TOWN OF WINDSOR
First in Connecticut. First for its citizens.

Council Agenda

Council Chambers
Windsor Town Hall
January 4, 2021

Zoom Instructions
Dialing in by Phone Only:
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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: **842 5888 6644**
2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Govoni
3. PLEDGE OF ALLEGIANCE – Councilor Govoni
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS

   (Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS

   a) Board of Education
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
12. NEW BUSINESS

a) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING $1,100,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER BOILER REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $1,100,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

b) *Set a public hearing for January 19, 2020 at 7:20 PM (prevailing time) for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING $1,100,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER BOILER REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $1,100,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

c) *Approve an appropriation of $35,000 from the General Fund Unassigned Fund Balance for Diversity, Equity and Inclusion training (Town Manager)

d) *Approve Priority Redevelopment List (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

a) *Minutes of the December 21, 2020 Public Hearing
b) *Minutes of the December 21, 2020 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Memorandum

Date: January 4, 2021

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: Appropriation for Boiler Room HVAC Equipment Replacement at the L.P. Wilson Community Center

Background

The town has completed numerous modernization HVAC projects in the past decade. Replacement of end of life cycle HVAC systems reduce buildings' annual operating costs and increases energy efficiencies while providing better environments to work or learn in. These projects have ranged from the replacement of outdated heating and ventilation systems, installation of roof top solar systems, installation of digital control systems to better manage HVAC facilities, to the conversion of lighting to LED technology.

The adopted FY 2021 - 2026 Capital Improvements Program includes a project to design and replace the boilers, the air handling equipment and install air conditioning in the south end of the building. The design is currently scheduled for FY 2023 and construction funding for FY 2024. Due to the oppportunity of financial incentives through the Connecticut Natural Gas (CNG) 2020 Boiler Modernization Program, staff has been pursuing the possibility of replacing the outdated boilers this coming spring and summer.

Discussion/Analysis

The boiler replacement portion of the original CIP project has received a financial incentive award from the CNG Boiler Modernization Program. CNG's approved contractor has presented a proposal to the town that will include: demolition of existing 1958 and 1978 boilers, the domestic hot water boiler, piping, pumps and electrical controls. The proposal also includes asbestos abatement. The contractor will supply and install three new high efficiency boilers, with 96.2% efficiency ratings, all necessary primary pumps, VFD drives, and piping. All engineering, permits, inspections, start-up and commissioning is also included in the Contractor's proposal.

It is estimated that this project will reduce annual utility costs by $15,600.

The remainder of the original CIP project, including the replacement of the air handling units and installation of air conditioning equipment, will be included as a future CIP project and reflected in the proposed FY 2022 - 2027 CIP. Staff is also examining the possibility of incorporating additional HVAC replacement work on the north end of the building in the CIP.

Financial Impact

The boiler replacement and asbestos abatement cost is estimated at $990,000 prior to energy rebates. The awarded incentives are approximately $627,000. The town anticipates to receive the

rebate through the CNG Boiler Modernization Program after the work is complete. The estimated cost to the town is projected to range from $374,000 to $473,000 depending on how much, if any, of the construction contingency needs to be utilized.

The project's estimated costs including construction contingency and bond issuance expense are as follows:

Construction	$ 935,000
HazMat Abatement	$ 55,000
Sub-total Construction Cost	$ 990,000
Construction contingencies (10%)	$ 99,000
Bond Issuance Cost	$ 11,000
Total Cost	$ 1,100,000

It is envisioned that we would issue a temporary one year note in the amount of $1,100,000 and then borrow long-term the net estimated project costs after rebates. The average annual debt service based on a $475,000 bond, at a 20 year term and 3.25% interest rate is $33,000.

Other Board Action
It is proposed that the Public Building Commission (PBC) oversee this project.

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 $1,100,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER BOILER REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $1,100,000 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) Introduction of the Bond Ordinance

"MOVE to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING $1,100,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER BOILER REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $1,100,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

3) Schedule a Public Hearing

"RESOLVED, that a Public Hearing be held at the Windsor Town Hall on January 19, 2021 at 7:20 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING $1,100,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER BOILER REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $1,100,000 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."

Attachments
Bond Ordinance

AN ORDINANCE APPROPRIATING $1,100,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER BOILER REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $1,100,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION ONE HUNDRED THOUSAND DOLLARS ($1,100,000) for costs in connection with L.P. Wilson Community Center Boiler Replacement Project, including demolition of existing system and replacement with new system consisting of high efficiency boilers, primary pumps, VFD drives, hydronic specialties, piping, fittings, insulation, integrated control systems and other related fixtures and equipment, and related improvements. The appropriation may be spent for design, 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 THOUSAND DOLLARS ($1,100,000) 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 THOUSAND DOLLARS ($1,100,000). 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 Town Engineer and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

_____
Bond Counsel

ATTEST:

_____
Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

Agenda Item Summary

Date: January 4, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Director of Human Resources

Reviewed By: Peter Souza, Town Manager

Subject: Diversity, Equity and Inclusion Training

Background

In June 2020 the Town Council approved a resolution declaring racism as a public health crisis. One of the objectives related to the resolution was to work to progress as an equity and justice-oriented organization by continuing to identify specific activities to enhance diversity and to ensure antiracism principles across our leadership, staffing and contracting. To help achieve this goal, the town advertised a request for proposals for diversity, equity, and inclusion (DEI) training for town employees and potentially elected officials. At this time, staff is respectively requesting the Town Council consider an appropriation to fund implementation of the training initiative.

Discussion/Analysis

The town received twelve responses with a range of pricing from $22,500 to $186,867 as well as varying approaches within their scope.

