



Council Agenda

Council Chambers
Windsor Town Hall
December 21, 2020



Zoom Instructions

Dialing in by Phone Only:

Please call: **301 715 8592** or **312 626 6799**

1. When prompted for participant or meeting ID enter: **834 0471 8922** then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

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1. When prompted for participant or meeting ID enter: **834 0471 8922**
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3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

7:20 PM Public Hearing

To hear public comment on an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Dobler
3. PLEDGE OF ALLEGIANCE – Councilor Dobler
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) Public Building Commission
 - b) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES



10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

12. NEW BUSINESS

- a) *Authorize approval of Project Authorization Letter for Day Hill Signal Coordination Project (Town Manager)
- b) *Approve an appropriation of \$85,000 from the Fiscal Year 21 General Services Budget for design services related to the Broad Street Road Diet project (Town Manager)
- c) *Tax Relief Program Extension - Governor's Executive Order 9R (Town Manager)
- d) *Authorize a contract extension with RMS, US, LLP for financial audit services related to fiscal years 2021 and 2022 (Deputy Mayor McAuliffe)
- e) *Approve Fiscal Year 2022 Budget Parameters (Deputy Mayor McAuliffe)
- f) *Approve Fiscal Year 2022 Budget Calendar (Deputy Mayor McAuliffe)
- g) *Approve Fiscal Year 2022 Budget Format (Deputy Mayor McAuliffe)
- h) *Approve Town Council meeting dates for calendar year 2021 and January 2022 (Town Manager)
- i) *Approve 2021 schedule of Board/Commission Annual Reports to the Town Council (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the December 7, 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: December 21, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Day Hill Road Adaptive Signal Control Technology Project
Request for Funding Authorization

Background

Day Hill Road supports 11 million square feet of commercial and industrial facilities throughout the Day Hill Road corridor. There are eleven (11) town-owned traffic signals along Day Hill Road and over 18,000 vehicles travel the corridor each day. The potential for issues related to roadway capacity, efficient traffic flow and the means of maintaining that efficiency into the future were recognized many years ago.

In 2009 the town commissioned the Preliminary Engineering Study for Day Hill Road capacity improvements. Based on the results of that study, the Day Hill Road Adaptive Traffic Control Signal System study was performed in 2010. That study evaluated the feasibility and implementation of an intelligent traffic adaptive system for the Day Hill Road corridor. The ultimate goal is to improve operating conditions and maximize capacity on Day Hill Road by installing a system that is reliable, easily maintainable and flexible for future expandability. Integration of adaptive signal technologies along the corridor will allow for signal timing adjustments to be made based on real time traffic conditions. These improvements will result in the more efficient movement of traffic throughout the corridor, thereby reducing traffic delays, fuel consumption, and hazardous air emissions.

The apparent benefits of an adaptive traffic control signal system prompted staff to apply for a grant under the Congestion Mitigation and Air Quality (CMAQ) improvement program. This is a federal program that funds transportation projects and programs that contribute to the attainment or maintenance of National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide, and particulate matter. The town applied for the grant multiple times and in 2016 we were awarded \$1.32 million in federal funding from the Connecticut Department of Transportation (CT DOT) for improvements to the traffic signals along Day Hill Road.

Discussion/Analysis

In May 2017 the town entered into an agreement with the CT DOT by signing a Project Authorization Letter (PAL) for the design phase of the project. The PAL stipulated that the design phase is to be 100% funded by federal funds on a reimbursement basis. The PAL for the design phase of the project was authorized in the amount of \$190,000. This amount consisted of an original appropriation of \$165,000 and a May 2018 supplement in the amount of \$25,000.

The initial project cost estimate, defined in the grant application, was approximately \$1,320,000, including design costs. After completion of the Preliminary Design (PD) phase of the project, the construction cost estimate was \$2,227,000. The PD estimate included upgrades to all signal equipment including video detection at all eleven intersections in the corridor. The estimate also

included installation of fiber optic communication between signals. During Final Design (FD), the scope was revised in order to achieve a cost estimate that is more in line with the available grant funds. The project is formatted as a base-bid scope of work and includes add-alternates for additional scope items, in the event bids are favorable. The PD and FD estimates were prepared using CT DOT unit prices and their recommended contingencies and incidentals.

The base bid for the project includes installation of adaptive signal improvements and fiber optic communication to 8 intersections between Lambertson Road and Prospect Hill Road. Estimated total project cost is \$1.23 million. Bid add-alternates include adaptive signal improvements and fiber optic communication to an additional 3 intersections, yielding a total maximum cost estimate of \$1.7 million.

At this time, there is \$1,155,000 in grant funds available after paying for design costs incurred to date. Since the total estimated project cost (\$1,230,000) exceeds the remaining total grant amount of \$1,155,000, the town needs to commit to providing funding for the amount that exceeds available grant funding. This is estimated to be \$75,000. Of the remaining grant funds, \$80,000 is allocated to the Connecticut Department of Transportation for various administrative and project management expenses. This leaves \$1,075,000 in grants funds for the town.

The project is expected to be bid this winter and work is expected to be substantially complete in fall 2021.

At time of final consideration of the funding authorization, staff will request the Council to also authorize execution of the Project Agreement Letter for the construction phase.

Financial Impact

The project's remaining estimated costs are as follows:

Construction	\$ 890,000
Construction contingencies (10%)	\$ 89,000
Municipal Incidentals (Insp., design, admin, etc.)	\$ 161,000
DOT Incidentals (admin., testing, audits, etc.)	<u>\$ 80,000</u>
Sub-total Construction Cost	\$ 1,220,000
Bond Issuance Cost	<u>\$ 10,000</u>
Total Cost	\$ 1,230,000

The remaining available grant amount is \$1,155,000. Of the remaining grant funds, \$80,000 is allocated to the Connecticut Department of Transportation for various administrative and project management expenses. This leaves \$1,075,000 in grants funds for the town.

Estimated project costs that will be paid directly by the town equal \$1,150,000. Therefore expenditure and bond authorization in this amount is respectively requested. It is anticipated we would issue a 1 year note. Estimated interest on a one year note is \$23,000 at 2.0%.

Including interest costs, the town's projected share of the project cost is \$98,000 assuming all of the construction contingency is spent (\$75,000 + \$23,000 note interest.)

Other Board Action

The Town Planning & Zoning Commission accepted 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:

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 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) Approve a Bond Ordinance

“MOVE to approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS (\$1,150,000) for costs in connection with the installation of intelligent traffic signal system along the Day Hill Rd. corridor, including at up to eleven (11) intersections beginning at the intersection of Lamberton Road and continuing west on Day Hill Road to the intersection at The Hartford Dr., and 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 ONE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS (\$1,150,000) 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 ONE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS (\$1,150,000). 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 _____ 12/7/20

Public Hearing Advertised _____ 12/11/20

Public Hearing _____ 12/21/20

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: December 21, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Project Authorization Letter - Day Hill Road Adaptive Signal Control Technology Project

Background

Day Hill Road supports 11 million square feet of commercial and industrial facilities throughout the Day Hill Road corridor. There are eleven (11) town-owned traffic signals along Day Hill Road and over 18,000 vehicles travel the corridor each day. The potential for issues related to roadway capacity, efficient traffic flow and the means of maintaining that efficiency into the future were recognized many years ago.

As outlined in the previous agenda item summary, the Day Hill Road Adaptive Traffic Control Signal System project was first initiated in 2010. The initial study evaluated the feasibility and implementation of an intelligent traffic adaptive system for the Day Hill Road corridor. The ultimate goal is to improve operating conditions, reduce fuel consumption and air emissions, along with maximizing capacity on Day Hill Road by installing a system that is reliable, easily maintainable and flexible for future expandability. Integration of adaptive signal technologies along the corridor will allow for signal timing adjustments to be made based on real time traffic conditions.

The town applied for funding under the Congestion Mitigation and Air Quality (CMAQ) improvement program and was ultimately awarded \$1.32 million in federal funding from the Connecticut Department of Transportation (CT DOT). This is a federal program that funds transportation projects and programs that contribute to the attainment or maintenance of National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide, and particulate matter.

Discussion/Analysis

In May 2017 the town entered into an agreement with the CT DOT by signing a Project Authorization Letter (PAL) for the design phase of the project. The PAL stipulated that the design phase is to be 100% funded by federal funds on a reimbursement basis. The PAL for the design phase of the project was authorized in the amount of \$190,000.

At this time, staff requests the Council authorize the execution of the Project Agreement Letter for the construction phase. This action along with the previous funding authorization will allow the project to move to final vendor solicitation and selection this winter and into construction this summer and fall.

The project is formatted as a base-bid scope of work and includes add-alternates for additional scope items, in the event bids are favorable. The project cost estimates were prepared using CT DOT unit prices and their recommended contingencies and incidentals.

The base bid for the project includes installation of adaptive signal equipment and fiber optic communication to 8 intersections between Lambertson Road and Prospect Hill Road. Estimated total project cost is \$1.23 million. Bid add-alternates include adaptive signal improvements and fiber optic communication to an additional 3 intersections, yielding a total maximum cost estimate of \$1.7 million.

At this time, there is \$1,155,000 in grant funds available after paying for design costs incurred to date. Since the total estimated project cost (\$1,230,000) exceeds the remaining total grant amount of \$1,155,000, the town needs to commit to providing funding for the amount that exceeds available grant funding. This is estimated to be \$75,000. Of the remaining grant funds, \$80,000 is allocated to the Connecticut Department of Transportation for various administrative and project management expenses. This leaves \$1,075,000 in grants funds for the town.

Financial Impact

The project's remaining estimated costs are as follows:

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The remaining available grant amount is \$1,155,000. Of the remaining grant funds, \$80,000 is allocated to the Connecticut Department of Transportation for various administrative and project management expenses. This leaves \$1,075,000 in grants funds for the town.

Estimated project costs that will be paid directly by the town equal \$1,150,000. Therefore expenditure and bond authorization in this amount is respectively requested. It is anticipated we would issue a 1 year note. Estimated interest on a one year note is \$23,000 at 2.0%.

Other Board Action

The Town Planning & Zoning Commission accepted 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 motion is recommended for approval:

“RESOLVED, that Peter Souza, Town Manager be authorized to sign the Project Authorization Letter for Day Hill Road Adaptive Signal Control Technology (ASCT) Project , State Project No. 164-240, under Master Agreement No. 02.28-02(13)”.

