio system, as well as the other potential referendum projects in the CIP. The financing assumptions used to calculate the debt service ratios include a combination of both long-term general obligation bonds and short-term notes. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvements Committee completed their review of the proposed CIP on May 28th. The Committee voted to recommend that the proposed FY 2021-2026 CIP be approved with the suggestion that Fire Station Vehicle Exhaust System project, if possible, be moved from FY 22 to FY 21.

The Town Improvements Committee met on June 22, 2020 and recommended that the Town Council approve the proposed FY 2021-2026 Capital Improvements program as presented.

Recommendations

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

“MOVE that the proposed FY 2021-2026 Capital Improvements Plan be approved as presented.”

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2021-2026 Capital Improvement Program online at:

<http://townofwindsorct.com/finance/documents/2021-2026-cip-draft/>

Draft Capital Improvement Program
To be reviewed by Capital Improvements Committee

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
<u>FY 2021</u>						
Pavement Management Program	1,030,000	850,000		180,000		
Sidewalk and Curb Replacement Program	150,000	150,000				
Fleet and Public Works Equipment Replacement	680,000	680,000				
Pavement Resurfacing at Town Facilities & Schools	240,000		240,000			
Landfill Leachate Management	1,406,100				1,406,100	
Wilson Route 159 Corridor Enhancement Program (Phase I)	1,006,300			1,006,300		
Day Hill Road Ped. Circulation Enhancements (Marshall Phelps to Orange Way)	287,500		270,000			17,500 ¹
Town Facility Improvements - DPW Fuel Station Improvements (Design)	75,400					75,400 ²
Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Design & Construction)	2,325,000		2,255,000			70,000 ¹
Town Facility Improvements - Luddy House and Carriage House Windows and Doors Replacement	165,000		165,000			
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	300,000	300,000				
Town Facility Improvements - Wilson Fire Station HVAC Replacement (Construction)	505,000		505,000			
Town Facility Improvements - Data Centers Storage	120,100					120,100 ¹
Poquonock Fire Station - Engine 7 Replacement	905,000	200,000	705,000			
Firehouse Vehicle Exhaust Systems	150,000		150,000			
Broad Street Signal Modifications and "Road Diet" (Design) Phase II	150,000	150,000				
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Designs)	200,000		200,000			
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Design)	92,800					92,800 ¹
BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement	2,190,000		1,205,000	985,000		
BOE - Technology Equipment Upgrades	80,000	80,000				
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction - Phase 1)	2,705,000		2,705,000			
Subtotal FY 2021	14,763,200	2,410,000	8,400,000	2,171,300	1,406,100	375,800
<u>FY 2021 Projects Anticipated to Require Voter Approval</u>						
None.	-	-	-	-	-	-
Subtotal FY 2021	-	-	-	-	-	-
GRAND TOTAL FY 2021	14,763,200	2,410,000	8,400,000	2,171,300	1,406,100	375,800

¹ Capital Projects Fund Assigned Balance (Total = \$300,400)

² General Fund Unassigned (Total = \$75,400)

Draft Capital Improvement Program
To be reviewed by Capital Improvements Committee

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
<u>FY 2022</u>						
Pavement Management Program	1,085,000	905,000		180,000		
Sidewalk and Curb Replacement Program	160,000	160,000				
Stormwater Management Improvements	269,000		269,000			
Fleet and Public Works Equipment Replacement	735,000	735,000				
Tree Replacement Program	30,000					30,000 ¹
Historic Monument and Ancient Cemetery Preservation	50,000					50,000 ¹
Town Facility Improvements - DPW Fuel Station Improvements (Construction)	753,400		753,400			
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,049,800			1,049,800		
Day Hill Road Ped. Circulation Enhancements (Marshall Phelps to Helmsford Way, Design)	23,400					23,400 ¹
River Street Roadway Rehabilitation (Poquonock to Old River, Design)	58,440					58,440 ¹
Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	51,600					51,600 ¹
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,734,200		1,734,200			
Public Safety Equipment Fund	500,000	500,000				
BOE - Technology Equipment Upgrades	100,000	100,000				
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction - Phase 2)	2,110,000		2,110,000			
BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	121,300	121,300				
BOE - Clover Street School - Roof Replacement (Design)	45,500					45,500 ¹
Subtotal FY 2022	8,876,640	2,521,300	4,866,600	1,229,800	-	258,940
<u>FY 2022 Projects Anticipated to Require Voter Approval</u>						
None	-	-	-	-	-	-
Subtotal FY 2022	-	-	-	-	-	-
GRAND TOTAL FY 2022	8,876,640	2,521,300	4,866,600	1,229,800	-	258,940

¹ Capital Projects Fund Assigned Fund Balance (Total = \$258,940)

Draft Capital Improvement Program
To be reviewed by Capital Improvements Committee

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2023						
Pavement Management Program	1,085,000	905,000		180,000		
Sidewalk and Curb Replacement Program	175,000	175,000				
Stormwater Management Improvements	274,100		274,100			
Fleet and Public Works Equipment Replacement	735,000	735,000				
Pavement Resurfacing at Town Facilities & Schools	260,000		260,000			
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	665,000		665,000			
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	642,080		642,080			
Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	450,000		450,000			
Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps to Helmsford, Construction)	261,000		261,000			
Broad Street Road Diet (Construction)	4,592,400			4,592,400		
Town Facility Improvements - LP Wilson Boiler Replacement (Design)	202,600	99,700				102,900 ¹
Palisado Avenue Corridor Improvements and Wall Repairs (Design)	135,000	135,000				
Athletic Field Master Plan Implementation - Sharshon Park Improvements (Design)	115,000		115,000			
Town Facility Improvements - NW Park Parking Lot Renovations	192,300					192,300 ¹
Wilson Fire Station - Replace Brush Truck	208,000	208,000				
Public Safety Equipment Fund	292,000	292,000				
BOE - Technology Equipment Upgrades	105,000	105,000				
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction - Phase 3)	2,195,000		2,195,000			
Subtotal FY 2023	12,584,480	2,654,700	4,862,180	4,772,400	-	295,200
FY 2023 Projects Anticipated to Require Voter Approval						
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,645,000	-	3,645,000	-	-	-
Subtotal FY 2023	3,645,000	-	3,645,000	-	-	-
GRAND TOTAL FY 2023	16,229,480	2,654,700	8,507,180	4,772,400	-	295,200

¹ Capital Projects Fund Assigned Fund Balance (Total = \$295,200)

Draft Capital Improvement Program
To be reviewed by Capital Improvements Committee

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2024						
Pavement Management Program	1,105,000	925,000		180,000		
Sidewalk and Curb Replacement Program	180,000	180,000				
Stormwater Management Improvements	324,000		324,000			
Fleet and Public Works Equipment Replacement	750,000	750,000				
Tree Replacement Program	35,000					35,000 ¹
Construct Sidewalks - Local Roads Within 1 Mile of School	162,000		162,000			
Historic Monument and Ancient Cemetery Preservation	100,000					100,000 ²
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000 ¹
Street Reconstruction - Basswood Road (Design)	210,000		210,000			
Street Rehabilitation - International Drive (Design)	82,000	82,000				
Town Facility Improvements - LP Wilson Boiler Replacement (Construction)	2,132,800		2,132,800			
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Design)	28,100					28,100 ¹
Athletic Field Improvements - Clover Street School Field Improvements (Design)	77,000		77,000			
Athletic Field Improvements - O'Brien Field Turf Replacement (Design)	65,000					65,000 ¹
Public Safety Equipment Fund - Replace Engine 1	996,000	500,000				496,000 ³
BOE - Technology Equipment Upgrades	105,000	105,000				
BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,363,200		1,363,200			
BOE - Windsor High School - HVAC Systems Replacement (Design)	280,800		214,300			66,500 ¹
BOE - L.P. Wilson - ADA Code and Restroom Renovations (Design)	44,500					44,500 ¹
Subtotal FY 2024	8,066,400	2,542,000	4,483,300	180,000	-	861,100
FY 2024 Projects Anticipated to Require Voter Approval						
None	-	-	-	-	-	-
Subtotal FY 2024	-	-	-	-	-	-
GRAND TOTAL FY 2024	8,066,400	2,542,000	4,483,300	180,000	-	861,100

¹ Capital Projects Fund Assigned Fund Balance (Total = \$265,100)

² General Fund Unassigned Fund Balance (Total = \$100,000)

³ Public Safety Equipment Fund (Total = \$496,000)

Draft Capital Improvement Program
To be reviewed by Capital Improvements Committee

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
<u>FY 2025</u>						
Pavement Management Program	1,105,000	925,000		180,000		
Sidewalk and Curb Replacement Program	200,000	200,000				
Fleet and Public Works Equipment Replacement	750,000	750,000				
Pavement Resurfacing at Town Facilities & Schools	280,000		280,000			
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Construction)	325,000		325,000			
Town Hall Roof Replacement Project (Design)	29,300					29,300 ¹
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	280,000		280,000			
Street Rehabilitation - International Drive (Construction)	1,055,000		1,055,000			
Street Reconstruction - Basswood Road (Construction)	2,143,300		2,143,300			
Construct Sidewalks - Arterial Roads	63,000					63,000 ¹
River Street - Repair Culvert and Stream Bed (Design)	76,400	26,400				50,000 ¹
Athletic Field Master Plan - Sharshon Park Improvements	635,000		635,000			
Athletic Field Improvement - O'Brien Field Turf Replacement (Construction)	1,479,100		1,479,100			
Public Safety Fund - Wilson Firehouse Interior Renovations and Roof Replacement	280,000	280,000				
Public Safety Fund - FD Utility / Mobile Cascade Vehicle Replacement	220,000	220,000				
BOE - Technology Equipment Upgrades	110,000	110,000				
BOE - Windsor High School Fieldhouse Renovation (Design)	63,000					63,000 ¹
Subtotal FY 2025	9,094,100	2,511,400	6,197,400	180,000	-	205,300
<u>FY 2025 Projects Anticipated to Require Voter Approval</u>						
BOE - Windsor High School HVAC Systems Replacement (Construction)	4,435,000	-	4,435,000	-	-	-
Subtotal FY 2025	4,435,000	-	4,435,000	-	-	-
GRAND TOTAL FY 2025	13,529,100	2,511,400	10,632,400	180,000	-	205,300

¹ Capital Projects Fund Assigned Fund Balance (Total = \$205,300)

Draft Capital Improvement Program
To be reviewed by Capital Improvements Committee

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2026						
Pavement Management Program	1,110,000	930,000		180,000		
Sidewalk and Curb Replacement Program	200,000	200,000				
Fleet and Public Works Equipment Replacement	775,000	775,000				
Public Safety Equipment - Ladder Truck 1 Replacement	1,406,000	500,000	790,000			116,000 ²
Tree Replacement Program	40,000					40,000 ¹
Town Hall Roof Replacment (Construction)	555,000		555,000			
River Street - Repair Culvert and Stream Bed (Construction)	687,900		687,900			
BOE - Technology Equipment Upgrades	110,000	110,000				
BOE - Clover Street Roof Replacement (Construction)	2,306,600		2,306,600			
BOE - L.P. Wilson - ADA Code and Restroom Renovations (Construction)	879,800		879,800			
BOE - Windsor High School Fieldhouse Renovation (Construction)	960,000		960,000			
Subtotal FY 2025	9,030,300	2,515,000	6,179,300	180,000	-	156,000
FY 2026 Projects Anticipated to Require Voter Approval						
None	-	-	-	-	-	-
Subtotal FY 2025	-	-	-	-	-	-
GRAND TOTAL FY 2025	9,030,300	2,515,000	6,179,300	180,000	-	156,000
¹ Capital Projects Fund Assigned Fund Balance (Total = \$40,000)						
² Public Safety Equipment Fund (\$116,000)						
Total CIP Program	70,495,120	15,154,400	43,068,780	8,713,500	1,406,100	2,152,340

