



Council Agenda

Windsor Town Hall
June 21, 2021



Hybrid meeting - via Zoom and In-person at Town Hall in Council Chambers

Zoom Instructions

Dialing in by Phone Only:

Please call: **312 626 6799 or 646 558 8656**

1. When prompted for participant or meeting ID enter: **833 0087 2785**
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/83300872785>

1. When prompted for participant or meeting ID enter: **833 0087 2785**
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.

7:20 PM Public Hearing

To hear public comment on:

- The possible sale or lease of town-owned real property located at 1195 Windsor Avenue
- AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Walker
3. PLEDGE OF ALLEGIANCE – Councilor Walker
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) Housing Code Board of Appeals
 - c) Windsor Housing Authority




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8. TOWN MANAGER'S REPORT
 9. REPORTS OF STANDING COMMITTEES
 10. ORDINANCES
 11. UNFINISHED BUSINESS
 - a) *Approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."
 - b) *Approve proposed CIP for FY 2022 – FY 2027 (Town Manager)
 12. NEW BUSINESS
 - a) *Approve Board of Education Lease – Purchase Agreement for copiers (Town Manager)
 - b) *Authorize the Town Manager to accept a grant from the Connecticut State Library (Town Manager)
 - c) *Approve Year End Purchase Orders (Deputy Mayor McAuliffe)
 - d) *Approve Year End Transfers (Deputy Mayor McAuliffe)
 - e) *Approve appropriation of \$225,000 to the Discovery Center Enterprise Fund from the General Fund Unassigned Fund Balance (Town Manager)
 - f) *Approve appropriation of \$20,000 to the Caring Connection Enterprise Fund from the General Fund Unassigned Fund Balance (Town Manager)
 - g) *Discussion of Route 159 - Palisado Ave Speed Limit (Councilor Jepsen)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the June 7, 2021 Public Hearing (NAA Credit program)
 - b) *Minutes of the June 7, 2021 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT

Agenda Item Summary

Date: June 21, 2021

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: Sage Park Field Improvements

Background

The town-wide Athletic Field Master Plan (Plan), completed in 2013, addressed the athletic field infrastructure, projected recreational needs and capital improvement planning. In part, the plan evaluates the suitability of existing athletic facilities to adequately respond to the needs of the user groups and the public. A list of recommendations, intended to serve as a strategy for future investment in the facilities, is a part of the plan. The Plan recommendations for improvements at O'Brien Stadium, Oliver Ellsworth fields, High School fields, and fields at L.P. Wilson Community Center have been successfully completed.

The design of the Sage Park field upgrades detail improvements to the fields that will improve their functionality, safety and playability. The improvements will also help to improve ongoing maintenance of the fields. Providing enhancements to the fields would encourage greater use of the fields, thereby providing relief to other overstressed fields in the community.

The town's engineering staff collaborated with the high school athletic director and recreation staff during the preparation of construction documents to insure the proposed layout and improvements were consistent with current and future uses.

Discussion/Analysis

The proposed layout will provide a softball field, baseball field, practice football field, soccer field and lacrosse/soccer field. A bituminous concrete walking path will be provided around a portion of the facility for access to all fields. Other improvements include an underdrain system, regrading, fencing, well and irrigation system, and associated sports equipment.

The project has been bid and a low bidder has been identified and vetted. If authorized, construction would begin in mid to late July with substantial completion before the end of this construction season. All seeded areas will require time to fully establish during 2022 and would not be available for use until 2023. Sodded areas should be available mid to late summer 2022.

Financial Impact

The breakdown of construction costs are:

Construction	\$ 1,325,000
Inspection/survey	\$ 50,000
Bonding	\$ 20,000
Contingency	\$ 140,000
Total	\$ 1,535,000

This project is in the Capital Improvement Program (CIP) for the FY22 fiscal year. The CIP allocated \$1,712,400 for this project.

The average annual debt service based on a \$1,535,000 bond, at a 15 year term and 3.25% interest rate is \$129,000.

Other Board Action

The Town Planning & Zoning Commission recommended acceptance of the project, pursuant to the provisions of Section 8-24, at its regularly scheduled meeting of May 12, 2021.

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 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 an Ordinance

“MOVE to approve an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’”

Attachments

Bond Ordinance

Concept Plan

AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION FIVE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$1,535,000) for costs in connection with improvements to Sage Park Middle School athletic fields, including construction of athletic fields, engineering and design work associated with repairs and improvements to drainage and irrigation systems, and related improvements. The appropriation may be spent for design and engineering fees, inspection and consultant fees, construction 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 FIVE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$1,535,000) 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 Sections 7-369 and 10-289 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 FIVE HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$1,535,000). 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, the Town Facilities Manager and the Recreation and Leisure Services Director, 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:

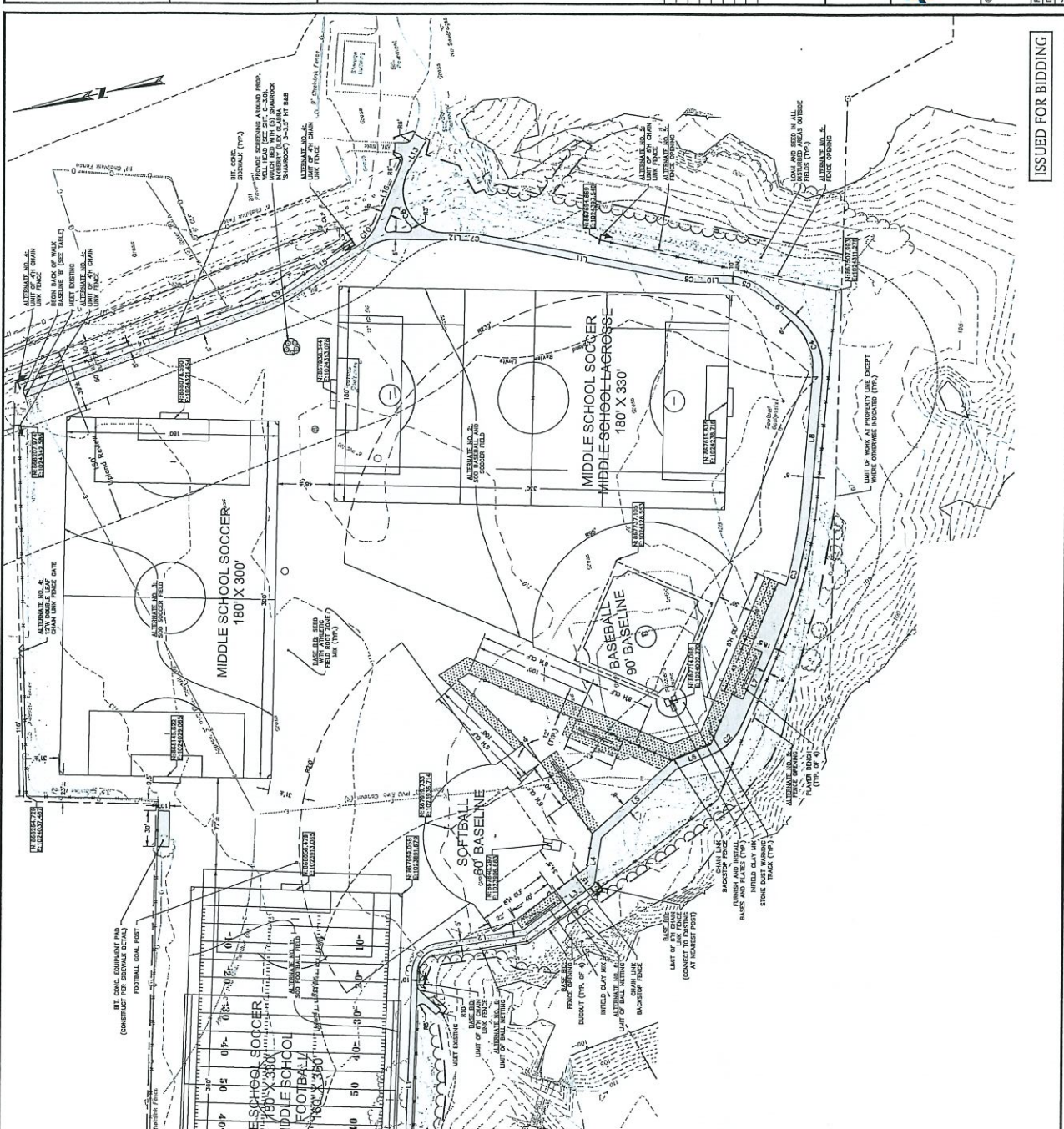
Town Clerk

Distributed to Town Council	_____ 6/7/21 _____
Public Hearing Advertised	_____ 6/11/21 _____
Public Hearing	_____ 6/21/21 _____
Adopted	_____
Advertised	_____
Effective Date	_____

PREPARED FOR:
 TOWN OF WINDSOR
 275 BROAD STREET
 WINDSOR, CT 06095

BSC GROUP
 655 Winding Brook Drive
 Cheshire, Connecticut 06033
 860.652.8227

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 SCALE: 1" = 40'
 FILE: B378600-LAY-010
 DWG. NO.: C-2.0
 JOB. NO.: 83786LD



ISSUED FOR BIDDING


NO.	FROM LINE	TO LINE	AMOUNT	UNIT/PRICE	EXT.
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Agenda Item Summary

Date: June 21, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott Colby, Jr. Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Capital Improvements Program for FY 2022-2027

Background

The proposed Capital Improvements Program (CIP) for FY 2022-2027, which includes project descriptions and projected costs by fiscal year, was reviewed by the Town Improvements Committee on May 24, 2021. The committee recommended several adjustments that are highlighted in the attached summary sheets as well as outlined under the 'Other Board Action' section below.

Discussion/Analysis

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

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

A few items worth noting about the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects for each year. In this 6-year CIP cycle, there are four projects that would require voter approval due to their estimated costs. These projects include:
 - Broad Street Road Diet (FY 23)
 - Outdoor Pool Improvements - Welch and Goslee Facility Renovations (FY23)
 - BOE – Windsor High School HVAC Systems Replacement (FY 25)
 - BOE – Windsor High School Roof Replacement (FY 27)
- The 6-year CIP includes approximately \$8.7 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the CIP includes major street reconstruction or rehabilitation projects at an estimated cost of \$19.1 million. Of the total \$27.8 million included for the asset management of town roadways, \$11.1 million is expected to come from state and/or federal funding sources.

- A new project, the Wilson Gateway Park includes design funds in FY 22. Funding of the construction phase is slated for FY 23.
- The construction phase of Broad Street Road Diet is scheduled for FY 23 with the intention of funding by state and/or federal funds. Grant opportunities will dictate the timing of the construction.
- The Outdoor Pool Facilities project involves renovations to the Welch and Goslee facilities, which are currently under design. Construction funding via bond authorization could require voter approval in FY 23 depending on phasing and scope.
- An annual General Fund appropriation of \$500,000 dedicated to Public Safety projects has been proposed in each of the six scheduled years to reduce long-term borrowing. Projects could include replacement of fire apparatus and equipment.
- There are multiple Board of Education (BOE) projects incorporated in the 6 year plan totaling \$22.9 million. Notable projects include:
 - Phase 2 of the Sage Park Middle School Energy Efficiencies Upgrades in FY 22. This project will be completed in FY 23 with the completion of Phase 3.
 - High School HVAC Systems Replacement
 - High School Roof Replacement
 - Fieldhouse Renovation
 - L.P. Wilson HVAC System and Restroom Replacement

Please note that the running track surface at O'Brien Field has begun to wear in various locations. The preliminary assessment indicates that the majority of the track's asphalt base appears to be in good shape but the rubberized surface material is deteriorating. It is anticipated a restoration / replacement project will need to be proposed for completion in summer of 2022.

