



**TOWN COUNCIL
HYBRID MEETING
June 21, 2021
Regular Town Council Meeting**

APPROVED MINUTES

1) CALL TO ORDER

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

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

Absent: Councilor James Dobler

2) PRAYER OR REFLECTION

Councilor Walker led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Walker led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS- None

5) PUBLIC COMMUNICATIONS AND PETITIONS- None

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler - Absent

Councilor Black-Burke applauded the weekend long inaugural celebration for Juneteenth at the Wilson Branch Library. Councilor Black-Burke thanked Stephen Higgins and his team for their project. She also recognized and applauded the event held at the Town Hall with the Human Relations Commission on the Town Green. A workshop will be held on June 24, 2021 at 6:00 p.m. at the Town Hall to discuss traffic and trash after having received many complaints from residents relative to these issues. State Representative Tami Zawistowski, State Representative Jane Garibay, Councilor Rampulla Bress, and Councilor Black-Burke will be present and invited all fellow councilors to attend.

Councilor Walker recognized the Juneteenth celebrations occurring in Windsor as well as all over the country. He also reminded everyone to support Windsor businesses.

Councilor Rampulla Bress reported having attended the Juneteenth celebration at Town Hall. She thanked Judge Washington and the Human Relations Commission for their efforts in preparing the event. She also thanked the Town Health Department, Windsor Police Department, Windsor Public Works, Jim Burke, the Town Manager, citizens, and many sponsoring businesses for their collaborative efforts. Councilor Rampulla Bress recognized an upcoming event entitled “Windsor Historical Society Celebrates The Chaffee House Reopening” which will be focusing on the region’s black history. The event will be held on Wednesday, June 23, 2021 from 6:30 p.m. - 8:30 p.m. to celebrate the reopening of the Chaffee House and Museum with a new focus. The museum has been closed for the past year. This event will feature a new exhibit, outdoor reception, brief annual meeting, and a special program featuring historian, Fiona Vernal, PhD.

Councilor Govoni recognized that the theme of Windsor Fire Services this year is “Serve Up Safety” and focuses on kitchen safety. Councilor Govoni reminded residents to exercise caution and safety while cooking.

Deputy Mayor McAuliffe congratulated all Windsor High School graduates. He expressed his appreciation for all the teachers, administrators, and support staff in the schools for their efforts during this challenging year.

Councilor Wilkos congratulated all Windsor High School graduates. Councilor Wilkos regrets he will be unable to attend the traffic and trash workshop on June 24th but encouraged everyone to attend.

Councilor Jepsen attended the Windsor High School graduation. He regrets he could not attend the Juneteenth celebration but looks forward to attending it next year.

Mayor Trinks congratulated all Windsor High School graduates. Mayor Trinks thanked Judge Washington and the Human Relations Commission for the invitation to the Juneteenth celebration. He also commended the citizens of Windsor for their handling of the Covid-19 pandemic. He believes the end of this pandemic is near and the Town has responded extraordinarily well and has demonstrated vigilance with vaccination efforts. He encouraged residents to remain vigilant with regards to the pandemic and feels that normalcy will soon be upon us.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission (PBC)

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

Richard Hazelton, Public Building Commission, was present to provide a verbal report. He stated the following:

Fire and EMS Station Design Project – 9912

The interior electrical work and plumbing work continues and is on schedule. The new HVAC systems were started on June 17th. All ceiling work has passed inspections and are complete. Interior walls are painted, installation of wall protection systems ongoing, restroom fixtures almost complete. Site work continues with sidewalk installations, curbing, aprons, and final parking lot elevations / grading. The new fire apparatus slab is complete. All trades are now fully working in this space. Overall, the project is ahead of schedule by four weeks. We expect the fire company to relocate into the new apparatus bay around the beginning of August. We expect complete fire department relocation around September 1, 2021. Then Phase three work will start for the EMS relocation. We now expect phase three to be completed by November 1, 2021.

Sage Park Middle School Roof Replacement – 9540

The contractor Silktown Roofing has delivered all materials to the site. Work began on June 17, 2021. The project is scheduled to be completed by the end of August 2021.

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project - 9519

With school closing for summer break, the contractor has begun working on first shift hours. Refrigerant and electrical piping is well underway. All work is being coordinated with BOE staff to ensure as little disruption as possible. The schedule for this project is to be completed by November 2021.

