



**TOWN COUNCIL
HYBRID MEETING
July 6, 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 Dobler, Councilor James Govoni, Councilor Donald Jepsen, and Councilor Len Walker

Absent: Councilor Kenneth Wilkos

2) PRAYER OR REFLECTION

Councilor Jepsen led the group in a moment of silence for Anna Marie “Nan” Carmon and reflected on her kindness, compassion, faith and the great work she did for the Town.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS- None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Susan Miller of 130 Palisado Avenue expressed support, on behalf of Windsor Climate Action, for joining Sustainable CT. Ms. Miller stated that this would be a public declaration that Windsor is committed to the ongoing efforts to build local economies, support equity, and respect the finite capacity of the environment. Ms. Miller stated that this is especially important as we work toward limiting the impact of climate change and that this initiative enables local residents and organizations to help by opening up possible grants. Ms. Miller noted that we have had 11 days of 90 degree plus weather already this year and the average for the entire year is 10. Ms. Miller reported that the Windsor Climate Action group is planning a Sustainability Fair in the fall of 2022 and joining Sustainable CT will allow them to apply for funds. Ms. Miller acknowledged that other environmental action groups in town are in support of this initiative as well and requested that members from the public, not just members of boards/commissions and administration, be included on the Sustainable CT team.

Eric Weiner of 76 Palisado Avenue, Chair of the Clean Energy and Sustainability Task Force thanked Town Manager, Peter Souza, and Assistant Town Manager, Scott Colby, for pulling together the resolution before the Council. Mr. Weiner stated that once the Town registers with

Sustainable CT, the grant funding for sustainability projects opens up and there is an increased amount of funding for local citizens and non-profit organizations to work towards a sustainable planet. Mr. Weiner hopes to see a unanimous vote from Council tonight to take this step.

George Slate of 74 Ethan Drive spoke regarding opening cash. Mr. Slate stated that, if for the FY23 budget there is not a large enough amount for opening cash, he plans to switch his vote from a consistent yes to a no. Mr. Slate defined an appropriate amount of opening cash as 50% of the projected surplus plus 1/3 of the excess rainy day fund above 20% of expected expenditures. Mr. Slate reported that the lowest projected cost of living adjustment (COLA) for Social Security he has seen is 4%, which he believes will make for an interesting budget session. Mr. Slate expressed that he feels the point of opening cash has been missed. He stated that the projected surplus and the excess in the rainy day fund belong to the taxpayers and those two items should be shared. Mr. Slate advocated for legitimate discussions as to how much of the projected surplus and excess rainy day fund should be shared with taxpayers. Mr. Slate commented on the Council's mention of using the surpluses to reduce future debt service. As long as the unfunded Other Post Employment Benefit (OPEB) balance of \$36 million far exceeds the excess rainy day fund balance of \$3 million, Mr. Slate feels the Council should focus more on and more funding should be directed towards the OPEB trust. Mr. Slate stated that the assumed earnings rate for the OPEB trust far exceeds the earning rates for the cash investments, such as the rainy day fund.

Grant Kiehne of 603 Bricklayer Road spoke regarding the recent legalization of marijuana in CT. Mr. Kiehne advocated for a democratic process to determine how the plan ends up being implemented. Mr. Kiehne encouraged the Town and the Council to begin thinking about that process and how it might play out over the next several years.

Ned Bacigalupo of 89 Farmstead Lane stated that he recently applied to the Windsor Housing Authority (WHA) and believes the Democrats refused to allow him to serve as a volunteer. Mr. Bacigalupo is petitioning the Council to remove Councilor Rampulla Bress from the Personnel Committee. Mr. Bacigalupo is also requesting to repeal the tax increase of 2020, which he stated was 2.5% without a vote and taxation without representation. Mr. Bacigalupo is calling for public funding to be removed from First Town Downtown and the Chamber of Commerce until they publicly disclose how much they are paying themselves and how the public monies are being spent for the public good. Mr. Bacigalupo expressed support of Mr. Slate's idea of using any surplus towards next year's budget. He stated that the money should be rolled over and returned to the people.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler expressed his happiness in that most council members are present in person at tonight's meeting for the first time in over a year.

Councilor Walker discussed the recent rash of car break-ins throughout the Greater Hartford region and reminded citizens not to confront anyone who might be trying to get into their vehicles. Councilor Walker referenced the recent incident in Glastonbury where a homeowner confronted an individual trying to break into her vehicle and was shot at. Councilor Walker stated that, according to various resources, this is not the first time something like this has happened. He

encouraged residents to dial 911 and avoid any confrontation. Councilor Walker reminded residents to support local businesses in Windsor. He also reported that June was West Indian Heritage Celebration month and he attended the kick off event at the Windsor Historical Society. He acknowledged that Councilor Black-Burke was present as well. Dr. Fiona Vernal gave a presentation looking at the history of West Indians in the Windsor area. Councilor Walker stated that part of Dr. Vernal's presentation identified a new group called the Caribbean Cultural Heritage Alliance. He encouraged fellow Councilors to visit the Historical Society for more information. Councilor Walker referenced a book by Faye Johnson called "Soldiers of the Soil" which gives insight into the proliferation of West Indians of Greater Hartford. The Caribbean Cultural Heritage Alliance had an inception program on June 23 at the West Indian Social Club in Hartford. They will be doing multiple pieces including a piece on West Indians in Windsor and Councilor Walker anticipates he will be coming back to the Council for support once they have their paperwork together.