Financial Impact

If funding were to be authorized for all projects listed in the CIP as proposed and current temporary borrowing for the Safety Complex project are converted to long-term bonds as planned, annual debt service payments would be expected to increase from roughly \$8.1 million in FY 2021 to a peak of \$9.2 million in FY 2024. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) ranges from \$2.4 million to \$2.7 million per year during the 6 year period. The debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvements Committee completed their review of the proposed CIP on March 10th. The Committee voted to recommend that the proposed FY 2022-FY 2027 CIP be approved with the suggestion that the Town Hall Domestic Water Piping Replacement and Town Hall Stairway Railings be moved from Unscheduled Projects to the earlier years of the CIP. Those projects have been incorporated into FY 22 and FY 23 respectively.

The Town Improvements Committee met on May 24, 2021 and recommended that the Town Council approve the FY 2022-FY2027 CIP with several alterations based on changing needs and priorities compared to the Adopted CIP for FY 2021 – 2027:

- Town Facilities Improvements – 330 Windsor Avenue Energy Recovery Improvements moved from FY24/25 to FY 22.
- Baker Hollow Road Reconstruction Design moved from Unscheduled to FY 22 with an anticipated construction phase of FY 23.
- Pigeon Hill Road Reconstruction Design moved from FY 22 to FY 23 with an anticipated construction phase in FY 25.

Recommendations

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

“MOVE to approve the proposed FY 2022 – FY 2027 CIP as recommended by the Town Improvements Committee.”

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2022- FY 2027 Capital Improvement Program online at:

<https://townofwindsorct.com/app/uploads/sites/12/2021/03/DRAFT-FY-22-FY27-CIP-to-TC.pdf>

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY21 Adopted CIP
FY 2022							
Pavement Management Program	1,085,000	905,000		180,000			
Sidewalk and Curb Replacement Program	160,000	160,000					
Stormwater Management Improvements	270,000		270,000				
Public Safety Equipment Fund	500,000	500,000					
Fleet and Public Works Equipment Replacement	735,000	735,000					
Tree Replacement Program	30,000					30,000	¹
Historic Monument and Ancient Cemetery Preservation	50,000					50,000	¹
Town Facility Improvements - DPW Fuel Station Improvements (Construction)	762,000		762,000				
Town Facility Improvements - Senior and Transportation Services Renovation	230,000		230,000				New
Town Facility Improvements - LP Wilson HVAC Improvements and Replacement Project (Design)	200,000		200,000				Includes BOE side of building
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Design and Construction)	354,000			354,000			¹ Moved from FY 24 & FY 25
Town Facility Improvements - Town Hall Domestic Water Piping Replacement	54,000					54,000	¹ Moved from unscheduled per CIC recommendation
Town Facility Improvements - Chaffee House Roof Replacement	123,000					123,000	² Moved from FY 24
Day Hill Road Ped. Circulation Enhancements (Marshall Phelps to Helmsford Way, Design)	23,400					23,400	¹
International Drive Rehabilitation (Construction - Phase 1)	2,025,600			2,025,600			LOT/CIP 2020 Project - Moved from FY25 and separated into two Phases
River Street Roadway Rehabilitation (Poquonock to Old River, Design)	58,700					58,700	¹
Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	63,000					63,000	¹ Moved to FY 23
Riverfront Trail Project - Windsor Center to E. Barber (Design)	120,000					120,000	² NEW - Preliminary Design Only, remainder unscheduled
Baker Hollow Road Reconstruction (Design)	150,000			75,000		75,000	¹ Moved from unscheduled - Construction scheduled in FY 25
East Granby Road Relocation (Design)	60,000					60,000	¹ NEW - Survey and Schematic Design
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,712,400		1,712,400				Decrease (\$ 21,800)
Wilson Gateway Park (Design)	114,000					114,000	² NEW - Design
BOE - Technology Equipment Upgrades	-						Reduced by \$100,000 per FY 22 budget adoption
BOE - Sage Park Middle School - Energy Efficiencies Upgrades (Construction - Phase 2)	2,108,000		2,108,000				
BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	120,000	120,000					
BOE - L.P. Wilson - Main Hall Restroom Renovation (Design)	41,000					41,000	¹ Moved from FY24
BOE - Clover Street School - Roof Replacement (Design)	45,500					45,500	¹
Subtotal FY 2022	11,131,600	2,420,000	5,282,400	2,634,600	-	794,600	
FY 2022 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2022	-	-	-	-	-	-	
GRAND TOTAL FY 2022	11,131,600	2,420,000	5,282,400	2,634,600	-	794,600	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$437,600)

² General Fund Unassigned Fund Balance (Total = \$357,000)

Highlighted & red-lined = recommended changes from Town Improvements Cmte

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY21 Adopted CIP
FY 2023							
Pavement Management Program	1,085,000	905,000		180,000			
Sidewalk and Curb Replacement Program	175,000	175,000					
Fleet and Public Works Equipment Replacement	740,000	740,000					
Public Safety Equipment Fund	292,000	292,000					
Pavement Resurfacing at Town Facilities & Schools	263,000		263,000				
Baker Hollow Road Reconstruction (Design)	75,000					75,000	Moved to FY 22
Street Reconstruction - Baker Hollow Road	1,568,000		1,568,000				
Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	63,000					63,000	¹ Moved from FY 22
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	662,000		662,000				Moved to FY 25
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	644,200		644,200				
Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	449,000		449,000				
Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps to Helmsford, Construction)	263,000		263,000				
Palisado Avenue Corridor Improvements and Wall Repairs (Design)	161,000	161,000					
Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Construction)	2,038,000		2,038,000				Construction moved from FY21
Town Facility Improvements - Town Hall Stairway Railings	100,000		100,000				Moved from unscheduled per CIC recommendation
Athletic Field Master Plan Implementation - Sharshon Park Improvements (Design)	113,000					113,000	¹
Town Facility Improvements - NW Park Parking Lot Renovations	194,900					194,900	¹
Wilson Gateway Park (Construction)	1,500,000		1,500,000				NEW
Wilson Fire Station - Replace Brush Truck	213,000	213,000					
BOE - Technology Equipment Upgrades	100,000	100,000					
BOE - Sage Park Middle School - Energy Efficiencies Upgrades (Construction - Phase 3)	2,195,000		2,195,000				
Subtotal FY 2023	12,157,100	2,586,000	9,020,200	180,000	-	370,900	
FY 2023 Projects Anticipated to Require Voter Approval							
Broad Street Road Diet (Construction)	4,605,700			4,605,700			
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,655,000	-	3,655,000	-	-	-	
Subtotal FY 2023	8,260,700	-	3,655,000	4,605,700	-	-	
GRAND TOTAL FY 2023	20,417,800	2,586,000	12,675,200	4,785,700	-	370,900	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$370,900)

Highlighted & red-lined = recommended changes from Town Improvements Cmte

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY21 Adopted CIP
FY 2024							
Pavement Management Program	1,130,000	950,000		180,000			
Sidewalk and Curb Replacement Program	205,000	205,000					
Stormwater Management Improvements	325,000		325,000				
Fleet and Public Works Equipment Replacement	775,000	775,000					
Tree Replacement Program	35,000					35,000	¹
Historic Monument and Ancient Cemetery Preservation	100,000					100,000	²
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000	¹
International Drive Rehabilitation (Construction - Phase 2)	2,013,400			2,013,400			New - Subject to LOTCIP Grant solicitation
Construct Sidewalks - Local Roads Within 1 Mile of School	165,000		165,000				
Street Reconstruction - Basswood Road (Design)	210,000		210,000				
Town Facility Improvements - LP Wilson HVAC Improvements and Replacement (Construction)	2,130,800		2,130,800				Replaces Boiler Project, Includes Gym & BOE HVAC projects
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Design)	29,000					29,000	¹ Moved to FY 22
Athletic Field Improvements - Clover Street School Field Improvements (Design)	90,000	90,000					
Athletic Field Improvements - O'Brien Field Turf Replacement (Design)	65,000	65,000					
Public Safety Equipment Fund - Replace Engine 1	997,000	500,000				497,000	³
BOE - Technology Equipment Upgrades	100,000	100,000					
BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,349,800		1,349,800				
BOE - Windsor High School - HVAC Systems Replacement (Design)	286,000		219,500			66,500	¹ prev. unscheduled
Subtotal FY 2024	10,003,000	2,685,000	4,400,100	2,193,400	-	724,500	
FY 2024 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2024	-	-	-	-	-	-	
GRAND TOTAL FY 2024	10,003,000	2,685,000	4,400,100	2,193,400	-	724,500	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$127,500)

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

³ Public Safety Equipment Fund (Total = \$497,000)

Highlighted & red-lined = recommended changes from Town Improvements Cmte

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY21 Adopted CIP
FY 2025							
Pavement Management Program	1,110,000	930,000		180,000			
Sidewalk and Curb Replacement Program	200,000	200,000					
Fleet and Public Works Equipment Replacement	750,000	750,000					
Pavement Resurfacing at Town Facilities & Schools	281,000		281,000				
Town Facility Improvements - 330 Windsor Ave - Energy Recovery Improvements (Construction)	325,000		325,000				Moved to FY 22
Town Hall Roof Replacement Project (Design)	29,400	29,400					
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	662,000		662,000				Moved from FY 23
Street Reconstruction - Baker Hollow Road	1,568,000		1,568,000				Moved to FY 23
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	282,500		282,500				
Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000				
Construct Sidewalks - Arterial Roads	76,000					76,000	¹
River Street - Repair Culvert and Stream Bed (Design)	92,400					92,400	¹
Athletic Field Master Plan - Sharshon Park Improvements (Construction)	637,000		637,000				
Athletic Field Improvement - O'Brien Field Turf Replacement (Construction)	1,481,000		1,481,000				
Public Safety Fund - Wilson Firehouse Interior Renovations and Roof Replacement	300,000	300,000					
Public Safety Fund - FD Utility / Mobile Cascade Vehicle Replacement	224,000	224,000					
BOE - Technology Equipment Upgrades	105,000	105,000					
BOE - Windsor High School Roof Replacement Project (Design)	292,000		292,000				Moved from Unscheduled (Construction in FY 27)
BOE - Windsor High School Fieldhouse Renovation (Design)	66,000					66,000	¹
Subtotal FY 2025	8,731,300	2,538,400	5,778,500	180,000	-	234,400	
FY 2025 Projects Anticipated to Require Voter Approval							
BOE - Windsor High School HVAC Systems Replacement (Construction)	3,673,000	-	3,673,000	-	-	-	Replaces HVAC Roof Top Replacement, Construction
Subtotal FY 2025	3,673,000	-	3,673,000	-	-	-	
GRAND TOTAL FY 2025	12,404,300	2,538,400	9,451,500	180,000	-	234,400	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$234,400)