Aquatic Facilities Improvements Design

A fifth design meeting was held with town staff and the engineering firm, Weston & Sampson Engineers, Inc. of Rocky Hill, CT. Town staff and the engineering firm are reviewing public comments for schematic design changes. Once final schematic designs are approved by the town staff; the architectural firm will move forward on completing full schematic drawings.

LP Wilson Boiler Room Project – 9533

Work has begun with HazMat removals and then demolition of all existing mechanical equipment. Project is on schedule, and we expect completion by September 30, 2021.

Milo Peck School HVAC Design – 9538

The architect has presented completed drawings to town staff. The architect is scheduled to present completed drawings to the PBC at their next scheduled meeting for their review and approval.

Windsor High School HVAC Project – 9539

The delivery of replacement equipment will begin next week. A section of the south parking lot will be fenced off for this project for equipment storage. Completion is scheduled for mid-August 2021.

Mayor Trinks commended Mr. Hazelton on the Fire House project.

Mr. Hazelton stated there had been some concern regarding the apparatus bay, but it has turned out quite well. He reports that the EMS and Fire Department staff are happy.

b) Housing Code Board of Appeals

As the Housing Code Board of Appeals has not had a reason to meet during the June 2020 – June 2021 period, there is no report for tonight.

c) Windsor Housing Authority

Windsor Housing Authority (WHA) Board of Commissioners (BOC) Chair, Adam Gutcheon, was present to provide a report and was joined virtually by Interim Executive Director, Rob Cappelletti.

Mr. Gutcheon stated that much has transpired since the last Town Council meeting he attended. The Windsor Housing Authority (WHA) has undergone change in management and the Executive Director was let go in early May. They found that they did not have enough time to go through a process for a suitable Interim Executive Director and then find a permanent replacement. Because of this and the size of the candidate pool, they felt it best to enter a shared services agreement with the Meriden Housing Authority. Mr. Gutcheon believes that what has been happening with the WHA has been a failure of their governance and maintenance capacity, both of which they have been working to rebuild.

Mr. Gutcheon added that they have brought in experts with proven track records of rebuilding management capacity at Public Housing Authorities, leaving the Board of Commissioners (BOC) to do the work of rebuilding its governance capacity. This includes reviewing policies, budget decisions, any decisions made with both policy and contracts that were executed without proper assent of the board, and sorting through rules.

Mr. Gutcheon added with regards to rebuilding, they have been assertive in following best practices with respect to board agendas, frequency of meetings, and matters taken up by the BOC. There is no agency that polices housing authorities. There are regulatory agencies which monitor the monies that they send to administer programs, but only the local Housing Authority can make local decisions with local funds, being residents' rent money. There is no recourse except to go to the BOC. A fully appointed board is important and Mr. Gutcheon asked the Town Council to continue to fill vacancies on the board with well qualified individuals.

WHA Interim Executive Director, Robert Cappelletti, stated that they are able to go into housing authorities that are not working well and use best practices, tools at hand, existing staff and additional resources to make the corrections relatively quickly that need to happen and then work on the longer-range issues. The goal in the last few weeks at the WHA has been to assess the policies and procedures that are in place, find gaps and deficits in those policies, find out what has or has not been working and to meet with residents to obtain feedback and solicit suggestions for improvement. They operate under a client-centered philosophy and the residents need to be satisfied. They are working to create a safe, healthy, affordable, housing environment. They are also coming to the end of long project that was affected by Covid related delays. There is approximately two months remaining on the project. Once completed, residents

will begin to feel things getting back to normal. The key to success is having the support of the BOC and the Town Council.

Councilor Govoni applauded the work being done on the facility. He asked who oversees construction projects or identifies what needs to be done. Councilor Govoni inquired if there is an annual walk through/inspection. Mr. Gutchoen stated that the WHA is responsible. He reported that there have been erroneous statements made in the past relative to this responsibility, such as blaming the Connecticut Housing Finance Authority (CHFA). It is the responsibility of the WHA to oversee execution of contracts with contractors.

Mr. Cappelletti stated that the two projects that the housing authority owns directly are state funded housing authorities and operate under the Department of Housing rules and regulations. The Fitch Building was an older tax credit project that got converted over with CHFA funds that is now privately owned by the non-profit of the housing authority and runs just like an affordable housing development. The Capital Needs funds come from different sources, but mostly from tenant rents. This project was funded by the State Supported Housing Portfolio Project Grant. The housing authority is ultimately responsible for managing the project, but the work items came from a Capital Needs assessment done 5-6 years ago by the State of CT through a private contractor. The State gave grants to the housing authorities with the biggest needs. The Housing Authority hired a construction manager, John D'Amelia and Associates, to manage the project with the architect, Quisenberry Arcari.