A staff committee reviewed the proposals and interviewed several consultants to review their proposals and clarify their approaches to the proposed training. The committee has selected the Racial Equity Group, based in Irving Texas, as the most responsive firm. Based on funding authorization, staff will work to finalize the scope of work and timeline. The objectives of the training are in line with the Town Council's resolution of enhancing diversity and ensuring antiracism principles throughout the organization. This training will foster a greater understanding of:

- Systemic Racism – what it is and how it has perpetuated racial injustice and inequities;
- Implicit/Unconscious bias – their impacts, how to recognize our own biases and interrupt them;
- Micro-aggressions – how to recognize them, their impacts and how to respond effectively when they occur;
- Cultural Awareness/Inclusion – how to use this information to build skills to foster and sustain an inclusive environment for employees and those we serve.

Approximately 180 full-time and regular part-time employees are anticipated to participate in the training sessions. Attached is an overview of the session topics. Within the requested appropriation amount are funds for a workshop with elected officials if desired.

Financial Impact

The cost of this training initiative is estimated at $35,000. Staff is recommending the funds be appropriated from the General Fund Unassigned Fund Balance.

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 $35,000 from the General Fund Unassigned Fund Balance for diversity, equity, and inclusion training."

Attachments
Outline of Training Sessions

Certification

I hereby certify that $35,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.

James Bourke
Finance Director

The Racial Equity Group Project Approach December 2020

The Racial Equity Group will apply their Racial Equity Mindset framework rooted in research and following national best practices during the period of performance to achieve the Towns' desired goals that were included within the scope of services.

The consultant will split the training for different levels of the organization:

Allies for Equity and Inclusion *(Front Line Staff, 2-3 hrs.)*

- Discover the essentials of allyship and contributing to an inclusive work environment.
- Identify and apply the 6 habits of allies in the workplace.
- Understand systemic racialization and structural advantage.
- Identify individual privilege and ways to yield privilege.
- Discover the most common workplace biases, micro-aggressions, and the impacts on teams, trust and productivity.

Making DEI Standard Operating Procedure *(Department Directors & Supervisors, 3 hrs.)*

- Identify the core components of Systemic Racialization and how it reproduces racial disparities inside public institutions unintentionally.
- Understand structural advantage and compounding effects of racialized and gendered society.
- Apply an "equity mindset" to evaluate impacts of biases and blind spots on service delivery, policies, practices, budget decisions, and program decision-making.
- Awareness of biases during interviewing, promotions and performance management.
- Also incorporated are concepts of Allies for Equity and Inclusion session. This will also cover what allyship is and how to support frontline staff.

Agenda Item Summary

Date: January 4, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager

Subject: Priority Redevelopment Properties List

Background

In December of 2002, the Town Council adopted a Tax Increment Financing Policy as one tool to encourage the redevelopment of key vacant or underutilized properties. As part of that policy, the Council approved a Priority Redevelopment Properties List to provide specific guidance regarding which sites should be eligible for Tax Increment Finance assistance.

In recommending the initial list, the Economic Development Commission included a statement of its purpose and procedures and criteria for updating properties. One of these provisions states that the Commission should review the list annually and report its recommendations for additions or deletions to the Town Council.

Discussion

The Economic Development Commission reviewed the Priority Redevelopment Properties List during their regular meeting of November 18, 2020. A status report on each property was presented by staff and discussed by the Commission. A copy of the status report is attached.

Following its review, the Commission voted to recommend that the former Roger Wolcott School property be added to the Priority Redevelopment Properties List. The Commission believes that this action would support the recent Town Council discussions regarding disposition options for this property. This property also meets a number of the criteria for inclusion on the list as set out in the TIF Policy as outlined below:

- The former school is located on a heavily traveled roadway;
- there are pending opportunities related to the site as evidenced by the recent interest by educational and residential developers;
- the substantial costs to either renovate or demolish the current structure represent a major difficulty to redevelopment without assistance; and
- the town's costs for holding the property will continue to grow over time if there is no action to redevelop.

The Town Council may wish to consider removing the town-owned redevelopment parcel at 418 – 446 Windsor Avenue from the priority list based on recent Town Council direction to prepare a neighborhood park concept plan for this location.

Recommendation

The Economic Development Commission recommends adding the former Roger Wolcott School to the Priority Redevelopment Properties List at this time. A revised list with this addition has been drafted and is attached. If the Town Council is in agreement, the following motion is recommended for approval:

"RESOLVED that the Priority Redevelopment Properties List as amended to include the former Roger Wolcott School property be adopted as presented."

Attachments

Exhibit 'A' Priority Redevelopment Properties
Status report on redevelopment sites
Priority Redevelopment Properties Policy

EXHIBIT A
TOWN OF WINDSOR
PRIORITY REDEVELOPMENT PROPERTIES

The following are the priority redevelopment properties in the Town of Windsor as determined by the Town Council:

Plaza Building	280-294 Broad Street
Tobacco Valley Inn	Dunfey Lane and Bloomfield Avenue
Redevelopment Parcel	418-446 Windsor Avenue
Udolf Property	156 Windsor Avenue
Former Flamingo Inn	19, 27, 29, and 35 Windsor Avenue
Parcel north of 457 Windsor Ave	459-465 Windsor Avenue
Spillane property next to CITGO	581 Windsor Avenue
Former Scranton Chevrolet Site	125 Poqounock Avenue
Larsens Hardware Property	144 Poquonock Avenue
Former Printing Express Site	20-26 Poquonock Avenue
Former Roger Wolcott School	451 Windsor Avenue *(proposed addition)*