Attachments


None

Agenda Item Summary

Date: December 21, 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: Preliminary Design of Broad Street Road Diet Improvements

Background

In 2014, the town completed a Windsor Center Transit-Oriented Development (TOD) Plan and Redevelopment Strategy Study which focused on developing goals and strategies to enhance the economic and civic value of Windsor Center including supporting local business by slowing down traffic, adding the ability for additional on-street parking, and creating an overall safer and friendlier environment for pedestrians.

Discussion

The Windsor Center TOD Master Plan recommended rebalancing the circulation patterns to better incorporate pedestrians and parking. One of the more substantial recommendations to improve Town Center included a variety of street, streetscape, and pedestrian improvements including the reduction of through lanes on Broad Street from four to two. This initiative has been referred to as a “road diet”. The plan would also include the creation of designated on-street parking, left turn pockets, bump-outs to aid pedestrian crossing and traffic signal modifications.

The project limits include CT Route 159 (Broad Street), from the vicinity of Sycamore Street northerly to Palisado Avenue and the vicinity of the railroad overpass, a total distance of approximately 2,550 feet. The project will also include evaluation of the intersections and intersecting streets within the project corridor - Batchelder Road, Elm Street, Maple Avenue, Union Street, Prospect Street and CT Route 75 / Poquonock Avenue.

A traffic study was conducted in 2014, and updated in 2020, to confirm that the traffic assumptions made for the road diet are valid. The studies determined that the Broad Street corridor, within the project area, is expected to operate at acceptable levels of service (LOS) following the implementation of the proposed road diet. Vehicle queues will be accommodated within the available storage lengths. Additionally, the proposed road diet will greatly enhance safety along Broad Street, improve mobility for pedestrians, bicyclists, and transit users; and add parallel parking along both sides of the street. Discussions with CT Department of Transportation have been held and DOT agrees with the overall project concept.

Staff is requesting approval of funds to initiate the preliminary design phase of this project. Staff solicited proposals from qualified consulting firms to provide survey and engineering services for the preparation of preliminary design documents and preliminary cost estimates for the project. The FY 2021 CIP has a planned total allocation of \$150,000 for the survey, preliminary and final design, bidding, and construction administration services.

Preparation of preliminary design documents and cost estimates will provide the town with an excellent foundation from which it can pursue funding opportunities. Grant applications based on a preliminary design and estimates are often more competitive for grant opportunities, due to the inherent level of certainty beyond concept or schematic designs.

Financial Impact

Design funds in the amount of \$85,000 are being requested. \$150,000 has been approved in the adopted FY 21 General Fund for design services.

Other Board Action

None


Recommendations

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

“MOVE to approve an appropriation of \$85,000 from the Fiscal Year 2021 General Services Budget for preliminary design of the Broad Street Road Diet project.”

Certification

I hereby certify that \$85,000 is available in the FY 21 General Fund, General Services budget to fund the above appropriation.



James Bourke
Finance Director

Agenda Item Summary

Date: December 21, 2020

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Governor's Executive Order 9R - Tax Relief Program Extension

Background

On December 16, 2020, Governor Lamont issued Executive Order 9R in response to the COVID-19 pandemic. The executive order requires local legislative bodies to extend tax relief program(s) that were issued through Executive Order 7S on April 1, 2020 local taxpayers effected by the pandemic. The Town Council adopted the Tax Deferment Program without eligibility requirements on April 20, 2020. Municipalities are required to report to the State of Connecticut Office of Policy & Management (OPM) by December 30, 2020 which program or programs were adopted and or extended.

Discussion / Analysis

Attached are descriptions of the two relief programs included in the Executive Order as they apply to our motor vehicle tax bills that are due in January. The town is required to extend the current relief program, change the program to the low interest rate program or adopt both of the programs. The Town Council adopted the Tax Deferment Program without eligibility requirements on April 20, 2020. Per the executive orders, eligible taxpayers are those that can attest to or document significant economic impact or hardship from COVID-19.

The tax relief program would apply to motor vehicle tax bills as real estate and personal property taxes were due in full October 1, 2020. The deferment program offers an extended grace period for taxpayers to pay their car tax bills without interest. For car tax bills that are due and payable on January 1, 2021, taxpayers can defer payment for 90 days (instead of the usual 30 days). If a bill is paid on April 2, 2021 or later, normal interest calculated at 1.5% per month is applied, retroactive to January 1, 2021.

Staff recommends approval of extending the Deferment Program with no eligibility requirements as it has the potential to provide relief to a broad number of taxpayers and has minimal impact on revenues. Due to the timing of this executive order, we were not able to add an insert or add any of this information to the bill. We will deploy a broad public information effort so that residents are aware of the relief.

Financial Impact

By extending the Deferment Program, the loss of interest collected on delinquent supplemental motor vehicle accounts (typically received in February & March) is estimated at approximately \$5,000 - \$6,000.

Recommendations

Staff is recommending the Town Council approve extending the Deferment Program with no eligibility requirements as it has the potential to provide relief to a broad number of taxpayer and has minimal impact on revenues.

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

“MOVE to extend the Tax Deferment Program per the Governor’s Executive Order 9R dated December 16, 2020 with no eligibility requirements.”

Attachments

Tax Relief Program Descriptions

Executive Order 9R

Tax Relief Program Descriptions

1. *Deferment Program*

This program offers an extended grace period for eligible taxpayers to pay their car tax bills without interest. For car tax bills that are due and payable on January 1, 2021, taxpayers can defer payment for 90 days (instead of the usual 30 days). The deferment program would apply to motor vehicle tax bills as real estate and personal property taxes were due in full October 1, 2020. If a bill is paid on April 2, 2021 or later, normal interest calculated at 1.5% per month is applied, retroactive to January 1, 2021.

Per the executive order, eligible taxpayers are those that can attest to or document significant economic impact or hardship from COVID-19. These hardships would need to occur since March. Residents would need to attest a 20% reduction due to COVID-19, while Businesses/Non-Profits would need to attest a 30% reduction due to COVID-19. Municipalities *may extend eligibility* to other taxpayers or residents not specifically mentioned in the executive order and are free to modify eligibility criteria and requirements. For example, the municipality could decide to offer the extended grace period to all taxpayers without distinction, which would eliminate the need for an application process.

2. *Low Interest Rate Program*

This program addresses the rate of interest that is to be charged on a delinquent or past due bill. Per State law, interest is normally charged at the rate of 1.5% per month or 18% annually from the due date of the tax. This new program allows for the monthly interest rate to be reduced to .25% per month, or 3% annually, and provides for 90 days from the due date in which a delinquent taxpayer would be able to pay at the reduced interest rate. For example, for bills due on January 1, 2021, the last day to pay will be February 1, 2021. If the taxpayer pays on February 2, 2021 or later, they will pay .25% per month instead of 1.5%. On February 2, 2021 or after, the interest charge would not be 3% (1.5% for January and 1.5% for February), but rather only .50% (.25% for January and .25% for February). The program would remain in force for 90 days and end on April 1, 2021. At that time, the interest rate will revert back to the statutory rate of 1.5% per month. The low interest program applies only to motor vehicle tax bills, and does not require taxpayers to qualify based on eligibility criteria, as with the deferment program.

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 9R

PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC – MODIFICATION OF MUNICIPAL TAX PAYMENT PROVISIONS; ASSESSOR CERTIFICATION PROGRAM WAIVER; ALCHOLIC LIQUOR SALE BY CATERERS

WHEREAS, on March 10, 2020, I declared public health and civil preparedness emergencies throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and Connecticut; and

WHEREAS, on September 1, 2020, I renewed the March 10, 2020 declaration of public health and civil preparedness emergencies and also issued new declarations of public health and civil preparedness emergencies, which new and renewed emergencies shall remain in effect until February 9, 2021, unless earlier terminated; and

WHEREAS, pursuant to such declarations, I have issued eighty-five (85) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic (the “COVID-19 Orders”); and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, public health experts have determined that it is possible to transmit COVID-19 even before a person shows symptoms and through aerosol transmission; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention (CDC) and the Connecticut Department of Public Health (DPH) recommend implementation of community mitigation strategies to slow transmission of COVID-19, including limitation on the size of gatherings, maintaining a safe distance from others, and wearing masks or face coverings; and

WHEREAS, COVID-19 has caused unanticipated health effects that are not well understood by the medical community, and residents, businesses, and government agencies face new and

unanticipated economic, fiscal, and operational challenges as a result of the COVID-19 pandemic; and

WHEREAS, in recent weeks, COVID-19 infection, hospitalization, and death rates have increased in Connecticut, surrounding states, and throughout the country, reinforcing the need for continued protective measures to limit transmission of the coronavirus; and

WHEREAS, Chapter 204 of the Connecticut General Statutes sets forth tax collection deadlines that will be difficult for residential and commercial property owners to meet in light of the significant job and economic losses experienced by Connecticut residents and businesses; and

WHEREAS, municipalities have sought relief on behalf of taxpayers affected by the impacts of business operations being suspended or ceased, layoffs and other complications caused by the COVID-19 pandemic; and

WHEREAS, quasi-municipal entities, including special taxing districts and participants in the Connecticut Green Bank C-Pace program have sought relief on behalf of taxpayers affected by the COVID-19 pandemic; and

WHEREAS, the Certified Connecticut Municipal Assessor Committee is required by regulations issued pursuant to Section 12-40a of the Connecticut General Statutes to convene an annual assessor certification program, and offer certain certification examinations and training events multiple times per year, and

WHEREAS, the large, in-person gatherings required to conduct such certification programs increase the risk of transmission of COVID-19; and

WHEREAS, as a result of distancing and other protection measures enacted to limit the transmission of COVID-19, there is not a market for large in-person catered events, but many virtual events could benefit from the availability of catered food and liquor that attendees could consume at home;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, and pursuant to the public health and civil preparedness emergencies declared on March 10, 2020 and renewed on September 1, 2020 and the new public health and civil preparedness emergencies declared on September 1, 2020, do hereby **ORDER AND DIRECT**:

- 1. Suspension and Modification of Tax Deadlines and Collection Efforts for Tax Bills That Become Due and Payable on January 1, 2021.** Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, the two programs established under Executive Order No. 7S, Section 6, which programs offered relief to eligible taxpayers, businesses, nonprofits, and residents who had been economically affected by the COVID-19 pandemic, and which applied to

municipal tax payments that were due and payable from April 1, 2020 through July 1, 2020, shall apply to tax deadlines and collection efforts for tax bills that become due and payable on January 1, 2021 according to the provisions contained herein. Such programs shall remain titled the "Deferment Program" and the "Low Interest Rate Program." Each municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management on or before December 30, 2020, about which program or programs it is electing to participate in, provided that if a municipality elects to participate in the same program as it previously did pursuant to Executive Order No. 7S, Section 6, no approval by its local legislative body or board of selectmen shall be required. Each municipality shall be deemed to have adopted the same program as previously selected under Executive Order No. 7S, Section 6 unless notification of a different election is provided to the Office of Policy and Management on or before December 30, 2020.