Mr. Cappelletti added in terms of who is responsible for the ongoing maintenance, the housing authority creates a list of needs for the developments it operates. Money is raised or saved to address those needs. The only funds available are from the rents, making it very difficult to do large capital needs projects. They turn to the Town or to the State for Community Development Block Grants (CDBG) or special funds that the Town has access to apply for or with the housing authority or the housing authority can do it independently with the support of the Town, through the State, or Department of Housing. Mr. Cappelletti believes there will be other funding streams coming through, particularly with the Covid recovery funds. The Town Council can expect to hear from the WHA regarding their needs. They will assess equipment, identify other capital needs and work on accessing those funds.

Councilor Govoni thanked Mr. Cappelletti for the explanation as he was not aware of how the projects were funded.

Mr. Gutcheon stated that the only funds Millbrook and Shad Run receive outside of rent is a small number of Non-Elderly Disabled (NED) Vouchers, which is a very small income stream.

Town Manager, Peter Souza, clarified that the Town of Windsor has not provided money to the WHA for capital or operating expenses. He confirmed that the Town has applied for CDBG funds on behalf of the Housing Authority, with authorization from the Council.

Deputy Mayor McAuliffe asked if it could be assumed that, after this process is complete, there would be well documented policies and procedures. Mr. Gutcheon confirmed that policies and procedures would be well solidified.

Deputy Mayor McAuliffe asked if there would be annual financial audits to track finances. Mr. Gutcheon stated that the WHA is already required by federal law to do an annual audit because they receive federal funds. At the last regular meeting, the BOC ordered a forensic audit of the last three years because they are not completely satisfied that all funds are accurately accounted for.

Councilor Rampulla Bress thanked Mr. Cappelletti and Mr. Gutcheon for their reports and the work they are doing. She also thanked the commissioners, on behalf of the citizens of Windsor. Councilor Rampulla Bress recently attended a barbecue at Fitch Court for residents and was approached by grateful and happy residents who felt as if their concerns were being heard and considered.

Mayor Trinks asked about the wait list being closed and questioned whether this had to do with the management reorganization. Mr. Gutcheon said the wait list doesn't coincide with the timing of the change in management. Each site has its own wait list with many people waiting. There is a threshold number to reopen.

Mr. Cappelletti stated the lists are currently closed because there are too many people on the waiting list and that when the list gets below 100, they will reopen it to the public. The Section 8 waiting list just reopened and over 10,000 applications were received. Those applications are now being processed and 500 will be randomly selected. There are approximately 300-400 people on each wait list for Shad Run and Millbrook. The wait for the last person on that list is several years long. They must annually purge the waiting list so everyone on the list gets a letter asking if they are still interested and to update their information. Oftentimes, 20% drop off the list due to having moved or no longer being interested.

Councilor Rampulla Bress stated that there is a need for more housing.

Mr. Gutcheon expressed that he is hopeful that at the end of their rebuilding of capacity they will be able to expand the inventory of affordable housing in Windsor.

8) TOWN MANAGER'S REPORT

July is Parks and Recreation Month

Windsor Recreation and Leisure Services is celebrating Park and Recreation Month, an initiative of the National Recreation and Park Association (NRPA). We are celebrating how the Town of Windsor is stronger, more vibrant, and more resilient because of parks and recreation. The Windsor Recreation staff has planned a variety of activities to celebrate the month with special events and programs for residents of all ages and abilities such as Movie Nights, Block Parties, Float Nights at the Pool, Trivia Night, Family Nights, Senior Kayaking, Outdoor Zumba and more! Our local parks are often our first experience in nature, our introduction to a favorite hobby or physical activity. They are places to gather with friends and family, spaces to celebrate life's special moments, spots of respite and healing. Community members are encouraged to share their memories and stories on our Social Media outlets using the hashtag #OurParkAndRecStory. For more information call 860-285-1990 or go to <https://townofwindsorct.com/recreation/>.