History
1. Initially adopted, December, 2002.
2. Revised, December, 2007 to delete 33 Mechanic Street and 853 Palisado Avenue.
3. Revised, August, 2010 to add 125 Poquonock Avenue, 147 Poquonock Avenue, and 144 Poquonock Avenue.
4. Revised, April 4, 2011 to add 2000 Day Hill Road.
5. Revised, February 4, 2013 to add 20-26 Poquonock Avenue
6. Revised, December 21, 2015 to delete 69 Mechanic Street, 147 Poquonock Avenue and 240 Broad Street.
7. Revised, January 21, 2020 to delete 2000 Day Hill Road
8. Revised January 4, 2021 to add 451 Windsor Avenue (former Roger Wolcott School)

TOWN OF WINDSOR
PRIORITY REDEVELOPMENT PROPERTIES (per list revised 01/21/2020)
ANNUAL STATUS REPORT – November 18, 2020

(Recent activity indicated by bold italicized font)

1. Plaza Building (280-294 Broad Street)
Property purchased by Mohan Sachdev (12/2011); significant building repairs have been initiated; 2nd floor apartments being rehabbed; plans for reuse of theater and commercial space pending; second floor window replacement and HVAC work completed; TPZ reapproved proposed restaurant use and site plan for theater addition and added parking; 17 Elm St building demolished, 3,000 SF addition constructed, site work started and new electrical service installed; first floor retail space floor and ceilings gutted and replaced; storefronts reconstructed; new floors poured in theater and basement; street front sidewalk and brick surface replaced; marque restoration underway

2. Tobacco Valley Inn (Dunfey Lane and Bloomfield Avenue)
Building demolition and site clearance complete; listing with broker in place; investment deadline not met by 10/2015; owners began repaying demolition loan; prospective developer evaluating development options

3. Redevelopment Parcel (418-446 Windsor Avenue)
Land assembled; RFQ process undertaken, but unable to arrive at acceptable plan for redevelopment; next step to reconfirm Town's objectives; included in Federal Opportunity Zone designation; Town initiated a public involvement process to review alternatives for development of this site and Wolcott School in July, 2019; ***following recent input from the Wilson Deerfield Advisory Committee and the Town Improvements Committee, the Town Council has directed staff to prepare a neighborhood open space with park improvements concept plan for the site.***

4. Udolf Property (156 Windsor Avenue)
Several prospective tenants have explored and then abandoned; owner repainted vacant building in response to complaint; demolition of building and soil remediation complete; included in Federal Opportunity Zone designation

5. Former Flamingo Inn (19, 27, 29, and 35 Windsor Avenue)
Property had been listed; serious retail prospect considered site but declined. Flamingo Inn related owners purchased 35 Windsor Ave. Site is now in single ownership. Renewed interest in retail redevelopment. Hotel

and adjoining building demolished; property owner has retained an engineering firm and is working on alternative site development plans; included in Federal Opportunity Zone designation

6. Parcel north of 457 Windsor Ave (459-465 Windsor Avenue)
465 Windsor sold in 2011 to Brown and Powell
459 Windsor and 12 East Wolcott sold in 2005 to Mahon
12 East Wolcott sold in 2011 to 12 E Wolcott LLC
Developer was pursuing retail use of site, but that has stalled with poor market; included in Federal Opportunity Zone designation

7. Spillane property next to CITGO (581 Windsor Avenue)
Property listed for lease, some inquiries, limited uses in B-1Zone may be an issue. Property now listed for lease or sale.

8. Former Scranton Chevrolet Site (125 Poqounock Avenue)
Concept plan for residential/retail redevelopment approved in 2010; buyer/seller dispute put project on hold; delinquent taxes were paid; owner deeded property in lieu of foreclosure; town with new owner's cooperation has obtained environmental assessment grant of site; Phase I and II assessments completed; Phase III assessment completed; Remedial Action Plan prepared. Building demolished by owner.

9. Larsens Hardware Property (144 Poquonock Avenue)
Property had been listed; not currently on the market

10. Former Printing Express Site (20-26 Poquonock Avenue) property purchased by Mohan Sachdev (06/2013); residential units vacated; owner contemplating redevelopment for new residential units; town with new owner's cooperation obtained environmental assessment grant for the site; Phase I and II assessments completed; Buildings demolished; Phase III assessment completed; Remedial Action Plan prepared.

Town of Windsor, Connecticut
Priority Redevelopment Properties List and Policy

I. INTRODUCTION

The Town of Windsor has determined that there are certain vacant or underutilized sites in Windsor that need focused-attention from the Town government. A number of these sites are in Windsor Center and the Wilson neighborhood and are therefore crucial to the future of our community. Many of these sites play into the public's perception about the community.

There is a window of opportunity to attract investment to these sites. In addition, when opportunities arise, it is important to have programs in place so the Town can act quickly.

It is in the public interest to encourage the timely and appropriate redevelopment of these properties.

II. LIST ADOPTED

The Priority Redevelopment Properties List attached hereto as Attachment A is hereby adopted.

Inclusion of a property on this list does not confer any right to any incentive program. It does establish which properties are eligible to apply for certain programs including the Tax Increment Financing Policy. After a property is listed, each development proposal must be reviewed and approved according to the particular program requirements.

III. PROCEDURE FOR ANNUAL REVIEW, ADDITIONS AND DELETIONS

The following procedure will be followed to add to or delete from the Priority Redevelopment Properties List.

1. Annual Review. The Economic Development Commission shall review the adopted list annually and report to the Town Council its recommendations for additions or deletions from the list at the Council's first meeting in December.

2. Specific Requests. The Town Council, Economic Development Commission, Town Manager, any citizen or property owner may initiate a request to add or delete a property or properties at any time. Each such request shall be reviewed by the Economic Development Commission according to the criteria as set forth below. The Commission shall then forward its recommendation to the Town Council.

3. Town Council Final Determination. The Town Council shall make the final determination regarding all additions or deletions to the list.