- a. **Deferment Program.** Municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents an extended grace period, through and including April 1, 2021, of any taxes on real property, personal property, motor vehicle, supplemental motor vehicle, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to, or document, significant economic impact by COVID-19 or that they are providing commensurate relief to those significantly affected by the COVID-19 pandemic. The Guidance published by the Secretary of the Office of Policy and Management on April 17, 2020 and updated on April 24, 2020 shall be updated and republished within five days of the effective date of this order and shall be used by municipalities to determine which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program for tax bills that become due and payable on January 1, 2021. Notwithstanding such Guidance, a participating municipality may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the Deferment Program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the Connecticut General Statutes, the delinquent portion of the principal of any taxes on real property, personal property, motor vehicles, supplemental motor vehicle, or municipal water, sewer and electric charges or assessments or part thereof due on January 1, 2021 shall be subject to interest at the rate of three

(3) per cent per annum from the time when it became due and payable until the same is paid through and including March 31, 2021, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. The portion that remains delinquent as of April 1, 2021 shall be subject to interest and penalties as previously established.

- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall be eligible for the Low Interest Rate Program only if said landlord offers commensurate forbearance to tenants or lessees, upon their request.
- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.
- f. **Application to Quasi-Municipal Corporations.** Consistent with Executive Order No. 7W, the provisions in Section 1 of this order shall apply to all taxes and water, sewer, or electric charges for which a municipality, as defined in section 7-148 of the general statutes, collects for all other quasi-municipal corporations, whether created by statute, ordinance, charter, or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes ("quasi-municipal corporations"). Every quasi-municipal corporation that collects any taxes or water, sewer, or electric charges and is located wholly within a municipality shall offer the same program or programs that the municipality offers, must accept the status of the taxpayer as determined by the municipality, and shall

not be subject to the notification requirement to the Secretary of the Office of Policy and Management. Every quasi-municipal corporation that collects any taxes or water, sewer, or electric charges and is located in multiple municipalities shall make its own determination as to which program or programs it shall elect, which may be either uniform for the whole quasi-municipality or be the same as those chosen by the respective forum municipalities, and shall provide the notice to the Secretary of the Office of Policy and Management as required for municipalities. The provisions regarding tax deferral and interest-rate reduction programs to offer relief to eligible taxpayers, businesses, nonprofits and residents who have been economically affected by the COVID-19 pandemic shall also apply to benefit assessments under Connecticut General Statute Section 16a-40g.

2. **Suspension of Municipal Assessor Certification Program Requirement.** The provisions of Section 12-40a of the Connecticut General Statutes and Sections 12-40a-5 through 12-40a-12 of the Regulations of the Connecticut State Agencies, that require the Certified Connecticut Municipal Assessor Committee offer a certification program annually, and the corresponding requirements for a minimum number of training and examination events each year contained therein, are hereby suspended for the duration of the public health and civil preparedness emergency.
3. **Alcoholic Liquor Sales by Caterers.** Effective immediately, Section 30-37j of the Connecticut General Statutes is modified to authorize the Commissioner of Consumer Protection, through whatever implementing orders she deems necessary, to allow caterer liquor permittees to sell and provide closed or sealed containers of alcoholic beverages, including mixed drinks, to persons or businesses for which they have been hired to provide catered food service for off-premise private gatherings or special events, including events that will be held virtually or remotely. In order to provide alcoholic beverages for off-premise consumption, the caterer liquor permittee must abide by the following conditions:
 - a. All alcoholic beverages must accompany an order of food to be prepared by the caterer;
 - b. The caterer may allow the person or business who contracted with the caterer to pick-up the alcoholic beverages with the entire food order at the caterer's premise, or the caterer may directly deliver the alcoholic beverages with the entire food order to such person or business;
 - c. The caterer may allow individual persons, who are participating in the private gathering or special event for which the caterer was hired to provide food, to pick-up their own personal catered meal and alcoholic beverage at the caterer's premise, but the caterer cannot deliver alcoholic beverages to such persons; and
 - d. All alcoholic liquor must be either delivered or picked-up during the same hours package stores are allowed to operate.

This order shall take effect immediately and remain in effect for the duration of the existing renewed and newly declared civil preparedness and public health emergencies, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 16th day of December, 2020.



Ned Lamont
Governor

By His Excellency's Command



Denise W. Merrill
Secretary of the State




Agenda Item Summary

Date: December 21, 2020

To: Honorable Mayor and Members of the Town Council

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Annual Financial Audit Services

Background

The Town Council is responsible for selecting the professional accounting firm that will perform the annual audit of the town's financial records. In 2018, the Town Council appointed the firm of RSM US, LLP as the town auditor to carry out the annual financial audit of the town for fiscal years 2018, 2019 and 2020, with an option for two one year extensions. This appointment was the result of a Request for Proposal (RFP) process for audit services that was conducted in January of 2018.

Discussion/Analysis

The fiscal year 2020 audit is the last audit to be conducted per the three-year engagement mentioned above. The cost for the fiscal year 2020 audit was \$67,000.

The Finance Committee met December 14th to discuss whether to recommend issuing an RFP for annual audit services or to recommend to the Town Council that a two year extension be approved with RSM US, LLP to conduct the financial audit for fiscal year 2021 and 2022, subject to final negotiations between RSM US, LLP and the Town Manager as to final scope, schedule and price. It is expected the current base fee will increase approximately 3% per year. There are additional hours of work projected to accommodate new audit testing and procedures that are required by the State of Connecticut Department of Education. Estimated cost is approximately \$2,000.

Other Board Action

The Finance Committee met on December 14th and recommended that the Town Council appoint the firm of RSM US, LLP as the Town Auditor to carry out the financial audit of the Town of Windsor for fiscal year 2021 and 2022 and to authorize the Town Manager to finalize a two year agreement with said firm.

Recommendations

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

“MOVE to appoint the firm of RSM US, LLP as the Town Auditor to carry out the financial audit of the Town of Windsor for fiscal year 2021 and 2022, and authorize the Town Manager to finalize a two year agreement with said firm.”

Attachments


None

Agenda Item Summary

Date: December 21, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Preliminary Budget Guidelines and Parameters for FY 2022

Background

As part of the annual budget process, the Town Council provides staff with a set of budget guidelines and parameters to be used in preparing the annual operating budget. The challenge of forecasting revenues and expenditures for the remainder of FY 21 and through FY 22 is made even more complex due to the impacts of the COVID-19 pandemic.

As we proceed through the budget process, these preliminary projections for revenues and expenditures will be refined as new information is gathered.

Discussion/Analysis

Attached are suggested revenue, expenditure and service delivery guidelines and parameters for FY 22. These parameters set the stage for developing a proposed budget that will attempt to maintain current levels of service, identify resources to address unmet and emerging service delivery needs, as well as continuing multi-year investments in programs such as open space preservation, debt and asset management, infrastructure improvements and funding for other post-employment benefits (OPEB).

The October 1, 2020 grand list will not be formally completed until January 31, 2021. At this time, it is expected that the net taxable grand list will be approximately \$3.18 billion, which is a 1% increase as compared to the October 1, 2019 grand list. Included in this amount is additional real property value from the Amazon and Windsor Station assessment abatement agreements totaling approximately \$5.9M. We are projecting a decrease of approximately 5.5% in motor vehicle values for the October 1, 2020 grand list.

Non-property tax revenue categories comprise approximately 16% of the current budget and include such items as state aid, interest earnings, fees, permits and use of General Fund reserves. As in years past, it can be a challenge to forecast non-tax revenues at this early stage in the budget process, as a number of factors influence these revenue sources. One uncertainty is the level of municipal state aid we anticipate to receive. We will not know these proposed amounts until the Governor's budget is introduced in February. So at this time, we are assuming level-funding state aid across all categories.

Building permit fees, real estate conveyance fees and land recording fees are projected to be similar to what we budgeted from these sources for FY 21. Interest earnings for FY 22 are projected to decrease due to the continuing weak interest rate environment.

On the expenditure side, our assumptions and projections related to individual expenditure categories will become more firm over the coming months as we gather new data from our vendors, suppliers and cooperative purchasing coalitions. We are currently projecting increases in health insurance costs of approximately 8% and retirement costs of approximately 13%. Additionally, we are expecting electricity expenses to increase by 8%, in part due to the public safety building projects being fully operational. Budgeted unit prices for gasoline and diesel are projected to remain consistent to FY21 levels. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to decrease by approximately 5%.

Required increases in the State's minimum wage level will take place August 2021. This will result in additional costs in FY 22. The August 2021 increase and future planned increases in 2022 will place upward pressure on a range of general fund departmental budgets as well as programs funded through various user and program fees.

As in the recent past, the suggested guidelines and parameters include direction to present a budget that reflects current levels of service as well as identifies needed resources to address unmet and emerging service delivery needs. Also included is direction to continue the multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, parks and aquatic facilities.

Other Board Action

The Finance Committee met on December 14th and recommended that the Town Council approve the FY 22 budget assumptions and parameters as presented.

Recommendations

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

“MOVE to approve the FY 22 budget assumptions and parameters as presented.”

Attachments

Proposed FY 22 Budget Assumptions & Parameters

Proposed Fiscal Year 2022 Budget Assumptions and Parameters

Revenues

As previously mentioned, at this early stage there is uncertainty relative to the amount of state aid we are anticipating to receive. The General Assembly may need to take measures that could affect state aid, so at this time we are assuming to be level-funded for State Aid until the Governor announces his budget in February.

Building permits, conveyance fees and land recordings are projected to remain level with FY 21 adopted budget amounts.

Interest earnings have declined and are projected to return approximately 0.25%.

Expenditures

Employee and retiree insurance benefit (health, life, dental) premiums are projected to increase approximately 8% (\$255,000).