List of Unscheduled Projects FY21 - FY26 CIP

	<u>Estimated Cost*</u>		<u>Estimated Cost*</u>
Road Reconstruction/Transportation System Projects		Pavement Management	
Archer Road Safety Improvements	682,900	Ongoing	-
Audible Pedestrian Crosswalk Signals	31,200		-
Baker Hollow Road - Street Reconstruction	1,626,500	Subtotal	-
Construct Sidewalks Along Arterial Roads	4,766,300		
Construct Sidewalks Along Collector Roads	4,829,300	Public Safety	
Construct Sidewalks Within 1 Mile of Schools	27,158,600	Additional Fire Hydrants	965,400
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,420,500	Poquonock Fire Station - Rescue Pumper 8 Replacement	989,200
Day Hill Road Capacity - Right Turn Lanes	281,900	Subtotal	1,954,600
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,276,900		
Intersection Improvements at Capen Street and Sage Park Road	655,100	Park Improvements	
Palisado Avenue Corridor Improvements and Wall Repair (Construction)	1,889,400	Athletic Field Improvements - Clover Street School	500,200
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,308,000	Athletic Field Improvements - Fitch Park	534,700
Pond Road/Indian Hill Road - Street Reconstruction	2,376,600	Athletic Field Improvements - Northwest Park	247,900
Rainbow Road - Street Reconstruction	4,479,900	Athletic Field Improvements - Welch Park	188,100
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	886,900	Northwest Park Activity Pavilion	283,500
Route 305 Corridor Improvements	8,442,400	Outdoor Pool Facilities Improvements	3,584,000
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	243,300	Parks Improvements - Master Plan	55,000
Traffic Signal at Windsor Avenue and Corey Street	537,000	Riverfront Trail Project - Windsor Center to E. Barber	3,074,000
Subtotal	70,892,700	Subtotal	8,467,400
Community Facilities and Assets		Stormwater Management Improvements	
Town Facility Improvements - Luddy House Fire Protection Installation	83,000	None	-
Town Facility Improvements - LP Wilson Kitchen Renovations	50,000	Subtotal	-
Town Hall Domestic Water Piping Replacement	53,000		
LP Wilson - Window Replacement	60,000	I-91 Ramp Improvements	
Town Hall Stairway Railings	88,000	Ramp Modification at I-91 & Route 75/Day Hill Road	61,156,100
Town Facility Improvements - Chaffee House Roof Replacement	93,500	Subtotal	61,156,100
Freight House Repointing of Brick & Stone Ext. Walls	127,000		
Train Station Boiler Replacement	128,500	Board of Education	
Replacement Emergency Power Generators	132,000	Oliver Ellsworth School - Code Compliance Upgrades	274,100
Silver Birch Pond Improvements	153,000	Poquonock School Roof Replacement Project	1,540,000
Veterans Memorial Cemetery Expansion & Enhancements	154,800	School Emergency Power Generators	152,000
Wilson Branch Library Roof Replacement	165,000	School Windows Replacement	1,001,900
LP Wilson - LED Lighting Conversion	181,712	Windsor High School Roof Replacement Project	6,318,000
LP Wilson - Auditorium Improvements Project	207,000	Subtotal	9,286,000
Windsor Library Roof Replacement	215,000		
Milo Peck Roof Replacement	295,000		
LP Wilson - Gym Air Conditioning Project	430,000		
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	488,500		
Reconstruct Pleasant Street Boat Launch	494,100		
Town Facility Improvements - Milo Peck Restroom Renovations	529,826		
Town Facility Improvements - Roger Wolcott Roof Replacement	1,617,000		
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,023,500		
Town Center Parking Garage	14,389,000		
Subtotal	23,158,438		

* Estimate in current dollars; Includes 20% contingency and 1.5% bonding costs

Agenda Item Summary

Date: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E. Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Archer Road Rehabilitation - Request for Authorization of Spending and Execution of the Project Authorization Letter for Construction

Background

In 2018, the town was awarded grant funding through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTICIP) for the pavement rehabilitation of Archer Road. The LOTICIP program provides 100% state funding for the construction phase of the project.

Discussion/Analysis

The final design for the reconstruction project has been submitted to, and approved by, CT DOT. At this time, the town needs to execute the Project Authorization Letter (PAL) associated with the town's Master Municipal Agreement (MMA) for construction projects with the CT DOT. The MMA for construction projects covers the standard non-project specific provisions, including all required state and federal rules and regulations. These include administration procedures, procurement procedures, inspection requirements, construction standards, and reimbursement procedures while the PAL includes project specific information.

The PAL for the Archer Road Rehabilitation project includes a total estimated construction cost of \$1,940,868, with the construction phase of the project being funded 100% by the state. Upon the receipt of construction bids, the state will transfer money in the amount of the low bid plus an additional 20% to cover incidental 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. The project will be bid mid-summer and work is expected to be substantially completed by late-fall.

At this time, staff is respectfully requesting that the Council authorize the Town Manager to sign the PAL and authorize the acceptance of state grant funds and expenditure of the funds for the project.

Financial Impact

The project's estimated costs are as follows:

Construction	\$ 1,617,390
Contingencies	\$ 161,739
<u>Incidentals to Construction</u>	<u>\$ 161,739 (e.g. inspection, traffic control)</u>
Total Project Cost	\$ 1,940,868

The construction phase of the project will be entirely funded by state monies, with no demand deposit or town share of the construction cost. In October 2018, the Town Council appropriated \$65,000 for design services.

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 as the total cost exceeds the *Town Charter* threshold of 1% of the tax pursuant Section 9-3(a).

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.”

The Town Council needs to make specific findings that these actions are necessary to permit the orderly operation of the municipality, prevent significant financial loss, and that there is a need to act immediately.

There are two primary reasons to act immediately. The first is to ensure that construction can commence and be completed this season. The second being to prevent the potential financial loss of the state grant if the project is not authorized and construction does not commence this summer due to the uncertainty of state finances caused by the COVID-19 pandemic.

Other Board Action

The Town Planning & Zoning Commission will be requested to accept the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of July 14, 2020.

Recommendations

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

Approve Findings Per Executive Order 7S

“MOVE, 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 Archer Road Rehabilitation Project, Project No. L164-0005, under Master Agreement No. 02.28-02 (13).”

Motion to Approve Acceptance and Expenditure of Grant Funds

“RESOLVED that Peter Souza, Town Manager, be authorized to sign the Project Authorization Letter for the Archer Road Rehabilitation Project, Project No. L164-0006, under Master Agreement No. 02.28-02 (13).”

And

“MOVE to accept funds from the State of Connecticut and authorize the expenditure of these funds for the Archer Road Rehabilitation Project.”

Agenda Item Summary

Date: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E. Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Introduction of a Bond Ordinance for Construction Services for Wilson Fire Station HVAC Replacement Project.

Background

The Wilson Fire Station was built in 1995. The existing HVAC equipment and controls are original to the building and they are approaching the end of their expected life cycle.

Discussion/Analysis

The construction project will include the replacement of the existing gas-fired roof top unit, air zoning distribution VAV boxes, apparatus bay infrared heaters, and existing HVAC controls.

An existing interior storage room is available and will be used as a mechanical room to house the new equipment. Energy efficient gas-fired low-condensing boilers, a new air handler, new apparatus bay infrared heaters, with new DDC controls will be installed. The new HVAC systems will be easier to service and achieve higher energy efficiencies.

The Public Building Commission has bid and approved this project. If authorized, construction would occur late summer into the fall. This project is in the Capital Improvements Program (CIP) for the current fiscal year.

Financial Impact

The bid costs for the project are as follows:

Construction	\$305,000
Bonding	5,000
Contingency	<u>30,000</u>
Total	\$340,000

The requested bonding amount is \$340,000 including issuance costs. The average annual debt service on \$340,000, based on a 20 year term at a 3.5% interest rate is \$23,500.

Due to the increases in efficiencies of the new equipment, it is estimated the fire station's annual operating costs for energy could be reduced by approximately \$3,500 to \$4,000.

Other Board Action

The Public Building Commission (PBC) would be assigned to oversee and manage this project, should funding receive approval.

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$340,000 FOR COSTS IN CONNECTION WITH WILSON FIRE STATION HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$340,000 FOR COSTS IN CONNECTION WITH WILSON FIRE STATION HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED, that a Public Hearing be held on August 3, 2020 at 7:25 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$340,000 FOR COSTS IN CONNECTION WITH WILSON FIRE STATION HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

None

AN ORDINANCE APPROPRIATING \$340,000 FOR COSTS IN CONNECTION WITH WILSON FIRE STATION HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$340,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED FORTY THOUSAND DOLLARS (\$340,000) for costs in connection with the replacement of existing HVAC equipment at Wilson Fire District, including installation of new equipment and conversion of existing space into a new mechanical room. New equipment will consist of air handler, cooling coil, air exchangers, infrared heaters, DDC Controls, variable refrigerant flow system, duct cleaning, and other related improvements. The appropriation may be spent for construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED FORTY THOUSAND DOLLARS (\$340,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED FORTY THOUSAND DOLLARS (\$340,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Director of Public Works and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

Agenda Item Summary

Date: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works / Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Funding Authorization for Poquonock Fire Station Roof Replacement Project.

Background

The Poquonock Fire Station roofing was originally installed in 1993. The 12,058 square feet of roofing is beyond its useful life expectancy. This project would replace that roofing with a suitable roofing system.

Discussion/Analysis

There are two different types of roof systems on this building—7,298 pitched square feet of asphalt shingles and 4,760 flat square feet of modified Siplast type.

The proposed project will involve the removal of all existing roofing systems and the installation of new roofing systems in their place. The existing flat roof will have additional insulation installed to reduce energy usage, as well as to increase the slope on the roof to the drains.

The asphalt pitched roofs are aged and have signs of deterioration. The flat roof areas are showing signs of failure and are in poor condition. Granules are less than 50% in areas with alligator cracking and other deteriorations.

Included in the project scope is repair of a portion of the fire suppression system piping that services the apparatus bay area. Estimated cost for this work is \$15,000.

In FY 21 town staff will be exploring opportunities to have solar arrays installed on the roof through a potential power purchase arrangement with a private entity.

Financial Impact

If authorized, construction would occur this summer. This project is in the Capital Improvements Program (CIP) for the current fiscal year. Total project costs are \$155,000, including contingency. The funding source is FY 2021 General Services budget.

The as-bid costs for the project are as follows:

Construction	\$139,000
Bonding	2,000
Contingency	<u>14,000</u>
Total	\$155,000

Other Board Action

The Public Building Commission (PBC) would be assigned to oversee and manage this project should funding receive approval.

Recommendations

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

“MOVE that \$155,000 be authorized from the FY 2021 General Services Budget for the Poquonock Fire Station Roof Replacement Project and that the project is referred to the Public Building Commission.”

Attachments

None

Certification

I hereby certify that there is \$155,000 in the FY 21 General Fund, General Services Budget to fund the above appropriation.



Linda Collins

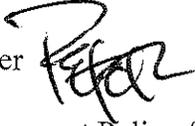
Assistant Finance Director

Agenda Item Summary

Date: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Fixed Assessment Policy for Multi-family Residential

Background

The Economic Development Commission was referred a request from a Daniel Ferraina, a Windsor-based property owner and developer, to have the Town Council consider amending the Assessment Abatement Policy to include new multi-family housing developments as an eligible type of business or land use.

Currently, the Town's adopted policy allows the following eligible uses: manufacturing, class 'A' office space, office for advanced medical procedures, and Significant Fiscal Impact projects, which makes a capital investment in taxable personal property and real estate improvements equal to or greater than \$60 million. The abatement policy previously allowed new multi-family residential projects within the Town Center area to be eligible. This was an eligible use for the period of January 2014 through January 31, 2017 when the clause sunset. The intent of that amendment was to promote immediate development in the Center to help generate patrons and activity for existing and future small businesses. One project, Windsor Station Apartments, applied for and received approval of an abatement before the sunset clause took effect.

The Commission met with Mr. Ferraina and discussed the matter during a meeting in January. Following that discussion, the Commission requested that staff research additional information to help it consider the requested amendment. The Commission wanted to learn more about the economic and fiscal impacts of multi-unit developments in Windsor, particularly the Windsor Center Apartments. Also, how other towns treat multi-unit residential projects in their abatement policies. And finally, what guidance is there in the town's Plan of Conservation and Development or other plans regarding where to apply an incentive for multi-unit residential as part of an economic development strategy.

Discussion/Analysis

At its May 13th meeting, the Economic Development Commission received and discussed the attached background report which responded to their request for additional information. In general, the key points include:

- New multi-family residential units in Connecticut generate household spending in the community that can range up to \$99,000 per unit based on national statistics
- The 130-unit Windsor Station Apartments is estimated to generate \$3,000,000 in sales for Windsor businesses
- Annual tax revenue from six apartment and condo developments in Windsor range from \$1,770 to \$4,865 per unit
- Public school costs generated from existing multi-family developments can vary widely from one to another based factors such as unit size and age of apartment complex
- Of those towns that have a written abatement policy, a number do include “permanent residential uses” as eligible and many of these include language that directs these projects to targeted areas.
- While there is no specific discussion of the use of tax abatement for housing, or any other use for that matter, in the 2015 Plan of Conservation and Development, it does contain a number of references to development of housing, in particular, to mixed-use housing as a component of economic development strategy.

Following its discussion, the Economic Development Commission determined that from an economic development perspective, a general amendment adding multi-unit residential as an eligible use as was requested would not be appropriate. However, they indicated a willingness to consider a more targeted application of eligibility if the Council wishes.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for discussion purposes. If the Town Council would like to pursue further discussion and review of the topic, it is suggested the item be referred to a Council committee, perhaps the Finance Committee.