IV. CRITERIA

The Town of Windsor will consider a property for inclusion on the Priority Redevelopment Properties List only if at least four (4) of the following criteria are met:

1) Visibility (location on a heavily traveled roadway and public's awareness of site)

2) Pending opportunities related to the site

3) Present blighting condition – nuisance, environmental issues, poor access, problems of ownership

4) Potential multiplier effects

5) Level of difficulty to redevelop without assistance

6) Potential costs to the Town of not acting

7) Length of time on the market (more than 24 months)

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TOWN OF WINDSOR
PRIORITY REDEVELOPMENT PROPERTIES

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Town Council
Resignations/Appointments/Reappointments
January 4, 2021

Resignations

None

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

None

Names submitted for consideration of appointment

None

TOWN OF WINDSOR
TOWN COUNCIL
VIRTUAL MEETING
December 21, 2020
PUBLIC HEARING

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:20 p.m. by Mayor Trinks.

Present were: Mayor Donald Trinks, Deputy Mayor McAuliffe, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Rampulla Bress, Councilor Len Walker and Councilor Kenneth Wilkos.

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

"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."

2) PUBLIC COMMENT – None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:27 p.m.

Respectfully Submitted,

Elizabeth Brisebois
Clerk of the Town Council

TOWN COUNCIL
VIRTUAL MEETING
DECEMBER 21, 2020
Regular Town Council Meeting

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Joseph McAuliffe, Councilor Nuchette Black-Burke (arrived at 8:36 p.m.), 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 Dobler led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Dobler led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Ned Bacigalupo, 85 Farmstead Lane, stated that there has been uncalled for behavior from First Town Downtown regarding the concerts on the green which has caused Mr. Bacigalupo to be involved in town politics instead of practicing music. Mr. Bacigalupo has played on the town green and has band members from Windsor who are in Motown Revue and have played every summer. Mr. Bacigalupo stated that he has inquired many times over the past three years and has gotten the same answer each time. The band "Grateful Ned" was acknowledged by Mayor Trinks as well to be included in the 2020 concert series. First Town Downtown cancelled the concert series because of COVID. It was an outdoor event that could have been safe under state guidelines. Mr. Bacigalupo is petitioning the town to act on the unfair judgement of who is and is not allowed to participate in these concerts. He added that there are so many bands in Windsor that are being disenfranchised.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler wished everyone a happy and safe holiday. There was a recent storm with an accumulation of about twelve inches of snow, and he wanted to give a special thanks to Windsor's Department of Public Works for their long hours of hard work.

Councilor Walker wished everyone a wonderful holiday season, Merry Christmas, and a joyous Kwanzaa. Stay safe and continue to social distance and follow the CDC guidelines. Councilor Walker reminded everyone to support small businesses in town. Last minute gifts can be purchased for the holidays at these small "mom & pop" businesses. Councilor Walker echoed the sentiments from Councilor Dobler regarding the Department of Public Works and other town staff who worked diligently with snow removal. Please remember to lock your car doors and garages, because there have been many thefts recently.

Councilor Govoni wished everyone a safe and happy holiday. Councilor Govoni also reminded everyone of the theme "serve up safety". Please do not leave the kitchen stove unattended.

Councilor Black-Burke - not in attendance at this time.

Councilor Rampulla Bress echoed the sentiments of the previous councilors. Councilor Rampulla Bress wanted to give a special shout out to the volunteers and workers involved with social services who helped students create gifts for seniors and fellow students, First Town Downtown and the many sponsors and organizations who have helped make many children's holiday special. Another shout out went to the Windsor Police Department and ambulance crew for collecting toys this past weekend for project Santa for families in need in the community. Councilor Rampulla Bress also recognized educators in the community for working together to create a gift giving and meal donation event. Through all of the difficulty with COVID, there are many Windsor residents who are making a very bright spot in the year at this time. Councilor Rampulla Bress reminded people who are speaking during the public comment to ensure they have a good connection so their thoughts and concerns can be heard, because it is important to the Council to hear from the public about their concerns.

Councilor Wilkos stated that as always the people of Windsor and various organizations have come together to support everyone in town and to make sure their holidays are warm and inviting, especially for those in need. Councilor Wilkos echoed Councilor Walker's sentiments regarding small businesses. We are very fortunate to see these businesses up and running, but that does not necessarily mean they are not hurting. Try to keep it local and take care of your local businesses. Restaurants in Windsor have given back to the community numerous times, and it is time to show your support to them. May your holidays be blessed and Happy 2021 to everyone.

Councilor Jepsen wished everyone a Merry Christmas and said to be safe.

Deputy Mayor McAuliffe stated that at the last two meetings, the Bannocks called about the Amazon project effecting their quality of life on Strawberry Hill. Deputy Mayor McAuliffe visited the family and wanted to share the news with everyone that there will be 800 trees brought in that will be eight to ten-feet which will be around the perimeter of that property. This will create a barrier for the residents in that area between them and the new Amazon building. Deputy Mayor McAuliffe also wanted to wish everyone a happy winter solstice, Merry Christmas and a Happy 2021.

Mayor Trinks wished everyone a wonderful, relaxing, and peaceful holiday. Please continue to wear masks, wash hands, and social distance. COVID numbers are getting high again so it would be best to practice the CDC guidelines.

7) REPORT OF APPOINTED BOARDS AND COMMISSION

a) Public Building Commission

A written report was given to all councilors prior to the meeting.

b) Metropolitan District Commission

John Avedisian, representative for the Metropolitan District Commission, stated that a report has been sent to the Council, but there are some things that will be mentioned during this conversation that are not on the report.