Town contributions to defined benefit and defined contribution retirement plans are forecasted to increase approximately 13%. This includes the 2nd year of phasing in the increases of the new actuarial recommended mortality tables. (\$570,000).

Budgeted costs for electricity are projected to increase 8% (\$85,000)

Budgeted costs for gasoline and diesel are expected to remain stable.

MDC water consumption rates are scheduled to increase on January 1, 2021 as is the annual fire hydrant maintenance charge. (\$9,500)

MDC sewer ad valorem assessment is projected to decrease 5% (\$258,000)

General Fund appropriation for debt service is projected to increase 3% (\$228,000)

Continue planned incremental increase to the OPEB Trust Fund appropriation (\$25,000)

Capital spending forecasted to increase 5% (\$111,000)

Continue contribution to the Caring Connection

Provide potential financial support to the Discovery Center and Windsor Volunteer Ambulance

Service Delivery

Present a budget that reflects current levels of service as well as identifies needed resources to address unmet and emerging service delivery needs (e.g., neighborhood code enforcement, employee training, succession planning, public infrastructure maintenance.)


Continue multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, parks and aquatic facilities.

Agenda Item Summary

Date: December 21, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2022 Budget Calendar

Background

The attached budget calendar outlines the process for submittal, review and adoption of the annual operating budget.

Discussion/Analysis

The proposed budget calendar is generally consistent with previous budget calendars. Once again it incorporates dates related to Public Act #13-60. This act requires the Town Council to make recommendations and suggestions to the local Board of Education regarding the consolidation of non-educational services within 10 days of the Board of Education submitting its budget information.

The proposed schedule calls for a public hearing on Monday, February 1, 2021 to hear budget requests and comments. The proposed budget would be transmitted to the Town Council on Friday, March 26, 2021. On Monday, April 5, 2021 a public hearing would be held prior to the Council's regularly scheduled meeting. Town Council budget sessions are proposed for Wednesday, April 7, 2021; Monday, April 19, 2021; and Wednesday, April 21, 2021. There are currently no budget workshops slated during the week of April 12-16, 2021.

Council discussion and preliminary deliberations are scheduled for Monday, April 26, 2021, with the final budget adoption being proposed for Wednesday, April 28, 2021. As in years past, the formal setting of the referendum date is established when the Town Council adopts the budget. The recommended date for the Adjourned Town Meeting (referendum) is traditionally the second Tuesday of May, which would be Tuesday, May 11, 2021.

We will continue our public information efforts as the budget process evolves. Tentative dates for budget information meetings hosted by the town manager have been scheduled for Thursday, February 18, 2021 and Tuesday March 30, 2021, although the format of these meetings has yet to be decided. Traditionally these informal meetings provide residents an opportunity for discussion of the budget process, our overall revenue picture, as well as various fiscal and service delivery topics.

Community budget forums sponsored by the League of Women Voters and Windsor CT Votes have traditionally been held in various locations after the Council has approved the budget and before the referendum. This winter, staff will initiate discussion with the two groups relative to possible dates and formats for these forums.

Financial Impact

None

Other Board Action

The Finance Committee met on December 14th and voted to recommend that the Town Council approve the FY 22 budget calendar as presented.

Recommendations

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

“MOVE that the FY 2022 budget calendar be approved as presented.”

Attachments

Draft FY 2022 Budget Calendar


**TOWN OF WINDSOR, CONNECTICUT
FY 2022
BUDGET CALENDAR BY DEPARTMENT**

Date	Day	Step
February 1, 2021 7:15 PM	Monday	Public Hearing by Town Council to hear budget requests from citizens
February 18, 2021	Thursday	Board of Education to submit to Town Council information regarding Public Act 13-60 (<i>tentative date</i>)
February 18, 2021	Thursday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
March 1, 2021	Monday	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 2021	<i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 10, 2021	Wednesday	Finance Committee Meeting (<i>tentative date</i>)
March 26, 2021	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget)
March 30, 2021	Tuesday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
April 5, 2021 7:00 PM	Monday	Town Manager's Presentation of FY 22 Proposed Budget Public Hearing re: public opinion regarding budget as proposed by Town Manager Regular Town Council meeting
April 7, 2021 6:30-9 PM	Wednesday	Board of Education, Revenues, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund
April 19, 2021 6:30-9 PM	Monday	Board of Education, Health Services, Information Services, Library, Human Services, Safety Services, Recreation & Leisure Services, Child and Adult Day Care Enterprise Funds
April 21, 2021 6:30-9 PM	Wednesday	Development Services, Community Development, Administrative Services, General Government, General Services/Capital Spending, Insurance Internal Service Fund, Town Support for Education
April 26, 2021 6:30-9 PM	Monday	Public Comment, Price Guide, Preliminary Deliberations
April 28, 2021 6:30-9 PM	Wednesday	Public Comment, Town Council final deliberations and vote
May 11, 2021	Tuesday	Recommended date for Adjourned Town Meeting (referendum)
May 17, 2021	Monday	Regular Town Council Meeting; Council sets tax rate
June 21, 2021	Monday	Tax bill mailing completed
June 30, 2021	Wednesday	End of current fiscal year

Additional Community Budget Forums – unknown at this time

Windsor school vacation week is April 12-16, 2021

Agenda Item Summary

Date: December 21, 2020
To: Honorable Mayor and Members of the Town Council
Prepared By: Jim Bourke, Finance Director
Reviewed By: Peter Souza, Town Manager 
Subject: FY 2022 Budget Format

Background

The *Town Charter* requires that should the Town Council desire any changes to the budget format that these changes must be adopted by January 15th.

Discussion/Analysis

Finance staff is not proposing any changes to the budget format for the FY 22 budget.

With that said, we will be submitting an application to the Government Finance Officers Association (GFOA) for the Distinguished Budget Presentation Award for FY 22. To earn this recognition, budget documents must meet program criteria related to topics such as policy document, financial plan, operations guide, and a communication tool. As part of meeting the award criteria, additional information may be added to the town's budget document. This information would consist of supplemental data to enhance the material provided but would not change the current format of the budget. An example of this is the requirement to include statistical data that describes the organization, its community, and population. This could include information such as population, land area, major employers and industries, comparisons to other local communities and other similar information.

Financial Impact

None

Other Board Action

The Finance Committee met on December 14th and recommended that the Town Council use the same budget format for the FY 2022 budget as was utilized for the FY 2021 budget.

Recommendations

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

“MOVE that the FY 2022 budget format remain the same as the format utilized for FY 2021.”

Attachments

None

Proposed 2021-2022 Town Council Meeting Schedule

The following chart contains the proposed dates for regular Town Council meetings for the 2021 calendar year and for January 2022. All meetings will be held in the **Town Council Chambers** at the Town Hall or via zoom, will commence at **7:30 P.M.**, will be televised on Windsor Government Television and will be available via video streaming on the town's website.

Day	Date
Monday	January 4, 2021
Tuesday	January 19, 2021 (January 18 - Martin Luther King Day)
Monday	February 1, 2021
Tuesday	February 16, 2021 (February 15 - President's Day)
Monday	March 1, 2021
Monday	March 15, 2021
Monday	• April 5, 2021
Monday	May 3, 2021
Monday	May 17, 2021
Monday	June 7, 2021
Monday	June 21, 2021
Tuesday	• July 6, 2021 (July 4 - Independence Day on Sunday. Town Hall closed July 5 in observance of holiday.)
Monday	• August 2, 2021
Tuesday	**September 7, 2021 (September 6 - Labor Day)
Monday	September 20, 2021
Monday	October 4, 2021
Monday	October 18, 2021
Monday	November 8, 2021 (Swearing in of town officials)
Monday	November 15, 2021
Monday	December 6, 2021
Monday	December 20, 2021
Monday	January 3, 2022
Tuesday	January 18, 2022 (January 17 - Martin Luther King Day)

- April, July, and August -- only one regular Council meeting is scheduled.
- ** Rosh Hashanah starts at sunset on September 6 and ends on sunset September 7

MEMORANDUM

Date: December 21, 2020
 To: Honorable Mayor and Members of the Town Council
 From: Peter Souza, Town Manager
 Re: **Proposed 2021 Schedule of Board/Commission Annual Reports to the Town Council**

The following chart contains the proposed dates for Board and Commission annual reports at regular Town Council meetings for the 2021 calendar year.

Date of Council Meeting	Board/Commission
Tuesday, January 19, 2021	Metropolitan District Commission (January 18 - Martin Luther King Day)
Monday, March 1, 2021	Board of Ethics
Monday, March 15, 2021	Commission on Aging & Persons with Disabilities Metropolitan District Commission
Monday, April 5, 2021	Conservation Commission
Monday, May 3, 2021	Economic Development Commission Board of Assessment Appeals
Monday, May 17, 2021	Fair Rent Commission
Monday, June 7, 2021	Historic District Commission
Monday, June 21, 2021	Housing Code Board of Appeals
Tuesday, July 6, 2021	Human Relations Commission Metropolitan District Commission (July 4 - Independence Day on Sunday. Town Hall closed July 5 in observance of holiday.)
Monday, August 2, 2021	Inland Wetlands & Watercourses Commission
Tuesday, September 7, 2021	Insurance Commission (September 6 - Labor Day)
Monday, September 20, 2021	Library Advisory Board
Monday, October 4, 2021	Town Planning & Zoning Commission
Monday, October 18, 2021	Wilson/Deerfield Advisory Committee Metropolitan District Commission
Monday, November 15, 2021	Youth Commission Windsor Housing Authority
Monday, December 6, 2021	Zoning Board of Appeals
Monday, December 20, 2021	Metropolitan District Commission

Town Council
Resignations/Appointments/Reappointments
December 21, 2020

Resignations

- A. Accept the resignation of Ruth Jefferis from the Inland Wetlands and Watercourses Commission

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

None

Names submitted for consideration of appointment

None



**TOWN COUNCIL
VIRTUAL MEETING
DECEMBER 7, 2020
Regular Town Council Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:31 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joseph 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 Black-Burke led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Black-Burke led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Fred Bannock, 82 Strawberry Hill, thanked the Council for their prompt response addressing the noise and assessing the view from their back yard regarding the Amazon construction site. Mr. Bannock wanted to follow up about what is already planned. It seems that there is a small berm planned, but something larger with Evergreen trees on it would be more beneficial to them. The concern is not so much the visuals, but more so the noise from the incoming and outgoing trucks. Mr. Bannock would also like to know if there has been a temporary relief given for the taxes for the properties affected in the area due to the lack of ability to use their back yards or any long-term life changing affects that may happen based on the noise that will be occurring once the building is in operation.