Highlighted & red-lined = recommended changes from Town Improvements Cmte

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY21 Adopted CIP
FY 2026							
Pavement Management Program	1,120,000	940,000		180,000			
Sidewalk and Curb Replacement Program	230,000	230,000					
Stormwater Management Improvements	330,000		330,000				
Fleet and Public Works Equipment Replacement	785,000	785,000					
Tree Replacement Program	40,000					40,000	¹
Public Safety Equipment - Ladder Truck 2 Replacement	1,404,000	500,000	790,000			114,000	²
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,231,000			1,231,000			Moved from FY 22
Intersection Improvements - Capen Street at Sage Park Road (Design)	114,000	114,000					Move from Unscheduled
Town Hall Roof Replacment (Construction)	553,000		553,000				
River Street - Repair Culvert and Stream Bed (Construction)	672,900		672,900				
BOE - Technology Equipment Upgrades	110,000	110,000					
BOE - Clover Street Roof Replacement (Construction)	2,225,000		2,225,000				
BOE - L.P. Wilson - Main Hall Restroom Renovation (Construction)	878,800		878,800				
BOE - Windsor High School Fieldhouse Renovation (Construction)	1,003,000		1,003,000				
Subtotal FY 2026	10,696,700	2,679,000	6,452,700	1,411,000	-	154,000	
FY 2026 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2026	-	-	-	-	-	-	
GRAND TOTAL FY 2026	10,696,700	2,679,000	6,452,700	1,411,000	-	154,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$40,000)
² Public Safety Equipment Fund (\$114,000)

Highlighted & red-lined = recommended changes from Town Improvements Cmte

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY21 Adopted CIP
<u>FY 2027</u>							
Pavement Management Program	1,120,000	940,000		180,000			
Sidewalk and Curb Replacement Program	230,000	230,000					
Fleet and Public Works Equipment Replacement	785,000	785,000					
Pavement Resurfacing at Town Facilities & Schools	299,000		299,000				
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,279,000			1,279,000			Moved from FY 23
Intersection Improvements - Capen Street at Sage Park Road (Design)	753,000		753,000				Moved from Unscheduled
Freight House Repointing of Brick and Stone Exterior Walls	191,000					191,000 ¹	Moved from Unscheduled
Train Station Boiler Replacement	212,000		212,000				Moved from Unscheduled
Veterans Memorial Cemetery Expansion & Enhancements	208,000	208,000					Moved from Unscheduled
Athletic Field Master Plan - Clover Street School Field Improvements (Construction)	657,000		657,000				Construction previously unscheduled
Athletic Field Master Plan - Welch Park Improvements (Design)	41,000					41,000 ¹	Moved from unscheduled
Public Safety Equipment Fund	500,000	500,000					
BOE - Technology Equipment Upgrades	110,000	110,000					
Subtotal FY 2027	6,385,000	2,773,000	1,921,000	1,459,000	-	232,000	
<u>FY 2027 Projects Anticipated to Require Voter Approval</u>							
BOE - Windsor High School Roof Replacement Project (Construction)	7,996,000	-	7,996,000	-	-	-	Moved from unscheduled
Subtotal FY 2027	7,996,000	-	7,996,000	-	-	-	
GRAND TOTAL FY 2027	14,381,000	2,773,000	9,917,000	1,459,000	-	232,000	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$232,000)							
Total CIP Program	79,034,400	15,681,400	48,178,900	12,663,700	-	2,510,400	<i>Highlighted & red-lined = recommended changes from Town Improvements Cmte</i>

List of Unscheduled Projects FY22 - FY27 CIP

	<u>Estimated Cost*</u>		<u>Estimated Cost*</u>
Road Reconstruction/Transportation System Projects		Pavement Management	
Audible Pedestrian Crosswalk Signals	42,000	Ongoing	-
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	255,100		-
Day Hill Road Capacity - Right Turn Lanes	295,500	Subtotal	-
Traffic Signal at Windsor Avenue and Corey Street	590,500	Public Safety	
Archer Road Safety Improvements	764,000	Rainbow Firehouse - Engine Tanker Replacement	944,000
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	919,000	Additional Fire Hydrants	1,003,500
Palisado Avenue Corridor Improvements and Wall Repair (Construction)	1,733,846	Poquonock Fire Station - Rescue Pumper 8 Replacement	1,032,000
East Granby Road Relocation	1,971,923	Subtotal	2,979,500
Pond Road/Indian Hill Road - Street Reconstruction	2,465,700	Park Improvements	
Rivefront Trail Project - Windsor Center to E. Barber Street	3,078,346	Parks Improvements - Master Plan	66,000
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,432,000	Athletic Field Improvements - Welch Park (Construction)	166,660
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,448,000	Athletic Field Improvements - Northwest Park	263,000
Rainbow Road - Street Reconstruction	4,657,500	Northwest Park Activity Pavilion	295,800
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,704,000	Athletic Field Improvements - Fitch Park	558,000
Construct Sidewalks Along Arterial Roads	4,944,500	LP Wilson Tennis Court Reconstruction	664,000
Construct Sidewalks Along Collector Roads	5,000,000	Outdoor Pool Facilities Improvements	3,715,000
Route 305 Corridor Improvements	8,780,000	Subtotal	5,728,460
Construct Sidewalks Within 1 Mile of Schools	31,189,315		
Subtotal	79,271,230	Stormwater Management Improvements	
Community Facilities and Assets		None	-
Town Facility Improvements - LP Wilson Kitchen Renovations	60,000	Subtotal	-
LP Wilson - Window Replacement (Design)	60,000	I-91 Ramp Improvements	
Town Facility Improvements - Luddy House Fire Protection Installation	102,000	Ramp Modification at I-91 & Route 75/Day Hill Road	62,683,000
Silver Birch Pond Improvements	162,000	Subtotal	62,683,000
HVAC Roof Top Replacement - Caring Connection	172,400	State/Fed Funds	
LP Wilson - Auditorium Improvements Project	207,000		
Replacement Emergency Power Generators	209,000	Board of Education	
Wilson Branch Library Roof Replacement	209,000	School Emergency Power Generators	174,000
HVAC Roof Top Replacement - Addison Road DPW	223,000	Oliver Ellsworth School - Code Compliance Upgrades	328,000
Painting Town Facilities Interiors and Exteriors	250,000	Sage Park Middle School Parking Lot Improvements	667,000
Windsor Library Roof Replacement	269,000	School Windows Replacement	1,018,100
Milo Peck Roof Replacement	295,000	Poquonock School Roof Replacement Project	1,805,000
Town Building HVAC Direct Digital Control Upgrade	365,000	Subtotal	3,992,100
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	443,000		
Pleasant Street Boat Launch Reconstruction	516,900		
Milo Peck Discovery Center Restroom Renovation	527,000		
Town Facility Improvements - Roger Wolcott Roof Replacement	1,617,000		
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,143,600		
Town Center Parking Garage	14,752,000		
Subtotal	23,582,900		
	State/Federal Funds		


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

Agenda Item Summary

Date: June 21, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Board of Education Lease-Purchase for Copiers

Background

The Board of Education is entering into a lease-purchase financing arrangement with Elm City Capital LLC to lease copiers from Aztec Office.

Discussion/Analysis

Lease payments made by the Board of Education to the leasing company consist of principal and interest, and the interest received by the leasing company may be exempt from federal income tax. In order for the lease to be issued on a tax-exempt basis, it must be put forth under the General Government's borrowing power for federal tax purposes. Connecticut Boards of Education do not have borrowing power, so the General Government must enter into the lease. The Board of Education is a party to the lease, and the lease payments will be made solely from the Board of Education's budget.

Financial Impact

The term of the lease is five years, from FY 21 to FY 26, and the total lease payments are \$397,500. The Board of Education will make quarterly lease payments from their annual appropriated budgets. It is understood that at no time will the lease payments become a financial obligation to the General Government.

Other Board Action

The Board of Education approved the lease-purchase agreement at their meeting on May 18, 2021.

Recommendations

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

“MOVE to approve the attached resolution pertaining to the Board of Education lease-purchase agreement for copiers.”

Attachments

Lease – Purchase Resolution

RESOLUTION AUTHORIZING A LEASE-PURCHASE FINANCING
TO FINANCE A COPIER CONTRACT

WHEREAS, the Town of Windsor, Connecticut (the "Town") contemplates entering into a lease-purchase agreement on behalf of the Town and the Board of Education (the "Board") to finance costs of not more than \$397,500 with respect to certain equipment (the "Project"); and

WHEREAS, the Town has appropriated to the Board of Education of the Town \$72,551,800 for the 2021/2022 fiscal year, and the Board of Education has included within its budget for said fiscal year \$37,750 for the Project; and

WHEREAS, the Town anticipates funding the costs of such Project during the 2021/2022 fiscal year from available funds within the Board of Education budget, and reimbursing such sources from the proceeds of the lease-purchase financing; and it is contemplated that interest portion of the rental payments on such lease-purchase financing shall be exempt from federal income taxation; and

WHEREAS, the Town and the Board of Education understand that after the 2021/2022 fiscal year, all payments due in each year under the lease-purchase agreement will be made to the extent of funds appropriated therefor within the Board budget; and

WHEREAS, the legislative power of the Town is vested exclusively in the Council, subject to action by the town meeting as provided in Chapter 9 of the Town Charter; and the Council shall have and exercise all powers heretofore conferred upon, possessed by or exercised by the governing body of the Town under the general law, and by duly called town meetings except where such powers are expressly reserved to town meetings by the Town Charter;

NOW, THEREFORE, BE IT RESOLVED:

1. The Town undertake a lease-purchase financing in a principal amount not to exceed \$397,500, over a period ending on the final day of the 2025/2026 fiscal year, to finance the Project, the first payment to be made in the 2020/2021 fiscal year. The Project may include acquisition and installation costs, equipment, legal fees, net interest on borrowings and other financing costs, and other expenses related to the acquisition and financing.
2. That the Town Manager and the Finance Director are authorized to approve, execute and deliver on behalf of the Town any lease-purchase agreement and any certificates or documents related to the acquisition or the financing and are authorized to determine the amounts, dates, interest rates, maturities, prepayment terms, form and other details of the lease-purchase agreement; and to perform all other acts and execute all other documents which are necessary or appropriate to enter into the lease-purchase agreement, including, to the extent permitted by law, the granting of a security interest in the Project.
3. That the Town Council, acting on behalf of the Town, hereby declares the Town's official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the Project may be funded initially from available funds of the Board of Education, and that the Town reasonably expects to reimburse any such initial funding sources from the proceeds of the lease-purchase financing for the Project. The Town Manager is authorized to amend such declaration of official intent as the Town Manager deems necessary or advisable and to bind the Town pursuant to such representations and covenants as the Town Manager deems necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the lease-purchase agreement 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.
4. That the Town Council, the Town Manager and the Finance Director and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to enter into the lease-purchase agreement.


Dated at Windsor, Connecticut, this 21st day of June, 2021.

Agenda Item Summary

Date: June 21, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Gaye Rizzo, Library Director

Approved By: Peter Souza, Town Manager 

Subject: Library Grant Acceptance

Discussion/Background

The Windsor Public Library was one of the first libraries in the state to re-open after the initial COVID-19 lockdown. On June 22, 2020, both the main library and Wilson branch resumed operations in accordance with the Governor's guidelines and remained open throughout the pandemic. COVID-19 heightened the public's awareness of the benefits of disinfected and well ventilated buildings and there is an expectation that similar standards be maintained. The purpose of this agenda item is to outline a grant that the library has been awarded and to request that Town Council authorize its acceptance.

Grant Outline

The Windsor Public Library applied for a grant through the CT State Library in the amount of \$19,056 from the Institute of Museum and Library Services (IMLS). These funds are intended to help maintain the same level of public health protocol that was practiced during the COVID-19 pandemic.