Attachments

EDC Memorandum May 2020



First in Connecticut. First for its citizens.

May 13, 2020

To: Economic Development Commission
From: James Burke, Economic Development Director
Subject: Amendment to Assessment Abatement Policy
Multi-unit Residential Use

BACKGROUND

In January, the Commission met with Daniel Ferraina, a Windsor-based property owner and developer, regarding his request that the Town amend the Assessment Abatement Policy to include new multi-family housing developments as an eligible type of business or land use. The Town's adopted policy currently allows the following eligible uses: manufacturing, class 'A' office space, office for advanced medical procedures, and Significant Fiscal Impact projects, which makes a capital investment in taxable personal property and real estate improvements equal to or greater than \$60 million.

The abatement policy previously allowed new multi-family residential projects within the Town Center area to be eligible. This was an eligible use for the period of January 2014 through January 31, 2017 when the clause sunset. The intent of that amendment was to promote immediate development in the Center. One project, Windsor Station Apartments, applied for and received approval of an abatement before the sunset clause took effect.

During the discussion in January, the Commission requested that staff research additional information to help it consider the requested amendment. The Commission wanted to learn more about the economic and fiscal impacts of multi-unit developments in Windsor, particularly the Windsor Center Apartments. Also, how other towns treat multi-unit residential projects in their abatement policies. And finally, what guidance is there in the town's Plan of Conservation and Development or other plans regarding where to apply an incentive for multi-unit residential as part of an economic development strategy.

DISCUSSION

A. ECONOMIC AND FISCAL IMPACTS

Economic Impact. The National Multifamily Housing Council has created an online calculator that projects the economic impact of constructing new apartments in each state (<https://www.weareapartments.org/>). For 130 new apartment homes (same number as Windsor Station Apartments) in Connecticut the total economic impact is estimated to be \$45,447,391. Of this amount,

they estimate total annual resident spending at \$12,911,145 which translate to approximately \$99,000 per unit.

To get a more refined estimate of economic impact for the Windsor Station Apartments, we used ESRI Retail Goods and Services Expenditures for households within a 5 minute drive of Windsor Center. Using expenditure categories that are most appropriate to apartment residents, we estimate that average household spending on key categories was \$31,805 per unit. Assuming that 55% of those expenditures occur in the local area, this would estimate that Windsor Center businesses could experience a \$3,000,000 increase in sales from the 130 unit development. (See attached table.)

Fiscal Impact. To understand the fiscal impact that multi-unit developments may have on the town we collected tax revenue and school expenditure data for six apartment and condo developments in Windsor. The attached table presents that information. As you will see, annual tax revenue per unit ranges from \$1,770 to \$4,865. This range reflects differences in the age of the properties and the land area. The average cost for public schools presents an even wider range from \$615 to \$5,889 per unit. This difference comes from the number of students generated from each development which most likely correlates to the number of bedrooms provided. Overall, the data indicates that the fiscal impact of these multi-unit developments in Windsor ranges from -\$3,684 to +\$2,945 per unit per year.

B. POLICIES FROM OTHER TOWNS

A previous survey of sixty towns regarding use of incentives revealed that of the towns that utilize tax abatement, most do not have a written policy or regulation. These communities address each proposal on a case-by-case basis. Of those towns that have a policy, a number do include “permanent residential uses” as eligible and many of these include language that directs these projects to targeted areas. For example, Wallingford, Cromwell, and Tolland focus multi-unit abatements to downtown or special development zones. Vernon provides that residential abatements are “limited to improvements to existing buildings.” Canton has an elaborate weighting system for incentives that provides higher value to targeted areas of the town.

C. WINDSOR PLAN OF CONSERVATION AND DEVELOPMENT / ED STRATEGY

While there is no specific discussion of the use of tax abatement for housing, or any other use for that matter, in the 2015 Plan of Conservation and Development, it does contain the following references to development of housing, in particular, to mixed-use housing as a component of economic development strategy:

CHAPTER 8 – SUPPORT BUSINESS & ECONOMIC DEVELOPMENT

Our mixed-use housing efforts in both Windsor Center and Great Pond can help create attractive housing options in close proximity to goods and services, making them attractive to both members of the shadow economy as well as the employees of ever more distributed employers,

which could eventually lead to the smaller, more adaptive workplaces following the employees instead of vice versa. *(page 8-12)*

Adaptive Strategies

12. Continue to promote attractive mixed-use housing options to attract and retain workers in an effort to grow Windsor's economy from within. *(page 8-13)*

CHAPTER 9 – ENHANCE THE VILLAGES

Strategies to Enhance Windsor Center

9. Promote and actively support additional housing as an essential component of a vital and economically successful mixed-use district. *(page 9-12)*

CHAPTER 10 – DAY HILL CORPORATE AREA

Strategies for Increasing the Competitiveness of the Day Hill Corporate Area

12. Provide a variety of housing opportunities for employees within the DHCA in master-planned mixed-use communities that are compatible with surrounding commercial and industrial development.

13. Provide density incentives for transfers of residential density that achieve desirable community goals such as creating workforce housing, protecting farmland and open space, or creating vibrant residential villages.

14. Provide opportunities for limited ancillary and neighborhood level retail services designed to attract, retain, and meet the daily needs of employers, employees, and residents in and around the DHCA, preferably as part of master-planned mixed-use developments.

15. Provide opportunities for additional housing that creates mutually beneficial relationships with adjacent mixed-use and stand-alone retail commercial developments. *(page 10-19)*

Connecticut

Economic Impact of 130 New Apartment Homes.

Economic Impact

The combined contribution of apartment construction, renovation and repair, operations and resident spending to the metro economy.

Construction	\$31,364,992
Renovation & Repair	\$224,803
Operation Expenditures	\$946,451
Resident Spending	\$12,911,145

Total Economic Impact **\$45,447,391**

Impact from Tax Revenue

Operation Expenditures	\$303,892
Resident Spending	\$1,567,704
Total Impact from Tax Revenue	\$1,871,596

Employment Impact

The total number of jobs supported by apartment construction, operations, and resident spending within the metro economy.

Construction	120
Renovation & Repair	1
Operations	1
Resident Spending	53
Total Jobs Supported	175

ECONOMIC IMPACT: Estimated Spending by Windsor Station Tenants

Estimated Spending by New Households			
Item	Avg Expenditure Per Household	Total Expenditures by New Households	Net New Expenditures
Apparel and Services	\$2,379	\$309,270	\$170,099
Entertainment	\$3,459	\$449,670	\$247,319
Food at Home	\$5,385	\$700,050	\$385,028
Food Away from Home	\$3,615	\$469,950	\$258,473
Financial	\$7,614	\$989,820	\$544,401
Health and Personal Care Products	\$1,168	\$151,840	\$83,512
Insurance	\$2,378	\$309,140	\$170,027
Utilities, Fuel and Public Services	\$5,495	\$714,350	\$392,893
Transportation	\$10,176	\$1,322,880	\$727,584
Household Furnishings and Equipment	\$1,359	\$176,670	\$97,169
Total	\$31,805	\$5,593,640	\$3,076,502

Source: ESRI Retail Goods and Services Expenditures 2017

Number of Households 130

Household spending data estimated based on current spending by residents within 5 minute drive of Windsor Center
 Net new expenditures based on assumption that 55% of expenditures are made in local area.

MULTI FAMILY DEVELOPMENT FISCAL INFO

	Windsor Station Apartments		Williamsburg Apartments		Deerfield Apartments		First Town Square Condominiums		Rivers Bend Condominiums		Chateau Woods Condominiums	
	Count	Market Value	Count	Market Value	Count	Market Value	Count	Market Value	Count	Market Value	Count	Market Value
Real Property Value		17,373,000		12,243,300		12,777,900		9,665,600		47,233,500		18,843,400
# of Units & Avg Value	130	133,638	140	87,452	176	72,602	50	193,312	432	109,337	248	75,981
# Acres	6.5		15.7		15.5		2.9		71.9		20.1	
Units per Acre	20.0		8.9		11.3		17.2		6.0		12.4	
Personal Property Value		67,685		-		-		-		-		-
Motor Vehicle	86	1,190,057	128	804,779	165	967,025	70	1,065,529	446	4,872,029	334	3,270,086
Avg Value/Vehicle		13,838		6,287		5,861		15,222		10,924		9,791
Taxes												
Real Property		\$393,776		\$277,507		\$289,624		\$219,080		\$1,070,595		\$427,105
Personal Property		\$1,534		\$0		\$0		\$0		\$0		\$0
Motor Vehicle		\$26,974		\$18,241		\$21,919		\$24,151		\$110,429		\$74,120
Taxes - FY 20 (32.38/1,000)		\$422,284		\$295,748		\$311,542		\$243,232		\$1,181,024		\$501,224
Avg Taxes /Unit		\$3,248		\$2,112		\$1,770		\$4,865		\$2,734		\$2,021
Public School Students												
# enrolled in Windsor Public												
Schools	5		29		60		6		159		85	
# per unit	0.03		0.2		0.34		0.12		0.37		0.34	
General Fund Expense		\$80,000		\$464,000		\$960,000		\$96,000		\$2,544,000		\$1,360,000
(based on \$16,000 per student)		\$615		\$3,314		\$5,455		\$1,920		\$5,889		\$5,484
Avg Cost /Unit		\$615		\$3,314		\$5,455		\$1,920		\$5,889		\$5,484

FISCAL IMPACT/UNIT	\$2,633	-\$1,202	-\$3,684	\$2,945	-\$3,155	-\$3,463
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Agenda Item Summary

Date: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Wilson Redevelopment

Background

Last year, as a first step in the possible redevelopment of the former Wolcott School site and the vacant town-owned parcel at 458 Windsor Avenue, staff and an ad-hoc task team gathered and reviewed information from the community as to preferred land uses. The ad-hoc team was comprised of members of the Wilson/Deerfield Advisory Committee, Economic Development Commission, Redevelopment Agency and a representative from the Town Planning and Zoning Commission. A community drop-in meeting was held and an on-line survey was deployed as a means of receiving input from the public on possible land uses and feedback on a handful of conceptual ideas.

The goal of this effort has been to help town staff provide the Town Council with one or more recommendations for each parcel as part of the Council's consideration relative to future use and potential disposition of these neighborhood and community assets.

Last summer staff provided Town Council with an overview of the community input received and outlined possible next steps. The topic was referred to the Town Improvements Committee which met in August 2019 and recommended the Town Council authorize funding for initial pre-development technical assistance services. Committee members also expressed a desire for additional community outreach with a focus on gaining more input from neighborhood residents relative to the reuse of the two sites.

At the Town Council's meeting of September 3, 2019, the Council authorized funding for the completion of an A-2 survey of the school site as well as for hazardous materials testing of the building. Staff was also asked to pursue additional community input regarding reuse options for the properties.

Discussion/Analysis

Following Council direction, town staff contracted for a detailed site survey and hazardous materials inspection of the Wolcott School property. The A-2 survey was completed in October and is now available to assist the town and any potential developers of the property with up-to-date site information.

A hazardous building materials inspection of the school building was conducted in December 2019 and January 2020. The inspection reports identified the presence of asbestos and limited areas of lead-based paint. The estimated cost for hazardous materials removal is \$119,350.

To address the Council's desire for added neighborhood input, town staff had planned to facilitate an interactive public meeting(s) this spring. However, the arrival of the coronavirus required a different

approach. As a result, staff designed and implemented an online survey that was heavily marketed to the Wilson-Deerfield neighborhood. A copy of the summary report of the survey results is attached. Over 570 persons responded to the survey with 35% having a connection to the Wilson-Deerfield area either as a resident, business owner or property owner. Briefly, the survey found that among those who participated, a mixed use redevelopment was the preferred option for the Wolcott School site. For the redevelopment parcel, mixed use development and maintaining open space were the preferred options.

Other Board Action

None at this time.

Recommendations

If the Town Council is in agreement, it is suggested that the Wilson Redevelopment Survey Results be referred to the Town Improvements Committee for discussion and a report back to the full council regarding guidance as to next steps.

Attachments

Wilson Redevelopment Parcels Survey Results

MEMORANDUM

Date: June 18, 2020

To: Peter Souza, Town Manager

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: James Burke, Economic Development Director

Subject: Wilson Redevelopment Parcels Survey Results

Background

In 2019, staff and an ad-hoc task team gathered and reviewed information from the community as to preferred land uses at the former Roger Wolcott School site and the vacant town-owned parcel, at 458 Windsor Ave. The ad-hoc team was comprised of members of the Wilson/Deerfield Advisory Committee, Economic and Development Commission, Redevelopment Agency and a representative from the Town Planning and Zoning Commission. A community drop-in meeting was held and an online survey was deployed as means of receiving input from the public on possible land uses and feedback on a handful of conceptual ideas. Results of both the drop in meeting and the survey were discussed by the Town Council and the Town Improvements Committee in August and September of 2019. As a result of those discussions, the Council requested additional community outreach with a focus on gaining input from neighborhood residents.

