Council Agenda

Windsor Town Hall
September 13, 2021
Hybrid Meeting - via Zoom and In-person at Town Hall in Council Chambers

SPECIAL TOWN COUNCIL MEETING
REVISED AGENDA

Zoom Instructions
Dialing in by Phone Only:
Please call: 312 626 6799 or 646 558 8656

1. When prompted for participant or meeting ID enter: 828 5595 2123
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in by Computer:
Please go to the following link: https://us02web.zoom.us/j/82855952123

1. When prompted for participant or meeting ID enter: 828 5595 2123
2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

7:30 PM Special Council Meeting

1. ROLL CALL

2. PRAYER OR REFLECTION – Councilor Dobler

3. PLEDGE OF ALLEGIANCE – Councilor Dobler

4. PROCLAMATIONS/AWARDS

5. PUBLIC COMMUNICATIONS AND PETITIONS

   (Three minute limit per speaker)

6. COMMUNICATIONS FROM COUNCIL MEMBERS

7. REPORT OF APPOINTED BOARDS AND COMMISSIONS

   a) Board of Education
   b) Insurance Commission

8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

12. NEW BUSINESS

    a) *Approve acceptance of grant from the Hartford Foundation for Public Giving to support teen programing (Town Manager)

    b) *Approve an appropriation of $125,000 for design of Sage Park HVAC Energy Efficiency Project - Phase 2 from the Capital Projects Fund (Town Manager)

    c) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING $330,000 FOR COSTS IN CONNECTION WITH THE PROCUREMENT OF EQUIPMENT ASSOCIATED WITH THE DEPARTMENT OF PUBLIC WORKS FUEL STATION REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

    d) *Set a public hearing for September 20, 2021 at 7:20 p.m. for a bond ordinance entitled, AN ORDINANCE APPROPRIATING $330,000 FOR COSTS IN CONNECTION WITH THE PROCUREMENT OF EQUIPMENT ASSOCIATED WITH THE DEPARTMENT OF PUBLIC WORKS FUEL STATION REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

    a) *Minutes of the August 2, 2021 Public Hearing
    b) *Minutes of the August 2, 2021 Special Town Council meeting
    c) *Minutes of the August 2, 2021 Regular Town Council meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

    (Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: September 13, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation and Leisure Services

Reviewed By: Peter Souza, Town Manager

Subject: 2015 - 2016 Youth Services Prevention Project Grant

Background

This spring, the Youth Services Bureau became aware of a grant opportunity via the Hartford Foundation for Public Giving. The grant program is part of the foundation's effort to deploy resources to serve young residents impacted by the pandemic.

The Youth Services Bureau provides various programs, assessments, and campaigns based on preventing drug and alcohol use and other "risky" behaviors. Initiatives include Red Ribbon Week, Mother-Daughter Circle, Boys' Club, Youth-In-Action, parent support groups and the Summer Teen Employment program.

Staff determined that the mission of this grant aligned with the objectives of the Youth Services Bureau and completed the grant application process. As a result, the Windsor Youth Services Bureau has been awarded $70,060 over two years.

Discussion / Analysis

The Youth Services Bureau plans to use these funds to help address high school students' loss of learning, specifically those who have lost school credit due to accumulated unexcused absences.

We plan to expand and enhance our current Youth-in-Action program to provide greater offerings and more opportunities for an engaging and interactive learning experience to help students gain a greater appreciation of themselves and the community. The grant will help add ten new program slots for high school students. Students will explore new cultures, identify real-world learning opportunities and reinforce classroom material and learning. The Youth-in-Action program assists with implementing community-wide prevention campaigns like Red Ribbon Week and Child Abuse Prevention Month along with running special events such as the Winter Festival and the annual Youth Summit.

This grant will strengthen the Youth Services Bureau and Windsor High School partnership. Student referrals will be made by an Assistant High School Principal and school Social Worker.

Financial Impact

The Windsor Youth Services Bureau has been awarded $70,060 over the next two years to enhance and expand Youth-In-Action programming to include additional participants referred by school district staff.