To that end, funds will be used to purchase furniture that can be easily cleaned and disinfected, to install a bottle filling water fountain, to obtain air filters and a variety of sanitizing supplies for both the main library and the Wilson branch. Also, three outdoor charging stations for iPhones and other electronic devices will be purchased for patrons who feel more comfortable accessing the library's Wi-Fi using outdoor seating at both locations.

Other Board Action

None

Recommendations

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

“MOVE to authorize the acceptance of a Connecticut State Library Grant in the amount of \$19,056.”

Attachments


None

=Agenda Item Summary

Date: June 21, 2021

To: Honorable Mayor and Members of the Town Council

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Approval of FY 21 Year-End General Fund Encumbrances

Background

Below are FY 21 year-end encumbrances as of June 10, 2021. When goods and services are received and paid for in the next fiscal year, a purchase order must be opened to encumber the funds. By encumbering the funds, the Town Council is formally extending budgetary authority into the next fiscal year for that line item.

Discussion/Analysis

There are eight FY 21 General Fund open purchase orders as of June 10, 2021 totaling \$237,028 that are expected to be encumbered. They are as follows:

Town of Windsor FY 21 Year-End General Fund Open Purchase Orders As of June 10, 2021				
Department	P.O. #	Vendor Name	Product / Service Description	Open Amount
<i>Administrative Services - Financial Accounting & Reporting/Human Resources</i>				
Other Capital Equipment	21330	Tyler Technologies, Inc.	Munis Tyler Content Manger SE (TCM)	\$32,604
<i>Public Works & Engineering - Administration</i>				
Other Capital Equipment	21298	Traffic Logix Corporation	Speed Display Signs	\$10,846
<i>Public Works & Engineering - Administration</i>				
Contractual Services	21304	BL Companies, Inc.	Day Hill Road Corridor Study	\$30,950
<i>Public Works & Engineering - Facilities</i>				
Repair & Maintenance	21278	Carrier Corporation	Town Hall Refrigerant Repair	\$8,000
<i>Public Works & Engineering - Facilities</i>				
Repair & Maintenance	21287	McKinney Construction, LLC	Public Works Building - Paint Exterior	\$19,980
<i>Safety Services - Police Department</i>				
Vehicles	21189	Northwest Hills Chevrolet Buick GMC	3 Police Vehicles (Chevrolet Tahoe)	\$111,210
<i>Safety Services - Police Department</i>				
Other Capital Equipment	21302/21316	MPH Industries, Inc.	2 Speed Monitor Trailers	\$23,438
General Fund Total				<u>\$237,028</u>

Other Board Action

The Finance Committee met on June 10, 2021 and recommended that the Town Council approve the FY 21 General Fund open purchase orders as of June 10, 2021 until October 18, 2021.

Recommendations

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

“MOVE that the FY 21 General Fund open purchase orders as of June 10, 2021 be approved until October 18, 2021.”

Attachment


None

Agenda Item Summary

Date: June 21, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Approval of FY 21 General Fund Year-End Transfers

Background

The Town Council has traditionally granted the Finance Director the authority to transfer up to \$5,000 between service units (offsetting those that have gone over budget with those that have come in under budget) at the end of the fiscal year. In addition, we are requesting the Town Council to approve the transfer of funds to service units that have gone over the adopted budget by more than \$5,000.

Discussion/Analysis

At this time, there are no service units that are projected to need a year-end transfer by the Finance Director or Town Council for FY 21. However, we respectfully request the Town Council grant the Finance Director authorization to make year-end transfers of up to \$5,000 in the event a service unit exceeds the original budget authorization.

Other Board Action

The Finance Committee met on June 10, 2021 and recommended that the Town Council approve that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per service unit.

Recommendations

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

“MOVE that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit.”

Attachments


None

Agenda Item Summary

Date: June 21, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Laura Casey, Child Development Manager

Reviewed By: Peter Souza, Town Manager 

Subject: FY 21 Year End Projections

Background

As reported during the course of the year, program operations and revenues have been significantly impacted by the COVID-19 pandemic. The licensing regulations of the Office of Early Childhood (OEC), based on CDC requirements, will continue to have an impact in FY 22.

Discussion/Analysis

FY 21 revenues, which were budgeted at \$1,180,380, are now projected to be \$703,250, a loss of \$477,130. The expenses budgeted at \$1,239,950 are now projected to be \$1,064,900, as a result of cost containment measures totaling \$175,050.

The forecasted net loss for FY 21 is \$361,650 which is \$55,080 less than the March 2021 projection, but \$302,080 more than the adopted FY 21 budget amount of \$59,570. This leaves a retained earnings balance of (\$28,754) on June 30, 2021.

Therefore we are requesting an appropriation of \$225,000 from the General Fund Unassigned Fund Balance to cover the FY 21 negative retained earnings position, the \$144,360 projected loss in FY 22 and to provide a \$51,886 reserve for FY 22 and beyond.

Several fundraisers have been held to mitigate some of the lost revenue and to build awareness of the program. These activities raised some funds and gained exposure in the community. During these events, tours were provided to interested families while the building was empty. We recently embarked on a farm-to-table partnership with Johnny's Roadside Garden Market in Enfield to bring fresh produce to the children and families during the summer months.

Efforts continue on building enrollment for the 2021-2022 school year while navigating forward through these continued challenging times.

Other Board Action

The Finance Committee met on June 10, 2021 and recommended that the Town Council approve a transfer of \$225,000 from the General Fund Unassigned Fund Balance to cover the anticipated FY 21 additional operating loss due to the impact of the COVID-19 pandemic.

Recommendations

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

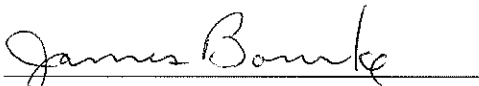
“MOVE to approve a transfer of \$225,000 from the General Fund Unassigned Fund Balance, to cover the anticipated FY 21 and projected FY 22 operating losses due to the impact the COVID-19 pandemic has on client revenues.”

Attachments

FY 21 Child Development Year End Projections

Certification

I hereby certify that \$225,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.



James Bourke
Finance Director

TOWN OF WINDSOR
CHILD DEVELOPMENT ENTERPRISE FUND
STATEMENT OF REVENUES AND EXPENSES


	FY 2020 Actual	FY 2021 Monthly Average		FY 2021 Eleven Month Actuals & Year End Projections												FY21 Projection vs FY21 Adopted Budget	
		FY 2021 - Adopted Budget	~ Adopted budget divided by 12 ~	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	Oct-20 Actual	Nov-20 Actual	Dec-20 Actual	Jan-21 Actual	Feb-21 Actual	Mar-21 Actual	Apr-21 Actual	May-21 Actual	Jun-21 Projection		Total FY 21 YTD
Operating Revenue:																	
Charges For Services	798,521	1,175,380	97,948	63,223	52,992	50,591	62,654	65,253	60,439	24,139	60,112	60,828	73,015	69,250	37,504	680,000	(495,380)
Other Revenues	10,851	-	-	620	481	9,450	50	4,022	1,764	45	3,825	1,097	-	1,114	432	22,900	22,900
Total Operating Revenue	809,372	1,175,380	97,948	63,843	53,473	60,041	62,704	69,275	62,203	24,184	63,937	61,925	73,015	70,364	37,936	702,900	(472,480)
Non-Operating Revenue:																	
Donations																	
Interest Income	5,455	5,000	417	400	50	(300)	-	35	31	25	18	42	19	16	14	350	(4,650)
Total Non-Operating Revenue	5,455	5,000	417	400	50	(300)	-	35	31	25	18	42	19	16	14	350	(4,650)
Total Revenue	814,827	1,180,380	98,365	64,243	53,523	59,741	62,704	69,310	62,234	24,209	63,955	61,967	73,034	70,380	37,950	703,250	(477,130)
Operating Expenses:																	
Personal Services	847,871	1,015,540	84,628	74,282	71,278	71,602	73,427	71,010	75,026	71,007	67,559	78,468	57,005	72,943	84,393	868,000	147,540
<i>Payroll Weeks</i>	<i>52.4</i>	<i>52.2</i>															
Supplies	16,791	20,600	1,717	894	368	2,713	776	1,777	1,119	464	511	1,608	405	355	7,010	18,000	2,600
Services	46,199	51,090	4,258	1,207	1,298	1,417	3,283	1,725	1,116	2,530	2,407	2,024	1,289	1,481	7,723	27,500	23,590
Marketing Expenses	2,846	8,000	667	11	264	-	95	-	-	-	-	701	511	2,387	1,031	5,000	3,000
Maintenance & Repairs	17,643	10,300	858	-	604	95	2,249	-	(1,088)	-	-	-	107	-	8,033	10,000	300
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Energy & Utility	14,382	12,590	1,049	83	111	83	194	203	10,721	203	195	195	214	204	1,164	13,570	(980)
Administrative Overhead	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent	118,830	118,830	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,903	9,897	118,830	-
Other (Bad Debt)	48	2,000	167	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000	(1,000)
Total Operating Expenses	1,064,610	1,238,950	103,246	86,380	83,826	85,813	89,927	84,618	96,797	84,107	80,575	92,899	69,434	87,273	122,251	1,063,900	175,050
Non-Operating Expenses:																	
Depreciation	1,000	1,000	83	83	83	83	83	83	83	83	83	83	83	83	87	1,000	-
Total Non-Operating Expenses	1,000	1,000	83	83	83	83	83	83	83	83	83	83	83	83	87	1,000	-
Total Expenses	1,065,610	1,239,950	103,329	86,463	83,909	85,896	90,010	84,701	96,880	84,190	80,658	92,982	69,517	87,356	122,338	1,064,900	175,050
Annual Income/(Loss)	(250,783)	(59,570)	(4,964)	(22,220)	(30,386)	(26,155)	(27,306)	(15,391)	(34,646)	(59,981)	(16,703)	(31,015)	3,517	(16,976)	(84,388)	(361,650)	(302,080)
Net Position (Deficits), Beginning of Year/Month	401,679	328,529		337,897	315,677	285,291	259,136	231,830	216,439	181,793	121,812	105,109	74,094	77,611	60,635		
Transfer In - General Fd Unassigned FE	187,000																
Net Position (Deficits), End of Year/Month	\$ 337,897	\$ 268,959		\$ 315,677	\$ 285,291	\$ 259,136	\$ 231,830	\$ 216,439	\$ 181,793	\$ 121,812	\$ 105,109	\$ 74,094	\$ 77,611	\$ 60,635	\$ (23,754)		
Subtract capital assets in Net Position	(6,000)	(5,000)													(5,000)		
Unrestricted Net Position (Deficits)	\$ 331,897	\$ 263,959													\$ (28,754)		

Agenda Item Summary

Date: June 21, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Cheryl Rosenbaum, Caring Connection Manager

Reviewed By: Peter Souza, Town Manager 

Subject: FY 21 Year-End Projections

Background

As reported during the course of the year, program operations and revenues have been significantly impacted by the COVID-19 pandemic. Various actions have been taken during the course of the year to ensure client and employee safety as well as continued provision of quality services.

Discussion/Analysis

Census driven revenues at the Caring Connection are still being significantly affected by COVID-19 and in the way we do day-to-day business. FY 21 revenues were budgeted to be \$325,860 and by year end, we anticipate revenues to be \$199,600. Expenditures were budgeted to be \$448,710 and are projected to come in at \$360,600. Every effort was made to mitigate expenditures keeping the known revenue loss due to COVID at the forefront of operations.