Following up with the Town Council's request for further input from neighborhood residents, the Town originally planned to host a highly interactive public meeting, which was scheduled for May 21st. This meeting was to be followed by an online survey. However, given COVID-19, efforts were re-oriented to conduct only an online survey. To ensure a significant participation from the Wilson and Deerfield (WD) neighborhoods, marketing efforts focused mainly on these two neighborhoods. Promotional postcards were sent to all addresses in these neighborhoods, Facebook ads targeted mainly users in Wilson and Deerfield, and promotional fliers were posted on businesses located in these neighborhoods only. Furthermore, incentives for completing the survey were only open to Wilson and Deerfield Residents and Property Owners.

The 2020 Survey was designed as a continuation of the 2019 process. The options provided were a combination of preferred use identified by the public, and feedback from the Town Council and Town Improvements Committee meetings. Participants were given three options to choose from at each site plus the option to comment/ suggest additional ideas. At Roger Wolcott, the options were mixed use, single family houses, and to re-use the existing building, and at the redevelopment parcel, the options were mixed use, residential townhouses, and to maintain an open space.

Discussion/ Analysis

The survey was completed by 572 participants, of these, 35% either lived, worked or owned a property at the WD neighborhoods and 54% lived elsewhere in Windsor. Of those connected to WD, 46% indicated being connected to the neighborhoods for more than 20 years, and 21%

from 10 to 20 years. Please refer to appendix 1 for further breakdown of survey results and participants.

Former Roger Wolcott School

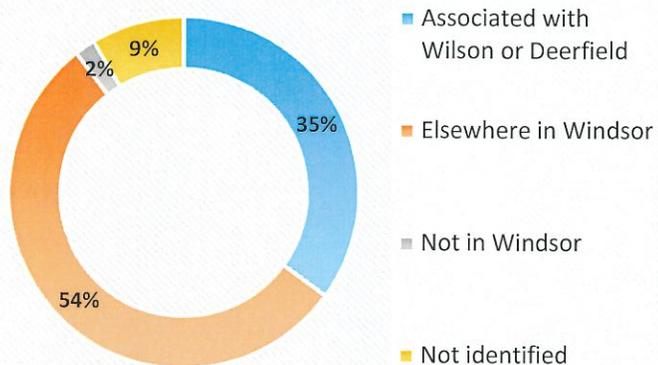
The preferred option was **Mixed Use**. Results are interpreted comparing both the most and least popular options. Although, reusing the existing building was the most popular option (42%), followed closely by Mixed Use (41%), this option was more unpopular by a higher difference. 31% of all participants listed reusing the building as their least preferred option as opposed to 23% for Mixed Use. When subtracting least popular from most popular, mixed use is the most popular choice. Responses from participants associated with Wilson and Deerfield are very similar to those from residents who live elsewhere in Windsor; at the same time, results for these two subgroups mirror those from all survey takers. For a visual of all responses please see appendix 1.

Redevelopment Parcel

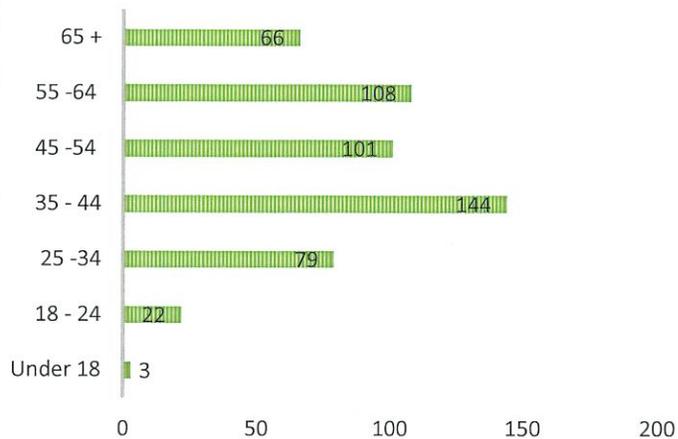
When following the same methodology, comparing the most and least preferred options, results are less clear for the redevelopment parcel. **Mixed Use is the preferred use very closely followed by maintaining an open space**. 48% of respondents prefer to maintain the space open, followed by Mixed Use, which was preferred by 37% of respondents. However, 33% list maintaining the space open as their least favorite option, as opposed to 20% who list mixed use as their least preferred option. When subtracting least popular from most popular, Mixed Use is slightly more popular than maintaining an open space. Similarly to the results in Roger Wolcott, responses from participants associated with Wilson and Deerfield are very similar to those from residents who live elsewhere in Windsor as well as responses from all survey takers. For a visual of all responses please see appendix 1.