Councilor Black-Burke applauded all that is being done through Caribbean Heritage awareness. A festival will happen the first weekend in August and more information will be forthcoming. Councilor Black-Burke highlighted the Mayor always being out and about representing the people. Hopewell Baptist Church had an event empowering young people called "Let's Talk" on June 26th and the Mayor attended. Councilor Black-Burke thanked all who attended the "Traffic, Trucks, and Trash" event on June 24. She stated that it was a great opportunity for Councilors to hear from constituents. She also reported that there is a movie night on Friday, July 9 at LP Wilson and it is something residents can do with the family. She also thanked all who came to the chamber tonight to share their thoughts. Councilor Black-Burke reported that she has received complaints from citizens expressing concerns that they are being treated differently by Town employees. Councilor Black-Burke clarified that the Town Council does not manage town employees but she encouraged constituents to express their concerns.

Councilor Govoni- None

Councilor Rampulla Bress thanked constituents for bringing their thoughts to the Council. She reported having heard from residents in town with various concerns such as certain areas in town not being mowed or having trash. Councilor Rampulla Bress encouraged the use of "See, Click, Fix" on the Town's website to get a quick response from the town. The Windsor Historical Society is doing many wonderful programs. They are looking for community stories and want to hear from residents. Councilor Rampulla Bress congratulated Councilor Black-Burke for graduating from CT Emerge, a program that supports women leaders. She was selected to be the speaker of honor for that program.

Councilor Jepsen concurred with Councilor Dobler regarding the return to in person meetings.

Deputy Mayor McAuliffe expressed condolences regarding the passing of Nan Carmon. He also reported that Tom O'Shea, former councilor, lost a very young grandchild and asked for thoughts and prayers for the O'Shea family. Deputy Mayor McAuliffe reported that the Garden Club is having a tour this Saturday.

Councilor Wilkos - Absent

Mayor Trinks - None

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Leonard Lockhart, Board of Education President, gave the following report:

- Graduation was held on June 16, 2021 with 248 students graduating.
- Windsor High School Principal, Uyi Osunde, has accepted the position as Stratford Public Schools Superintendent. Mr. Lockhart thanked him for his service and wished him the best in his new role. Mr. Breon Parker has been named Interim Principal for Windsor High School for the 2021-2022 school year, allowing opportunity for a national search to fill the position to begin on July 1, 2022.
- On June 29, the Board appointed two new principals, Jennifer Michno at JFK and Felicia Poskus at Clover Street. One principal is staying within the district to do work in the district office. Mr. Lockhart expressed sadness to say goodbye to Ms. Baltimore who must return to Virginia for personal matters and asked the town to keep her in their prayers.
- The food service program for the summer is running. Anyone age 18 and under is eligible. Enrollment in Windsor Public Schools is not a requirement. The program runs until August 20, 2021, Monday through Friday at Windsor High School, Clover Street, Oliver Ellsworth, Windsor Public Library, and the Academy of Aerospace and Engineering. Hours vary by location between 10:45 a.m.-12:30 p.m. See the district website for more information at www.windsorct.org.
- Windsor Public Schools Summer School program for middle and high school students began June 28. Summer programming began today for elementary school students.
- In addition to summer school, high school and middle school students were offered a multitude of enrichment courses including ceramics, pottery, anime, forensic science, SAT prep, and Make Music Count. Enrichment courses for elementary students included an obstacle course, Murals and More, and Project Lead the Way.
- They will be receiving the CAFE leadership award again this year for the third time and it will be presented on November 12.

Mr. Lockhart expressed appreciation for the Town Council and Town Manager for working well with Superintendents both past and present.

Councilor Rampulla Bress congratulated Mr. Lockhart on the award.

b) Public Building Commission

Richard Hazelton, Public Building Commission, stated the following:

Fire and EMS Station Design Project – 9912

The majority of interior electrical and plumbing work is completed for phase II. The new HVAC systems were started on June 17th and are being commissioned. A finish coat of paint for interior walls and metal doors continues. Installation of flooring, carpeting and LVT continues. Site work continues with sidewalk installations, curbing, aprons, and final parking lot elevations / grading.

All trades are continuing their work in the new apparatus bay. 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 started work. Existing roof rock ballast has been removed and demolition of the existing roof will begin the week of 7/5/2021.