Numbers for 2021 are looking good for the water rate, which is only going to be increased by 1%. The appropriate amount was found by working on the budget to keep the rate down as low as possible. There was the possibility of the rate staying the same, but that would then trigger a higher rate in future years due to no changes at all. Therefore, going up by only 1% was the best option.

Mr. Avedisian stated that the Ad Valorem will have a zero percent increase for 2021. The Chairman of River Front Recapture has agreed to increase their budget back to the 1.2%, adding another $600,000 to the budget. It will then be reviewed each year. District staff has met, thanks to the towns. The integrated plan is moving forward. They met in October and November to talk about a ten year plan, which is still ongoing. Mr. Avedisian stated that Operation Fuel has numbers for the grants that were given out. The Town of Windsor received seven grants. For the year 2020 up to October 31st, the donations were about $5,273 from approximately 3,100 customers. Customers are referred to the town in which they reside. The town makes the customers eligible and forwards a request to Operation Fuel to help pay their bills.

Mr. Avedisian added numbers from Niagara to the report because many people were upset when the discount was given to high volume. The number of gallons that Niagara is using are going up. Anything up to $600,000, they will pay the usual rate, above that they will pay the discounted rate. Right now the number is at $670,816. It is a good thing because this year we are selling more water. For the past ten years, the trend has only been two or three percent. The sales of water has gone down, forcing us to go up in pricing. There is not a prediction for next year, which is why there has been caution taken with some of the cuts. The water treatment production has gone up comparably since the year 2019 when it was 42.9 million gallons, and in the year 2020 it was 45 million gallons.

Mr. Avedisian gave a brief synopsis of the DEEP issue at the dump in Hartford. There is still a dispute with the state regarding the approximate 885,000 gallons of ground water and contamination water that has been going from the landfill to the MDC. They have also answered the question of whether there is PFAS in the water, which there is. Down the road depending on

what the state does, this may cause an issue. They could issue an unfunded mandate to take out the PFAS. We are negotiating with them and that will have a lot to do with the amount of money we are going to get if they decide to pay us the $8.7 million that they owe us.

Councilor Rampulla Bress expressed her gratitude for the River Front Recapture being restored. This is very important to the people in the Windsor community. Moving forward, Councilor Rampulla Bress hopes that this project can continue. Councilor Rampulla Bress thanked Mr. Avedisian for the information on DEEP.

Deputy Mayor McAuliffe thanked Mr. Avedisian for his positive report.

Mr. Avedisian wished the Council a safe and good holiday season.

8) TOWN MANAGER'S REPORT

Town Offices Closed
Town offices and facilities will be closed this Thursday and Friday, December 24th and 25th as well as New Year's Day, January 1st.

Merry Christmas and happy holidays to everyone. Please be safe as you enjoy the holidays.

Remember to Lock Your Cars
As with so many communities in the state and beyond, Windsor continues to experience burglaries into unlocked cars as well as vehicle thefts. The best deterrent to this type of activity is to always keep your car locked – even in your driveway. Please remember to refrain from leaving any valuables inside your car.

COVID – 19 VACCINATION UPDATE
The Health Department and other town staff have been planning for the arrival of the first vaccine shipment. We expect the first doses of the Moderna vaccine to arrive this week. Plans are to conduct two vaccination clinics for health care providers and first responders the week of December 28th. The clinics will be held in concert with the town of South Windsor as part of our regional mass dispensing plan.

We will be following CDC and CT Department of Public Health guidelines as to eligibility by tiers. Phase 1 Tier 1a group that will include:

1. HealthCare Workers (MD's, nurses etc.):
2. Medical 1st responders: (EMS and police)
3. Public Health staff and vaccination volunteers

Our plan is to utilize the community center at 330 Windsor Ave as the vaccination site. It will be staffed by trained volunteers, town employees from Windsor and South Windsor, and if needed, contract nurses. Currently, plans are to conduct one clinic per week at the community center in Wilson as well as one a week in South Windsor.

Phase 1 Tier 1b will likely include other town and school employees, other critical workforce employees in industries such as transit and postal service, grocery stores and manufacturing as well as adults over 75 years old. This tier could start in late January.

Tier 1c could include persons 65 to 74 years and those under 65 with high health risks. Please continue to take COVID-19 precautions during the holidays. Remember to mask up and maintain proper social distancing.

Councilor Rampulla Bress addressed the information about the COVID vaccine and how the vaccine will be appointed for seniors and those in nursing homes. Some seniors may not have computer access to make an appointment online for the national registry. Town Manager Souza stated that the state has contracted private vendors with CVS and Walgreens. They will be going to nursing homes and other elderly facilities to administer the vaccinations. In terms of the seniors and other people who fall into the different tiers, Town Manager Souza has to look into the process of registering. The information will be shared, and plans will be created to reach those who may not be able to use the technology to sign up for receiving the vaccine.

Deputy Mayor McAuliffe directed a question to Town Manager Souza about the EV charger in the center of town and if there are any updates on that. Town Manager Souza stated that he does not have an update of when that will be operational, but there has been significant progress within the last ten days during the installation process.

Councilor Govoni asked Town Manager Souza about the process of the administration of the second series of the COVID vaccine. Town Manager Souza stated that in order to get the second vaccination booster, a second appointment will have to be made, which will have to be twenty-eight days after the first vaccination is given. For Pfizer it is twenty-one days. It is important to know that the second appointment is made with the same brand or manufacturer of the vaccine, but it does not need to be done in the same location.

Councilor Govoni wanted to know if they have to schedule the appointment online and not while they are receiving the first vaccination. Town Manager Souza stated that the CDC and the Department of Public Health are encouraging everyone to make their appointments online. Town Manager Souza stated that he will follow up on that information, but he believes that after they have received their first vaccination, then they can go back and register for the second vaccination booster. Councilor Govoni stated that it is concerning to him only because it seems hard for people to even get a COVID test.