Ned Bacigalupo, 89 Farmstead Lane, called regarding the petition to keep the John Mason statue. There are still people signing the petition with a number of around 1,300 participants. Mr. Bacigalupo is hoping that there will be a vote for the outcome of the statue. Mr. Bacigalupo believes that the mail-in voting needs to be terminated from this point forward. People are voting in August instead of the actual voting day, and non-permanent residents may be voting in their seasonal location. This is a problem as the presidential election will be left to the Supreme Court soon. Mr. Bacigalupo spoke out about being against the lockdowns which have destroyed small businesses, wiping out so many of them. It seems that there is no sympathy for these small business owners.

Robert Berman, Chairman of the Bloomfield Housing Authority, was at the Windsor Housing Authority meeting where two Council members were present. Mr. Berman wanted to point out that there may be some confusion with what the roles of the council members are for the Housing Authority. Housing Authorities are established by the State of Connecticut. If a local municipality wants to have their own local housing authority, then they need to adopt the same statute. The role of a Town Council housing authority is very limited. The Town Council appoints the commissioners, they serve for staggered terms, and there can be either five or seven members. Housing authorities by statute are not required to report to the Town Council. It is a matter of courtesy to report every year or two. Hopefully this clears up some existing confusion.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler thanked everyone who was involved with the torchlight parade. It was great to see the council members who took part in it. It was a wonderful evening. Regarding the pandemic, there is a vaccine coming, but please stay diligent in following guidelines.

Councilor Walker echoed Councilor Dobler's sentiments about the COVID-19 pandemic and following the guidelines. It is important to follow the provided guidelines. There has been an uptick throughout the entire state of Connecticut. Councilor Walker wanted to remind everyone to support local businesses for their holiday shopping as much as possible. Small businesses are taking a large financial hit. Councilor Walker pointed out that residents have been complaining about the loud booms once it gets dark. It is getting dark earlier. The noises are more than likely coming from the Amazon construction site. It is important that residents remember construction can go beyond three o'clock in the afternoon and into the later evening hours. Councilor Walker stated that he fully understands when people in the community say that their homes are being invaded with all the noise, but hopefully the construction will be done soon. Councilor Walker is also hopeful that the technology that was promised to the Town Planning and Zoning Commission (when Amazon applied for their building) of decibel reducing software to minimize the backup beeping on the trucks will be used. Councilor Walker hopes that this will work, otherwise community members will be in the same boat as his neighborhood, Center Street, Hayden Station, and Palisado Avenue with the problem of tractors and tractor trailers getting dropped. Despite the fact that UPS has instituted using yellow hazard lights, the backup beeps are still a major problem at nighttime. If this continues to be an issue, call the Windsor Police Department. Councilor Walker reminded everyone to lock their car doors, especially at night. There have been many vehicle break-ins. This is not just happening in Windsor. It is in most of the suburbs. Please stay alert as this could happen in your neighborhood.

Councilor Govoni stated that the holiday season is upon us and the fire prevention team is reminding everyone to "serve up safety" when cooking in the kitchen. A lot of fires happen when someone leaves food unattended on the stove. It is very important to "serve up safety". With more hybrid learning and children being home, leaving a stove unattended could also cause more burns when children may grab for a hot pot or pan. Utilities and power are being used a lot more since people are home more often. Please make sure your electric systems are safe.

Do not use extension cords that are not designed to take the load that is being put onto them. Please make sure the smoke and CO2 alarms are operating properly. Have a safe holiday.

Councilor Black-Burke thanked the callers who called in during the public comment portion of the meeting. Councilor Black-Burke also stated that she enjoyed the torchlight parade. She thanked everyone who had a part in planning for this event. Please continue to mask up and follow guidelines. Teach children about good hygiene so we can continue to fight this pandemic together. Councilor Black-Burke also wanted to say happy Hanukkah to those who will be celebrating it in the next few days.

Councilor Rampulla Bress echoed the sentiments regarding social distancing and CDC guidelines. Cases are rising and we need to be ever vigilant and continue to care about each other's safety. There are many holidays being celebrated by many cultural organizations during this season. Councilor Rampulla Bress would like to wish everyone who is celebrating a happy Hanukkah and anyone else who is celebrating during this joyous season. Councilor Rampulla Bress also thanked Windsor Social Services, Windsor Youth Services, and the volunteer services in town who have been working diligently this month to collect toys, clothing, and gifts for families in need. Thank you to the community for all of the donations that have been given and time given to make sure every child and family has a wonderful holiday season.

Councilor Wilkos stated the torchlight parade was awesome. It is becoming a tradition in Windsor and it is nice to see it continuing. Thank you to Town Manager Souza for ensuring that it runs smoothly. Thank you to Scott Harkman from ACE Hardware who was instrumental and pulled it together again. A lot of planning goes into the parade, which clearly showed in the number of entries there were. Thank you to all who put the floats in the parade, including the surrounding communities that used fire engines and other apparatus to take part in the parade. Councilor Wilkos also thanked the Public Works Department for making the town green look great. It shows that the town is in full holiday spirit. Everyone is celebrating in one way or another. Councilor Wilkos also thanked Gary, who runs the sound booth and cameras and for decorating the meeting room at the town hall.

Councilor Jepsen thanked the number of people from Palisado who have reached out about the recent increase in truck traffic. The town is aware of it and has been initiating legal action for the activity happening on Pierson Lane. Because of COVID restrictions it may be a slow process, but something will be done about it. Councilor Jepsen believes that what is going on, on Pierson Lane, is despicable and he shares his neighbors' feelings about this situation.

Deputy Mayor McAuliffe stated that back on November 7th, the town dedicated the varsity baseball field to Barry Chasen. He read a note that stated Mr. Chasen's thanks for the Town Council honoring him. He is eternally grateful for being bestowed this honor. There were kind and humbling words from Mayor Trinks at the ceremony. Mr. Chasen also thanked Deputy Mayor McAuliffe for taking leadership of the committee. The beautiful weather added to the success of the ceremony. Working at Windsor High School was very rewarding. He added to make the most of each day because we never get the day back. Seize the moment. Deputy Mayor McAuliffe stated the torchlight parade was fantastic, thank you to First Town Downtown. Thank you to Councilor Wilkos for being in the parade and to everyone else who supported it. Deputy Mayor

McAuliffe reminded everyone to do the best you can to support the local businesses. They are hurting and would greatly appreciate your business this holiday season.

Mayor Trinks expressed his appreciation to Scott Hoffman of ACE Hardware and First Town Downtown for the best torchlight parade thus far. For all of these organizations that are looking for food, socks, clothing, toys, etc., we appreciate the fact that they are working hard to provide these items for people in need. This year people who are struggling will need these items the most. Please support these community groups this holiday season. Mayor Trinks read a text expressing how humble Scott Hoffman is.

7) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Board of Education

Leonard Lockhart, president of the Board of Education, stated that there are several points to be made in tonight's meeting. The first being Windsor Public Schools will remain on the hybrid schedule through January 2021. In January, the reopening committee will reconvene to discuss whether it is best to stay in the hybrid model or to move to in-person learning five days a week for the end of January. Niche has released a 2021 list of best schools in Connecticut and Windsor Public Schools placed 58th on the scale. To get more details, you can go to [Niche.com/k12](https://www.niche.com/k12). For the ranking they only gave Windsor teachers a C+ but Mr. Lockhart believes that the teachers in this district give a lot more exemplary work than a C+ rating. Overall, the ranking is satisfactory.

The Superintendent Search Committee is in process of conducting work and more details will be coming from the search firm. That information will be posted on the district website in a prominent place. The hiring committee is the board as a whole and Mr. Lockhart serves as chair of the committee.

Deputy Mayor McAuliffe talked about the Barry Chasen field dedication ceremony which was held on November 7th. Mr. Chasen was honored at the ceremony which dedicated the baseball field at Windsor High School to him.

Dr. Hill, interim superintendent, has begun a series of webinars for the Windsor Public Schools staff called 'Straight Talk.' District staff can attend the webinar and ask questions regarding COVID-19. Doctor Hill has partnered with Michael Pepe and Nurse Waldo from the Windsor Health Department who can assist in answering questions and relaying important information. COVID data is posted on the district website.

Currently the Board of Education is in the process of budget planning for fiscal year 2022. As a board, they have discussed the budget assumption for the first reading and it will come to a second reading. There will be a budget presentation prepared some time in January. Mr. Lockhart stated that he has not received any direct questions from the town hall. He did receive one communication from a Council member regarding COVID reporting. Mr. Lockhart stated that he did respond to that councilor but if there are any questions, he is here to answer them. He will be transparent and share answers when he can. If he does not know the answers, he will certainly follow up with an answer later on.

Councilor Dobler directed a question to Mr. Lockhart about the Superintendent of Schools search. Councilor Dobler would like to know if there is a general idea of the time frame for completing the search and how long it will take to name the new Superintendent. Mr. Lockhart stated the Board of Education just finished that work as a search committee. The goal is to appoint a new Superintendent by March 2021.

Councilor Walker would like to know if there have been any improvements made to reporting COVID-19 cases. Last he heard there was an email to communicate exposures and positive cases, which many Town Council members were concerned was not an effective way to communicate contact tracing. Mr. Lockhart stated that the contact tracing is almost a full-time chore for the superintendent and his administration. It is determined by building level. So if your child or staff member has been impacted by a particular building that information is now forwarded to all other buildings. The focus is on contacting the parents and anyone else impacted within the buildings. In the beginning, cases were being announced across the whole district, but it was becoming cumbersome to go down that path. Now that there are a lot more cases and it does not seem to be contracted within the school buildings, the administration, working with Windsor health officials, has done a great job contact tracing, as well as emailing and calling those who have been impacted.