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project - 9519

Refrigerant, controls, and electrical piping work continues. Conduits for the new electrical service is ongoing. A small amount of HazMat is scheduled for the mechanical room for gym air handling units; which will be replaced after HazMat work is completed. The concrete pad for exterior condensing units has been completed. The schedule for this project is to be completed by November 2021.

Aquatic Facilities Improvements Design

Town staff and the engineering firm, Weston & Sampson Engineers, Inc. of Rocky Hill, CT are finalizing their schematic design for both pool houses. Once final schematic designs are approved by town staff, the architectural firm will move forward on completing full schematic drawings.

LP Wilson Boiler Room Project – 9533

The HazMat removals and demolition of all existing mechanical equipment is to be completed the week of July 11. Then installation of replacement heating equipment will begin. The project is on schedule and is expected to be completed 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 July meeting for their review and approval.

Windsor High School HVAC Project – 9539

The delivery of replacement equipment began on June 30. Twelve of the 26 units were replaced. The remaining units are scheduled to begin on July 27. Completion is still scheduled for mid-August 2021.

Deputy Mayor McAuliffe asked if there was a projected occupancy date for the firehouse on Bloomfield Avenue. Mr. Hazelton stated that occupancy is projected for early November.

- c) Metropolitan District Commission (MDC)

John Avedisian gave the following report:

- Bill design is being reviewed and improvements are being made in response to customers feedback that the billing is unclear.

- They are looking at a redesign for sewer and water charges. Over 47,000 customers are enrolled in the portal and over 11,000 are using auto pay. Both of these numbers are up.
- In this month's bill there is information on wastewater, how to find leaks, and a water quality manual stating quality of water for 2020.
- Lake McDonough recreation area is closed for the rest of the year due to Covid and cost savings.
- Operation Fuel provided \$3,523 for 1,800 customers through May of 2021 and the Town of Windsor has had a total of 15 grants at a cost of \$6,422 to help residents pay their bills.
- The Niagara Bottling Company averaged 799,000 gallons per day from 4/30/21 to 5/28/21. There is a reduced rate for anything over 600,000. The average daily monthly volume in 2020 was 42.2 million gallons per day of treated water out of production in West Hartford. The average daily monthly for 2021 is 48.73, which has gone up. The previous five year average was 46.55 million gallons per day.
- As of 5/31/21, Barkhamsted and Nepaug are at 100% capacity despite high temperatures. There are 39 million gallons in storage, which is a 664 day supply assuming we have no precipitation.
- In 2020, there were 10 new hires versus a termination/retirement/resignation of 47. They are keeping manpower down. In 2021, there have been 10 hires and 12 resignations/retirements.
- A fact sheet was presented to the Town Manager with regards to what is occurring with the Department of Energy and Environmental Protection (DEEP) and the State of CT. They are in the same position as they were a few months ago.
- Mr. Avedisian reports having received no help from the legislature in getting the \$13 million back from the DEEP that is owed to the MDC. They are still in litigation trying to sue DEEP and there are ongoing issues such as deteriorating piping which is estimated to cost at least \$300,000 to replace. They have discussed liability with the Environmental Protection Agency and explained that, if it goes, it is not the MDC or the town that is responsible, it is DEEP.
- The Hartford Conveyance Tunnel has traveled 11,000 feet and there is 9,000 feet to go. Once complete, all the runoff will be siphoned off and processed at the plant.
- Mr. Avedisian reported that he has been asked to sit in for Scott Jellison on the Riverfront Recapture Board.

Councilor Rampulla Bress inquired about the number of Operation Fuel applications and asked if it was on track with what is normal or if there was an increase during Covid. Mr. Avedisian reported that the number of applicants has remained stable.

Councilor Jepsen expressed frustration about the website and asked that it be looked at as well as the billing. Councilor Dobler agreed with Councilor Jepsen's sentiments regarding the website. Mr. Avedisian acknowledged the website issues and stated that efforts will be made to make improvements.

8) TOWN MANAGER'S REPORT

Concerts on the Green

[First Town Downtown](http://firsttowndowntown.org) invites you to the summer concert series sponsored by Windsor businesses. Concerts will begin on July 8th and will be held every Thursday until August 26th. Performances are from 6:30 PM - 8:30 PM on the Windsor Town Green. Free to the public. For more information call (860) 247-8982 or go online to firsttowndowntown.org.

Summer Block Parties

The Windsor Youth Services Bureau and Windsor Police Department invite families to come out and play at our annual Community Block Party Series! The block parties run from 4:30 PM to 7:30 PM and admission is a school snack donation for the Weekend Wheels program.