Councilor Rampulla Bress wanted to follow up with questions about the registration process and would like to know if there is a follow-up reminder that is sent out to sign up for the second vaccination booster, or would it be left up to the senior to remember this. Town Manager Souza stated that there will be reminders via email or text. In addition, there will be a reminder twelve hours prior to the appointment time. At that point, a screening questionnaire will ask if the person is showing any symptoms or illness. As tier two starts with the general public, the process may change. As the vaccine becomes more readily available, there is speculation that the federal registration will not necessarily be a requirement. Right now, they are prioritizing health care workers to be the first to receive the vaccine, then in January they will focus on critical workforce.

Councilor Rampulla Bress was pleased to know that the seniors will be receiving those reminders for the vaccinations.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated that there is nothing to report.

Special Projects Committee – Councilor Dobler stated that there is nothing to report.

Health & Safety Committee – Councilor Black-Burke (absent) – Councilor Dobler stated there is nothing to report for the Health & Safety Committee.

Personnel Committee – Councilor Rampulla Bress stated that the Personnel Committee will be meeting the first week of January to continue with appointments and interviews.

Finance Committee – Deputy Mayor McAuliffe stated that the Finance Committee met Monday, December 14th and the topics of the meeting will be covered in the "New Business" portion of this meeting.

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.

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 8-0-0 (Councilor Black-Burke absent)

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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."

Town Manager Souza stated the base bid for the project includes installation of adaptive signal improvements and fiber optic communication to 8 intersections between Lamberton 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.

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 one year note. Estimated interest on a one year note is $23,000 at 2.0%.

Town Manager Souza stated that depending on the timing of the reimbursement, there may be a six month, or one-year note issued. The reimbursement is a progress payment and there are hopes that the majority of it will be done so that nothing must be borrowed at all. The town will get back close to the full amount that is authorized here.

Motion Passed 7-1-0 (Councilor Black-Burke absent, Councilor Wilkos against)

12) NEW BUSINESS

a) Authorize approval of Project Authorization Letter for Day Hill Signal Coordination project

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe 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).

Town Manager Souza stated that 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 base bid for the project includes installation of adaptive signal equipment and fiber optic communication to 8 intersections between Lamberton 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.

Motion Passed 7-1-0 (Councilor Black-Burke absent, Councilor Wilkos against)

b) Approve an appropriation of $85,000 from the Fiscal Year 2021 General Services budget for design services related to the Broad Street Road Diet project

MOVED by Councilor Dobler, seconded by Deputy Mayor McAuliffe 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.

Bob Jarvis, Town Engineer and Director of Public Works, and Adam Kessler, Assistant Town Engineer, stated 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.

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.

Mr. Kessler stated that this is a complete streets type of project. Lanes will be reduced in either direction. In this case, it will be one lane in either direction and with the additional real estate that will open up enough space to create pedestrian bump-outs at each intersection. This will allow for the pedestrian crossing to be reduced in distance. This will create a safer pathway as pedestrians will be able to see traffic further out in either direction. The bump-outs also protect the parallel parking that will be established on the street. Left turn pockets will be established at each intersection as well to allow queuing of vehicles' left turn movement. This is a project that enhances safety for pedestrians as well as vehicles. In 2020, there was another traffic study conducted. The traffic counts have been updated in order to ensure that this work will not affect vehicular traffic levels of service at intersections. Mr. Kessler stated that with the data collected, town staff went to the Department of Transportation (DOT) to get their approval for proof of concept. The DOT agreed to the project and its basic concept. We received many responses from the Request for Proposal for this project. We are hoping for approval during this meeting for the survey and preliminary design phase, which will be approximately $85,000. That represents 60% of the design budget based on the lowest qualified bidder. That will allow for application of grants in the future for construction.

Town Manager Souza added that in the FY21 budget, the Town Council approved $150,000 for design work. This budget will bring us through not only the design phase, but through the bidding documents and construction administration. The $84,000 is only for the preliminary design and if we were to move forward in construction funding, then the balance of the $150,000 will carry over.

Councilor Govoni is in support of this project because it is long overdue. The bump-outs will be beneficial to everyone. Traffic does need to be calmed down. The center design is perfect.

Councilor Rampulla Bress concurred with Councilor Govoni. This is an exciting project and long overdue. We should consider bikers as well. Anything that will bring more people into the center will be positive for the small businesses in town.

Councilor Jepsen is happy to support this project. Councilor Jepsen has a lot of questions which will be a part of the design process. A concern is that when there is an accident on Interstate 91, how this design will handle the traffic that will come through. It seems that the last couple of accidents have affected the area near the Pierson Lane light. It would be nice to see something incorporated for those disaster times. Councilor Jepsen believes it would be beneficial to have local control over the traffic lights, as opposed to them being controlled by the State of CT. He looks forward to seeing the design and how it will answer some of the questions being raised about the project.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

c) Tax Relief program extension – Governor's Executive Order 9R

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to extend the Tax Deferment Program per the Governor's Executive Order 9R dated December 16, 2020 with no eligibility requirements.

Town Manager Souza stated that 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 for 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 stating which program or programs were adopted and or extended.

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.

Councilor Govoni would like to know how we did on collections of the personal property with the extension. Town Manager Souza stated that there was not a significant decline and we are still on track to receive our 98.3% collection target. Councilor Govoni stated that this is helping the residents out and we are still maintaining the cash flow.