'AAA' Credit Rating Affirmed

Our bond and note sale took place on Thursday, June 10th and the results were very favorable. The town received nine bids on the bond sale and J.P. Morgan Securities LLC was the low bidder. The issue consisted of \$21,270,000 general obligation bonds with a 15 year term and interest rates ranging from 5.0% down to 2.0% (average interest rate or 'coupon' is 3.2%.)

The town received 3 bids on the note sale. Piper Sandler was the low bidder. The amount of the one year note that was sold is \$2,160,000 and we received a 2% interest rate.

We will close on the bond and note sale and receive the proceeds on Thursday, June 24, 2021.

Milling/Paving operations

The second round of this year's milling/paving operations is anticipated to begin during the first week of July, weather permitting. We expect the work to be wrapped up some time in the middle of the month. Streets currently scheduled for rehabilitation include Rainbow Road (Poquonock Ave. to High St.), Bayberry Circle, Rainbow Creek Drive, Brookside Circle, Brentwood Lane, Holly Circle, Eastview Drive, Juniper Road, and Farmstead Lane. Public works staff will be completing repairs to drainage structures on those streets before paving work begins.

COVID Vaccination

As of June 16, 2021, 58.38% of our total estimated population was fully vaccinated. This is up from 54.92% as of June 2nd. 67% of town residents, 15 years old and above, have been fully vaccinated. In the remainder of June, the town's Health Department will be conducting at least 4 vaccination clinics.

Walk-up clinics are being held on Tuesday, June 22, 2021, at the Wilson Library from 2:00 p.m. – 4:00 p.m. and on Thursday, June 24th, at the First Town Downtown Farmer's Market at 240 Broad Street from 3:00 p.m. – 5:00 p.m.

Our 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 to advertise.

We are engaging with a variety of community partners as well as 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.

Councilor Black-Burke asked is a full listing of the Parks and Recreation programs and events would be sent out to residents via a blast or another means. Town Manager Peter Souza stated that all programs and events can be found on the Parks and Recreation website which can be accessed through the Town's main site. There is also a calendar of a variety of community events on the Town website. The Parks and Recreation Department will be sending out an email

through their distribution list. The Town Manager's report will be distributed tomorrow as well with a link back to the events.

Councilor Black-Black Burke asked if there was any connection with the Office of Family and Community Partnerships through the school district. Town Manager Peter Souza stated he would pass this along.

Councilor Black-Burke asked how residents will be made aware that the milling and paving will be taking place. Town Manager Souza stated that it will be communicated to residents while doing the drainage work. He will also confer with Public Works to ensure residents are aware. Town Manager Souza stated that this would likely entail only a day or so of milling and one day of paving.

Councilor Black-Burke suggested something similar to a reverse 211 to notify residents.

Councilor Rampulla Bress commended the efforts regarding the Covid-19 vaccination. She inquired as to what the goal is and what it would be to achieve herd immunity. Town Manager Souza stated that 70% of the total population is the target number. We are currently at 58%.

Councilor Rampulla Bress stressed that vaccinations are free and there are currently many incentives for those who obtain the vaccine. She strongly encouraged vaccination. She also encouraged homebound residents to reach out to the Health Department for assistance.

Councilor Govoni recalled that when he received the vaccine early on, it was very difficult to get. He questioned if this has changed and asked if the target is now individuals who may be hesitant to receive the vaccine. Town Manager Souza confirmed that is the current target population. No pre-registration is required at most clinics. There is plenty of information on the Town's website, but residents can also contact the Department of Health with any questions.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler - Absent

Special Projects Committee – Councilor Dobler - Absent

Health & Safety Committee – Councilor Black-Burke reminded residents of the Trucks, Traffic and Trash workshop being held on June 24, 2021 at 6 :00 p.m. at the Town Hall.

Personnel Committee – Councilor Rampulla Bress said the Personnel Committee met in June. They have some people to vote on tonight. The next meeting will be held in August or early September. There are still a small number of vacancies. Councilor Rampulla Bress encouraged residents to visit the Town website under Boards & Commissions to view vacancies if they have interest in serving their community in this capacity.

Finance Committee – Deputy Mayor McAuliffe stated the Finance Committee met June 10. It is on tonight's agenda to approve year end purchase orders and year end transfers. At the end of this fiscal year, \$4.1 million will be returned to the general fund balance, totaling almost \$33

million, which is 24% savings in reserves. The AAA bond rating is a good sign. Deputy Mayor McAuliffe commended Finance Director, James Bourke, and Town Manager, Peter Souza, and staff for getting us there.