Councilor Jepsen stated that he has been reading in local media that the biggest threat to keeping schools open is not necessarily the students getting the virus, but being able to have the schools fully staffed. There is a new Executive Order allowing more substitutes. Councilor Jepsen is wondering how the battle is going with being able to keep classrooms staffed. Mr. Lockhart stated that he has a concern for every single person that walks on any Windsor campus. Anyone can be a carrier of the virus and pass it on to someone else. It has been a priority to keep staff, and more importantly seasoned staff, safe. There are substitutes who are already budgeted within each of the Windsor schools. If that set of substitutes is exhausted and stretched attendance wise, then there is another set of substitutes that are only used for Windsor Public Schools. Those substitutes are not allowed to work anywhere but in Windsor. If there is an outbreak where substitutes are not able to cover the schools responsibly, the Superintendent will make the decision to close the school and start distance learning. Some have stated that it may be good to allow college students to come into classrooms to help students while teachers teach from home. Mr. Lockhart stated that even in that case, there are still souls walking through the Windsor schools who can spread the virus and put them back at square one. The staff has been encouraged to work with the reopening committee and to report to their building lead official, which is the principal in their school building. Councilor Jepsen extended his thanks for all the hard work while figuring out the logistics and stated that if there is any way the Council can help, please ask. Mr. Lockhart stated that the Health Department, who works under the Town Manager, has been a godsend. They are in communication with the Superintendent daily ensuring that all protocols are in place and making sure that the best educational decisions for students and staff are being made.

Councilor Black-Burke stated that as a parent having kids in the Windsor Public School system she really appreciates the videos. Councilor Black-Burke would like clarification on the method of contact tracing. She is wondering if it is done solely by the school district or if it is also done

with the Health Department. Mr. Lockhart believes it is a joint effort. If there is one person that impacted a room of eight, in that case they would consult with the Health Department. The administrators within that building would be able to work through that task. If there were a case of fifty to sixty people impacted, then the Health Department would need to get involved to make sure all of the steps necessary are being taken. Mr. Lockhart stated that it all depends on the number of people impacted. Councilor Black-Burke stated that it is a helpful piece to know that there is collaboration with the Health Department.

b) Zoning Board of Appeals

The annual report of the Zoning Board of Appeals was sent out to all councilors via email.

c) Windsor Housing Authority

Randy McKenney, Chair of the Windsor Housing Authority, gave the annual report for the Housing Authority, which was put together by the Executive Director. The Housing Authority of Windsor was created to provide safe, decent, and affordable housing to its elderly and disabled citizens. The commissioners, with the assistance of the Executive Director and staff, operate several programs. The elderly disabled housing program, non-elderly disabled voucher program is called 'NED vouchers', the housing choice voucher programs, and additionally the Housing Authority, manages Fitch Court apartments, which is an affordable fifty-five and older adult community. The Windsor Housing Authority has an existing inventory of 112 rental units of elderly disabled state housing. These units are in Millbrook Village and Shad Run Terrace and Shad Run Extension. The Millbrook Village have efficiency apartments and are garden style with private entrances.

Upgrades needed at Millbrook Village are being addressed with a grant and a loan received from the Connecticut Housing and Finance Authority. The approximate \$5 million renovation started in February 2019 and is scheduled to be finished by April 2021. The renovations are occurring with tenants in place and will completely rehab all sixty units inside and outside. This includes roofing, siding, new kitchens, bathrooms, flooring, and lighting. Alarms and outdoor lighting will also be upgraded or replaced. Millbrook also plans to expand five units to make them ADA compliant and fully handicap accessible. Millbrook Village continues to receive project based rental housing subsidies from the State of Connecticut.

Shad Run has approximately fifty-two units for seniors and the disabled. Forty-eight units are one-bedroom units. There are four one-bedroom units which are handicap accessible. All housing at this location are garden style and have an attached common patio area that connects individual entrances to each unit. There are fourteen non-elderly disabled vouchers able to be allocated to the Shad Run apartments as of January 2019. The Windsor Housing Authority applied for thirty more non-elderly disabled vouchers and in November 2019 was awarded thirty new NED vouchers at the sum of \$245,980. Shad Run Shad Terrace has twenty-eight current voucher holders. As of November 19, 2020, all the NED vouchers have been utilized. The NED vouchers allow the Housing Authority to charge a higher rent but at the same time it reduces the rent of the resident. Tenants are calculated at 31% of their income or the base rent, whichever is greater. The base rent is currently \$459 to \$950. Due to the satisfactory implementation of

these vouchers, the Housing of Urban Development has granted the Windsor Housing Authority in August 2020 an additional fourteen vouchers to be implemented by August 2021. The total sum being an additional \$112,000 in funding. Shad Run Terrace has undergone immense renovation rehabilitation during the summer of 2020. There were also extensive exterior updates provided. These improvements can be seen on the Housing Authority's website.

In addition, the Housing Authority manages the Fitch Court apartments. Fitch Court is an affordable fifty-five and older adult community. There are forty well-appointed units, thirty-eight is one bedroom, and two apartments have two bedrooms. Fitch Court is a collaboration of mixed housing subsidies, such as Housing Choice vouchers, project-based vouchers, NED and fair market renters. These units are rented from \$900 to \$1,200. The Windsor Housing Authority is now at 90% housing subsidies, providing the tenants assistance in rental payments. The Windsor Housing Authority is working in collaboration with the Department of Housing and assisting families at risk of experiencing homelessness. On the Windsor Housing Authority's website, there is a list of all vouchers and an explanation of how they work. There are many forms available on the website for residents to use as well. Applicants or interested persons should visit the Housing Authority website for more information and virtual tours.

Deputy Mayor McAuliffe would like to know what the original timeline was for the Millbrook Village project, before the pandemic started. Mr. McKenney stated that he does not have the original dates provided for the estimated timeline. The contract for all of the construction was done prior to his participation on the board. The contract was also signed prior to the start of the current Executive Director.

Councilor Walker noted that one of the callers during the public comment was from the Bloomfield Housing Authority, and the gist of that was the Council cannot do anything to the Housing Authority. Councilor Walker noticed on the Windsor Housing Authority website that there is a Town of Bloomfield logo, but it does not have the Town of Windsor logo. Mr. McKenney stated that at the top of the website on the left in a house figure, it says Windsor Housing Authority and to the right there is the Bloomfield logo because Bloomfield pays Windsor Housing Authority for managing its section eight housing. Councilor Walker would like to know if Mr. McKenney is aware of the petition that has been signed by residents who live in some of the apartments under the Windsor Housing Authority. Mr. McKenney stated that he has not been made aware of a petition. The Windsor Housing Authority has not physically received or seen a petition. Councilor Walker stated that this puts the Council in a predicament because he was hoping that the Housing Authority Director would be present during the meeting to discuss this. There is a petition that has been signed by a number of the residents affiliated with the Windsor Housing Authority. Councilor Walker stated that he was in a call with state representative Gary Bay, Councilor Rampulla Bress, Mayor Trinks and a couple of others. Prior to the petition being signed, some council members have been hearing things and getting complaints from residents about lack of communication and multiple allegations of an absolute total disrespect for tenants, bullying, and other troubling situations. These situations are troubling to hear about and need to be addressed. Councilor Walker believes it is not fair that the governor is sending the homeless from Hartford to these apartments before Windsor residents, which is a major problem.

Councilor Black-Burke asked if anything has come to Mr. McKenney or other commissioners regarding the climate at the facilities. A resident has reached out and Councilor Black-Burke is wondering if there is any pulse on the culture because it is a concern for the individuals that live in the facilities. A lot has been shared and there is an abundance of concern for the individuals that live there. Councilor Black-Burke is also wondering what the mechanism is for residents to share their concerns with the commission. Mr. McKenney stated that this is the first time he is hearing about some of these concerns. He has not heard anything about a petition and talked to the Executive Director and there was no mention of the petition. There are certain apartments that can only be inhabited if there is a wheelchair. If a client gives permission, the Housing Authority can contact a doctor in order to secure the information. There is a complaint process and those always need to be verified. The policy is that any complaint must be in writing. All complaints are cataloged, and time stamped along with a given response. Councilor Black-Burke wanted confirmation that if there is a concern, that the residents should then put it in writing as a complaint and submit it to the Executive Director or the commissioners. Mr. McKenney stated that is the correct process. Councilor Black-Burke is wondering if the petition was brought to fruition because of the culture or toxicity that may exist. Councilor Black-Burke is concerned for the individuals that live there. Mr. McKenney stated that he has worked in social services for over thirty years and he would not put up with a toxic environment for residents. He does not have a sense that the toxic culture exists. Mr. McKenney would like to see the petition by having it forwarded to him and the Executive Director for further discussion.

Councilor Govoni stated that it is important for Mr. McKenney to see the petition, and he understands that he has not seen it yet. Councilor Govoni shared that about a year ago there was communication from another resident about the conditions of the outside facility. Councilor Govoni stated that he drives by Millbrook Village every day and is concerned about how it looks and why the general contractor is allowing it to be that way. Replacement windows and siding has been left out for so long that algae and dirt is getting all over them. Councilor Govoni understands the restrictions COVID has created for everyone but he also sees the Poquonock Commons and Great Pond Development where new buildings are being built and contractors are still out there while following the COVID guidelines. Councilor Govoni is disappointed because the residents must live in these conditions. A lot of people are frustrated with how long the construction portion is taking and about the maintenance. Councilor Govoni is passionate about this topic because when he was in Public Works mowing and clearing snow at Shad Run and Millbrook was a priority and they took a lot of pride in ensuring it was happening for the residents who live there.

Councilor Rampulla Bress would like clarification on the topic that the Council is indeed the appointing authority for the commission. The Council does appoint the commissioners, can conduct investigations, and remove commissioners. The purpose is to oversee the commission and the commission itself oversees the function of the Housing Authority. Councilor Rampulla Bress stated that it is her understanding from doing research and reviewing regulations that written complaints only pertain to complaints about maintenance. What is unknown is if there are people who are concerned about the culture or the response to their concerns. Councilor Rampulla Bress believes that something like that should not necessarily be required to be put in writing. Councilor Rampulla Bress is glad that Mr. McKenney clarified that there is always an opportunity for residents to contact the commission and him as the chair of the commission with

any concerns or issues that doesn't relate to the maintenance regulations. We as councilors are required to reply directly to our constituents. Information has been shared in previous meetings that there has been communication from the community members and there has always been a plan to follow up. Councilor Rampulla Bress stated that concerns have been shared with the commission in the past. Many of the council members have been contacted by constituents recently about concerns at the Housing Authority. Those concerns from constituents may stem from the fact that there is not a great deal of communication. The constituents are able to do phone meetings and even zoom, if COVID is one of the issues preventing them from having their voices heard. Councilor Rampulla Bress would like to know if it is possible for the residents to have a meeting with the commission and the Executive Director about their concerns. Mr. McKenney stated that it would be possible. There have also been meetings in each facility. There is a liaison worker who is assigned to each development for the community members to reach out to if needed. Councilor Rampulla Bress would like to know if those meetings are public meetings. Mr. McKenney confirmed that they are public meetings, and anyone can attend. Councilor Rampulla Bress would like to know if there is a suggestion for a person who may not be comfortable with talking to a liaison or wanted to speak to a commissioner directly. Mr. McKenney stated that he would not recommend the community members to wait for a meeting, but rather to make a phone call or send an email. Councilor Rampulla Bress stated that the reason for the petition seems to be because the residents are not feeling heard. There seems to be many reasons why people might not feel comfortable reaching out. The Council's concern is that residents have reached out and even if it were only one person and not multiple people, that still is enough of a problem that would need to be addressed. The Council may need to investigate what is not working communication-wise between the residents and the Housing Authority at this time. Councilor Rampulla Bress does appreciate the willingness from Mr. McKenney to answer and discuss this topic during the meeting.