Councilor Rampulla Bress would like to know what percentage of the community utilized the deferment. Town Manager Souza stated that there was a look back at the October 1st billing time frame for real estate and personal property as well as motor vehicles that were due at that time frame. About half of the residents that own real estate are still escrowing. Take that 50% off the table and we are in the range of roughly 30-40% that waited until August or September to pay their July bills. Jim Bourke, Finance Director, confirmed that it was about 40%. Councilor Rampulla Bress stated that is a good number of people who used the deferment and she is glad that we will be able to offer that relief moving forward, especially since it is not affecting the revenue collection. Councilor Rampulla Bress would like to know if people are utilizing this deferment, if it is possible for them to pay partial payments over three months rather than being surprised at the end. Town Manager Souza confirmed that partial payments can be arranged. There are approximately 4,330 supplemental tax bills. Overall, there is about $965,000 in supplemental tax billing that will be occurring this December.

Councilor Govoni wanted confirmation that the supplemental is just for motor vehicles. Town Manager Souza confirmed that it is just for motor vehicles.

Councilor Black-Burke joined the meeting at this time (8:36 p.m.)

Motion Passed 8-0-1 (Councilor Black-Burke abstained)

d) Authorize a contract extension with RSM, US, LLP for financial audit services related to fiscal years 2021 and 2022

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress 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 to authorize the Town Manager to finalize a two year agreement with said firm.

Deputy Mayor McAuliffe stated the Finance Committee met on 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. The estimated cost is approximately $2,000.

Councilor Jepsen stated that the last time we went out to bid, there was only one bidder and it was RSM. They were the auditors in the previous contract. It seems advisable to move forward and continue with RSM in the next two years.

Motion Passed 9-0-0

e) Approve Fiscal Year 2022 Budget Parameters

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress to approve the FY 22 budget assumptions and parameters as presented.

Deputy Mayor McAuliffe stated that 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.

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.

On the expenditure side, our assumptions and projections related to individual expenditure categories will become firmer 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%.

Deputy Mayor McAuliffe stated that assumptions in costs were made and discussed in detail at the Finance Committee meeting.

Motion Passed 9-0-0

f) Approve Fiscal Year 2022 Budget Calendar

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress that the FY 2022 budget calendar be approved as presented.

Deputy Mayor McAuliffe stated 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.

Deputy Mayor McAuliffe stated that there will be a Public Hearing starting on February 1st, where there will be several presentations from several town departments in April. These details can be found in the document. There will be a final budget adoption on April 28th along with a planned referendum vote on Tuesday, May 11th.

Councilor Jepsen pointed out a couple of features. One being there is a week that we don't meet in April for our budget hearings that coincides with the school vacation week. If the Board of Education has to come back, it would be hard to have them back during a vacation week. Secondly, there used to be a larger gap of time for the final passage to when the tentative referendum date would be. In this calendar it is only thirteen days. Town Manager Souza has confirmed that everything is legal in what is being done and the thirteen days is acceptable.

Councilor Govoni stated that last year, because of COVID, there was not a referendum and is wondering if there has been any talk of what should be expected for this year. Town Manager Souza stated there has not been any discussion. We are working under the assumption that there was an in-person vote for allowing in-person voting this spring.

Motion Passed 9-0-0

g) Approve FY 2022 Budget Format

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress that the FY 2022 budget format remain the same as the format utilized for FY 2021.

Deputy Mayor McAuliffe stated that the Finance staff is not proposing any changes to the budget format for the FY 22 budget.

Deputy Mayor McAuliffe stated that the *Town Charter* requires that should the Town Council desire any changes to the budget format, these changes would be adopted by January 15th.

One of the objectives was to recognize that this past year was tough for a lot of residents in Windsor. One goal is to retain the services that the town is putting forth, but also to come in as low as possible without any increases. The meeting was public. Three fiscal years were looked at, all at once. There was a discussion that supplemented many ideas. At the very beginning stages, one idea that seemed the most prevalent is to create a COVID relief fund, which will pull $2 million from reserves for this fiscal year. The following fiscal years will not have any money pulled out of open cash in order to maintain that "rainy day" fund going forward. Right now, it looks like there will be a 1.3%-1.4% increase. There are many assumptions at this time that are unknown, such as what the Board of Education's request will be and anything else that may come along. We do not want any budget increases above 2% in the future years, and with this plan this would ring true. This is only the beginning, but Deputy Mayor McAuliffe reiterated that we are trying to keep the increase as low as possible.

Councilor Jepsen expanded on what Deputy Mayor McAuliffe stated. For years we were trying to get rid of that opening cash line and we got it down to around $200,000. In one of the difficult

years it went up to $900,000. Councilor Jepsen stated that he always wanted to get rid of it, but there was not a good way to do it at the time. The opportunity has presented itself and showed that our "rainy day" fund is over the 20% target that the policy sets aside. In the next budget year, the newly built Amazon will start to create a lot more revenue. With those two factors we found a way to increase the opening cash to $2,000,000, but then afterward eliminate it. The reason we are talking under budget format is this could be considered a format change and eliminating the opening cash line item on page B4 in the budget book. It has been a long-term goal for Councilor Jepsen to do this and it would be a great opportunity. It would have the effect of helping taxpayers next July when bills are due. Perhaps an amendment can be made or this can be delayed until January. An official answer does not need to be made until January 15th.

Deputy Mayor McAuliffe stated that the meeting did have a lot of great discussion. Councilor Jepsen had this great idea, but Deputy Mayor McAuliffe does not know if he agrees that it is a budget format change.

Councilor Rampulla Bress concurred with Deputy Mayor McAuliffe and Councilor Jepsen that this was a very lively meeting discussion. Councilor Rampulla Bress is very pleased that Councilor Jepsen presented this idea. The ultimate wish is to keep the budget increase extremely low. We also proposed to the town, to people who work on the budget and have the expertise, to come up with any additional ways that we might achieve keeping the low percentage over the next three years. Councilor Rampulla Bress stated that we may want to delay the decision until January in case there are other ideas that come forward to the Finance Committee that should be discussed before making a budget format change.