The forecasted net loss for FY 21 is \$161,000, which is level with the March 2021 projection. The estimated retained earnings for June 30, 2021 is \$5,976.

During the FY22 budget process, \$140,000 was proposed in General Services funding and during budget deliberations, this amount was decreased by \$20,000. We are now respectively requesting a \$20,000 appropriation from the General Fund Unassigned Fund Balance to provide for a balanced FY 22 budget.

This past month, the Caring Connection has begun to see an increase in inquiries and a few new clients have been added to our census. Recent marketing efforts are helping to broaden our customer base and spread the word about the success the Caring Connection has had this past year safely caring for our clients and caregivers.

Other Board Action

The Finance Committee met on June 10, 2021 and recommended that the Town Council approve a transfer of \$20,000 from the General Fund Unassigned Fund Balance to cover the anticipated FY 22 additional operating loss due to the impact of the COVID-19 pandemic.

Recommendations

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

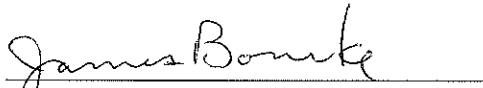
“MOVE that a transfer of \$20,000 be made from the General Fund Unassigned Fund Balance to cover the anticipated FY22 operating loss due to the continued impact of the COVID-19 pandemic.”

Attachments

FY21 Caring Connection Year End Projections

Certification

I hereby certify that \$20,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.



James Bourke
Finance Director

TOWN OF WINDSOR
CARING CONNECTION ENTERPRISE FUND
STATEMENT OF REVENUES AND EXPENSES

	FY 2020 Actual	FY 2021 - Adopted Budget	FY 2021 Monthly Average ~ Adopted budget divided by 12 ~	FY 2021 Eleven Month Actuals & Year End Projections												FY 21 YTD	FY21 Projection vs FY21 Adopted Budget
				Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	Oct-20 Actual	Nov-20 Actual	Dec-20 Actual	Jan-21 Actual	Feb-21 Actual	Mar-21 Actual	Apr-21 Actual	May-21 Actual	Jun-21 Projection		
Operating Revenue:																	
Charges For Services	229,474	302,560	25,213	10,155	13,164	18,651	20,491	17,610	15,641	10,402	12,428	15,855	13,915	12,147	14,501	174,960	(127,600)
Other Revenues	16,578	20,000	1,667	-	-	4,866	385	3,540	744	-	1,161	2,545	2,965	2,662	2,502	21,370	1,370
Total Operating Revenue	246,052	322,560	26,880	10,155	13,164	23,517	20,876	21,150	16,385	10,402	13,589	18,400	16,880	14,809	17,003	196,330	(126,230)
Non-Operating Revenue:																	
Donations	3,225	3,000	250	-	-	1	3,025	-	-	100	-	-	-	-	4	3,130	130
Interest Income	657	300	25	25	10	20	5	16	14	10	8	18	7	3	4	140	(160)
Total Non-Operating Revenue	3,882	3,300	275	25	10	21	3,030	16	14	110	8	18	7	3	8	3,270	(30)
Total Revenue	249,934	325,860	27,155	10,180	13,174	23,538	23,906	21,166	16,399	10,512	13,597	18,418	16,887	14,812	17,011	199,600	(126,260)
Operating Expenses:																	
Personal Services	215,395	238,130	19,844	14,344	16,014	17,064	17,780	16,614	18,186	16,829	16,160	18,630	18,079	17,783	18,997	206,480	31,650
<i>Payroll Weeks</i>	<i>52.4</i>	<i>52.2</i>														-	
Supplies	11,463	10,650	888	185	1,866	25	1,435	1,099	1,215	1,540	1,116	1,646	3,901	1,150	2,202	17,380	(6,730)
Services	25,837	41,500	3,458	285	313	386	1,158	375	888	547	305	477	673	449	744	6,600	34,900
Marketing Expenses	8,127	6,000	500	652	-	152	730	519	3,139	651	150	310	620	8	409	7,340	(1,340)
Energy & Utility	3,422	3,710	309	289	289	284	266	288	286	276	285	158	404	281	304	3,410	300
Administrative Overhead	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent	69,090	69,090	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,758	5,752	69,090	-
Transfer Payment to GF Transportation U	42,000	78,450	6,538	6,538	6,538	(2,053)	6,538	6,538	6,538	6,538	(4,201)	4,297	4,228	3,818	4,303	49,620	28,830
Other (Bad Debt)	-	1,000	83	-	-	-	-	-	-	-	-	-	-	-	500	500	500
Total Operating Expenses	375,334	448,530	37,378	28,051	30,778	21,616	33,665	31,191	36,010	32,139	19,573	31,276	33,663	29,247	33,211	360,420	88,110
Non-Operating Expenses:																	
Depreciation	1,740	180	15	15	15	15	15	15	15	15	15	15	15	15	15	180	-
Total Non-Operating Expenses	1,740	180	15	15	15	15	15	15	15	15	15	15	15	15	15	180	-
Total Expenses	377,074	448,710	37,393	28,066	30,793	21,631	33,680	31,206	36,025	32,154	19,588	31,291	33,678	29,262	33,226	360,600	88,110
Annual Income/(Loss)	(127,140)	(122,850)	(10,238)	(17,886)	(17,619)	1,907	(9,774)	(10,040)	(19,626)	(21,642)	(5,991)	(12,873)	(16,791)	(14,450)	(16,215)	(161,000)	(38,150)
Net Position (Deficits), Beginning of Year/Month	4,346	4,346		46,976	149,090	131,471	133,378	123,604	113,564	93,938	72,296	66,305	53,432	36,641	22,191		
Transfer In - Gen Fund General Services	114,770	120,000		120,000													
Transfer In - Gen Fund Unassigned Fd Ba	55,000	-		-													
Net Position (Deficits), End of Year/Month	\$ 46,976	\$ 1,496		\$ 149,090	\$ 131,471	\$ 133,378	\$ 123,604	\$ 113,564	\$ 93,938	\$ 72,296	\$ 66,305	\$ 53,432	\$ 36,641	\$ 22,191	\$ 5,976		
Subtract capital assets in Net Position	(188)	0															
Unrestricted Net Position (Deficits)	\$ 46,788	\$ 1,496															

Agenda Item Summary

Date: June 21, 2021
To: Honorable Mayor and Members of the Town Council
Submitted By: Councilor Donald Jepsen
Subject: Discussion on Route 159 – Palisado Ave Speed Limit

Background

At the Town Council meeting of June 7th, it was mentioned during the Town Manager's Report that the town had made a request to the Connecticut Department of Transportation (CT DOT) to lower the speed limit on Route 159 / Palisado Avenue from 45 mph to 35 mph. Councilor Jepsen expressed a concern regarding this request.

The purpose of this agenda item is to give the Council an opportunity to discuss the speeding issue that exists not only on Palisado Avenue, but town wide.

Discussion/Analysis

On Sunday, June 13th, Councilor Jepsen reached out to those living on Palisado Avenue regarding the proposed speed limit change. Flyers were hand delivered to approximately 200 homes to seek input. As part of this outreach, Councilor Jepsen had a conversation with about twenty residents on this topic while delivering these flyers. Eighteen emails and five voicemail opinions have been received as of Wednesday, June 16th. Emails and voicemails will be shared with the entire Council. Of those expressing a firm choice, seven are in favor of lowering the speed limit on Palisado Avenue and thirteen are against.

There is general consensus that a speed limit change will do little to stop excessive speeding. Most residents suggested that only increased enforcement will have an effect. One suggestion mentioned by several residents is to remove the passing zones that currently exist. Invariably, the car doing the passing is traveling at a high rate of speed and there is a much greater density of housing since the passing zones were established over fifty years ago.

Since September 2020, the town has received multiple correspondences from residents expressing concerns regarding speeding on various portions of the roadway. There has been 47 reported motor vehicle accidents along the entire length of Palisado Avenue from July 1, 2018 to June 15 of this year. During the same period, 347 traffic stops have been made by Windsor Police.

Other Board Action

None

Recommendations

The purpose of this agenda item is to give the Council an opportunity to discuss the speeding issue that exists not only on Palisado Avenue, but town wide.

Attachments

None



Town Council

Resignations/Appointments/Reappointments June 21, 2021

Resignations

- A. **Accept the resignation of James Klase from the Conservation Commission**

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

A. One Democratic Member

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2024 or until a successor is appointed

(Richard Williams)

MOVE to REAPPOINT Richard Williams as a Democratic Member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2024 or until a successor is appointed.

B. One Republican Member

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2024 or until a successor is appointed

(Ruth Jefferis)

MOVE to APPOINT Dominic DeCarlo as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2024 or until a successor is appointed.

C. One Democratic Member

Capital Improvements Committee

Three Year Term to expire May 5, 2024 or until a successor is appointed

(Randy Graff)

MOVE to REAPPOINT Randy Graff to the Capital Improvements Committee for a three year term to expire May 5, 2024 or until a successor is appointed.

D. One *Unaffiliated* Member

Capital Improvements Committee

Three Year Term to expire May 5, 2024 or until a successor is appointed

(James Bennett)

MOVE to REAPPOINT James Bennett to the Capital Improvements Committee for a three year term to expire May 5, 2024 or until a successor is appointed.

E. One *Democratic* Member

Capital Improvements Committee

Three Year Term to expire May 5, 2024 or until a successor is appointed

(Louis Morando)

MOVE to REAPPOINT Louis Morando to the Capital Improvements Committee for a three year term to expire May 5, 2024 or until a successor is appointed.

F. One *Democratic* Member

Human Relations Commission

Three Year Term to expire May 31, 2024 or until a successor is appointed

(Byron Bobb)

MOVE to REAPPOINT Byron Bobb to the Human Relations Commission for a three year term to expire May 31, 2024 or until a successor is appointed.

G. One *Republican* Member

Windsor Housing Authority

Five Year Unexpired Term to expire July 31, 2024 or until a successor is appointed

(Herman Woodard – resigned)

MOVE to APPOINT Stephen McKay as an Unaffiliated member to the Windsor Housing Authority for a five year unexpired term to expire July 31, 2024 or until a successor is appointed.

Names submitted for consideration of appointment

None

**TOWN OF WINDSOR
TOWN COUNCIL
VIRTUAL MEETING
June 7, 2021
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, and Councilor Kenneth Wilkos.

Absent: Councilor Nuchette Black-Burke and Councilor Len Walker

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

- THE NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM

2) PUBLIC COMMENT- None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:25 p.m.

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council



**TOWN COUNCIL
HYBRID MEETING
June 7, 2021
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 Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Kenneth Wilkos, and Councilor Len Walker

Absent: Councilor Nunchette Black-Burke

2) PRAYER OR REFLECTION

Councilor Rampulla Bress led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Rampulla Bress led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation declaring June 19, 2021 as Juneteenth Day

Deputy Mayor McAuliffe read the proclamation declaring June 19, 2021 as Juneteenth Day.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Ned Bacigalupo, 89 Farmstead Lane, expressed his concern about the excessive heat, particularly the impact on the elderly and those with breathing complications. Mr. Bacigalupo discussed the Windsor Housing Authority (WHA) to which he applied to become a member on 4/22/21. He believes his application was blocked by the Democrats. Mr. Bacigalupo stated that the Executive Director was fired and the position was outsourced to the Meriden Housing Authority. Mr. Bacigalupo stated that he believes the Democrats then found an unaffiliated person and voted in this candidate at last week's Personnel Committee meeting. He stated that the Republicans did not cast a vote. Mr. Bacigalupo stated that if the Democrats want to nominate an independent, they need to use one of their own three seats on the WHA. Mr. Bacigalupo reported that a resident of the Fitch Court Apartments informed him that the air conditioner filters in all units were to be inspected on 5/31/21 but this has now been postponed until the end of the month. He reports that his unit was to have had a deep cleaning prior to COVID but when he turned it on last week, it blew dust and dirt particles all over his bedroom

and has left a brown streak down the wall. Mr. Bacigalupo expressed concerns about the Democrats holding a barbecue last week while the building went into disrepair. He advocated for wellness checks for the elderly and identified the need for a cooling center until the air ducts are properly cleaned. He stated that the previous Executive Director at the WHA had been doing a decent job. She had been granted a five-year contract extension by WHA in August of 2020. The WHA was managed well and had a rainy-day surplus fund.