Families can enjoy tie die shirts, bounce houses, face painters, henna artist, music, and free food! This event is created by the Windsor Youth Services Bureau Summer Teen Employment program to promote family fun and community spirit in a substance free environment. Parties will be held at:

- **Sharshon Park Block Party – Friday, July 16th**
- **Lancaster Park Block Party – Friday, July 30th**
- **Deerfield Park Block Party – Friday, August 13th**

For more information please call the Windsor Youth Services Bureau at 860-285-1946 or visit townofwindsorct.com/recreation/ysb/

Hypertension Workshops

The Windsor Health Department is hosting a series of six Hypertension/High Blood Pressure Workshops. These workshops are scheduled over the summer and will be offered via Zoom. The dates and topics are listed on the town's website at <https://townofwindsorct.com/health/hypertension-workshops/>.

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.

Taxes

Real estate, personal property taxes, and motor vehicle taxes on the Grand List of October 1, 2020, were due in full on July 1, 2021, and payable by August 2, 2021. Unpaid taxes will be considered delinquent on August 3, 2021. On that date, interest will be charged from the original due date of July 1, 2021 (3%). Interest is charged at a rate of 18% per year, with a minimum of \$2.00.

You can pay for free online with an electronic check, with your debit card for a fee of \$2.95, or with your credit card for a convenience fee of 2.5%.

Tax Office hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m.

COVID Vaccination

As of June 30 2021, 60.50% of our total estimated population was fully vaccinated. This is up from 58.38% as of June 16th.

67.32% of town residents, 12 years old and above, have been fully vaccinated.

In the remainder of July, the town's Health Department will be conducting at least 5 vaccination clinics. Walk-up clinics are being held on:

- Thursday, July 8th from 3:00 PM – 6:00 PM at Chateau Woods on High Path Road
- Tuesday, July 13th from 3:00 PM – 5:00 PM at the Wilson Library
- Friday, July 16th from 4:30 PM - 6:30 PM at Sharshon Park during the summer block party
- Thursday, July 22nd from 3:00 PM – 5:00 PM at the Farmers Market
- Friday, July 30th from 4:30 p.m. - 6:30 p.m. at Lancaster Park during the summer block party

For more information on upcoming clinics, please go to <https://townofwindsorct.com/health/vaccination-clinics/>

Traffic and Speeding Concerns

Staff has received CT DOT approval to install Speed Display signs on Route 75 generally between River Street and Rainbow Road as well as on Palisado Avenue north of Settlement Hill. Signs will be installed in the next two weeks. Two speed display trailers have been ordered and we are awaiting delivery.

We have increased our public awareness efforts through new social media posts and through the creation of a new video. Additional awareness efforts will occur over the next 60 days.

As of last week, over 30 residents have placed Drive Wise signs in their yards to help in awareness of safe driving and reducing speed.

Fire Educator of the Year

I'd like to congratulate Lauri Volkert, Fire Inspector, who has been chosen as the *Fire Educator of the Year* by the National Fire Protection Association. This is a national award and Lauri is the first fire service professional in Connecticut to achieve this high honor.

Lauri has played a major role in the Windsor Fire Marshal's office (and across the organization) over the last twelve years. Her hard work has contributed to a 50% reduction in structure fires, 15% reduction in false alarms and 27% reduction in cooking fires.

Lauri has an endless dedication to protecting the community through educating residents of all ages and property and business owners of the importance of preventing fires.

Councilor Dobler asked for clarification on vaccination numbers. Town Manager Souza clarified that the numbers are for all residents that have received vaccinations.

Councilor Black-Burke stated that during the “Traffic, Trucks and Trash” session, it was mentioned that there are six removable and two permanent signs. She asked if the signs mentioned in the Town Manager’s report were separate from these eight signs. Town Manager Souza stated that these signs are above and beyond the eight.

Councilor Black-Burke reported that during the “Traffic, Trucks, and Trash” session, it was discussed that there is a lot of speeding in the area of Deerfield and Windsor Avenue and asked if this might be addressed via signage. Town Manager Souza stated that the thought was to put rotating/mobile signs in that area but they have to work with the State of CT because they will only provide so many encroachment permits on state roads. They are able to place temporary speed trailers on state roads so they will look at putting them in that area as well as the other state roads that have been requested to be addressed.

Councilor Walker complimented Lauri Volkert on her award. He also thanked the Health & Safety Committee for pushing to get speed display signs. Councilor Walker asked if, in the conversations with the State of CT, the idea of eliminating passing zones on Palisado Avenue has been looked at. Town Manager Souza confirmed that the question has been posed to the engineers and raised in conversations with the State Department of Transportation.

Councilor Rampulla Bress expressed concerns that some may not know which roads are state roads and which are not. Town Manager Souza clarified that Bloomfield Avenue, Park Avenue, Windsor Avenue, Poquonock Avenue and Palisado Avenue are state roads.

Councilor Black-Burke asked if there has been any update regarding Amazon. She also inquired about the status of the data from the climate surveys done across town departments. Town Manager Souza stated that the Amazon police investigation is continuing with involvement from the Federal Bureau of Investigation. There are no other details he is at liberty to share. As recently as last week, there were interviews and continued efforts on that front. Amazon has had continued conversations with representatives from the National Association for the Advancement of Colored People (NAACP). Town Manager Souza also reported that the data from the employee engagement survey is available and he can provide the data to the Town Council.