Councilor Wilkos stated that it is disappointing that Mr. McKenney did not receive copies of the petition and multiple pages of informed violations that residents have spoken out about. Councilor Wilkos stated that he has had his copies for about three weeks and there are more people who have had the information for a lot longer. Councilor Wilkos stated that for the residents who have a problem to be able to either pick up the phone or send an email is not enough. Those residents are vulnerable in a lot of different ways and are afraid of retribution, especially when there is lack of trust with what is happening around them. Councilor Wilkos asked Mr. McKenney as the chair of the commission to what level of involvement him and the other commissioners have directly with the Executive Director, in terms of fulfilling their job requirements or how often you are in touch with them. Mr. McKenney stated that there are a lot of people that can get information before the Executive Director does. Communication usually starts at a lower level and then if nothing can be done, it gets passed up the chain to the Executive Director. Mr. McKenney stated that he is in touch with the Executive Director on a weekly basis and sometimes more. Councilor Wilkos ensured Mr. McKenney that the petition will be passed along to him immediately. In terms of the property, the construction project going on is an absolute eyesore. Councilor Wilkos stated that he was there today and there are buildings with no siding on them. Siding provides insulation and blocking from wind. There was one man and one woman working on one building today. There are at least a half dozen buildings that are half done. Councilor Wilkos knows that there have been problems with construction management in the past year or two but is surprised that it is still not being cleaned up. When

the property management was discussed in late summer, there was a concern about mowing, as it had been ignored for six weeks. Problems like this and other problems included in the petition need to be discussed between Mr. McKenney and the Executive Director of the Windsor Housing Authority. These issues need to be addressed collectively between the Council and the Housing Authority afterward.

Councilor Rampulla Bress clarified one thing about the petition, stating that the petition was shared by the residents and they decided who to share it with. The Council was unaware who else it had been shared with, and the follow up was to reach out or offer an opportunity for the residents to talk with the Council in order to verify what is being said and hear the full truth behind the statements. There was an opportunity, which was scheduled at the residents' convenience, for them to share with the Council any concerns they may have had that they mentioned on the petition. That happened just last week and there were plans to meet with Mr. McKenney and share the petition, but the timing did not work in our favor. It is unfortunate that the residents did not choose to share the petition with Mr. McKenney and the commission. In the meantime, Councilor Rampulla Bress stands behind the process that was taken in order to follow the residents' wishes.

Councilor Jepsen stated that he was not involved with the initiative by Councilor Rampulla Bress and he did not know about it, nor did he receive an invitation from the director. Councilor Jepsen stated that he did, however, receive a letter from a resident who lives at Shad Run. She discusses in the letter a problem she has with her doors and how they will not open. Councilor Jepsen read a quote from her letter stating, "I have told them about it five times, but no success. I asked the manager, but nothing." People have been complaining and Councilor Jepsen believes that they are simply not being listened to. Councilor Jepsen appreciates that the Council does not have any authority over the Housing Authority. The Council does have authority over who is appointed. Councilor Jepsen would like to know if the director has Mr. McKenney's complete confidence and support in her job presently. Mr. McKenney stated that she does have his complete confidence and support. Councilor Jepsen would like to know that if some of these complaints turn out to be true, what Mr. McKenney's reaction would be. Mr. McKenney could not fully answer that question, but the Executive Director works for the Board of Directors and goes through an evaluation process. We would be the appropriate group to investigate that. Councilor Jepsen stated that the Council will be the appropriate group to investigate if there is misjudgment on the commission's part. Councilor Jepsen asked that after the Housing Authority's next meeting and after having the opportunity to see the petition that perhaps chairman McKenney can come back with a response to it. This has reached a level where it is appropriate to do so.

Councilor Rampulla Bress apologized to Councilor Jepsen, as she knew he was on the email chain and he received the email that every other Council did regarding this issue. There was not a follow-up but her assumption was that he received the email with the petition. Councilor Rampulla Bress wanted to ensure that Councilor Jepsen knows him not receiving the information was not intentional.

Councilor Jepsen stated that he was not offended in the least and he understands Councilor Rampulla Bress' initiative. Per the Council's rules, no more than four councilors can attend an initiative like this.

Councilor Walker stated that there is an obvious disconnect between Mr. McKenney's perception of how things are being run at the Housing Authority versus the perception from the residents. The councilors have been very gentle about bringing forward some of the concerns that exist. Councilor Walker mentioned that a big part of the petition includes reports that the residents have gone to the director and other commissioners and in some cases, they were rebuffed. The residents feel that they have exhausted all available solutions. Councilor Walker's concern with this process is that we want to make sure that the people who signed the petition will not be retaliated against in the interim. There is a complaint in front of the Council that needs to be acted on.

Mr. McKenney stated that the previous comments from Councilor Walker was over the top. Someone is not going to be kicked out of their apartment for stating a complaint. The Housing Authority staff has gone above and beyond over the last year dealing with COVID. No one is retaliated against. Sometimes the answer to someone's question is "no". There have been people evicted for cause. Right now, there is 100% occupancy. Considering the circumstances, the staff is doing a really good job.

Councilor Walker stated that the retaliation piece is included in the petition.

8) TOWN MANAGER'S REPORT

Holiday Lights of Joy Drive Thru Event

The Recreation Department is hosting a *Holiday Lights of Joy* drive thru event on Thursday, December 10th from 6:00 PM to 8:00 PM at the L.P. Wilson Community Center. Santa will be making a visit to wave at all the cars.

Can't make it on December 10th? Don't worry! The display will run from 6:00 PM to 8:00 PM from Monday, December 14th until Friday, December 18th without Santa.

Project Santa

First Town Downtown in partnership with the Windsor Food and Fuel Bank, town's Social Services, police, fire and health departments, Windsor Volunteer Ambulance, several churches, the Windsor Chamber of Commerce and many businesses and members from the community work together to help families experiencing difficult economic times to have a nice Christmas.

Last year 354 children woke up to presents under their tree thanks to Project Santa and community generosity.

There is still time to make a financial donation or drop off an unwrapped present. Donation information is available at First Town Downtown's website at <https://www.firsttowndowntown.org/>.

Also, this weekend, the Windsor Volunteer Ambulance, Fire and Police Departments will be holding a toy drive to benefit Project Santa. The toy drive is this Saturday, 12/12/20 and Sunday, 12/13/20 at 340 Bloomfield Avenue between 9:00 AM and 3:00 PM both days.

Coyote Sightings

In the past week or so, we have received reports of coyotes in neighborhoods along the Farmington River south of Exit 38. Coyotes are opportunistic and use a variety of habitats, including developed areas like wooded suburbs, parks, beach fronts, and office parks. Their ability to survive and take advantage of food sources found in and around these “man-made” habitats has resulted in an increase in coyote sightings and related conflicts. Some coyotes will also prey on small livestock and poultry, and reports of coyotes killing pets have increased in recent years. Unsupervised pets, particularly outdoor cats and dogs can be vulnerable to coyote attacks.

Although some coyotes may exhibit bold behavior near people, the risk of a coyote attacking a person is extremely low according to wildlife experts. This risk can increase if coyotes are intentionally fed and then learn to associate people with food.

The CT DEEP has developed a list of tips for citizens to follow to increase the safety of pets and livestock, enhance human safety, and learn how to coexist with coyotes. This information can be found on the CT Department of Energy and Environmental Protection’s web site at <https://portal.ct.gov/DEEP/Wildlife/Nuisance-Wildlife/Living-with-Coyotes>

To report coyote problems and for control information:

Local Animal Control Division
DEEP Wildlife Division: 860-424-3011

To report animals that are behaving abnormally or are posing an immediate public threat:

Windsor Police Department 860-688-5273 or DEEP Emergency Dispatch Office (24 hrs.): 860-424-3333.

Electric Vehicle Charging Station

We are continuing to work with Chargepoint on the installation of EV Charging Stations at the Maple Avenue parking lot. There has been a delay in the schedule as the contractor is working with Eversource on approvals. Following that, they will be able to begin the installation of the unit.

COVID-19 Update

We urge everyone to continue to take the proper precautions to protect yourself and others against COVID-19. Please wear masks while in public, keep appropriate distance and regularly wash your hands.

We continue to operate various town programs in a modified manner with Public Health precautions in place. Earlier in November, we opened the 330 Windsor Avenue Community Center for several evenings in response to patrons’ requests. But since that time, we have

stopped this offering due in part to low participation and public health measures. Both the library locations remain open but are limited to 50% capacity. We have removed chairs and tables to promote social distancing. We have also limited time on the public computers to ensure availability for all. Lastly, we encourage residents to utilize our online services through the town's website at <https://townofwindsorct.com/virtual-town-hall/>.

Library, Recreation, Northwest Park and the Senior Center are continuing to offer a variety of virtual programming as well.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler - nothing to report.

Special Projects Committee – Councilor Dobler - nothing to report.

Health & Safety Committee – Councilor Black-Burke – nothing to report.

Personnel Committee – Councilor Rampulla Bress stated that there are some appointments this evening that the Council will be acting on. There will not be any meetings for the month of December. The Personnel Committee looks forward to reporting to the Council either at the next Council meeting or in January. There will be an overall report on the Council appointments, new appointments, and general data in terms of filling positions on boards and commissions.

Finance Committee – Deputy Mayor McAuliffe stated that the Finance Committee will be meeting on December 14th at 5:30 p.m. The agenda will be set and a zoom link will be available. Preliminary budget talks will be discussed for fiscal year 2022. Councilor Jepsen mentioned the Council can instruct the Town Manager by January 15th of any changes to the budget format. That is on the agenda for the meeting and if there is anything in the budget that might need to change, that will be the time to request that change.