Appendix 1 Survey Breakdown

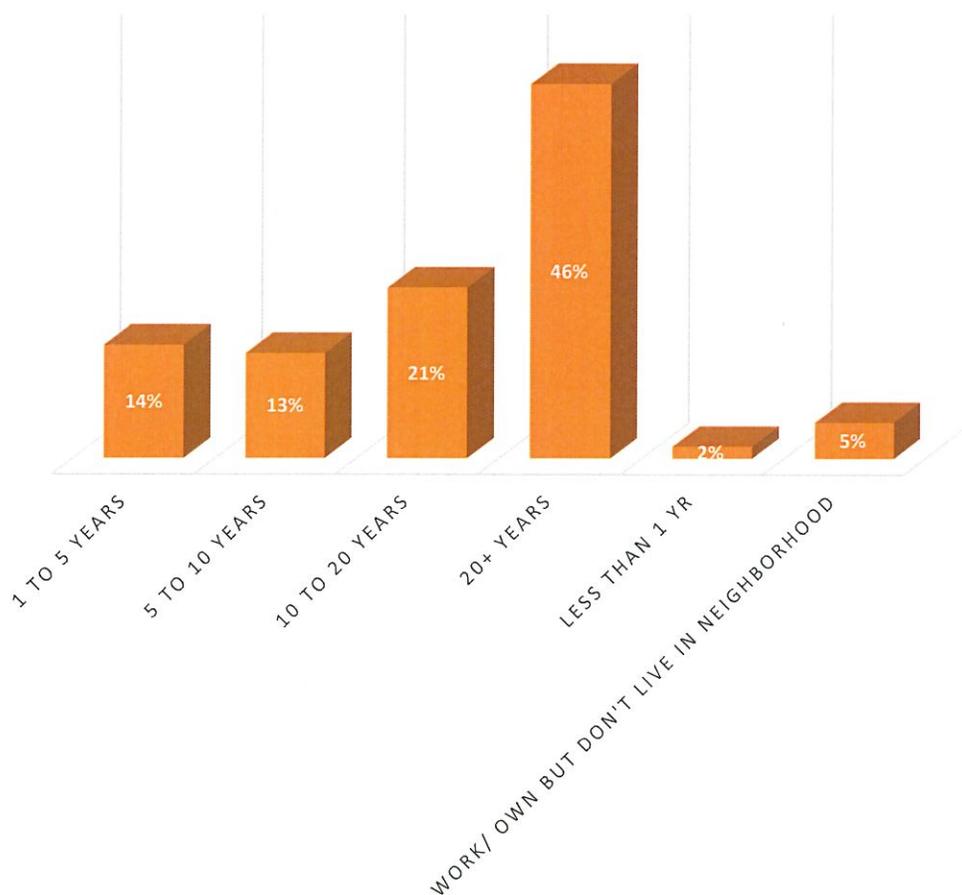
Survey Takers by Residence



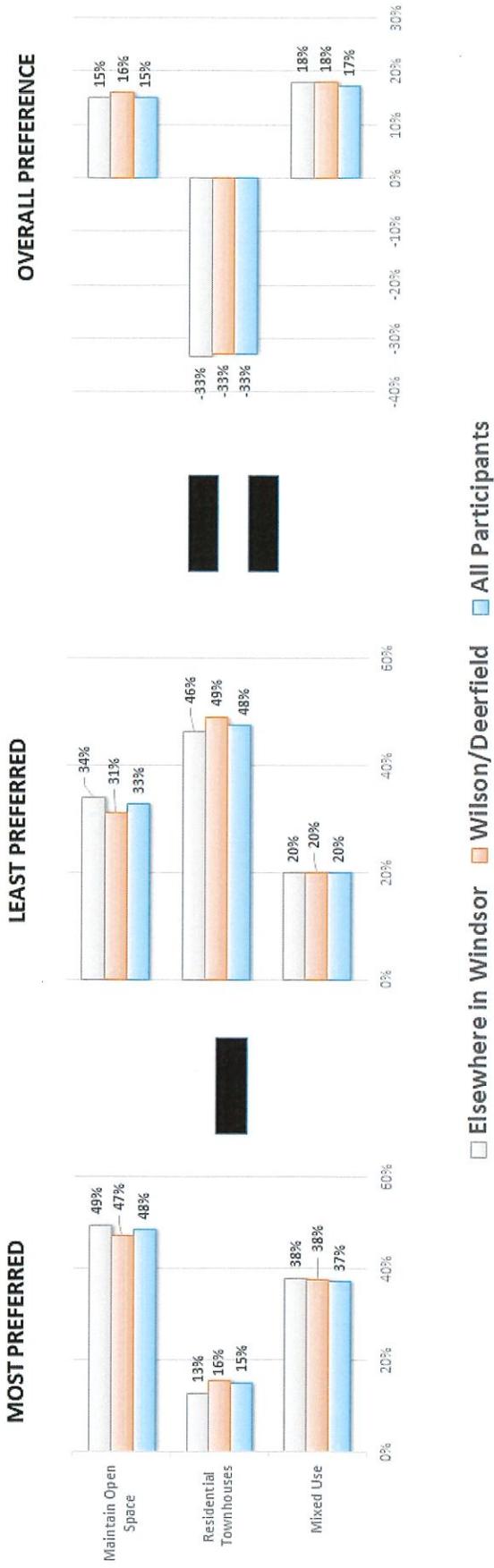
Survey Participants by Age



WILSON/ DEERFIELD PARTICIPANTS: DURATION OF RESIDENCE

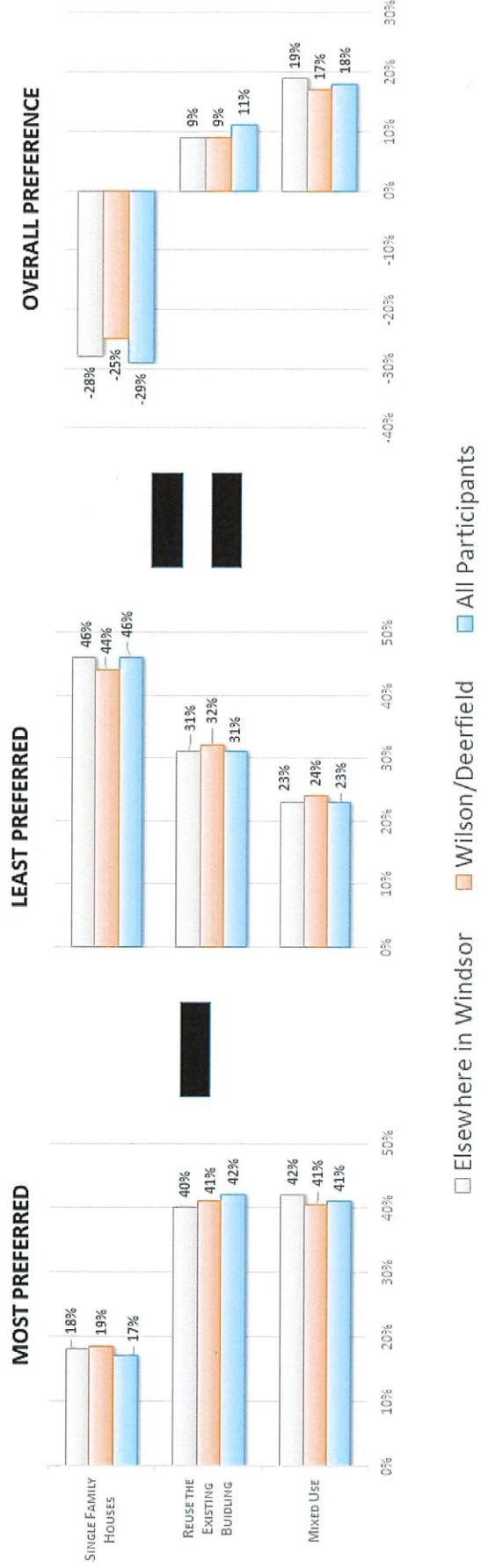


REDEVELOPMENT PARCEL

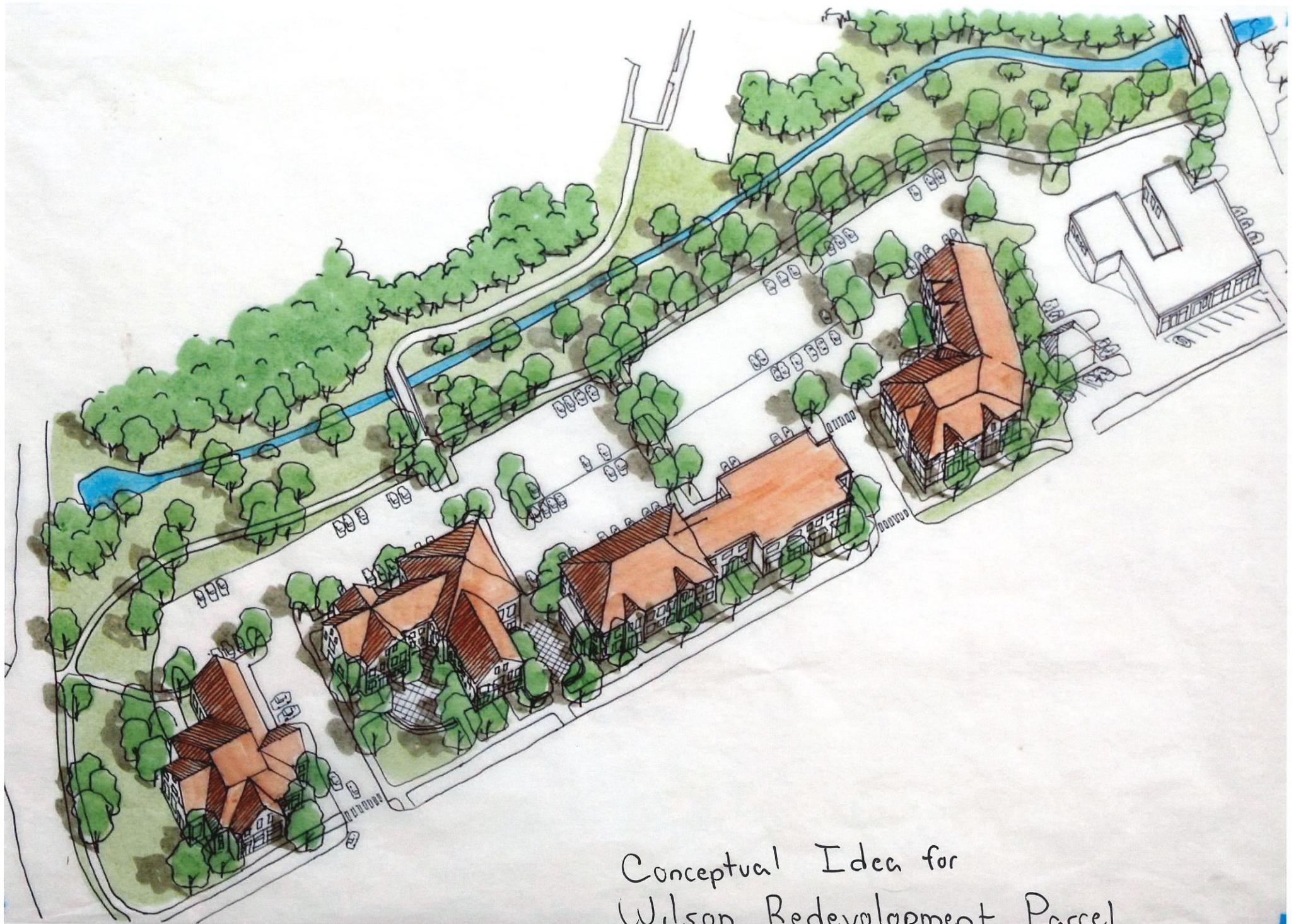


Note: Percentages are rounded to the nearest whole number.

ROGER WOLCOTT SCHOOL



Note: Percentages are rounded to the nearest whole number.



Conceptual Idea for
Wilson Redevelopment Parcel



Conceptual Idea for
Wolcott School Parcel

Town Council
Resignations/Appointments/Reappointments
July 6, 2020

Resignations

- A. **Accept the resignation of Linda Rickard from the Commission on Aging & Persons with Disabilities**

- B. **Accept the resignation of Dominic DeCarlo from the Conservation Commission**

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

None

Names submitted for consideration of appointment

- A. One *Democratic* Member
Hartford Area Cable Television Advisory Council
Two Year Term to expire June 20, 2022 or until a successor is appointed
(Patricia Bruhn)

“MOVE to reappoint Patricia Bruhn as a Democratic member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2022 or until a successor is appointed.”

- B. One *Republican* Member
Inland Wetlands and Watercourses Commission
Four Year Term to expire March 31, 2024 or until a successor is appointed
(Paul St. Amand)

“MOVE to reappoint Paul St. Amand as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2024 or until a successor is appointed.”

- C. One *Democratic* Member
Youth Commission
Three Year Term to expire September 30, 2021 or until a successor is appointed
(Bruce McCormick)

“MOVE to reappoint Bruce McCormick as a Democratic member to the Youth Commission for a three year term to expire September 30, 2021 or until a successor is appointed.”

- D. One *Democratic* Member
Zoning Board of Appeals
Four Year Term to expire November 10, 2023 or until a successor is available
(Max Kuziak)

“MOVE to reappoint Max Kuziak as a Democratic member to the Zoning Board of Appeals for a four year term to expire November 10, 2023 or until a successor is appointed.”

Lower Farmington River & Salmon Brook Wild & Scenic Committee

MOVE to:

- **APPOINT Charles Button as a Democratic member to the Lower Farmington River & Salmon Brook Wild & Scenic Committee for a two year term to expire August 3, 2022 or until a successor is appointed.**
- **APPOINT Jennifer Filer as an Unaffiliated Alternate member to the Lower Farmington River & Salmon Brook Wild & Scenic Committee for a two year term to expire August 3, 2022 or until a successor is appointed.**

Citizen Advisory Task Force on Clean and Sustainable Energy

MOVE to:

- **APPOINT Neil Chaudhary as a Democratic member to the Citizen Advisory Task Force on Clean and Sustainable Energy for a one year term to expire August 3, 2021 or until a successor is appointed.**
- **APPOINT Jeffrey Dyreson as a Democratic member to the Citizen Advisory Task Force on Clean and Sustainable Energy for a one year term to expire August 3, 2021 or until a successor is appointed.**

Citizen Advisory Task Force on Clean and Sustainable Energy (continued)

- **APPOINT Barbara Peyton as a Republican member to the Citizen Advisory Task Force on Clean and Sustainable Energy for a one year term to expire August 3, 2021 or until a successor is appointed.**
- **APPOINT George Slate as a Republican member to the Citizen Advisory Task Force on Clean and Sustainable Energy for a one year term to expire August 3, 2021 or until a successor is appointed.**
- **APPOINT Pamela Stratton as a Republican member to the Citizen Advisory Task Force on Clean and Sustainable Energy for a one year term to expire August 3, 2021 or until a successor is appointed.**
- **APPOINT Eric Weiner as a Democratic member to the Citizen Advisory Task Force on Clean and Sustainable Energy for a one year term to expire August 3, 2021 or until a successor is appointed.**
- **APPOINT Elizabeth Yetman as a Democratic member to the Citizen Advisory Task Force on Clean and Sustainable Energy for a one year term to expire August 3, 2021 or until a successor is appointed.**



**TOWN COUNCIL
VIRTUAL MEETING
JUNE 15, 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 James Govoni, Councilor Donald Jepsen, Councilor Lenworth Walker, and Councilor Kenneth Wilkos

2) PRAYER OR REFLECTION

Councilor Wilkos led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Wilkos led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

John Dunn, 15 Strawberry, would like to refer to the Amazon project as the “Amazon Monster” because of the size of the proposed structure and the affects it will have on the community. He predicts that there will be regular traffic issues due to the various nearby on and off ramps from Interstate 91. There will be heavy traffic causing traffic jams around the schools and shopping areas near River Street. Mr. Dunn believes the project is too large for the immediate area even though it has been zoned industrial for the available plot of land.

Leroy Smith, 531 Edgewood, will address the Amazon issue later, but would like to focus on his support towards the declaring of racism as a public health crisis. Mr. Smith’s daughter experienced discrimination and was given different secondary opportunities as well as various extracurricular activities, in comparison to her white peers, while attending Windsor public schools. This will have an effect on her and her friends’ future. Mr. Smith believes that Windsor Public Schools is a catalyst for the disparities among people of color. He would like this to be addressed by the town and for the town to adopt an ordinance. He then moved on expressing his concerns about the Amazon project. Mr. Smith stated that the town should be focusing on vibrant, livable community additions instead of a wealthy global company.

Eric Weiner, 76 Palisado Avenue, referred to the Amazon project in terms of the abatement. He stated it would be the most expedient thing to do—to vote yes on the town’s proposal for the tax abatement. However, at some point, municipalities need to step in and say enough is enough with catering to large companies, especially with such a large tax break. Mr. Weiner would like to humbly request the Council consider not giving Amazon the tax abatement.

Susan Miller, 10 Ethan Drive, also agreed with Mr. Weiner that Amazon should not get a tax abatement, because with or without it, Amazon will come to Windsor. Ms. Miller was very happy to see the virtual net metering on the agenda because she believes that moving toward 100% renewable energy is the right move for the town. Ms. Miller would also like to express her support for the resolution to declare racism as a public health crisis.

Judge Kevin Washington, Chair of the Human Relations Commission, would like to extend his appreciation for the participation in last weekend’s event on June 7th to all of the Town of Windsor Town Council members and employees, with a special thanks to Mayor Donald Trinks. It was one of the largest events the Human Relations Commission has hosted. He is trying to develop programming and support of the issue at hand for racial discrimination and diversity. The resolution is heavily supported by the Human Relations Commission. Judge Washington also recognized the importance of celebrating and supporting the LGBTQ community.

Kay McAuliffe, 18 Kellogg Street, is not in support of the tax break for Amazon, but is in support for the racism resolution to declare racism as a public health crisis. Ms. McAuliffe is happy to see that Windsor is following in other town’s footsteps to move toward a better resolution to support diversity and improving the community’s rights. She would like to see the defunding and demilitarizing of police. Windsor police paid a significant amount of money toward guns and vehicles, when it could have been redirected toward social services and public health measures, and could even be put toward schools.

Lakisha Hyatt, 104 Benjamin Court, addressed the topic of declaring racism as a public health crisis and the everyday disparities and inequality that severely affects black and brown individuals in Windsor. She stated that this is a public crisis because racism does in fact infect the lives and livelihoods of the black and brown residents in Windsor. Ms. Hyatt deeply supports the resolution of declaring racism as a public health crisis. She asks that there be a team of accountability, since there is an opportunity to talk about this with the police and discussing changes in handling situations such as eliminating holds and reviewing mental health training. This will create a systemic change. Ms. Hyatt applauds Councilor Black-Burke for eloquently speaking on this issue.

Ashanti Osbourne Martin, 85 Pierce Boulevard, expressed her intent to speak in favor of the Town of Windsor declaring racism as a public health crisis because this declaration is not just to be acknowledged, but is an opportunity to put forth solutions. This is something that needs to be managed, due to the evidence of racial bias in the Windsor public schools and how various town resources such as regular maintenance, infrastructure improvements, and park improvements are allocated fairly. Ms. Martin also expressed her concern for the health care provided to the black community, especially during the pandemic, who are dying at a much higher rate than their

white counterparts. It also goes beyond the coronavirus, which includes police violence. Ms. Martin's hope is that this resolution will help Windsor not only declare racism as a health crisis, but also reallocate resources and provide more training opportunities and discussion to police officers and residents of the town in order to combat this issue.

Melissa Strother, 60 Nod Road, would like to speak in favor for declaring racism as a public health crisis. This will offer a clear path to intentionally acknowledge disparities and inequalities, which is the first step. Ms. Strother expressed that she does not want something to happen in the Town of Windsor like the deaths of George Floyd, Breonna Taylor, and Ahmaud Arbery. It is important to protect the liberties and rights of the black and brown community. Ms. Miller would like to see that not only police but also the residents be educated about racism and how it impacts the black and brown communities that are unacknowledged and the harm that it causes. Ms. Strother asked that racism be thought as a public health crisis in order to prevent injustices in the future and that everyone survives the way that they should.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler addressed the two major topics for the evening with the first being the tax abatement for Amazon. Councilor Dobler expressed that there was never a chance that the 7 year 100% abatement was going to be agreed to. He is grateful that there have been many continued negotiations, leaving neither side happy with the agreement and that's when you know it is a fair agreement. Councilor Dobler's second topic discussed was the vote to declare racism as a public health crisis. This vote will allow to officially start the conversation for change. Councilor Dobler added a quick comment that baseball and softball little leagues have returned.