Councilor Black-Burke stressed that Amazon caused hurt across the town and residents want to see some level of resolution.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler - None

Special Projects Committee – Councilor Dobler - None

Health & Safety Committee – Councilor Black-Burke stated that the Traffic, Trucks, and Trash workshop came and went.

Personnel Committee – Councilor Rampulla Bress - None

Finance Committee – Deputy Mayor McAuliffe - None

10) ORDINANCES – None

11) UNFINISHED BUSINESS

12) NEW BUSINESS

a) Approve lease for Stony Hill School

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that the Town Manager is authorized to sign the attached lease with Andrew Cost and Jermika Cost for use of the town-owned Stony Hill School property, located at 1195 Windsor Avenue.

Jim Burke, Economic Development Director, provided an overview of the lease.

Mr. Burke stated that in 2014, the town leased Stony Hill School to individuals for use as a yoga studio. The lease was renewed in 2018 with the potential for an extension through 2020. Due to the pandemic, use was suspended and the yoga instructors were no longer interested in continuing the lease. Because the property was donated to the town, it is subject to some restrictions. The property is limited to educational, instructional, arts and cultural purposes and historic exhibition.

Staff has negotiated a proposed lease with a business which provides individual and small group fitness instruction and training. Drewism Transformation Lab is a minority-owned, start-up business. Its owners are Windsor residents, Andrew and Jermika Cost. Andrew is a licensed personal trainer with over eight years of experience. Currently, the business operates out of a home garage and needs a larger space to accommodate growth. The business owner understands the use limitations of the Stony Hill School and has proposed specific measures to mitigate impacts on the neighbors. These include limited hours of operation and sound reduction.

Staff and the business have reached an agreement on the terms of a proposed lease of the property. The initial term of the lease begins August 1, 2021, extends for three years and may be extended for an additional two years at the discretion of the town. Monthly payments of rent will start at \$530 and increase approximately 3% per year. The tenant will be responsible for utilities, housekeeping, rubbish and liability insurance. The town will be responsible for property insurance, ground maintenance, snow removal, and major maintenance. Either party may terminate the lease with 60 days written notice.

A Public Hearing was held on June 21st and no one spoke in favor of or against the proposed lease.

Rents from the property will be deposited in a special revenue fund to maintain the building. Proposed rental will provide, during the first year, \$6,360 in revenue to that special fund.

The Planning and Zoning Commission reviewed the proposed use of the school on June 8 and found the leasing is consistent with the plan of conservation and development and passed a motion to recommend approval. In order to meet the requirements of the zoning ordinance, the Planning and Zoning Commission has scheduled a public hearing for July 13 on a special use application. The notice has been posted and distributed to neighbors and a sign has been posted on the property.

Councilor Govoni stated that he is happy to see the building rented out, as unoccupied buildings deteriorate quickly.

Councilor Dobler asked if the 3% annual increase in rent is due to inflation. Mr. Burke confirmed this and stated that this is a typical lease structure across the board.

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

b) Approve job description for Education Coordinator position at Discovery Center

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Black-Burke that the job description for the position of Education Coordinator be approved as presented and the position be placed in the \$33,800 - \$66,410 pay range of the day care pay plan.

Amelia Bliss, Human Resources Director, reported that there are nine full-time staff, nine part-time staff, and one full-time director at the Windsor Montessori School and Discovery Center.

The position of Education Coordinator was budgeted in the FY 21 budget but was put on hold due to the pandemic. The position was created in anticipation of the retirement of a part-time Administrative Assistant and will fill that role as well as to meet the growing demand, provide classroom coverage and assist teachers with planning and rolling out new social and emotional curriculum.

Ms. Bliss stated that the filling of this position is important as we approach the upcoming school year, as children will be beginning the school year with additional social and emotional needs due to the pandemic. This position will support the teaching staff to meet those needs. When the position is filled, it will allow the Director to spend less time substituting in the classroom and more time developing and implementing marketing initiatives, overseeing NAEYC accreditation and preparing for an upcoming capital project at the Milo Peck facility.

The main duties of the Education Coordinator include planning, implementing and evaluating plans for the Montessori program, handling administrative and office management duties and providing a variety of support to teachers including classroom coverage as needed. The position is already budgeted in the FY 22 budget for \$48,500.

Councilor Black-Burke noted the job description calls for some knowledge or experience with the Montessori philosophy but questioned why Montessori certification is not required. Enita Jubrey, Assistant to the Town Manager, explained that the Education Coordinator is a support position, so the individual may not necessarily be teaching directly.

Councilor Black-Burke asked, if the individual were interested in obtaining the Montessori certification, would it be afforded to them. Ms. Jubrey confirmed it would be.