	Year I	Year II	Project Total
YSB Personnel	$21,362	$21,362	$42,724
Materials and Supplies	$ 7,518	$ 7,518	$15,036
Contract Services	$ 6,150	$ 6,150	$12,300
	$35,030	$35,030	$70,060

Other Board Action
None

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

"MOVE that the Town Manager is authorized to accept and execute the grant award from the Hartford Foundation for Public Giving in the amount of $70,060."

Attachments
None

Agenda Item Summary

Date:	September 13, 2021
To:	Honorable Mayor and Members of the Town Council
Prepared By:	Robert A. Jarvis, P.E., Director of Public Works/Town Engineer
Reviewed By:	Peter Souza, Town Manager
Subject:	Design Services for Sage Park Middle School Energy HVAC Efficiency Upgrades Project – Phase II

Background

The Sage Park Middle School was built in 1968. The original building was 116,500 sq. ft. An addition of 60,000 sq. ft. was added to the building in 1994. The boilers and heating systems are original to the existing and addition areas. The original section of the building uses unit ventilators and unit heaters to heat classrooms and hallways. The 1994 addition areas use radiant baseboard for heating classrooms. The original boilers, pumps, and pneumatic controls still provide heat to the majority of the building. The boilers were converted from heating oil to natural gas in 2014.

Council approved design funding for the first portion of a phased project to improve the various components of the school's HVAC system in October, 2019. In April of this year, Council approved funding for the construction of Phase 1 improvements associated with the HVAC Efficiencies Upgrades Project.

The first phase of the HVAC improvements project nearing completion includes a new electrical service; designed to accommodate new and future HVAC loads; installation of air conditioning heat pump systems for all second floor classrooms, and hallways; replacement of all existing roof top units and most energy recovery units; replacement of two gymnasiums' air handling units with air conditioning; and connection of all new HVAC equipment to the existing building direct digital controls (DDC) system.

Discussion/Analysis

The second phase of project design will include the replacement of the HVAC system for the auditorium, new air conditioning systems for all remaining first floor classrooms, replacement of all existing wall unit ventilators, the replacement of boiler heating equipment, and also new digital controls for all replaced and new HVAC equipment. The new HVAC systems will have higher energy efficiencies helping to reduce annual energy operating costs.

The design of the second phase improvements, if approved, is planned to begin this fall. Subject to funding authorization, construction is slated for the summer of 2022.

Financial Impact

The estimated cost for design services for phase two of the project is $125,000. It is proposed that the Capital Projects Fund Assigned Fund balance be the funding source for design services.

It is anticipated funding authorization for construction of this project will be submitted to the Town Council in winter 2022.

Other Board Action

The Public Building Commission (PBC) would continue to oversee and manage this project, should funding receive approval.

Recommendations

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

"MOVE that $125,000 be appropriated from the Capital Projects Fund Assigned Fund balance for design of phase two of the Sage Park Middle School HVAC Energy Efficiency Upgrade Project and is referred to the Public Building Commission for oversight."

Attachments

None

Certification

I hereby certify that there is $125,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.

Linda Collins

Linda Collins
Assistant Finance Director

Agenda Item Summary

Date: September 13, 2021

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager

Subject: Public Works Fuel Station Replacement Project

Background

Two existing underground fuel storage tanks (UST) were installed in 1992 at the Windsor Department of Public Works (DPW), 99 Day Hill Road. The two USTs at the site, used for fleet fueling services, consist of a 12,000-gallon gasoline UST (with two 6,000 gallon compartments) and a 12,000 gallon diesel UST. The tanks are required to be removed prior to July 1, 2022, the end of their 30-year life expectancy. The project will include improvements to the canopy, security, pumps, and monitoring system, in addition to removal and replacement of underground fuel storage tanks

At its December 7, 2020 meeting, Council approved an appropriation of $56,000 for design of the Department of Public Works Fuel Station Improvement project. The construction phase is currently scheduled as an FY 2022 CIP project with an anticipated budget of $762,000.

Discussion/Analysis

Design of the DPW Fuel Station Improvements project is complete, with construction bidding anticipated in winter 2022. During the design phase, it was determined that due to long lead times, the procurement of underground storage tanks and fuel station equipment should occur in advance of the construction bid.