10) ORDINANCES – None

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.’

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 Dobler absent)

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

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

- b) Approve proposed Capital Improvement Plan (CIP) for FY 2022-FY 2027

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress to approve the proposed FY 2022 – FY 2027 CIP as recommended by the Town Improvements Committee.

Town Manager Souza stated that 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 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.

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.

The Town Improvements Committee recommended to move 330 Windsor Avenue Energy Recovery Improvements to FY 2022. They also recommended that design of the Baker Hollow Road reconstruction project originally scheduled for FY 2023 be moved up to FY 2022 with construction phase potentially in FY 2023. It was also recommended that the design phase of Pigeon Hill Road, originally scheduled for FY 2022, be moved to FY 2023 with construction in FY 2025.

Councilor Rampulla Bress expressed that she likes the changes and feels it was clear that councilors were heard.

Councilor Jepsen asked if 330 Windsor Avenue funds were coming out of the Covid relief money the Town would be receiving. Town Manager Souza stated it is currently slated for the federal aid category. Parameters for use of the Covid funds remain unclear but new guidance is to be issued in mid-July. They are currently to be allocated to heating, ventilation and air conditioning projects. There will be a series of conversations over the summer regarding the use of the Covid relief funds.

Councilor Rampulla Bress asked if the process for distributing federal money takes place with staff or with the finance committee. Town Manager Souza plans for high level staff to discuss this first and then bring suggestions to Council for further discussion.

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

12) NEW BUSINESS

- a) Approve Board of Education lease – purchase agreement for copiers

MOVED by Deputy Mayor McAuliffe seconded by Councilor Jepsen to approve the attached resolution pertaining to the Board of Education lease-purchase agreement for copiers.

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.

Town Manager Souza stated that 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.

Town Manager Souza explained that this is a procedural step to ensure proper alignment with Internal Revenue Service (IRS) code.

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

b) Authorize the Town Manager to accept a grant from the Connecticut State Library

MOVED by Councilor Rampulla Bress, seconded by Councilor Jepsen to authorize the acceptance of a Connecticut State Library grant in the amount of \$19,056.

Library Director, Gaye Rizzo, stated that 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.

Councilor Rampulla Bress asked if the funds were geared towards any particular programs or if they were just for general uses. Ms. Rizzo explained that furniture would be purchased and solar charging stations and a bench with solar power would be installed outside for those who still prefer to work outdoors as well as stationary charging stations indoors.

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

c) Approve Year End Purchase Orders

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress that the FY 21 General Fund open purchase orders as of June 10, 2021 be approved until October 18, 2021.

Deputy Mayor McAuliffe stated that 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 |
| Administrative Services - Financial Accounting & Reporting/Human Resources | | | | |
| Other Capital Equipment | 21330 | Tyler Technologies, Inc. | Munis Tyler Content Manger SE (TCM) | \$32,604 |
| Public Works & Engineering - Administration | | | | |
| Other Capital Equipment | 21298 | Traffic Logix Corporation | Speed Display Signs | \$10,846 |
| Public Works & Engineering - Administration | | | | |
| Contractual Services | 21304 | BL Companies, Inc. | Day Hill Road Corridor Study | \$30,950 |
| Public Works & Engineering - Facilities | | | | |
| Repair & Maintenance | 21278 | Carrier Corporation | Town Hall Refrigerant Repair | \$8,000 |
| Public Works & Engineering - Facilities | | | | |
| Repair & Maintenance | 21287 | McKinney Construction, LLC | Public Works Building - Paint Exterior | \$19,980 |
| Safety Services - Police Department | | | | |
| Vehicles | 21189 | Northwest Hills Chevrolet Buick GMC | 3 Police Vehicles (Chevrolet Tahoe) | \$111,210 |
| Safety Services - Police Department | | | | |
| Other Capital Equipment | 21302/21316 | MPH Industries, Inc. | 2 Speed Monitor Trailers | \$23,438 |
| General Fund Total | | | | <u>\$237,028</u> |

Councilor Govoni asked why the police vehicles were switched to Chevrolet Tahoes. Town Manager Souza stated that when the Ford Crown Victorias stopped being made, a switch was made to Ford Sport Utility Vehicles. There were significant delays with Ford. Then a switch was made to the Chevrolet Tahoe, which, unfortunately, is also now experiencing delays this year due to the pandemic.