Mayor Trinks commended Councilor Jepsen because this gives the residents the ability to see immediately the positive impact that Amazon will be having on the town finances. Mayor Trinks would like to know if the motion should be taken off the table for now.

Deputy Mayor McAuliffe stated that he is not sure if what Councilor Jepsen is proposing is in fact a budget format change. Deputy Mayor McAuliffe agrees with his approach. If we approve the current format budget change, which is the same as last year's, it should not handcuff us moving forward with the budget.

Mayor Trinks stated that it is certainly something that the Finance Committee can bring up at any time during the whole budget assembly.

Councilor Wilkos would like to know what year the opening cash was put into the budget. Councilor Jepsen stated that it has been there since he has been on the Council. Councilor Wilkos is wondering if a format change had to be done to put it into the budget. Councilor Jepsen stated that it was decided before anyone on the Council was involved. Town Manager Souza stated it has been there for at least twenty-five years. Councilor Wilkos stated his guess is that they did not do a format change back then and it wouldn't necessarily need a format change right now either. It is simply something that is not put into the budget when it is presented to the Council.

Councilor Govoni asked Councilor Jepsen to explain what opening cash is in the budget and why it is available every year.

Councilor Jepsen agreed if Mayor Trinks approved the explanation. Opening Cash is a draw from a "rainy day" fund every year. The last few years it has been $900,000. When Councilor Simon was on the Council, he was a big proponent of it. He felt that carrying large fund balances was wrong because it was the people's money and it should be spent. The opposite side of that is maintaining a healthy fund balance for when we went to the bond agencies to maintain a 'AAA' rating. There is a policy now for that to be 15-20%. When Councilor Jepsen joined the Council the target range was 5-8%. That has grown over the years causing the "rainy day" fund to grow as well. Every year $900,000 gets taken out and every year the Town Manager must make up for the $900,000. Eliminating this fund should make the Town Manager's life easier from a budgeting operational standpoint. Should we be over 20%, the Council still could find other ways to spend the money from the "rainy day" fund. It would not have to be an annual draw from the budget.

Councilor Govoni stated that if we do it this way, then when we get to the point again with the limit, we can take a one-time payment and put a boost in to the OPEB fund for example. Councilor Jepsen stated that it could be used toward anything. The flexibility to use the money would still be there, it just wouldn't be an annual draw into the budget.

Councilor Rampulla Bress agreed with Deputy Mayor McAuliffe that this motion can be passed tonight and still respond to the positive suggestions being put forward.

Motion Passed 9-0-0

h) Approve Town Council meeting dates for calendar year 2021 and January 2022

MOVED by Councilor Jepsen, seconded by Councilor Dobler, to approve the Town Council meeting dates for calendar year 2021 and January 2022 as presented.

Councilor Rampulla Bress would like to know if all holidays have been accounted for.

Councilor Jepsen is confident that all holidays have been accounted for on this schedule.

Motion Passed 9-0-0

i) Approve 2021 schedule of Board/Commission annual reports to the Town Council

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke to approve the 2021 schedule of Board/Commission annual reports to the Town Council as presented.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen, to accept the resignation of Ruth Jefferis from the Inland, Wetlands and Watercourses Commission.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the December 7, 2020 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the December 7, 2020 Regular Town Council meeting as presented.

Correction made by Councilor Wilkos on page 3 on Council Communications, from Scotty Harkman to Scott Hoffman from Ace Hardware.

Correction made by Councilor Walker on Page 7, comments from councilor members, it should be "Councilor Walker stated that he was in a meeting with Representative Garibay, was part of the meeting with the Windsor Housing Authority residents."

Correction made by Councilor Walker to the quote from him saying, "the Governor is asking the Windsor Housing Authority to pick up homeless in Hartford and move them into Windsor." Councilor Walker stated that his quote was actually, "People are being told, and what the residents are being told by the housing director and their complaint is that the Governor is asking her to take up homeless people off the streets of Hartford and move them into Windsor."

Motion Passed with corrections 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Joyce Ward, 1281 Poquonock Avenue, called regarding the Windsor Housing Authority issues that have been raised. Ms. Ward does not know anyone who lives there, but she is still upset because in the petition there were remarks stated by the Executive Director to these people such as, "You're lucky to have a roof over your head." That is a dismissive manner of dealing with the residents. Ms. Ward stated that she is not elderly, but she does have a disability and there was a section of the petition that stated there is someone who has a scooter but not a wheelchair, which alarmed Ms. Ward. Windsor is an extremely good town and most of the buildings are so accessible, but there is a lack of accessible housing for disabled people in town. It is very difficult when you are disabled to get around to do normal things. When there are people such as the Executive Director who are supposed to be making it easier for the disabled to complete their basic needs, and they are not, it is a serious problem. Ms. Ward stated that she is more suspicious of the people in charge at the Windsor Housing Authority because they announced that there would be a public meeting, but there was not a way to access the meeting via zoom or phone call. It was only in person, which is not appropriate during COVID. This shows that the Executive Director is not capable of accommodating people for basic things such as this. Ms.

Ward stated that she had received a response from Councilor Govoni after she wrote to the Council. Councilor Govoni directed Ms. Ward to places where she could get more information. Ms. Ward read the minutes from the last council meeting and in reading that it seems that the boss of the Executive Director seems to think everything is fine. They are not delivering on the basic needs of the residents who are a part of the Windsor Housing Authority apartments. Ms. Ward stated that all of us are going to become elderly and any of us could become disabled. To be in that position and not be heard is not acceptable.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Black-Burke, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 9:12 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Elizabeth Brisebois
Clerk of the Town Council