Councilor Walker would like to remind everyone to stay safe and support small local businesses. Secondly, after listening intently to the speakers, he suggested that we can look at the glass as half full or half empty referring to racism in the community. He would like to be optimistic with the glass being half full. The community should celebrate the diversity of Windsor. We have implemented so many programs in Windsor that are the envy of other towns. There is more to be done involving racism, but let us celebrate the successes of Windsor and improve on those. Councilor Walker supports the resolution, but also stated that the Windsor Police Department should be celebrated, not defunded, after the many positive interactions between the police men and women and the residents in town. Councilor Walker would like to allow the federal government and state government to handle the greater health disparities while we as residents in the Town of Windsor focus on more of the local issues, such as noise complaints or neighborly troubles. Windsor does not have these larger issues and that should be celebrated.

Councilor Govoni had no further comments.

Councilor Black-Burke would like to thank all of the speakers during the public comment at the beginning of the meeting. They spoke with honesty about their feelings on the racism crisis. Councilor Black-Burke would also like to thank the Human Relations Commission and educators, and students for what they had to say on the green during the event. Councilor Black-Burke

would like to call to everyone's attention the successful COVID 19 testing operation at the Windsor shopping center. Thank you to everyone who was a part of that and making it a success.

Councilor Wilkos had no further comments.

Councilor Rampulla Bress expressed how grateful she is to the community for addressing the issues they want resolved. The community is what the Council is here for and when the community speaks, it is important to listen. Councilor Rampulla Bress looks forward to working with Councilor Black-Burke and the rest of the councilors on approving this ordinance, because the proclamation is extremely important. It is clear that the community wants this as well. Councilor Rampulla Bress would also like to wish everyone a happy Pride Month.

Councilor Jepsen thanked the Human Relations Commission for the opportunity to speak at the event as well as his fellow Council members who also spoke. It was a very wonderful day. Councilor Jepsen also extended a special congratulations to all of the Windsor graduates.

Deputy Mayor McAuliffe thanked the Human Relations Commission for putting together the event two Sunday's ago, and for fellow Council members who spoke at the event. Deputy Mayor McAuliffe especially focused on Councilor Black-Burke's moving speech about being a mother and worrying about her children and other mothers, their sons, and their losses. Deputy Mayor McAuliffe extended a thank you to Councilor Black-Burke for her contribution to the successful event.

Mayor Trinks thanked the Human Relations Commission for coordinating the event. It truly showed the diversity of the town and the town's ability to come together. Mayor Trinks acknowledged the impressive attendance from the young adults who contributed to the event. Mayor Trinks stated that although he may not be able to attend the graduation, he would like to congratulate the Windsor graduates.

7) REPORT OF APPOINTED BOARDS AND COMMISSION

Mayor Trinks stated that the Public Building Commission, Economic Development Commission, and Housing Code Board of Appeals have submitted a written report to the Council, and each Councilor has received a copy.

- a) Public Building Commission
- b) Economic Development Commission
- c) Housing Code Board of Appeals

8) TOWN MANAGER'S REPORT

Concerts on the Green

First Town Downtown is sorry to announce that they will not be hosting concerts on the green during the summer of 2020 due to the many concerns of volunteers, musicians, sponsors and

not knowing what the state guidelines will be later this summer about large groups. For more information call 860-688-5715.

Farmer's Market to Begin July 2

First Town Downtown is very excited to be moving forward with the Farmers' Market with new guidelines to keep everyone safe. It will run from **July 2 through October 15** on Thursdays from **3:30 - 6:30 pm** at 240 Broad Street in Windsor Center. This well-attended local marketplace in Windsor Center includes locally grown fruits, vegetables, baked goods, herbs, eggs, cheese, skincare products, candles and more. For more information call 860-688-5715.

Windsor Libraries

The Main and Wilson Branch Libraries are scheduled to re-open to the public on June 22. All visitors and staff will be required to wear a face covering and maintain social distancing of six feet. If unable to wear a face cover, curbside pick-up will still be available for all patrons.

Public computers can be used for one hour per day per person with a library card. The fax machine and photocopier will be available for independent use with a credit/debit card or exact change. Patrons will be encouraged to wipe down keyboards before using them. Disinfecting towels and hand sanitizer will be provided.

Programs and the virtual collection will continue to be offered online at www.windsorlibrary.com.

Summer 2020 hours at the main library will be Monday -Thursday 10-7, Friday and Saturday 10-5. Wilson Branch hours will be Monday 10-7:30, Tuesday-Friday 10-5:30 and Saturday 10-3.

Summer Camps

Recreation summer camps and Northwest Park educational camps begin on Monday, June 29, in a modified fashion to comply with orders by the state. Camp programs will be offered at various locations, including LP Wilson, 330 Windsor Ave., and Clover Street School. Registration is on-going, and scholarships are available. For more information, call 860-285-1990 or go to <https://townofwindsorct.com/recreation/camps-pools-parks/>

Swim lessons & pools

Goslee Pool and Welch Pool will be open as of July 1. By state orders, the number of patrons permitted in the pool area will be limited to the number that can safely fit on the pool deck area while practicing social distancing. Senior swim, open swim, and lap swim will be offered at various times throughout the day. To avoid potentially long lines, we are encouraging individuals to reserve swim times online at www.townofwindsorct.com/recreation.

In addition, Recreation is offering a scaled-down version of swim lessons. Lessons will be for levels Parent-Tot, Water Adjustment with a Parent/Guardian, Level 4, and 5. For more information, call the Recreation Department at 860-285-1990 or go to <https://townofwindsorct.com/recreation/camps-pools-parks/>

COVID Financial Recap

We are projecting to incur approximately \$195,000 in various expenses related to addressing COVID-19. These costs are being covered by the FY 20 General Fund. Included in this estimate is approximately \$68,000 in unemployment expenses due to furloughing or reducing hours of 69 part-time employees and reducing hours of 6 full-time positions.

We will be pursuing partial reimbursement for eligible expenses through federal and state assistance.

In terms of revenue, our overall General Fund revenues have not been negatively impacted over the past few months. Two of our Enterprise Funds and several special revenue accounts have been impacted in terms of revenue. Some of the loss in revenue has been mitigated by lower program expenses.

Through the end of the current budget year, the two enterprise funds are projected to have a new loss totaling \$215,000, with the Discovery Center accounting for \$187,000 of the loss.

Combined Recreation, Senior Center and Northwest Park user fee accounts are projected to experience a new loss of approximately \$60,000 for FY 20.

Looking ahead to FY 21, the two enterprise funds, as well as summer recreation programs, are likely to see less revenues as programs are being modified and scaled back to meet State safety guidelines. Unfortunately, program expenses will not be noticeably less due to staffing ratios, additional materials and supply costs.

Credit Rating Reaffirmed and Bond Sale Results

Standard and Poor's (S & P) has reaffirmed the Town's AAA credit rating for the 2020 bond and note issue. Our rating was affirmed after S&P reviewed and analyzed various aspects of the local and regional economy, recent economic development activity, management practices, fiscal and debt management practices, budgetary performance, retirement plan stewardship and our other post-employment benefits program.

The Credit Profile report documents had a number of positives put forth by S & P, such as our "strong economy, strong management practices and strong budgetary flexibility".

The bond and note sale took place on Thursday, June 12th and the results were favorable. The town received nine bids on the bond sale and Janney Montgomery Scott LLC was the low bidder at 1.8% TIC. The issue consisted of \$15,570,000 general obligation bonds with a 20 year term and interest rates ranging from 5.0% down to 2.0% (average rate or "coupon" 3.17%). The issue came with a cash premium of approx. \$1.1 million.

The town received 5 bids on the bond anticipation note. This issue consisted of a one year note in the amount of \$12,500,000 with a 2% interest rate and premium in the amount of \$188,000.

The proceeds from the bond and note sale will be used to finance projects in the FY 20 capital improvement project, as well as provide funds for the continuing construction of the public safety facilities at 110 Addison Road and 300 Bloomfield Avenue. We will close on the bond and note sale and receive proceeds on Thursday, June 25th.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler reported that the Town Improvements Committee will be meeting next week.

Special Projects Committee – Councilor Dobler – nothing to report.

Health & Safety Committee – Councilor Black-Burke stated a date has not been solidified for the next Health & Safety Committee meeting, but it will be determined in the very near future. Especially pending the results of the approval of the resolution.

Personnel Committee – Councilor Rampulla Bress said the committee will be meeting on June 24th, and will be interviewing 17 candidates for the Farmington River and Salmon Brook Wild and Scenic Coordinating Committee. There are only two spots available, but the committee is thrilled at the response from all of the qualified applicants. There will be a second meeting the following month set to interview for the Task Force and applications are due June 22nd. Councilor Bress would also like all applicants to consider putting a second choice when interviewing, because there may be other committees that interest them and have open slots available.

Finance Committee – Deputy Mayor McAuliffe stated that the Finance Committee met a week ago and there was very good public comment, particularly relating to the Amazon project. All items mentioned will be discussed later in the meeting.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Consider Fixed Assessment Agreement and Building Permit Fee Reduction for Amazon

RESOLVED by Councilor Dobler, seconded by Councilor Jepsen that the Town Manager is authorized and directed to execute on behalf of the Town of Windsor a fixed assessment agreement between the Town of Windsor and Amazon.com Services, LLC which is generally consistent with the attached draft form of agreement and RESOLVED that the Town Manager is authorized and directed to execute on behalf of the Town of Windsor a building permit fee reduction agreement between the Town of Windsor and Amazon.com Services, LLC which is generally consistent with the attached draft form of agreement.

Town Manager Souza provided a brief overview about the adopted assessment abatement policy and incentives. The assessment abatement policy helps guide the Council toward final decisions.

One goal of the abatement policy is to increase or maintain the non-residential tax base. The Town Council has the sole discretion to approve the fixed assessments or abatements. The town also has a building permit fee reduction policy, which allows authorization of a reduced permit fee for certain types of industries, including large projects like the Amazon project. The Amazon project does qualify under the town's economic incentive policy as well as the town's building permit fee reduction. The company and staff have been discussing a possible abatement agreement and there will be a three year agreement with a declining abatement for real estate only. In lieu of a longer abatement period, it is suggested that a 50% reduction of the upfront building fee be considered. The terms have been concurred by Amazon and the proposed agreement is attached for both incentives. It includes the term of the abatement, investment schedules, and improvements to be made by no later than October 1, 2021. It also agrees that the Council has a right to extend the timeline if the Council finds it reasonable that the company has continued to pursue the project even though they have not met that time frame. Amazon states that the company will put forth good efforts to employ qualifying residents for full and part time positions and there has been added language to the agreement for the company to support Windsor based organizations and programs through a variety of means. The town's earnings are projected in this attached plan as well. Over a seven year period, the town has the possibility to receive over \$30 million in revenue to the town. Mr. Brad Griggs from Amazon is on the line to answer any further questions about the Amazon project.

Councilor Dobler commented on the abatement earlier and believes that the negotiations are fair on both sides. Councilor Dobler also questioned Town Manager Souza on how the abatement will work in order to clarify that it does not come out of the tax payers dollars. Town Manager Souza briefly explained that the abatement reduces the tax liability for real estate that the company has. Currently the parcel that is under consideration creates \$114,000 in revenue for the town. If the project is constructed under the terms of the agreement, the revenue from real estate taxes and personal property taxes will be greater so that it reduces the tax liability for the company. Councilor Dobler responded and confirmed that his questions were answered, and reiterated that Amazon is not paying as much as they would without an abatement, but there is also no money coming out of the town because of the agreement.

Councilor Walker addressed the size of the project being a concern, but the success of the company will contribute to the capitalist society. Councilor Walker is also concerned that the wages are lower than they should be for future Amazon employees.