Leroy Smith, 531 Edgewood, expressed his concern regarding the issue of the nooses found at the Amazon warehouse site. Mr. Smith was opposed to the site development from the start due to monetary issues, but feels it has now become a social and moral issue and actions need to be taken. Mr. Smith believes that Amazon does not need a tax abatement. He stated that Amazon has one of the largest security forces in the world. He does not believe that Amazon sent sufficient security to monitor the area and be at the site 24 hours a day. He feels this issue is detrimental to black people in the United States and should be considered domestic terrorism against black people. He recommended suspending the tax abatement or revoking it until issues are resolved. He also suggested going after the project funders of Amazon, the Town of Windsor, and the State of CT. Mr. Smith feels there are enough warehouses and that future agreements need provisions for women, minorities, and unions.

Sally Grossman, 106 Niles Road, expressed her concern regarding the Amazon warehouse issue and urged the town and police to take this issue seriously.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler thanked all the citizens who have spoken today. He recommended that everyone check on neighbors and relatives to ensure their well-being during the current heat wave. With regards to COVID 19, he suggests using common sense and hopes we have passed the worst of it.

Councilor Walker encouraged everyone to support doing business in the Town of Windsor. He assured members of the public with questions about the continued issue of speeding that the Town Manager would be providing an update this evening. Councilor Walker shared the following quote from Nelson Mandela, "Our world is not divided by race, color, gender, or religion. Our world is divided into wise people and fools. And fools divide themselves by race, color, gender or religion."

Councilor Govoni had nothing to report.

Councilor Rampulla Bress discussed the town-wide cleanup which took place this past weekend. She attended the cleanup alongside the Town Manager, Public Works employees, citizens, and others. Councilor Rampulla Bress expressed gratitude and appreciation for all who participated. Councilor Rampulla Bress reported that the Windsor Historical Society is having an Open House on June 10th from 11 a.m. – 4 p.m. and that Juneteenth celebrations will be held at the Windsor Public Library on June 19th and June 20th. The celebration on June 19th will include a picnic on the Town Green, drums, and storytelling. On June 20th, there will be a conversation about Juneteenth. More information is available via the Town website. Councilor Rampulla Bress acknowledged and said hello to all friends celebrating Pride Month.

Councilor Wilkos thanked all those who called in to participate in the meeting and apologized for the technical difficulties. Councilor Wilkos deferred communications on the Amazon facility to the Town Manager.

Deputy Mayor McAuliffe reported that the Windsor United event will be held on June 11th from 5:30 p.m. - 6:30 p.m. on the Town Green. This is an event where speakers will discuss safety, success and strength as a community. Speakers will include Mayor Trinks, Lieutenant Governor Susan Bysiewicz, Senator Doug McCrory, Representative Jane Garibay and Representative Bobby Gibson. Deputy Mayor McAuliffe also recognized the need for blood donations. He reported that he is a regular donor and recommended that citizens consider donating blood.

Councilor Jepsen congratulated Windsor High School Valedictorian, Rachel Cleveland, and Salutatorian, Rachel Delskey. Councilor Jepsen reported that both girls are also members of the Girls Windsor High School track team which participated in their eleventh Class L State Championship last week and have only lost one State Championship since 2009. Councilor Jepsen identified the team as the gold standard of athletics in the town.

Mayor Trinks thanked all who came out for the Memorial Day service and he expressed his appreciation for the Town employees who cared for the Veteran's Cemetery. Mayor Trinks reported that the cemetery was pristine and attendees were proud to be Windsor residents. The parade marshal, a former Windsor student who moved on to a three-star General status, expressed to Mayor Trinks that he was very impressed with the cemetery grounds.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

A hard copy of the report was distributed to all councilors prior to the meeting.

Leonard Lockhart, Board of Education President, was present to provide a verbal report. Mr. Lockhart stated the following:

- Masks would be required for students, staff, and guests while in school buildings throughout the remainder of the school year as well as at High School graduation on June 14 (rain date of June 16).
- After 250 nominations across the district, building level interviews, and 12 district finalists, the Windsor Public School District Selection Committee announced two staff members who will go on to represent the districts at the state level. Paraeducator of the Year, Michael Kastner of Sage Park Middle School, and Teacher of the Year, Dr. Monica Brase of Windsor High School, will both move on to the state process. Mr. Lockhart expressed pride in having both the Paraeducator of the Year and Teacher of the Year residing in Windsor.
- Two Windsor High School students competed in the Technology Student Association (TSA) competition against teams from Connecticut, Rhode Island, New York, New Hampshire, and Massachusetts. The team of Cody Miller and Nathan Lodge placed third in the coding competition. These students are now qualified to compete nationally. Mr. Lockhart commended these students for their achievements.

- The NASA HUNCH Culinary students placed in the top ten of all participating high schools. The top three teams came from Texas, Massachusetts, and Alabama. Windsor High School was the only comprehensive high school that placed in the top ten. All others were technical schools which have culinary coursework as a specialty trade.
- The Board of Education will hold its last regular meeting, which will be a hybrid meeting, on June 15, 2021 at 7 p.m. The Windsor High School Art award recipient will be honored at that meeting.
- The last day of school is June 15. Last day for teachers is June 16.
- The schools are operating on half day releases today and tomorrow due to the heat.

Councilor Rampulla Bress thanked Mr. Lockhart for his report and offered congratulations to the Paraprofessional and Teacher of the Year.

b) Historic District Commission

A hard copy of the report was distributed to all councilors prior to the meeting.

8) TOWN MANAGER'S REPORT

COVID Vaccination

As of June 2, 2021, 54.9% of our total estimated population was fully vaccinated. This is up from 39% as of April 28th. 64% of town residents, 15 years old and above, have been fully vaccinated. For the remainder of June, the town's Health Department will be conducting at least 9 vaccination clinics.

Walk-up clinics are being held tomorrow Tuesday, June 8, at 10:00 a.m. at the Community Center, 330 Windsor Avenue, and from 3:00 p.m. – 5:00 p.m. at the Main Library. Clinics are also planned to be held at the Wilson Branch Library, at the Juneteenth event on the Town Green and at Hopewell Baptist Church as part of the mobile Foodshare distribution.

The town's Health Department is designing and rolling out a series of efforts to increase vaccination promotion and information. We will be utilizing print and digital methods as well as being present at various community events and retail locations. We plan on using posters, flyers, mailing postcards/letters as well as social media platforms as a form of advertisement. We are engaging with a variety of community partners as well to assist in the effort. Partners include the faith community, Wilson/Deerfield Advisory Committee, Chamber of Commerce and civic organizations.

In terms of town facilities (non-Board of Education) masks are required for individuals not yet fully vaccinated.

Juneteenth Celebration

On Saturday, June 19th there will be two events taking place to honor Juneteenth which marks the end of slavery in the United States. The first will be a gathering at the Wilson Branch Library from 10:00 a.m. to 1:30 p.m. where you can reserve a space on the lawn to enjoy a day of

performances, activities, giveaways and a raffle prize. To register for a space on the lawn go to <https://www.windsorlibrary.com/juneteenth/>.

The second event will be a community picnic on the Town Green from 1:00 p.m. to 6:00 p.m. Bring your own picnic basket or buy a snack, drink or ice cream from one of the vendors while enjoying the entertainment, guest speakers and making your own crafts during the day.

On Sunday, June 20th there will be another virtual Conversations on Race program entitled "What is Juneteenth?" This program is free and runs from 6:00 p.m. until 8:00 p.m. Please register at:

<https://us02web.zoom.us/meeting/register/tZlvcOyhqjMqEt2QJ8Dv07bhowJk0KolQ0ve>

Community Clean up

This past Saturday over a dozen residents joined together to help beautify the town by picking up litter at 11 different locations. Thank you to all that participated as well as our public works staff for providing assistance.

Milling/Paving State Route 75

The CT Department of Transportation will be milling/paving Route 75 from the vicinity of High Street, in Windsor, to Elm Street in Windsor Locks. This work is currently planned to be night work (7:00 p.m. – 5:00 a.m.). Milling is expected to occur from June 13-17 and paving from June 22-July 7.

Speeding Concerns

Staff continues to work with the CT DOT regarding right-of-way encroachment permits to allow for installation of Radar Display Signs on Palisado Avenue and Poquonock Avenue. I expect permits to be issued this month. Equipment was ordered in early May, but there is a delay in delivery due to supply chain issues.

A request for lowering the speed limit on Palisado Avenue north of Pierson Lane has been submitted to the Office of the State Traffic Administration at DOT. The request is to lower the speed limit from the current 45 MPH to 35 MPH for the length of the state road between Pierson Lane and the Windsor Locks town line. The review process usually includes the State gathering field data. At this point, we don't have a timeline on the State's review and decision process.

We also have several sets of radar display signs that are rotated throughout town to help increase driver awareness of speed limits. Our multi-disciplinary team comprised of representatives of the police, public works, and engineering departments work together to collect and review traffic and speed data. This information helps in allocating and assigning officers for traffic enforcement.

Amazon Construction Site Investigation

Our police department, along with the FBI and the Connecticut State Police, are continuing to investigate the incidents at the Amazon construction site on Kennedy Road.

All three agencies have been on site. The FBI has been on site as recent as the end of last week.

Over 100 individuals have been talked to or interviewed since late April. The investigators are looking into various potential motives of these hateful and intimidating acts.

Also, NAACP representatives were on the construction site to meet with workers one afternoon last week.

Since April 30, 2021 the General Contractor has hired 5 private duty Windsor Police Officers per day while construction is occurring. A reduced number of officers are also on during non-work hours. If Windsor officers are not available, then certified officers from area towns are filling those shifts.

Starting last Monday Amazon hired additional private security to be on site, both for the interior and exterior of the building.

66 additional camera units, with hundreds of viewpoints and angles, have been installed by the development team.

Presently there remains a \$100,000 reward for information leading to the apprehension of the person or persons responsible for these acts. The award funds are offered by Amazon, the project developer and general contractor. The Police Department remains committed to working with the FBI and other outside law enforcement agencies.

Hypertension and High Blood Pressure Workshops

The Windsor Health Department is hosting a series of 6 workshops on hypertension and high blood pressure. These workshops are scheduled over the summer and will be offered via Zoom. The dates and topics are listed below. In addition, each time you return the workshop evaluation and the pre-diabetes risk test, you will receive a \$5 First Town Downtown Gift Card with a maximum of \$30 awarded.