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

- c) Approve an appropriation of \$25,000 for Fire Department extrication equipment from the General Fund Unassigned Fund Balance

MOVED by Councilor Black-Burke seconded by Councilor Rampulla Bress to approve an appropriation of \$25,000 from the General Fund Unassigned Fund Balance for the purchase of fire department extrication equipment.

Town Manager Souza reported that the Fire Department responds to over 125 motor vehicle accidents annually. These accidents vary from minor to major accidents that create the need for hydraulic tools to create a space to safely remove a patient. In addition, many of the industrial and commercial facilities in town have machinery that can create the need for mechanical removal of a patient, if an accident occurs.

The request is to purchase two portable (battery operated) hydraulic tools and the accessories to support these tools. One of the tools will be spreaders and one will be a combination cutting and spreading tool that will replace existing tools that have reached their end of life.

Councilor Rampulla Bress reported that her step-father was a fire fighter and stated that she avidly supports anything that assists the volunteer firefighters.

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

- d) Set a public hearing for August 2, 2021 at 7:20 p.m. concerning the potential sale of a portion of vacant parcel at 2T Kendrick Lane

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen that a public hearing be set for Monday, August 2, 2021 at 7:20 p.m. on the possible transfer of town-controlled real property, vacant land, located at 2T Kendrick Lane and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.

One of the abutting property owners has expressed interest in acquiring approximately 6,500 square feet (or 11%) of a town parcel to extend their yard area. Attached is a preliminary sketch with the green hatched area denoting the possible area to be transferred.

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.

Councilor Govoni expressed his support for this idea.

Councilor Dobler asked for confirmation that the abutter is the property on Poquonock Avenue, not the property on Kendrick Lane. Town Manager Souza confirmed that the resident on Poquonock Avenue is the interested party.

Councilor Jepsen asked for confirmation that there were no other easements, such as utilities, that might cause complication for the new owner. Town Manager Souza stated that a full title search has not yet been done, but that the new owner would be made aware of any such issues prior to the purchase.

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

e) Approve a resolution relative to participating in the Sustainable CT Program

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress to approve the attached resolution authorizing the town to participate in the Sustainable CT program.

**Town of Windsor
Resolution Supporting Participation in the
Sustainable CT Municipal Certification Program**

WHEREAS, Sustainable CT is a comprehensive, statewide, action-oriented voluntary certification program, built by and for municipalities, with the vision that: Sustainable CT communities strive to be thriving, resilient, collaborative, and forward-looking. They build community and local economy. They equitably promote the health and well-being of current and future residents. They respect the finite capacity of the natural environment.

WHEREAS, Sustainable CT is designed to boost local economies, help municipal operations become more efficient, reduce operating costs, and provide grants and additional support to municipalities.

WHEREAS, the Town of Windsor embraces an ongoing process of working toward greater sustainability, selecting which actions it chooses to pursue from the voluntary menu of actions provided by Sustainable CT.

RESOLVED, by the Windsor Town Council that we do hereby designate the Environmental Planner to serve as the town's contact person for the Sustainable CT Municipal Certification process and authorize submittal of the Municipal Registration on behalf of the town.

RESOLVED that to focus attention and effort within Windsor on matters of sustainability, and to promote the town's local initiatives and actions toward Sustainable CT Municipal Certification, the Town Council authorizes the Town Manager to establish a Sustainability CT team, consisting of staff from different disciplines and that this team work with various town boards and commissions.

RESOLVED, that the first meeting of the Sustainability Team be held within 90 days of passing this resolution.

RESOLVED that Windsor's Sustainability Team through the Town Manager report annually to the Town Council on the progress of its activities toward Sustainable CT certification.

Assistant Town Manager, Scott Colby, provided the following report:

Sustainable CT is a voluntary certification program that recognizes CT municipalities that are deploying various best practices to promote sustainable and resilient communities. It is an independently funded grass roots effort that provides a wide range of sustainable best management practices that municipalities can implement to earn points towards a Bronze or Silver certification. The town has already implemented many of the Sustainable CT suggested best practice actions. The town would be eligible to receive credit for its past achievements towards its certification.

Sustainable CT provides opportunities for small scale grants and other grant funders that are beginning to inquire if communities are certified under Sustainable CT. The Town had looked into participating several years ago, but elected not to move forward due to the available resources and limited grant opportunities at the time. The certification process, while extensive, has been modified and there are more opportunities to access small project related funding. Participation in the Sustainable CT certification program is free.

Along with the Town Council resolution, a 'Sustainability Team' would need to be put in place. This team would be comprised of town staff from different disciplines to work with boards and commissions to gather the data and information on applicable actions that the town has already taken towards the certification. The certification is good for a three-year period. The submission deadline to certify takes place each April and August. The town does not have to apply for certification in the year that we apply for the resolution, nor is there an obligation to achieve certification. As the deadline to certify for the fall cycle is August 24th, we would look to submit certification materials in the spring of 2022.