Councilor Rampulla Bress stated she understands the financial impact that Amazon will have on the community. It is clear that the amount of money received each year will have a significant impact on the community along with what the Council can do for the town. Councilor Rampulla Bress' only reservation is about the hesitancy of Amazon to commit prior to this agreement to some items that are important to the community and to her as a Councilor. Her concern is not about the financial impact, but it is important in Windsor that there is other criteria for judging what kind of businesses are wanted in the town. We pride ourselves for the relationships built between small and large businesses here in the community and what they mean to the residents. Councilor Rampulla Bress would like to know what was specifically told to Windsor about the community connection since the last time she spoke with Mr. Griggs about this concern. Mr. Griggs stated

that there were 12,800 items shared. Councilor Bress would like to know what was specifically shared with the other Amazon warehouses and Windsor. If something is not articulated in the contract, sometimes it doesn't happen, but in good faith it is important for the Amazon Company to be a positive contributor to the community. Another concern is the wage. The Amazon wage is respectable for now in the year 2020, but will the wage be adjusted for the future opening when minimum wage requirements may be higher in the years 2021 or 2022. Councilor Rampulla Bress would also like the solar panel plans to be explained, as she stated it is very disappointing that there was not a direct answer for such an important addition to their sustainable energy initiative.

Mr. Brad Griggs responded to Councilor Rampulla Bress that the items mentioned by Town Manager Souza earlier in the meeting have been discussed. In addition to the 12,800 items donated to the residents, there has also been hiring events provided for the residents and there are already over 250 residents employed at the Day Hill Road facility. Mr. Griggs answered Councilor Rampulla Bress' wage question when he stated those wages include twenty to thirty percent benefits bringing total wages above \$18 per hour. The wage is a company-wide mandate, but the entry level associate hourly wage is \$15.75 and that is without the benefits, overtime and bonuses. Mr. Griggs followed up on Councilor Rampulla Bress' question about solar. When stated from a sustainability standpoint, Amazon is in the process of developing dozens of facilities of this size that have hundreds of thousands of square footage. Their solar team will evaluate the building and will then add the panels based on the capabilities of the completed project. All buildings are designed to have the capability for solar but it is dependent on an evaluation. It is a significant capital investment to commit to, and Amazon will work for sustainable efforts as it is a priority for the town. Mr. Griggs stated that Amazon has the most solar paneled facilities in the country. Councilor Bress followed up with being encouraged by Mr. Grigg's answers. Councilor Bress is still not sure about if the \$15.75 wage is referring to the current year or to the future years, when the facility is planning to open. Mr. Griggs commented that Amazon is committed to the starting wage of \$15.75, but there was no reference to inflation in the coming years.

Councilor Wilkos wanted to thank the public for their support and concerns regarding the Amazon project. The community should know that Windsor has had their abatement policy for many years. It was enacted in 2004. Councilor Wilkos believes it does need to be revisited moving forward. Councilor Wilkos referred to Mr. Dunn's comment from earlier about the "Amazon monster" project. Councilor Wilkos stated while it does fit all of the building codes and land approvals, it is a rather large, but magnificent project for the Kennedy Road location. Councilor Wilkos explained that when you purchase personal property it can never be assumed that it will always look the way it does. He added that you will never know what your "new neighbor" will be, but times always change. It is irrelevant that Amazon is one of the wealthiest companies in the world. They should not be shamed in terms of the Town of Windsor's written policy in order to meet their financial needs and put money into the community. Councilor Wilkos then addressed the questions of fair wages when he stated that these are entry level jobs, which will provide a higher wage than the average minimum wage in Connecticut. Councilor Wilkos believes that the seven year abatement was not going to be approved to begin with. Now with the agreements in place, the only concern that remains is that it would be hard to repurpose a building of that size if Amazon were to leave that location. He is in agreement with the three year on average 50% abatement, which will benefit the community as a whole.

Councilor Black-Burke expressed that she is struggling with approving the project, because of the concerns that have been mentioned about the size of the facility, where it sits, and if Amazon decides to vacate in the future. Secondly, Councilor Black-Burke asked Town Manager Souza, what Amazon specifically will be contributing to the community. Town Manager Souza responded that the language as drafted is that Amazon is committing to implementing programs based on various needs of the town. The programs may be evolving and changing at the moment because Amazon does already have other programs within the company that have been created to be used in each location's communities across the country.

Councilor Black-Burke would like to know what the programs are in other places. She would also like to know if the 12,800 items are going to be contributed to the community in the future upon the agreement of the facility or to the existing facility on Day Hill Road. Town Manager Souza confirmed that the 12,800 items have come from the Day Hill Road location, but he does not recall the time frame, whether it was six months or twelve months.

Councilor Black-Burke would like to know the time frame and what the dollar amount equals to in regards to the 12,800 items donated. Mr. Griggs responded that those numbers are year to date as of the Finance Committee meeting on June 1st. Mr. Griggs also explained that there is not a specific dollar amount given that these are mostly Amazon goods, and the PPE requirement items were initially donated. Councilor Black-Burke then stated that she would like to know what these items included. Mr. Griggs responded accordingly by naming items donated, such as toys, household items, pet supplies, cleaning supplies, school supplies, other consumables, and PPEs. Councilor Black-Burke believes that it would be important for the community to know a dollar amount or what has been directly contributed.

Councilor Black-Burke would like more information regarding the college tuition reimbursement opportunities offered from Amazon. Mr. Griggs stated that college reimbursement is not directly part of the benefits package but Amazon offers a Career Choice program after one year of company employment. All employees are encouraged to pursue attending college, career advancement and licensing. Amazon will cover up to 95% of those efforts. This is not dependent upon being involved in advancing your career with Amazon, it can be in any field of the employee's choosing.

Councilor Black-Burke would like to know how tax deduction is affected if there is not a dollar amount to support the donations made. Mr. Griggs responded that Amazon donated approximately 70,000 additional items from the North Haven facility. He also stated that he will follow up with a dollar amount.

Councilor Govoni would like to bring attention to the residents. He said that by state law, the town is required to have a Plan of Conservation Development meeting every ten years, and when this time comes around, the public does not attend or speak up until a large development decides to come to town. The industrial lights have been indicators for over ten years that this land would be developed eventually. Councilor Govoni urged residents that when you have concerns about the development of the town, take the time to attend the Plan of Conservation Development

meetings. Councilor Govoni also wanted to call attention to the solar panel plan in relation to snow loads and snow removal in the winter. This could pose a problem and it is important to be considered beforehand. Councilor Govoni thanked the Finance Committee and Mr. Griggs for providing a clear picture of the Amazon project plans.

Deputy Mayor McAuliffe would like to echo the concerns that other Councilors brought up in regards to the wages and whether or not inflation is considered when giving these wages, especially since the project will not open for some time. He is also in agreement to revise the town's abatement policy. Deputy Mayor McAuliffe would like to step back and look at the big picture of our current circumstances during the pandemic and loss of jobs. It is important to view this Amazon project as a positive because they will be providing 1,000 jobs with benefits. The reality is the pandemic could worsen and have more people out of work. Deputy Mayor McAuliffe believes that this will be a financial benefit for the Town of Windsor. It could allow for low tax increases or none, improve schools, promote small and local businesses, and other maintenance opportunities throughout the town. Deputy Mayor McAuliffe asked that residents do research and look at the Windsor Amazon project in comparison to other local Amazon projects in the northeast and their requested tax abatements. It is important to thank the Council and everyone involved for negotiating and getting a reasonable abatement put into place.

Councilor Jepsen would like to start with technical questions about the facility agreement. Councilor Jepsen confirmed that per the agreement Amazon will only be leasing the facility and would like to know how the owner will be involved in the agreement. Town Manager Souza responded that there will be a letter that is from the owner, Skadell Properties, with a clear delineation value that if this abatement passes, that the tenant is responsible for the taxes. Councilor Jepsen followed up with his second question regarding Amazon and the decision to add solar panels after the facility has been running for a year or two. He asked if there would be a new abatement rate due to the solar panel addition. Town Manager Souza confirmed that after the company gets their certificate of occupancy, there is no other value that gets abated or the building permit reduction does not apply after purchase. Councilor Jepsen said historically before abatements were put into place, there were other incentives Windsor would do for a developer and this project is half of that. But there will be a sense of relief while doing budgets this year with Amazon coming in, being a great source of revenue for the town. It will make future years for budgeting a lot easier as well. As long as the labor rate goes up and budget rates go up, the Amazon project will support that, and Councilor Jepsen is in support of the project.

Mayor Trinks would like to start by saying that Amazon kept its word in the past in reference to the Day Hill Road project. They held three job fairs to solicit Windsor residents for employment opportunities with Amazon. Mayor Trinks often looks at the profitable companies in Windsor that do not make contributions or donate to the community. A lot of big profitable companies are rarely heard from in regards to the community, so it is positive that Amazon has already made that commitment. It will be a lot of money coming into the Town of Windsor, but Mayor Trinks is concerned about the longer term of unemployment and businesses potentially closing due to the coronavirus and considering those losses of revenue. Mayor Trinks has concerns that the call centers and other offices in the building might need to reevaluate the size needed for office space due to working remotely during the pandemic if it continues. There are concerns about the grand

list and having more vacancies. The Amazon project is a guaranteed income stream, coming from a company that is making a significant investment in the town. Mayor Trinks does not foresee Amazon wanting to leave this location within the next 10 years. The example has already been set at the Day Hill Road location. Mayor Trinks is also not concerned about traffic issues increasing, as evidence shows from the Day Hill Road location. Amazon is a time focused company and will have the convenience of using Route 20. In addition to the office vacancy, he is also concerned about how the state funding will change and how it will be able to contribute to Windsor and the surrounding towns. Mayor Trinks concluded that the project outweighs the negatives that have been brought up and looks forward to the benefits it will bring 29,000 people in the town.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Discussion of possible Virtual Net Metering arrangement for purchase of renewable energy

Town Manager Souza stated that Lodestar Energy, LLC and town staff have been discussing the program and the possibility of purchasing 3.6 million kWh per year of virtual net metering credits from a solar field located in Winchester, CT.

Currently Lodestar is awaiting approval from the Connecticut Siting Council. Once approved by the Siting Council, Lodestar would expect construction to start in early fall with a completion near the end of the year. Lodestar would be responsible for maintaining the solar units.

One hundred percent (100%) of the VNM credits are generated from a solar photovoltaic ground mounted system. If the town were to enter an agreement with Lodestar for 3.6 million kWh per year, the Town and Board of Education (BOE) combined would be utilizing solar energy for approximately 48% of its electricity use.

Under the proposed agreement with Lodestar, the Town would purchase 3.6 million kWh per year of virtual net metering credits over the term of 20 years.

The VNM Credit Rate would be a fixed 15% discount to the applicable Eversource rate based on the following and has been set by CT Public Utilities Regulatory Authority (PURA):

- Year 1: 100% of generation and 80% of transmission and distribution
- Year 2: 100% of generation and 60% of transmission and distribution
- Year 3-20: 100% of generation and 40% of transmission and distribution

Projected savings as compared to the Eversource rate show a savings of approximately \$1.5 million over the course of 20 years (projections utilized a 2% increase annually on the Eversource Generation and T&D rate.) Projected savings could change depending on the volatility of the electricity rates.

Mr. Jaime Smith, from Lodestar Energy, gave a detailed presentation about how the Virtual Net Metering process works and what the community can expect from implementing this plan. There have been about 30 projects in the last six years. There are four solar array projects in the state of Connecticut which are located in Barkhamsted, Suffield, and East Windsor. Each town has received the benefit of the bargains that were expected. The benefit is that this project allows for more sustainable energy throughout the town while not affecting personal property because it does not physically touch the building or your property. It also does not cost the residents anything directly. Buying into this with credits will offset the community's electric bills. This current project would be built on Platt Hill Road in Winchester. The credits are worth approximately fifteen cents, and the town will be charged 85%, which is equivalent to thirteen cents per kilowatt hour. This will be a savings of about \$82,000 after the first year under contract. There has been a letter of intent signed and the next step would be to further the agreement with some negotiation. The project is expected to start construction in the late summer or early fall and will be finished by the end of this year.

Deputy Mayor McAuliffe would like to know where the 3.5 kilowatt figure came from. Mr. Smith responded that the company is regulated to start with that kilowatt number based on the sunlight in Connecticut. Every project going forward will be a three megawatt project and take up about ten to twelve acres of land. Deputy Mayor McAuliffe followed up with another question about why the credits are limited by the state. Mr. Smith answered that the state has never wanted projects to become too large and that there are many benefits to having a multitude of power in smaller doses throughout various locations.

Councilor Rampulla Bress expressed her excitement about this project. She would like to know if there is a specific term or commitment for this kind of project. Mr. Smith responded that every other project is a 20 year commitment, and this will be as well. A contributing factor to that length of time is based on the warranty of the solar panels.

Councilor Govoni questioned if there is a designated field that is supplying energy to Windsor. Mr. Smith stated that the virtual power will be pushed into the grid in Winchester and Eversource will be able to use the power wherever it is needed. Windsor would apply for credits, which will then be used from the power bank where the energy is distributed from. Councilor Govoni stated his concern is that if there is a designated field and a catastrophic event occurred then what would happen to the credit agreement in place. Mr. Smith commented that if the credits do not show up on the electric bill then Lodestar would not get paid. For example if there were a Tornado in the Winchester location and destroyed the facility, the worst that could happen is there is not an opportunity for Windsor to use the credits.