- **June 14** – 6:30 – 8:30 PM – Blood Pressure Classifications and Importance of Blood Pressure Control
- **June 28** – 6:30 – 8:30 PM – Self Measurement of Blood Pressure
- **July 12** – 6:30 – 8:30 PM – Lifestyle Modifications
- **July 26** – 6:30 – 8:30 PM – High Blood Pressure & Pharmacology
- **August 9** – 6:30 – 8:30 PM – Adherence to High Blood Pressure Therapy
- **August 23** – 6:30 – 8:30 PM – Hypertension Emergencies and Urgencies

To register online, please go to: <https://townofwindsorct.com/health/hypertension-workshops/>.

Rabies Drive-In Clinic

There will be a Rabies Drive-In Clinic on Saturday, June 12 (rain or shine) from 10:00 AM – 1:00 PM at the River Valley Animal Center located at 616 South Street in Suffield. This regional clinic is for Windsor and 4 other participating towns. Vaccination fee is \$15.00 per pet. Cash only.

Proof of prior rabies vaccination is required for a 3 year rabies vaccination. Owner must provide the current rabies vaccination certificate (tags are not acceptable). If you do not have proof of prior rabies vaccination, then your pets will receive a one year rabies vaccination.

All dogs must be leashed and cats contained in carriers. Face masks are required.

More information can be found at: <https://www.suffieldct.gov/> For questions, please contact the Suffield Police Department at 860-688-3870.

Councilor Walker thanked Town Manager Peter Souza for the discussion regarding speeding. He acknowledged discussions on social media and within the community and the possible misperception that the Town is not doing anything about the issue. Councilor Walker asked what the town's stance is on mask requirements for graduation because those who are vaccinated and do not wear masks are meeting Center for Disease Control (CDC) requirements. Town Manager Peter Souza did not know the specific protocol the Board of Education (BOE) was using but stated that there are different guidelines for school facilities recommended by the Department of Public Health (DPH). Mr. Lockhart responded and indicated that the mask mandates were not a BOE decision but rather a Superintendent decision made in conjunction with the DPH and Department of Education. Mr. Lockhart stated he is in agreement with the decision.

Councilor Rampulla Bress thanked Town Manager Peter Souza for his report and asked what the best way would be for citizens to let the Town know about problem areas relative to speeding. Town Manager Peter Souza advised residents to contact the Police Department's non-emergency number at 860-688-5273. There is also a program called 'Drive Wise' which provides residents with visual markers they can place on their property to serve as reminders for drivers to slow down. These can be requested through the Town Manager's office. It makes a bigger visual impact with multiple residents in close proximity. Councilor Rampulla Bress thanked the Town Manager and staff for their attention to this issue as well as for their COVID-19 vaccination efforts.

Councilor Jepsen applauded efforts on speeding but expressed concerns about lowering the speed limit on Palisado Avenue. He feels that lowering the speed limit will not deter those that are speeding. Councilor Jepsen does not believe the current speed limit is the problem. He resides on Palisado Avenue and plans to reach out to his neighbors and residents on Palisado Avenue to gauge feedback on this issue.

Mayor Trinks asked for confirmation that the costs incurred from the use of private duty police officers on the Kennedy Road project is not a cost being paid for by the Town. Town Manager Souza confirmed that these costs are being paid for by the development team, not by the town.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler reported that the Town Improvements Committee met last week and went over all large projects planned for the next five years. They may need to change the order of a few projects. There will be more information on this in the coming months. Councilor Dobler discussed the Electric Vehicle charging station and explained

that for the first six months of this year no one was charged for its use. They are working to determine if they should charge for usage and, if so, what amount they should charge. There has been an agreement to implement a fee set at the supply rate Eversource will be enacting on July 1.

Special Projects Committee – Councilor Dobler - No report.

Health & Safety Committee – Councilor Black-Burke - Absent.

Personnel Committee – Councilor Rampulla Bress reported that the Personnel Committee met recently and they have some people to be voted on tonight and they also have some prospective candidates put forward for the Council’s review as well. Councilor Rampulla Bress thanked Councilor Walker for being present with her at the Personnel Committee meeting and to Deputy Mayor McAuliffe for standing in for Councilor Black-Burke during the special Personnel Committee meeting.

Finance Committee – Deputy Mayor McAuliffe - No report.

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Approve applications for submittal under the Neighborhood Assistance Act (NAA) Credit Program

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress that the attached resolution approving applications for participation in the 2021 Neighborhood Assistance Act Tax Credit program administered by the Connecticut Department of Revenue Services be approved.

Economic Development Director, Jim Burke, provided a summary of the request. Mr. Burke reported that the Office of Community Development issued media releases and sent email notices to non-profit organizations in an effort to ensure that eligible organizations were aware of the NAA Program. In addition, the public hearing was duly noticed.

The applications received this year include the following:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 8,000	2021 Program Sponsorship
Connecticut Radio Information System, Inc.	\$ 30,000	Audio Accessibility Program
St. Gabriel School	\$108,922	Energy Efficiency

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

- b) Set a Public Hearing for June 21, 2021 at 7:20 PM concerning the potential leasing of Stony Hill School, 1195 Windsor Avenue

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that a public hearing be set for Monday, June 21, 2021 at 7:20 p.m. on a proposed lease of town-controlled real property, the Stony Hill School, located at 1195 Windsor Avenue and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.

Town Manager Peter Souza stated that currently, we are working with a young entrepreneur who would like to lease the property for individual and small group fitness training and classes. We expect to negotiate a proposed lease over the next few weeks.

Section 7-163e of the *Connecticut General Statutes* requires that a public hearing be held for the sale, lease or transfer of real property owned by a municipality. In addition, Section 8-24 requires that any sale or lease of public property must be reviewed by the Town Planning and Zoning Commission.

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

- c) Approve an appropriation of \$38,000 to complete design of International Drive pavement rehabilitation project

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to approve an appropriation of \$38,000 from the Capital Projects Fund Assigned Fund Balance for the Design of the International Drive Rehabilitation project.

Director of Public Works and Town Engineer, Bob Jarvis, and Assistant Town Engineer, Adam Kessler, provided a summary. The LOTCIP program is structured such that the town is financially responsible for the design of the work. The state then funds 100% of the construction phase of the project. Because pavement rehab projects are capped at \$1 million, the International Drive project was split into two phases. The project starts at Rainbow Road and ends at Route 20 in East Granby.

On 11/2/2020, the Town Council appropriated \$85,000 for the design of Phase I and Phase II. The original proposed Phase I rehabilitation project included a 2.5" mill of existing pavement and replacement with 4" of bituminous concrete to achieve the minimum 15-year service life. The 15-year service life has been the acknowledged standard for CRCOG roadway rehabilitation projects. However, during the Department of Transportation (DOT) review of the project, the Pavement Design Unit recommended the project achieve a 20-year service life due to the large volume of heavy truck traffic and the regional nature of the roadway.

Councilor Dobler cited that the construction costs have increased from \$947,000 to \$2 million and asked for verification that the money was not coming from the town. Mr. Kessler verified that the money is coming from State Department of Transportation funds, not the town.

Councilor Rampulla Bress asked about the length of time the project is anticipated to run. Mr. Kessler anticipates the construction phase will be extended. He hopes to see construction begin in April and anticipates one full construction season to complete the work.

Town Manager, Peter Souza, asked how traffic might be managed. Mr. Kessler stated this would be discussed in length in the design phase and they will possibly detour traffic to the other side of International Drive. There will be expectations for the contractor to establish free flowing traffic in that corridor and maintain driveways served by International Drive as well. Public information meetings will be held to discuss the phasing and approach of the project.

Councilor Govoni stated that Windsor takes pride in mowing their medians and keeping them in shape. Councilor Govoni felt that having both ends of the islands ramped would help to facilitate the mowing of the corridors.

Councilor Jepsen expressed concerns about Rainbow Road and asked that steps be taken to ensure that already existing issues are not exacerbated by this project. Mr. Jarvis stated that the traffic scheme discussed by Mr. Kessler has been employed successfully on other highways and there is a prototype in place. They are conscious of the Rainbow Road concerns.

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

- d) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that the reading into the minutes of the text of the ordinance entitled, 'AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 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 introduce an ordinance entitled, 'AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.'

Mr. Kessler stated that the proposed layout will provide a softball field, baseball field, practice football field, soccer field and lacrosse/soccer field. A bituminous concrete walking path will be provided around a portion of the facility for access to all fields. Other improvements include an

underdrain system, regrading, fencing, well and irrigation system, and associated sports equipment.

The project has been bid and a low bidder has been identified and vetted. If authorized, construction would begin in mid to late July with substantial completion before the end of this construction season. All seeded areas will require time to fully establish during 2022 and would not be available for use until 2023. Sodded areas should be available mid to late summer 2022.

Councilor Wilkos asked if the selected contractor has done work here in Windsor before with positive results. Mr. Kessler and Mr. Jarvis confirmed that they have. Councilor Wilkos asked if this field would be seeded before fall. Mr. Kessler said the field is scheduled to be seeded in late September/October and touch ups may be required in Spring of 2022.

Councilor Govoni asked if the savings from moving to a well system off of public water had ever been calculated. Town Manager Souza stated that Oliver Ellsworth had been monitored for the first season but deferred to Mr. Jarvis as to whether there was any information from more recent seasons. Mr. Jarvis confirmed that the costs were monitored at Oliver Ellsworth as well as during the designing and constructing of the LP Wilson fields. Mr. Jarvis confirmed there were immediate savings, but did not have exact figures readily accessible. Councilor Govoni asked to make note of this so the public could be aware of the savings.

Councilor Dobler asked if there was a plan to plant any trees. Mr. Kessler said there were no trees included in the project plan.

Councilor Rampulla Bress asked for an example of accessibility and also asked about bike racks. Mr. Kessler said the project will provide a five-foot bituminous path to connect with existing the path graded flat to accessibility standards. This will be accessible to wheelchairs. Mr. Kessler stated there were no proposals for bike racks as part of this project design, but this could be considered during construction. Councilor Rampulla Bress advocated for this.

Councilor Jepsen asked Town Manager Souza if residents can buy bonds. Town Manager Peter Souza said it can be complex to issue them to the local level and that this may not be the appropriate project but that there may be opportunities to discuss this further down the road.

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

- e) Set a Public Hearing for June 21, 2021 at 7:20 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe that a Public Hearing be held on June 21, 2021 at 7:20 p.m. (prevailing time) on the following ordinance entitled, 'AN ORDINANCE APPROPRIATING \$1,535,000 FOR COSTS IN CONNECTION WITH IMPROVEMENTS TO SAGE PARK MIDDLE SCHOOL ATHLETIC FIELDS; AND AUTHORIZING THE ISSUE OF \$1,535,000 BONDS AND NOTES TO FINANCE THE

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

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

f) Approve easement for multi-use path at 100 Helmsford Way

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to accept the proposed sidewalk easement from PPF WE 100 Helmsford Way, LLC over the area shown as 'Sidewalk Easement in Favor of the Town of Windsor' on the attached map titled 'Easement Map, PPF WE 100 Helmsford Way LLC, 100 Helmsford Way, Windsor, Connecticut, Scale 1"=40', Dated 11/16/2020', prepared by BL Companies.

Mr. Kessler stated that included as part of the approval for the redevelopment of 100 Helmsford Way was the installation of a 10-foot-wide multi-use path across the frontage of the property along Day Hill Road.

Typically, sidewalks are constructed within the town's right-of-way along the roadway; however, there is not enough area within the right-of-way to accommodate the 10-foot-wide path segment and to provide an appropriate snow shelf distance from the roadway. Consequently, an easement is required along this portion of Day Hill Road to allow for future maintenance by the town.