At this time, staff is respectively requesting funding authorization for the procurement of the fuel station equipment for the project. Bids for the supply and storage of the equipment have been received through a competitive bid process. The selected supplier will provide secure storage for all equipment and materials until the construction phase which is anticipated to start in June 2022.

Financial Impact

The Capital Improvement Program (CIP) for the FY 22 fiscal year allocates $762,000 for both equipment and construction of the project.

The average annual debt service on $330,000 based on a 15 year term at a 3.5% interest rate is $28,200.

Other Board Action
None

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

1) Waiving of the Reading

"RESOLVED, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING $330,000 FOR COSTS IN CONNECTION WITH THE PROCUREMENT OF EQUIPMENT ASSOCIATED WITH THE DEPARTMENT OF PUBLIC WORKS FUEL STATION REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting."

2) Introduce an Ordinance

"MOVE to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING $330,000 FOR COSTS IN CONNECTION WITH THE PROCUREMENT OF EQUIPMENT ASSOCIATED WITH THE DEPARTMENT OF PUBLIC WORKS FUEL STATION REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

3) Set a Public Hearing

"RESOLVED, that a Public Hearing be held on September 20, 2021 at 7:20 PM (prevailing local time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING $330,000 FOR COSTS IN CONNECTION WITH THE PROCUREMENT OF EQUIPMENT ASSOCIATED WITH THE DEPARTMENT OF PUBLIC WORKS FUEL STATION REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

And

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

Attachments
Bond Ordinance

AN ORDINANCE APPROPRIATING $330,000 FOR COSTS IN CONNECTION WITH THE PROCUREMENT OF EQUIPMENT ASSOCIATED WITH THE DEPARTMENT OF PUBLIC WORKS FUEL STATION REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF $330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate THREE HUNDRED THIRTY THOUSAND DOLLARS ($330,000) for costs in connection with the Department of Public Works Fuel Station Equipment Replacement Project, including the purchase of two underground fiberglass tanks, four dispensers, valving, piping, controllers, and related equipment. The appropriation may be spent for design and engineering fees, consultant fees, equipment, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED THIRTY THOUSAND DOLLARS ($330,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED THIRTY THOUSAND DOLLARS ($330,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available

funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer, the Town Facilities Manager and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

_____

Bond Counsel

ATTEST:

_____

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____

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

Town Council
Resignations/Appointments/Reappointments
September 13, 2021

Resignations

A. Accept the resignation of Paul St. Amand from the Inland Wetlands and Watercourses Commission

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

None

Names submitted for consideration of appointment

A. One *Democratic* Member
Board of Ethics
Five Year Unexpired Term to expire July 31, 2023 or until a successor is appointed
(George Morganthaler – deceased)

"MOVE to APPOINT Sarah Garry as a Democratic member to the Board of Ethics for a five year unexpired term to expire July 31, 2023 or until a successor is appointed."

B. One *Democratic* Member
Human Relations Commission
Three Year Term to expire May 31, 2024 or until a successor is appointed
(Max Kuziak – resigned)

"MOVE to APPOINT Linda Massa as an Unaffiliated member to the Human Relations Commission for a three year term to expire May 31, 2024 or until a successor is appointed."

C. One ***Democratic (Landlord)*** Member
Fair Rent Commission
Three Year Term to expire March 31, 2024 or until a successor is appointed
(James McQueeney – resigned)

"MOVE to APPOINT Dawn Zukowski as a Democratic Landlord member to the Fair Rent Commission for a three year term to expire March 31, 2024 or until a successor is appointed."

D. One ***Democratic*** Member
Board of Ethics
Five Year Unexpired Term to expire July 31, 2024 or until a successor is appointed
(Patrick Ring – resigned)

"MOVE to APPOINT Robert Mack as a Democratic member to the Board of Ethics for a five year unexpired term to expire July 31, 2024 or until a successor is appointed."

E. One ***Republican*** Member
Human Relations Commission
Three Year Term to expire March 31, 2024 or until a successor is appointed
(Ann McAdams – resigned)

"MOVE to APPOINT Castella Copeland as an Unaffiliated member to the Human Relations Commission for a three year term to expire March 31, 2024 or until a successor is appointed."