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

d) Approve Year End Transfers

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen 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.

Deputy Mayor McAuliffe stated that 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.

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

e) Approve appropriation of \$225,000 to the Discovery Center Enterprise Fund from the General Fund Unassigned Fund Balance

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Black-Burke to approve a transfer of \$225,000 from the General Fund Unassigned Fund Balance, to cover the anticipated FY 21 and projected FY 22 operation losses due to the impact the COVID-19 pandemic has on client revenues.

Town Manager Souza stated that the 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.

Councilor Wilkos inquired about the availability of Covid related Federal grants for these types of issues. Town Manager Souza reported that we had received \$15,000-\$20,000 in FY21. Discovery Center Director, Laura Casey, is exploring federal funds and approval is expected. However, this appropriation allows for a balanced budget going forward. Should the federal funds become available, these monies could be returned to the General Fund, but Town Manager Souza recommends that those funds be left in retained earnings because the pandemic eliminated their retained earnings.

Councilor Wilkos expressed that he would like to see the funds reallocated to the General Fund.

Councilor Jepsen stated that this must be done due to the end of the fiscal year and the Town will be receiving close to \$8 million.

Town Manager Souza stated that there are separate monies available outside of the Town's per capita funds that are coming through the Office of Early Childhood. In terms of recovery of lost revenues, the Treasury rules currently state that you must take all funds and all resources for a certain year. Under current guidance, they are not allowed to take Caring Connection or Child Discovery even though they lost revenue.

Councilor Rampulla Bress asked Ms. Casey how they are doing in the program. She agrees that Town Manager Souza's idea of keeping the reserves is a sound one. Ms. Casey expressed optimism and reported that they opened their doors this morning for the summer program. The program is more than 50% filled for the entire summer. They are also 50% filled for the fall.

Councilor Rampulla Bress thanked Ms. Casey for her efforts and acknowledged the importance of early childhood development programs.

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

- f) Approve appropriation of \$20,000 to the Caring Connection Enterprise Fund from the General Fund Unassigned Fund Balance

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that a transfer of \$20,000 be made from the General Fund Unassigned Fund Balance to cover the anticipated FY 22 operation loss due to the continued impact of the COVID-19 pandemic.

Town Manager Souza stated 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 FY 22 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 the 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 clients and caregivers.

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

g) Discussion of Route 159 – Palisado Avenue Speed Limit

Councilor Jepsen stated that he spent time speaking with residents on Palisado Avenue and that, while some are in favor of lowering the speed limit, the majority felt that a speed limit change would do little to stop excessive speeding. Most residents suggested that only increased enforcement would have an effect. One suggestion mentioned by several residents was to remove the passing zones that currently exist. Another resident suggested traffic lights.

Councilor Black-Burke asked who put in the request to reduce the speed, as the Health and Safety Committee has been discussing speed for years.

Town Manager Souza reported that, from September 2020 to present, there have been 14 different requests for speed reduction, mainly from Pierson Lane going north. A speed trailer was used and data was collected midway on Palisado going northbound. Town Manager Souza stated that, based upon engineering, he asked the Town Engineer/Public Works Director, Bob Jarvis, to put in the request. The 45MPH speed limit on Palisado Avenue north of Pierson Lane is the highest posted speed limit on any state road in the Town.

Councilor Jepsen reiterated that the consensus is that lowering the speed limit is not going to solve the problem. Those going 70-80MPH will continue to do so. The zones were likely set up over 50 years ago when there was far more agricultural land. There were also significant complaints about the noise, particularly from motorcycles, when they are traveling at high speeds.

Councilor Govoni acknowledged this is a complicated matter and that these issues of speeding, littering, and trucks are going to take some collaboration and planning. He likes the idea of removing the passing lanes.

Councilor Rampulla Bress thanked Councilor Jepsen for his proactivity in reaching out to his neighbors and acknowledged having heard both from residents who want the speed limit lowered and from residents who do not. She also thanked Town Manager Souza for reacting to constituent concerns. She acknowledged this is a complex issue. She suggested a collaborative

effort and recognized and encouraged the increased use of the Drive Wise campaign. Additional Drive Wise devices are included in the budget. Councilor Rampulla Bress suggested postponing a decision until after the workshop this week when they have the opportunity to hear ideas from residents as to what can be done to improve the situation.