Councilor Rampulla Bress expressed that she is happy to see this moving forward. She feels the program is a win-win in terms of the opportunities and also feels it is important to let others know that Windsor is committed to sustainable efforts. Councilor Rampulla Bress would love to see involvement by board and commission members and community members.

Councilor Dobler stated that there are many knowledgeable and willing people in the community looking to give their input on this and he suggested involving them as much as possible.

Councilor Rampulla Bress recognized all the sustainability efforts of the town and she feels those efforts will now be more publicized.

Councilor Jepsen stated that he feels the town has completed most of the initiatives and, when joining Sustainable CT had been discussed in the past, the consensus was that there were not enough incentives to move forward. He asked how this has changed. Assistant Town Manager Colby stated that there are more funding opportunities now available for the town and non-profits within the community.

Town Manager Souza added that one of the differences is that this will open up opportunities not just for town-sponsored projects, but also for non-profits in the community who can now access the money for awareness and supporting their efforts as well.

Councilor Jepsen asked if any federal funds have been earmarked for programs like this. Town Manager Souza stated that there is a possibility for some energy efficiency/weatherization eligible uses for federal dollars. Other efforts may be in future infrastructure/other legislative efforts at the federal level.

Councilor Jepsen noted that there is a section on homelessness. He inquired as to the magnitude of the homelessness problem in the Windsor. Town Manager Souza stated that he wouldn't define the homelessness problem as large, but there are a variety of at-risk individuals and households. There are some who are transient in nature with whom the town's Social Services Department works closely with.

Councilor Jepsen asked if that would become part of this initiative. Town Manager Souza stated that it is too early to say. However, he explained that the Town's Social Services Department will work with anyone finding themselves in crisis or near homelessness.

Deputy Mayor McAuliffe stated that Sustainable CT has changed and has become broader including equitable and cultural issues and far more grants have become available.

Councilor Black-Burke thanked Town Manager Souza and Assistant Town Manager Colby for their efforts on this. She reported that 121 towns are already a part of this and this is about the opportunity. She expressed support for joining this initiative.

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

- f) Approve a resolution endorsing submittal of grant application to the State of Connecticut for Route 159 – Broad Street Road Diet design

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen to authorize town staff to submit an Urban Action Grant Program application for the Broad Street Road Diet project.

Director of Public Works/Town Engineer, Bob Jarvis, and Assistant Town Engineer, Adam Kessler, provided the following report:

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

The project limits include CT Route 159 (Broad Street), from the vicinity of Sycamore Street northerly to Palisado Avenue and the vicinity of the railroad overpass, a total distance of

approximately 2,550 feet. The project will also include evaluation of the intersections and intersecting streets within the project corridor - Batchelder Road, Elm Street, Maple Avenue, Union Street, Prospect Street and CT Route 75 / Poquonock Avenue.

Councilor Govoni commented that state roads were our transportation system before I-91 came in. They are designed to take traffic. They are wide and straight with broad shoulders. Line striping is one way to reduce the size of the street. He is interested to see how this works and is in support of the initiative.

Town Manager Souza acknowledged and thanked State Representative Jane Garibay for working on behalf of the town relative to this project.

Councilor Rampulla Bress stated that State Representative Garibay would acknowledge Town Manager Souza for his efforts as well. Councilor Rampulla Bress asked if this road diet includes thoughts about bikers. Mr. Kessler stated that this is always considered and will be looked at during the preliminary design phase.

Councilor Black-Burke inquired as to when the design would be shared with the public. Mr. Kessler stated that, in the preliminary design, they want to have something to show the public such as a few alternative designs. Town Manager Souza stated that would be shared hopefully in the mid to late fall time frame.

Councilor Govoni expressed his support for sidewalks and alternative transportation.

Councilor Jepsen expressed concerns regarding what will happen when I-91 shuts down and traffic gets diverted. He asked if there is any computer modeling that could show what would happen and take this into account. Mr. Kessler stated that there was and those decisions would be made by the Department of Transportation (DOT) with input and advocacy from the Town.

Town Manager Souza stated that one of the aspects they would like to be able to look at with the DOT is similar to the system planned for Day Hill Road which is an adaptive signal system whereby the signals can talk to each other through fiber or other technology and be controlled offsite by CT DOT traffic division for example. If there was an incident on I-91, they would be able to make some adjustments. However, there may be additional costs associated with this.

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

g) Discussion of framework and process related to American Recue Program Funds

Town Manager Souza reported that funding will be provided to the town over a two-year period with the expected amount to be approximately \$8.5 million. Funds need to be expended or committed by the end of calendar year 2024. In some cases, such as capital projects, funds need to be committed by that date but not fully expended until 2026.