F. One ***Democratic*** Member
Windsor Housing Authority
Five Year Term to expire July 31, 2026 or until a successor is appointed
(Robert Mack – term expired)

"MOVE to APPOINT Harry Freeman as a Democratic member to the Windsor Housing Authority for a five year term to expire July 31, 2026 or until a successor is appointed."

G. One ***Democratic*** Member
Inland Wetlands and Watercourses Commission
Four Year Term to expire March 31, 2024 or until a successor is appointed
(James Walton – resigned)

"MOVE to APPOINT Keegan Elder 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."

H. One ***Democratic Alternate*** Member
Town Planning & Zoning Commission
Two Year Term to expire November 11, 2023 or until a successor is appointed
(Lawrence Jaggon – moved from alternate to regular membership)

"MOVE to APPOINT Deborah Hallowell as a Democratic Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2023 or until a successor is appointed."

I. One ***Democratic Alternate Landlord*** Member
Fair Rent Commission
Three Year Term to expire March 31, 2024 or until a successor is appointed
(Ronald Gaylord – moved up from alternate to regular member)

"MOVE to APPOINT Hope Ploszaj as a Republican Alternate Landlord member to the Fair Rent Commission for a three year term to expire March 31, 2024 or until a successor is appointed."

J. One ***Democratic Homeowner*** Member
Fair Rent Commission
Three Year Term to expire March 31, 2024 or until a successor is appointed
(William Donegan – deceased)

"MOVE to APPOINT Tylon Chaney as an Unaffiliated Homeowner member to the Fair Rent Commission for a three year term to expire March 31, 2024 or until a successor is appointed."

K. One ***Republican*** Member
Board of Ethics
Five Year Term to expire July 31, 2026 or until a successor is appointed
(Michael Champlin – reappointment)

"MOVE to REAPPOINT Michael Champlin as a Republican member to the Board of Ethics for a five year term to expire July 31, 2026 or until a successor is appointed."

L. One ***Democratic*** Member
Library Advisory Board
Three Year Term to expire April 30, 2024 or until a successor is appointed
(Betty Hellerman – reappointment)

"MOVE to REAPPOINT Betty Hellerman as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2024 or until a successor is appointed."

TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
August 2, 2021
PUBLIC HEARING

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

Absent: Councilor Kenneth Wilkos

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

- The possible sale, lease or transfer of town-owned real property located at 2T Kendrick Lane, Windsor, Connecticut.

2) PUBLIC COMMENT- None

3) ADJOURNMENT

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

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council

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

TOWN COUNCIL
COUNCIL CHAMBERS
HYBRID MEETING
SPECIAL MEETING
AUGUST 2, 2021
UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:05 p.m.

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

Absent: Councilor Kenneth Wilkos

2) OVERVIEW AND DISCUSSION REGARDING AMERICAN RESCUE PLAN FUNDING

Town Manager Souza provided an overview of the American Rescue Plan Act (ARPA).

The Town will be directly receiving federal funds over the course of the next two years.

Staff has continued to review guidance from the U.S. Federal Treasury related to program rules and there appears to be a degree of flexibility in eligible uses. Although the U.S. Treasury final ruling is not expected to be published until later this summer, it is appropriate for discussions to begin regarding a framework and process for allocation of these funds.

In July, the Town Council decided to hold a workshop to discuss the overall guidelines, eligible use categories, potential public input components, and next steps regarding the American Rescue Plan funding.

At a very high level, the ARPA includes overall eligible use categories such as:

- Support public health response to impacts of pandemic
- Address negative economic impacts to workers, households, and small businesses
- Provide premium pay for employees
- Water, sewer, storm water, and broadband infrastructure

The 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 gave a presentation outlining some key points regarding the American Rescue Plan.

Based on the U.S. Treasury formula, the Town's projected revenue loss equals $6.3 million. Therefore, $6.3 million of the $8.5 million of the allocation may be used towards "governmental services." The remaining $2.2 million would need to be utilized under the four broad use categories.

Councilor Rampulla Bress asked for clarification on the $2.2 million versus the $6.3 million. Town Manager Souza explained that $2.2 million of the $8.5 million would go towards the four broad categories. The $6.3 million can be used towards governmental services. $6.3 million is the maximum that can be spent under governmental services.