Councilor Walker expressed that everyone should have input. He is not convinced that reducing the speed limit will help the issue and that it is not realistic or efficient. He does not feel passing lanes are necessary and would like to see solar powered speed signs in place. He also recognized that there are school bus stops on Palisado Avenue and would like to see a collaborative effort made to address this issue.

Councilor Jepsen inquired as to whether it would be possible to withdraw the request to the State. He will commit to coming to the workshop on June 24.

Deputy Mayor McAuliffe agreed there is no reason to lower the speed limit. It is safe to drive 45MPH on that road. It is an enforcement issue.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Bress, seconded by Councilor Black-Burke to accept the resignation of James Klase from the Conservation Commission.

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

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

- a) 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) 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) 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) 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) 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) 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) 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.

MOVED by Councilor Walker, seconded by Councilor Jepsen to separate out, for purposes of discussion, item (g), the appointment to the WHA, from the main motion.

Motion Passed 6-2-0 (Councilor Dobler absent, Councilor Black-Burke and Councilor Rampulla Bress opposed)

Motion Passed 8-0-0 for approval of items A-F (Councilor Dobler absent)

Councilor Walker objects to the appointment of the new member to the WHA because it was not voted upon. Mr. McKay is Unaffiliated and will fill a Republican slot. Councilor Walker also stated that there was insufficient notice of the meeting whereby Mr. McKay was voted in. Should Mr. McKay fill the seat, there will be no Republicans on the WHA. Councilor Walker believes Mr. McKay is very much qualified but this is an issue of an Unaffiliated member filling a Republican spot.

Councilor Rampulla Bress understands the concerns of Councilor Walker. There was a Republican member on the WHA who resigned and another who was not reappointed for various reasons. All appointments of current WHA members were voted upon unanimously by all members of the Personnel Committee. Councilor Rampulla Bress stated that Mr. McKay was the superior candidate. Her role is not to put in Republicans, Democrats, or Unaffiliateds, or Independents but, rather, her role is to put the best candidate in the position to assist the commission with doing its job. In this case, the best candidate happened to be an Unaffiliated member.

Councilor Govoni stated that he worked with Mr. McKay on SummerWind and discussed other projects Mr. McKay has completed. Councilor Govoni agreed that Mr. McKay is well qualified.

Deputy Mayor McAuliffe knows Mr. McKay and his background and agrees that he is highly qualified and they would be fortunate to have him on the WHA.

Councilor Jepsen stated that the notion that any party owns seats on the Board of Commissioners does not exist. The rule is only that no one party can have more than the bare majority of seats. While he would like to see more Republicans involved, it is not by rule.

Councilor Black-Burke stated that Mr. McKay's qualifications would be a valuable asset to the Windsor Housing Authority's Board of Commissioners.

Councilor Walker wants to clarify that no one is saying that the political party owns anything. However, in a democratic society, we have different people representing different parties on different boards. Councilor Walker wanted to be clear that it is not his opinion that it is acceptable to have representation by only one or two parties.

Councilor Rampulla Bress pointed out that there are some Boards and Commissions that are predominantly Republican, some that are primarily Democrat, and there are others that are

mixed. She would love to see more equal representation of parties. Historically, commissioners have been replaced by members of the same party, unless there was an opportunity to seat an Unaffiliated or an Independent. There is a large and growing number of Unaffiliated and Independent members who do not have appropriate representation. While this is about the best candidate it is also about making sure we have adequate representation of all citizens in Windsor.

Councilor Walker stated that he has not seen any commission dominated by Republicans and looks forward to the report from Councilor Bress on the compositions of Boards and Commissions.

MOVED by Councilor Rampulla Bress, seconded by Councilor Black-Burke 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.

Motion Passed 7-0-1 (Councilor Dobler absent, Councilor Walker abstained)

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the June 7, 2021 Public Hearing

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the June 7, 2021 Public Hearing.

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

b) Minutes of the June 7, 2021 Regular Town Council meeting

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the June 7, 2021 Regular Town Council meeting.

Councilor Jepsen kindly thanked the recording secretary for work on the meeting minutes.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS

Ned Bacigalupo, 89 Farmstead Lane, expressed his dissatisfaction with the handling of the Windsor Housing Authority and the soccer fields.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Rampulla Bress seconded by Councilor Black-Burke to adjourn the meeting at 9:45 p.m.

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

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council