Councilor Dobler directed his question to Town Manager Souza and Scott Colby, Assistant Town Manager, to confirm that Lodestar contacted the town and if this is the first firm that approached Windsor. Town Manager Souza answered that this is not the first firm to contact Windsor but during those previous times, staff was not in the position to do thorough research on this type of program. Councilor Dobler stated his concern for entering this agreement. He wants to make sure this is the best decision for the town, considering it is a twenty year agreement.

Councilor Wilkos is concerned that if the system is not producing energy, excluding catastrophic events, by looking back at last summer and fall there could be small amounts of solar energy collected. Councilor Wilkos would like to know at what point production levels are reevaluated if there are multiple months without credits. Mr. Smith responded that there will more than likely be variability with sunlight. What is important to note is that solar projects are not credited over what the community will use as far as dollar credits are concerned. The project has been sized around 85-90% of the total for the Town of Windsor so that it cannot produce more credits than would be used. Councilor Wilkos would like to know if the town is fixed into buying a certain amount of credits based on the buildings that would be offset by this energy in a 20 year term and if the credits are not used, then is it a loss. Mr. Smith stated that this is an opportunity to save money and the buildings using credits can be changed yearly in order to ensure the credit quota is being met.

Councilor Wilkos echoed Councilor Dobler's comments by saying that other communities are doing this and that the Council needs to look at other proposals in comparison. The fifteen percent discount is in question compared to other programs. Town Manager Souza referred a question to Mr. Smith asking if the fifteen percent is regulated under the Pyro Program. Mr. Smith stated that it is not part of that program, but it is a discount that has been given to all of the projects in the state.

The item was referred to the Finance Committee to be further considered.

- b) Approve a resolution declaring Racism as a Public Health Crisis

MOVED by Councilor Black-Burke, seconded by Deputy Mayor McAuliffe to approve the attached resolution entitled "A Resolution Declaring Racism as a Public Health Crisis."

WINDSOR TOWN COUNCIL

RESOLUTION

WHEREAS, racism is a social system with multiple dimensions: individual racism that is interpersonal and/or internalized or systemic racism that is institutional or structural, and is a system of structuring opportunity and assigning value based on the social interpretation of how one looks;

WHEREAS race is a social construct with no biological basis;

WHEREAS racism unfairly disadvantages specific individuals and communities, while unfairly giving advantages to other individuals and communities, and saps the strength of the whole society through the waste of human resources;

WHEREAS racism is a root cause of poverty and constricts economic mobility;

WHEREAS racism causes persistent discrimination and disparate outcomes in many areas of life, including housing, education, employment, and criminal justice, and is itself a social determinant of health;

WHEREAS racism and segregation have exacerbated a health divide resulting in people of color in Connecticut bearing a disproportionate burden of illness and mortality including COVID-19 infection and death, heart disease, diabetes, and infant mortality;

WHEREAS Black, Native American, Asian and Latino residents are more likely to experience poor health outcomes as a consequence of inequities in economic stability, education, physical environment, food, and access to health care and these inequities are, themselves, a result of racism;

WHEREAS more than 100 studies have linked racism to worse health outcomes; and

WHEREAS the collective prosperity and wellbeing of Windsor depends upon equitable access to opportunity for every resident regardless of the color of their skin:

Now, therefore, be it Resolved, that the Windsor Town Council

- (1) Assert that racism is a public health crisis affecting our town and all of Connecticut;
- (2) Work to progress as an equity and justice-oriented organization, by continuing to identify specific activities to enhance diversity and to ensure antiracism principles across our leadership, staffing and contracting;
- (3) Promote equity through all policies approved by the Town Council and enhance educational efforts aimed at understanding, addressing and dismantling racism and how it affects the delivery of human and social services, economic development and public safety;
- (4) Improve the quality of the data our town collects and the analysis of that data—it is not enough to assume that an initiative is producing its intended outcome, qualitative and quantitative data should be used to assess inequities in impact and continuously improve;
- (5) Continue to advocate locally for relevant policies that improve health in communities of color, and support local, state, regional, and federal initiatives that advance efforts to dismantle systemic racism;
- (6) Further work to solidify alliances and partnerships with other organizations that are confronting racism and encourage other local, state, regional, and national entities to recognize racism as a public health crisis;
- (7) Support community efforts to amplify issues of racism and engage actively and authentically with communities of color wherever they live; and
- (8) Identify clear goals and objectives, including periodic reports to the Town Council, to assess progress and capitalize on opportunities to further advance racial equity.

Councilor Black-Burke stated that while Windsor can be celebrated with many things, she does not want acts of racism and levels of stress in the black and brown communities to go unnoticed. Councilor Black-Burke shared an experience that comes from the town about a young fourteen year old boy who was outside riding his scooter in his own neighborhood, where he grew up. A

resident in the neighborhood called the police on this boy twice without a direct reason other than not being able to recognize the boy. Councilor Black-Burke wanted to bring attention to the stress level that the black and brown communities carry on a daily basis because of situations like this. Stress can do very damaging things to the body. Councilor Black-Burke referred to the Health Equity Solution, a company that helps to equate racism as a public health crisis.

Councilor Dobler stated that he supports the resolution, but when it does pass, we as Councilors and members of the town need to make sure that there are steps taken to make real change happen. Perhaps it could start with the Health and Safety committee. It has to be systemic, starting with a game plan, step by step. Councilor Dobler believes that while the resolution is a long time coming, it is something that will take years and not six months in order for there to be a fighting chance for meaningful change.

Councilor Rampulla Bress would like to speak out with full support of this resolution. This resolution is something that is necessary and important during this time. The resolution is a start to open up conversation. The community is expressing distress and their personal experiences that have hurt them. Even though Windsor is a diverse community and celebrates that, the resolution is important to declare that racism is a public health crisis. The resolution is not a divisive document, but rather a recognition that we care about everyone who lives in Windsor. The black and brown communities are expressing that this is an issue and the response, feelings and concerns about it are real and should be discussed.

Deputy Mayor McAuliffe commented that there is no doubt that there are health conditions, mental and physical, stemmed from the stress of racism. Deputy Mayor McAuliffe stated that this is just the beginning, and we need to move forward. He fully approves the resolution.

Councilor Jepsen would like to support the resolution as a next step. There has been a lot done in the past with an equity study, police stops, and other things with the town, but there was not any real result. Councilor Jepsen stated that this topic will not be allowed to die, but rather to be resolved and keep it going. A data driven approach would be new and something that needs to be looked at and supported in order to educate for systemic change.

Mayor Trinks commented that, "the problem with a problem of a problem is not accepting there is a problem." Racism is a real problem and after two weeks of listening to stories from around the country, it is important to recognize that the problems do exist here. The first way to solve this problem is to accept that racism is real in Windsor and it needs to be addressed. During the vigil on Sunday, looking out onto the crowd, it was moving to see the diversity of the crowd and that they have accepted that there is a problem. Mayor Trinks looks forward to the continuation and for a commitment from this Council to not let this topic go quiet. Mayor Trinks wants to make the commitment to make Windsor be the safest it can be for everyone. He is in complete support of the resolution and continued efforts suggested in order to make positive change moving forward.

Motion Passed 9-0-0

- c) Approve appropriation of \$187,000 to the Discovery Center Enterprise Fund from the General Fund Unassigned Fund Balance

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that a transfer of \$187,000 be approved from the General Fund Unassigned Fund Balance to cover the anticipated FY 20 additional operating loss due to the impact of the COVID-19 pandemic.

Town Manager Souza said the FY 20 adopted budget for the Child Development Fund anticipated a loss of \$74,150. Based on current projections and taking into consideration COVID-19, we estimate the loss to be \$260,650. Therefore we are requesting an appropriation of \$187,000 to cover the loss above what was expected for FY 20.

Motion Passed 9-0-0

- d) Approve Year End Purchase Orders

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that the FY 20 General Fund open purchase orders as of June 8, 2020 be approved until October 19, 2020.

Deputy Mayor McAuliffe stated when goods and services are received and paid for in the next fiscal year, a purchase order must be opened to encumber the funds. By encumbering the funds, the Town Council is formally extending budgetary authority into the next fiscal year for that line item.

There are thirteen FY 20 General Fund open purchase orders as of June 8, 2020 totaling \$485,737 that are expected to be encumbered.

Motion Passed 9-0-0

- e) Approve Year End Transfers

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit.

Motion Passed 9-0-0

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress to transfer \$131,000 from Safety Services, of which \$120,000 will be transferred to Administrative Services and \$11,000 will be transferred to Health Services, to fund the projected year end deficits in those service units.

Deputy Mayor McAuliffe stated the Town Council has traditionally granted the Finance Director the authority to transfer up to \$5,000 between service units (offsetting those that have gone over budget with those that have come in under budget) at the end of the fiscal year. In addition, we

are requesting the Town Council to approve the transfer of funds to service units that have gone over the adopted budget by more than \$5,000.

There are two service units, Administrative Services and Health Services that are projected to go over budget by amounts greater than \$5,000 for FY 20.

Administrative Services is projected to be over budget by \$120,000, which brings the FY 20 General Fund funding to the service unit to \$2,523,970 versus the adopted budget of \$2,403,970. This overage is due to anticipated unemployment costs for furloughed employees due to COVID-19, and technology purchases and upgrades related to improving network reliability, remote work capabilities, and data storage.

Health Services is projected to be over budget by \$11,000, which brings the FY 20 General Fund funding to the service unit to \$519,150 versus the adopted budget of \$508,150. This is due to projected expenses for contact tracing functions related to COVID-19.

Motion Passed 9-0-0

f) Introduce proposed Capital Improvement Program for Fiscal years 2021-2026

Town Manager Souza said the 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Town Manager Souza outlined a few highlights of the proposed CIP.

Councilor Jepsen commented that some projects over the years have made it seem like there is a lot of phasing and balancing versus getting an authorization all at once for them which can effect *Town Charter* limits. There is also a plan for debt service that we need to be careful of as well. Can we approve by phases or should it be done the other way? Town Manager Souza responded by bringing up the Sage Park projects and mentioned the various upgrades needed, which is where the phasing came into play. It is the Council's prerogative if they want to approach it in a holistic authorization, which could result in going over the referendum amount and could delay other phases. Councilor Jepsen stated that in the past, things had been broken up to avoid a *Town Charter* requirement.

Mayor Trinks referred the CIP item to the Town Improvements Committee.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen 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.
- 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.
- 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.
- 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.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the June 1, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the June 1, 2020 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the June 1, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the June 1, 2020 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Leroy Smith, 531 Edgewood, would like to address the topic of the public not showing up to the land conservation meetings. He believes that sometimes it feels as though there is not enough opportunities to participate and what should be considered is having term limits on the boards and commissions because there is not a change in people on the board, which may lead to more participation. Mr. Smith stated he is very pleased with the decision to go forward with declaring

racism as a public health crisis. He also stated that it is unfortunate that the tax abatement is going through.

Ashanti Osborne Martin, 85 Pierce Boulevard, wanted to thank the council for supporting racism as a public health crisis and looks forward to working with them in supporting this impactful action.

Elijah Oliver, 64 Timber Lane, wanted to thank the Town Council and the Town of Windsor for supporting and approving the resolution. As a youth advocate and educator, he is excited about the youth's future, but there is also concern for their safety. The youth are hopeful and pushing to have their voices heard but there is concern and fear, because they do not want to become a topic in the news. Mr. Oliver remains optimistic, prayerful, and is excited about this first step as declaring racism as a public health crisis. It is a way to hold ourselves and local and state governments accountable for addressing racism.

Lakisha Hyatt, 104 Benjamin Court, wanted to thank the Council for approving the resolution to declare racism as a public health crisis and for taking the first step. Ms. Hyatt has a commitment to participating in this first step.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to enter Executive Session at 10:37 p.m. for the purpose of:

- a) Strategy and negotiations in respect to collective bargaining (Teamsters)

Motion Passed 9-0-0

16) EXECUTIVE SESSION – None

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Amelia Bliss, Director of Human Resources

Councilor Walker left Executive Session at 10:55 p.m.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to exit Executive Session at 10:58 p.m. and to re-enter the Regular Town Council meeting.

Motion Passed 8-0-0 (Councilor Walker not present)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to extend the Regular Town Council meeting until midnight if needed.



Motion Passed 8-0-0 (Councilor Walker not present)

17) ADJOURNMENT

MOVED by Councilor Bress, seconded by Councilor Dobler to adjourn the meeting at 11:00 p.m.

Motion Passed 8-0-0 (Councilor Walker not present)

Respectfully Submitted,

Elizabeth Brisebois
Recording Secretary