Councilor Jepsen asked if the $2.2 million and $6.3 million are both under the same time constraints and if capital could be done out of the $6.3 million. Town Manager Souza stated they both fall under the same time frame and confirmed that capital could be done out of the $6.3 million.

Mayor Trinks expressed his concerns about the long-term effect the pandemic will have on office space as many offices transition out of traditional settings into remote workspaces. He questioned whether these effects might not be fully realized until after the time frame of this funding expires. He asked if there was any way to put some insurance in place with this. Town Manager Souza responded that the next property revaluation occurs in the Summer/Fall of calendar year 2023 which goes into effect for fiscal year 2025. We will be well down the path of allocating and expending these federal dollars by that time. In terms of strategic planning, if the dollars were used towards capital outlay projects, it may potentially provide relief and mitigate the burden on debt service

Councilor Govoni recognized the added expenses that have been incurred by adding sanitation stations and changing how we do business. He would like to see more of these types of mitigation strategies implemented in all facilities and hopes this funding will lessen the burden on the taxpayers to do so.

Councilor Jepsen stated that the referendum of 2024 is where this will hit. This is adding more money but opportunity to that cliff. As we take this capital off, not only does it reduce debt service, but if we take the imputed debt service, we could potentially create a sinking fund for that revaluation year.

Mayor Trinks stated that these funds will ultimately benefit the taxpayer as it takes other burdens off the table.

Councilor Rampulla Bress asked how much of this revenue loss would be directed to that area. She expressed concern for the individual people or services that are also going to take a hit.

Councilor Jepsen agreed that we must make sure we take care of our people who are hurting and stated that he is not suggesting all of this funding be used for capital.

Councilor Rampulla Bress asked if we know how much might be attributed to certain areas. Town Manager Souza clarified that the calculation of lost revenue is a projection based upon the federal government's formula. In FY21, the Town only saw losses in recreation programs, Discovery Center and the adult daycare program. The $6.3 million is not actual revenue loss; it is projected using the federal government's formula.

Councilor Jepsen noted that the Board of Education is getting $5 million. He asked if they are subject to similar rules and how the Town could coordinate with them. Town Manager Souza explained that the Board of Education has a different set of parameters. Each district submits a spending/allocation plan to the State Department of Education. Town Manager Souza reported that he has had conversations with the Superintendent to coordinate and avoid duplications, and to identify where they should potentially team up.

Councilor Jepsen asked if the funds could be co-mingled. Town Manager Souza replied with a qualified yes.

Councilor Govoni agreed with Councilor Rampulla Bress and expressed concerns for small businesses. He also noted that recreation usage was down significantly, but they had the same overhead with reduced participation. He wants to ensure that they can still provide after school programs and other services.

Deputy Mayor McAuliffe asked if the projected office space shortfall would qualify as governmental services and if those monies would come from the $6.3 million or the $2.2 million. Town Manager Souza stated it would be more along the lines of one-time spending or "pay as you go" for capital type projects. If you built it into the FY23 and FY24 budget, by FY25 they weren't ongoing costs. That way those dollars could be shifted from the capital line item over to the ongoing operating budget and that has the potential to soften the impact of a revaluation swing between commercial over to residential.

Town Manager Souza provided a possible framework and identified four areas which follow some past goals set by the Council.

- Community Health & Wellness
    - Public health education
    - Social services
    - Recreation programs for youth, families, seniors,
    - Library and literacy programs,
    - Behavioral health services and outreach

- Competitive & Sustainable Economy
    - Small business assistance
    - Workforce development training or apprenticeships
    - Promotion and marketing
    - Redevelopment and Workforce housing

- Safe, Strong, Diverse Neighborhoods & Families
    - Direct assistance to individuals and households
    - Housing rehab and weatherization
    - Safety services
    - Tenant and landlord assistance

- Physical and civic infrastructure
    - Invest in capital improvement projects
    - Support non-profit community organizations

Councilor Jepsen asked if the money could be used in a revolving fund fashion. Town Manager Souza stated that the money could be used in both ways and there is flexibility within the guidelines.