Town Manager Souza stated that, at a very high level, the American Rescue Plan Act includes overall eligible use categories such as:

- Support a range of public health expenditures (e.g. COVID mitigation efforts, physical and behavioral healthcare)
- Address negative economic impacts to workers, households, small businesses
- Provide premium pay for essential workers
- Replace lost public sector revenue to maintain or restore services
- Investments in water, sewer, storm water and broadband infrastructure

Town Manager Souza added that, while no decision needs to be made this evening, he felt it was appropriate to begin a dialogue in terms of a possible process for determining allocation.

Councilor Dobler stated that utilization of these funds is very broad based. He feels the approach should be twofold. First, we should determine the process of how we will receive input from the community. Secondly, we should determine the decision-making process.

Deputy Mayor McAuliffe acknowledged that some businesses have been hit hard and some have succeeded and stated that he is having a hard time identifying where the needs are. He recommended workshops whereby public comment would be received to better identify the needs.

Councilor Jepsen concurred that workshops are great, but was concerned about the timing, as the Town Manager was hoping to have a framework by September. Councilor Jepsen inquired about lengthening the time frame or opening this up to committees in combination with some public forums. For instance, capital items mentioned might be looked at by the Town Improvements Committee. The Health and Safety Committee might look at the social factors. The Finance Committee could look at financial impacts. Councilor Jepsen felt that this might provide a better opportunity to put together a framework by September, as putting together a series of workshops during summer vacation season might be difficult.

Councilor Black-Burke expressed that the community needs to have a starting point and something to reference if they are going to offer input. She proposed an expanded workshop model whereby they can provide an overview and allow for feedback. She stated that some engagement is better than no engagement and including the community in the process will help to build rapport.

Councilor Jepsen suggested a public hearing at the August Town Council meeting.

Town Manager Souza stated that, while this it is possible, it is important to note that there are restrictions and suggested an overview leading up to the hearing/workshop.

Councilor Black-Burke felt this was a good place to start.

Councilor Rampulla Bress stressed that both the framework and the semantics are important. She would prefer to attend a workshop as opposed to a public hearing and feels the word workshop implies working together. Councilor Rampulla Bress loves the idea of parameters first and then possibly another workshop. She understands the timing concerns but also noted that some items are time sensitive and some are not. Some of these expenditures extend out to 2026. Councilor Rampulla Bress stated that, the more input we get, the more targeted we will

be on meeting the needs of the community. She does not support the idea of going to a committee model without first going to a community workshop.

Councilor Dobler stated that everyone seems to be on the same page relative to the importance of obtaining input from residents. However, he suggested making August the input month and providing alternative methods for residents to provide input such as an email address, sending surveys, or setting something up on the town website. Councilor Dobler agrees with the idea of workshops but also feels it is important to offer as many different avenues for residents to provide input as possible.

Councilor Jepsen noted that multiple workshops will impact the Town Manager's September goal. Town Manager Souza stated that, while he was putting a marker in September, there may be more immediate identifiable needs that may rise to the surface. The broader framework could be pushed out into the October timeframe or a 60-90 day period.

Councilor Jepsen concurred that a rolling framework makes sense.

Councilor Govoni stressed the importance of being inclusive of citizens and businesses.

Town Manager Souza confirmed that the consensus was to have a workshop at 6:00 p.m. prior to the next Town Council meeting on August 2.

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the June 21, 2021 Public Hearing (Stony Hill Road)

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the June 21, 2021 Public Hearing as presented.

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

b) Minutes of the June 21, 2021 Public Hearing (Sage Park athletic fields)

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the June 21, 2021 Public Hearing as presented.

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

c) Minutes of the June 21, 2021 Regular Town Council meeting

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the June 21, 2021 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate of 74 Ethan Drive thanked the Council for their vote on Sustainable CT. Regarding Amazon, Mr. Slate expressed his concern that blame was being placed on Amazon and Amazon representatives. Amazon will soon be the town's largest taxpayer and Mr. Slate felt those types of comments were very much unwarranted. Mr. Slate strongly opposed transfers to the Discovery Center Enterprise Fund.

Lucas Eddy of 40 Henry Street Apartment 45 expressed concerns regarding the Windsor Housing Authority attempting to evict him. He reports he attended a hearing and was told he would get notice of the decision within ten days but it has been two weeks. Mr. Eddy stated that Shad Run and Mill Run have bed bugs and he recently found bed bugs in his unit. Mr. Eddy reports he has contacted staff and has also reached out to NBC. He reports he recently received a voicemail indicating an exterminator would be out on Friday but with no instructions. The voicemail was full when he tried to return the call.

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to enter Executive Session at 9:51 p.m. for the purpose of:

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

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

16) EXECUTIVE SESSION

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

Absent: Councilor Kenneth Wilkos

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

Guests: Kevin Deneen, Town Attorney

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to exit Executive Session at 10:16 p.m. and re-enter the Regular Town Council meeting.

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

17) ADJOURNMENT

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to adjourn the meeting at 10:16 p.m.

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

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council