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Approve acceptance of COVID-19 related grants

MOVED by Councilor Wilkos, seconded by Councilor Black-Burke to authorize the acceptance of the grants outlined in Exhibit 'A'.

Exhibit A
COVID-19 Grants

Grant	Amount
Health Department - Crisis Response Funding grant	\$ 37,000
Health Department - Epidemiology and Laboratory Capacity (ELC) grant	\$ 106,000
Health Department - COVID -19 Vaccine Response grant	\$ 7,400
Discovery Center - CT CARES for Child Care businesses grant	\$ 9,500
Finance Department - FEMA grant	\$ 38,732
Finance Department - CT Coronavirus Relief Fund (CRF) grant	\$ 115,713
Town Clerk's Office - Secretary of State grant	\$ 25,699
Town Clerk's Office - Center for Tech and Civic Life grant	\$ 18,604
	<u>\$ 358,648</u>

Town Manager Souza provided an overview of the grants.

The impact of the COVID-19 pandemic has presented the town with a variety and number of financial challenges to manage. However, a variety of grant opportunities have become available to help mitigate those challenges. The purpose of this agenda item is to outline the various grants that have been applied for by town staff and to request the Town Council authorize the acceptance of these grants. The grants total \$358,648.

Councilor Black-Burke had a question regarding the Health Department and its intention to assist with the cost of staffing and related expenses for contact tracing. Councilor Black-Burke would like to know if this is money to support an additional person to help conduct contact tracing. Town Manager Souza confirmed that a full-time position has been filled, which is funded out of this grant, for contact tracing. There are also a few volunteers helping with contact tracing. We are also relying on the State of Connecticut to handle some of this contact tracing. The state has a pool of people who have been assigned to contact tracing. The person that was hired about ninety days ago is 1 FTE. She will be working for the duration of the pandemic or for as long as she is needed.

Councilor Rampulla Bress directed a question to Town Manager Souza wondering if there will be any additional funds or grants to be expected in the future. Town Manager Souza stated that there may be some grants that are in the works for supporting childcare facilities. Depending upon if there is additional aide that comes from the federal government to the State, those opportunities will be looked at as well after the first of the year.

Motion Passed 9-0-0

- b) Approve an appropriation of \$56,000 from the Capital Projects Fund for design of Department of Public Works Fuel Tank replacement project

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve an appropriation of \$56,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Public Works Fuel Station Improvements Project

Bob Jarvis, Director of Public Works/Town Engineer and Adam Kessler, Assistant Town Engineer, stated staff is respectively requesting funding to initiate the design phase of this project. Staff has solicited design proposals from qualified consultants and estimates that \$56,000 is needed to complete the survey, design, bidding, and environmental monitoring of the project. The design is expected to be completed in the second quarter of 2021, with a potential bid date of winter 2021/2022 and construction occurring during summer 2022.

The design phase is currently scheduled as a FY 2021 CIP project with an anticipated budget of \$75,400. The construction phase is scheduled in FY 2022 in order to meet the summer 2022 timeline for tank removal.

Councilor Govoni stated he is very happy to see this project starting. This project needs to be done so we can continue to serve our town community members and transportation companies.

Motion Passed 9-0-0

- c) Approve an appropriation of \$79,000 from the Capital Projects Fund for design of the Sage Park Athletic Fields Renovation project

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to approve an appropriation of \$79,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Sage Park Athletic Field Improvements Project.

Bob Jarvis, Director of Public Works/Town Engineer, stated the improvements to the fields at Sage Park will improve their functionality, safety and playability. The improvements will also help in the ongoing annual maintenance of the fields. Completing enhancements to the fields will also assist in providing the ability to provide relief to other overstressed fields.

Engineering staff solicited proposals from qualified consulting firms to conduct a subsurface soil investigation, perform a survey, design, obtain permits, and prepare construction documents for the improvements to the Sage Park Middle School fields.

Councilor Jepsen asked if the total amount for the construction could be repeated as it was not provided in the original agenda item. Town Manager Souza stated that the estimate is \$1.7 million. Councilor Jepsen would also like to know if there has been discussion about what kind of sport fields there will be whether it be baseball, soccer, etc. Mr. Jarvis stated that there will be

input from select stakeholders at that time from the Board of Education and the Recreation Department.

Councilor Govoni would like to know if a well for water will be allowed. Mr. Jarvis stated that is a part of the design effort depending on testing for whether a well will work in that area.

Motion Passed 9-0-0

- d) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that the reading into the minutes of the text of the bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 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.

Motion Passed 9-0-0

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to introduce a bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.

Bob Jarvis, Director of Public Works/Town Engineer, and Adam Kessler, Assistant Town Engineer, presented the ordinance for the costs in connection with the Day Hill Road adaptive signal control project. This area supports eleven million square feet of commercial and industrial facilities along its corridor. There are eleven town-owned traffic signals on Day Hill Road that serve 14,000 vehicles that travel the road each day. Issues to roadway capacity and efficiency were recognized many years ago. In 2009 the town commission of Day Hill Road did a capacity study and followed that up with the Day Hill Road adaptive traffic control signal system study in 2010. This integrates adaptive signal technologies around the corridor, where signal timing adjustments can be made based on real time traffic conditions. The result will be more efficient movement of traffic throughout the corridor along with reduced traffic delays, fuel consumption, and emissions. Staff applied for a grant under the congestion mitigation and air quality improvement program. In 2016 the Town of Windsor was awarded \$1.32 million for improvements to the traffic signals along Day Hill Road. The grant is federally funded and administered through the Connecticut Department of Transportation. The design of the signal adaptive system began in 2017 after the town entered into an agreement with the Connecticut Department of Transportation by signing a project authorization letter for the design phase of the

project. The federally funded design cost is 100% reimbursable through the congestion and mitigation of air quality grant.

The construction cost during the preliminary design was about \$2.2 million. That estimate included upgrades to all of the signals at all eleven intersections in the corridor, including video detection and fiberoptic communications between the signals. During the final design phase the project scope for the base bid was revised to include installation of adaptive signal improvements and fiberoptic communication to the eight intersections between Lamberton Road and Prospect Hill Road. This revision to the project scope allowed us to achieve a cost estimate that reflected the available grant funding. Add alternates to the bid have been included, which could allow work at additional intersections in the event that the bids are favorable. The preliminary design and final design estimates were compared using Connecticut DOT unit prices and their recommended contingencies and incidentals. The estimated total project cost using the new base bid scenario is \$1.23 million. The total final design cost including the bid add alternates for the additional three intersections have an additional cost estimate of \$1.7 million. Currently there is about \$1.15 million in grant funding available after paying for design costs. The Town Planning and Zoning commission accepted the project at a meeting on July 18th 2020. There is a cost breakdown and additional cost planning in the packet that was given to the Council.

Councilor Wilkos wanted confirmation that the three lights that were taken off of the plan will be going west of Prospect Hill. Mr. Jarvis confirmed that is correct. Councilor Wilkos stated that based on the estimated costs, those three lights have the potential to be put back into the plan. Mr. Jarvis stated that is also true. Councilor Wilkos stated that he feels Day Hill Road operated very efficiently now. The problem is always going to be the bottom of Day Hill Road, which is not an area that is in this plan. There are many places that can cause congestion just by intersecting with this road. Councilor Wilkos believes that this plan is going to bottleneck the traffic even more. Councilor Wilkos is against the project because he feels it is not necessary.

Councilor Govoni would like to know if there are going to be cameras on the light system or another option underground. Mr. Jarvis stated that it depends upon the final vendor that is selected. It could be cameras, loop detectors, or a combination of both. There is already loop detection throughout the corridor and several intersections also have cameras. We do expect to use the detection that is currently in place. Councilor Govoni would like to know if during the repaving process the loops become inactive. Mr. Jarvis stated that when the loops were disturbed, we have installed video detection that works very well at those intersections. The new system will adjust to real time traffic accordingly. Councilor Govoni stated that he understands what Councilor Wilkos stated regarding the bottom of Day Hill Road. If this project at least moves traffic more instead of having a gridlock, then this project should be fine.

Town Manager Souza added that outside of this project, there has been discussion about including the Route 75, Exit 38 interchange. It is outside the grant application but the Town Manager has advocated for this with the Department of Transportation. If it is not given immediate attention, then it should at least be addressed in the coming year or two.

Councilor Jepsen stated that going through the selection process, the state is going to be running the project or at least will have an administrative role. Councilor Jepsen would like to know if the

State also has a role in selecting who the vendor might be. Mr. Kessler stated that the selection is not up to the State. It is strictly the town staff who will select that vendor. Councilor Jepsen showed concern for the State getting involved with the traffic at the bottom of Day Hill Road and it being compatible with whatever the chosen vendor decides to put in. Mr. Kessler said that is something to take into consideration when making the vendor decision when discussing the capabilities of each vendor.

Motion Passed 8-1-0 (Councilor Wilkos against)

- e) Set a public hearing for December 21, 2020 at 7:20 PM (prevailing time) for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

RESOLVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that a Public Hearing be held at the Windsor Town Hall on December 21, 2020 at 7:20 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,150,000 FOR COSTS IN CONNECTION WITH THE DAY HILL ROAD ADAPTIVE SIGNAL CONTROL PROJECT; AND AUTHORIZING THE ISSUE OF \$1,150,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Black-Burke to:

- REAPPOINT Leon Alford as a Republican member to the Public Building Commission for a three year term to expire November 30, 2023 or until a successor is appointed
- REAPPOINT George Roebelen as a Republican Alternate member to the Public Building Commission for a three year term to expire November 30, 2023 or until a successor is appointed.
- APPOINT Kathleen Woodward as an Independent member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2023 or until a successor is appointed
- REAPPOINT Alvin Bingham as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2023 or until a successor is appointed
- APPOINT Shanee Ransom as a Democratic member to the Youth Commission for a three year unexpired term to expire September 30, 2022 or until a successor is appointed
- REAPPOINT Melissa Richards as a Democratic member to the Youth Commission for a five year term to expire April 18, 2025 or until a successor is appointed

Motion passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the November 16, 2020 Public Hearing

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the November 16, 2020 Public Hearing as presented.

Motion Passed 9-0-0

b) Minutes of the November 16, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the November 16, 2020 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Dobler to adjourn the meeting at 9:57 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Elizabeth Brisebois
Clerk of the Town Council