The multi-use path constructed within this easement will be considered a public walk governed by *Connecticut General Statutes* §13a-149. Snow and ice removal will remain the responsibility of the property owner as governed in the *Windsor Code of Ordinances*, Section 15-3.

Motion Passed 7-0-0 (Mayor Trinks not available and Councilor Black-Burke absent)

g) Authorize the Town Manager to execute and submit an application for the Local Capital Improvements Program (LoCIP) grant

MOVED by Councilor Jepsen, seconded by Councilor Rampulla Bress that town staff is authorized to execute and submit an application to the State of Connecticut for a Local Capital Improvement Program (LoCIP) grant to perform pavement management and other eligible work, and that when received, the LoCIP funds will reimburse Capital Project Account No. 9041 LoCIP Program.

Mr. Jarvis said that staff respectfully requests that the Town Council authorize that the following road rehabilitation projects be submitted for reimbursement under LoCIP:

- East Barber Street
- Matthew Lane
- Pepperbush Way
- Farmstead Lane
- Eastview Drive

We expect the streets listed to be completed during the first and second phase of milling/paving operation, currently scheduled to be completed in July. We anticipate that an application for reimbursement under LoCIP will be made in early to mid-July.

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

h) Approve user fee for Electric Vehicle Charging Station

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that the user fee for the Electric Vehicle Charging Station be set at the electricity supply rate billed by Eversource effective July 1, 2021 through December 31, 2021.

Assistant Town Manager, Scott Colby, stated that in reviewing the possibility of creating a user fee, a primary question relates to whether the Town Council wishes to set a fee amount to achieve full cost recovery (minus administrative/processing fee) of the power consumed. Utilizing current billing rates and a 10% increase in usage, the projected cost for a full fiscal year is approximately \$6,275.

ChargePoint, the EV station software vendor, collects a 10% administrative and processing charge of total fees collected by the town.

Outlined below were options the Town Improvements Committee reviewed:

Option A: Per Hour Fee

Charging \$0.55 per 15 minutes of use. Based on the average session length (2.5 hours) since the unit was commissioned equals \$5.55. This fee would allow the town to recover approximately 93% of the utility expenses at the current Eversource rate minus a 10% administrative and processing fee by the vendor.

Option B: Per kWh Fee (electricity usage fee).

Charging \$0.35 per kWh including distribution and fees. Based on the average kWh per session (15.84 kWh) since inception equals \$5.54. This fee amount would allow the town to recover approximately 93% of the utility expenses at the current Eversource price minus a 10% administrative and processing fee by the vendor. Alternatively, the fee could reflect discounts of the delivery charges and only charge for the current kWh supply rate that the town is billed by Eversource.

Option C: No Fee

Maintain the current policy of no user fee charge.

Councilor Dobler added that the goal is to find the sweet spot. The Town Improvements Committee had a very constructive discussion and were in agreement with what has been presented to the Council.

Deputy Mayor McAuliffe asked for clarity from Mr. Colby on the 10% vendor fee. Mr. Colby explained that fee is for when the funds that the vendor collects are transferred over to the Town

of Windsor. It is not a fee that the actual user of the station incurs. Deputy Mayor McAuliffe clarified that they take their 10% off the top.

Councilor Govoni asked if that 10% is used towards their maintenance for the year. Mr. Colby replied that it is not for maintenance of the system but for the processing fee and any other administrative costs. Maintenance costs are covered for the next five years.

Councilor Wilkos stated that the vendor can send a signal out to vehicles when a charging station is not available, such as during the Farmer's Market. He remarked that the purpose of this station was to accommodate residents coming downtown and shopping as well as to attract new drivers from out of town. He reports that both are happening, but the new charging policy will be a good way to gauge how well it works.

Councilor Govoni asked if there were bollards installed around the charging station. Town Manager Souza replied that bollards have not yet been installed. There is still some striping to be done, after which they will look into the bollards.

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

- i) Resolution concerning future use of General Fund Unassigned Fund Balance for Opening Cash

MOVED by Councilor Jepsen, seconded by Councilor Walker that the Town Manager is directed to no longer include Opening Cash in future proposed budgets.

Councilor Jepsen stated that elimination of the Opening Cash line will help grow the Fund Balance, provide future flexibility and potentially help reduce long-term bonding costs. It also eliminates the day-to-day effort to make up the withdrawal during the fiscal year. Furthermore, the town has a unique opportunity to make this change now, because of the expected Grand List growth and resulting revenue in FY 23 due in large part to the new Amazon facility as well as the conclusion of the fixed assessment agreement on Amazon's Old Iron Ore Road facility.

Deputy Mayor McAuliffe stated that the Finance Committee has discussed this. He wants to understand the end game. The Town Council has been advised to save 15-20% in reserves. After removing \$2 million for the next fiscal year, they will still be at 21%. Is the end game to let the reserves get larger? Is there a plan or a formula to keep us at or under the 20% or will we let it grow to beyond where it is now? Councilor Jepsen stated it is not his vision that it grows and grows. He would like the ability to pay out of cash rather than bond large projects such as a fire truck purchase. He feels this makes fiscal sense. The town will be able to take anything over 20% and use it to reduce debt for the future.

Deputy Mayor McAuliffe asked where Councilor Jepsen proposes the surpluses go. Councilor Jepsen defers to future councils for any spending initiatives they wish to partake in or to the Town Manager to make those decisions.

Councilor Govoni asked if they had discussed using funds for Gateway Park. Town Manager Souza responded that would certainly be a possibility as well as for any of the projects that have been identified or are yet to be identified.

Mayor Trinks stated that this helps the Town Manager when he is putting together his budget for presentation to the Council. It does not tie the hands of the Council. Councilor Jepsen confirmed that is correct.

Councilor Rampulla Bress asked who would bring forward the opportunities for expenditures? Councilor Jepsen replied that it would be through the Capital Improvements Program (CIP) process or via anyone on the Council, including the Town Manager.

Councilor Rampulla Bress had concerns about this potentially complicating the budget process. Councilor Jepsen replied that there is a robust CIP process and the Town Improvements Committee does a wonderful job reviewing it. Councilor Jepsen emphasized that this is more about finding what amount of bonding can be taken away to reduce debt service. Councilor Rampulla Bress confirmed that the Council would maintain the ability to rearrange funds to remove taxpayer burden if they see fit. Councilor Jepsen confirmed that the Council would still have that ability and there is no way this motion can impede that.

Deputy Mayor McAuliffe asked if the Finance Committee could make recommendations. Councilor Jepsen replied in the affirmative.

Mayor Trinks asked if at the beginning of the budget process they could ask that the Town Manager's budget process not include the use of opening cash. Councilor Jepsen stated that he was unsure if changing the budget parameters mattered.

Councilor Dobler stated that he looks at all motions in terms of whether they benefit the town regardless of who initiates them. He agrees with Councilor Jepsen's approach and philosophy. He confirmed with Town Manager Souza that, moving forward, in the future, if the Council wanted to add money from a fund that they could. He will support the motion.

Motion Passed 7-1-0 (Councilor Black-Burke absent and Deputy Mayor McAuliffe opposed)

j) Consider approval of settlement in Nicoletti vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to amend the agenda and move item 12J to after executive session (16A).

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

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress seconded by Deputy Mayor McAuliffe to:

- APPOINT Dominic DeCarlo as an Unaffiliated Alternate member to the Board of Assessment Appeals for a four-year term to expire November 30, 2022 or until a successor is appointed
- APPOINT Gina Pastula as a Republican Alternate member to the Zoning Board of Appeals for a two-year term to expire October 10, 2023 or until a successor is appointed
- APPOINT Mark Purdue as a Republican member to the Board of Assessment Appeals for a four-year term to expire November 30, 2025 or until a successor is appointed.
- APPOINT Marva Douglas as a Republican member to the Commission on Aging & Persons with Disabilities for a three-year unexpired term to expire January 31, 2022 or until a successor is appointed.
- APPOINT Lawrence Jaggon as a Democratic member to the Town Planning & Zoning Commission for a five-year unexpired term to expire November 11, 2022 or until a successor is appointed.
- REAPPOINT Kevin Washington as an Unaffiliated member to the Human Relations Commission for a three-year term to expire March 31, 2024 or until a successor is appointed.
- REAPPOINT Carol Sama as an Unaffiliated member to the Library Advisory Board for a three-year term to expire April 30, 2024 or until a successor is appointed.
- REAPPOINT Denise Panos as a Republican member to the Library Advisory Board for a three-year term to expire April 30, 2024 or until a successor is appointed.
- REAPPOINT David Raney as a Republican member to the Library Advisory Board for a three-year term to expire April 30, 2024 or until a successor is appointed.

Councilor Jepsen stated he has had conversations with Councilor Rampulla Bress about making improvements to the appointment process. Councilor Rampulla Bress confirmed she is working on updating chairpersons on roles and responsibilities and how to bring concerns to the Council.

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

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the May 17, 2021 Regular Town Council meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the May 17, 2021 Regular Town Council meeting with the following correction:

Correction: On page 10 of 10, the vote for motion to adjourn was not 0-0-0 but rather 9-0-0.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS

Richard Hulahan, 33 Mechanic Street, expressed his concerns about the effect that the numerous warehouses in Windsor may be having on air quality. Has the Town thought in terms of the effects the Amazon warehouse will have on air quality? Mr. Hulahan referenced California as an example of an area with numerous large warehouses that has suffered air quality problems.

Leroy Smith, 531 Edgewood, expressed concerns regarding the Amazon warehouse situation. He feels there were unfair negotiations. He hopes for provisions in future contracts regarding the hiring of women and minorities. Mr. Smith urges that the abatement be revoked or suspended until the situation is rectified. He requested that traffic on Rainbow Road be addressed and that there be provisions in future contracts to direct traffic back onto International Drive.

Ned Bacigalupo, 89 Farmstead Lane, stated that the John Fitch School is currently a health care crisis due to the heat wave and dirty air ducts which were supposed to be cleaned on May 31. Mr. Bacigalupo reports he applied to be a member of the Windsor Housing Authority on April 22 but was blocked. He feels that Republicans who cast votes for the Independent on the WHA are betraying the Republicans. Mr. Bacigalupo implores Republicans to vote 'no' on appointment of WHA Democratic candidate on the grounds that the applicant is not a Republican. Anyone implicated in the lawsuit should be removed.

Vicki Aronson, 35 Mack Street at Millbrook Village, thanked Councilor Rampulla Bress for the opening prayer and thanked housing commissioners for getting the Executive Director removed. She feels there has been much improvement since.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to enter Executive Session at 9:55 p.m. for the purpose of:

- a) Strategy and negotiations in respect to collective bargaining (WPDEA & UPSEU – Dispatchers)

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

16) EXECUTIVE SESSION

Present: Mayor Donald Trinks, Deputy Mayor Joseph McAuliffe, Councilor Lisa Rampulla Bress, Councilor James Dobler, Councilor James Govoni, Councilor Donald Jepsen, Councilor Lenworth Walker and Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager and Marty Maynard, Risk Manager

Guests: Cori-Lynn Webber, Law Office of Cori-Lynn S. Webber, LLC

MOVED by Councilor Jepsen, seconded by Councilor Rampulla Bress to exit Executive Session and re-enter the Regular Town Council meeting.

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

17) ADJOURNMENT

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to accept the settlement of Nicoletti vs Town of Windsor as discussed in Executive Session.

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

MOVED by Councilor Wilkos, seconded by Deputy Mayor McAuliffe to adjourn the meeting at 10:10 p.m.

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

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council