Councilor Jepsen asked if it would be possible for the revolving funds to go beyond the three years. Town Manager Souza stated that he believed so. He spoke about the Housing Rehabilitation Program that has been funded almost completely by the Community Development Block Grant in a fashion of deferred loan or forgivable loan.

Councilor Rampulla Bress inquired about tax reduction programs for veterans, seniors, and disabled individuals. She asked if these funds could be used to enhance these types of programs. Town Manager Souza stated that with certain eligibility criteria put in place, those funds could be used in terms of the direct assistance category, but he asked to consider the longevity of this. Another set of eligibility criteria could be established outside of these programs.

Deputy Mayor McAuliffe expressed support for non-profit community organizations and noted that local civic groups are hurting, resulting in a lack of scholarships. He felt that those groups could demonstrate their losses and benefit from these funds as well.

Councilor Black-Burke stated that the areas of community health and wellness and recreation would be a good place to collaborate with the Board of Education. She suggested that a fund be created to assist families who might want to access recreation services. She also suggested possibly ramping up availability of mental health services which might be done by hiring a part time social worker.

Town Manager Souza presented some possible next steps:

- Gather public input
    - General public (e.g. online survey, community forum)
    - Appointed Board & Commission members

- Council sets general parameters such as
    - Adopt focus areas
    - Invest X% of funds in capital improvement projects

- Reduce future borrowing costs by cash funding planned CIP projects
- Direct staff to present preliminary allocation plan by certain date

- Appropriation approval process
  - Council approves overall allocation plan
  - Specific program or capital project approval per *Charter* thresholds

Councilor Walker stated that it is important to get as much public input as possible. He believes that online or snail mail surveys elicit more participation than setting up public meetings.

Councilor Black-Burke agreed with Councilor Walker. She suggested a link be made available on the Town website whereby the public could leave a comment or ask questions, providing the Council with another way to gain feedback from constituents.

Deputy Mayor McAuliffe agreed with Councilor Walker and Councilor Black-Burke but also suggested a 30-minute open forum before the next Council meeting.

Councilor Rampulla Bress agreed with all suggestions. She also expressed the importance of including appointed Boards and Commission members.

Councilor Govoni agreed with all suggestions as well. He stated that very few residents know about the ARPA or the basics of the program. He stated that we should try to be very creative and suggested the possible use of electronic signs.

Councilor Dobler agreed with all ideas presented thus far. He noted that, while some proposed uses of funds are one-time expenditures, many are ongoing. He would like to discuss using some of the funds to jump start a program that would be kept permanently to help needy families or small businesses that the Town does not already have.

Councilor Jepsen asked if it would be possible to generate a breakdown of capital versus "softer costs." With capital improvements, costs are easily identifiable. Councilor Jepsen asked if they could more concretely identify the "soft costs" such as housing rehab or needy families.

Councilor Rampulla Bress felt that the focus areas put forth by Town Manager Souza and staff for setting general parameters were fantastic. She recommends adopting those four categories as their parameters. She echoed the sentiments of Councilor Jepsen relative to the "soft costs" and asked Town Manager Souza when that type of information might be available. Town Manager Souza stated that staff has begun the initial idea generation. They know what it costs from a personnel perspective, for example, to hire a Licensed Clinical Social Worker. They could possibly have more concrete figures available to Council later this month.

Councilor Jepsen stated it would be good to know what percentage would go to capital versus the human side.

Councilor Rampulla Bress was glad to hear it would be possible to have this information relatively soon.

Mayor Trinks mentioned it would be interesting to see how much could be saved and how much relief could be provided.

Councilor Rampulla Bress asked for confirmation that this overview would be available on the town website. Town Manager Souza confirmed this information would be available on the Town website.

Councilor Govoni also asked that an area for public comment be available on the website.

3) ADJOURNMENT

MOVED by Deputy Mayor McAuliffe and seconded by Councilor Jepsen to adjourn the meeting at 6:58 p.m.

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

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council

TOWN COUNCIL
HYBRID MEETING
August 2, 2021
Regular Town Council Meeting

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

Absent: Councilor Kenneth Wilkos

2) PRAYER OR REFLECTION

Councilor Black-Burke led the group in prayer.

3) PLEDGE OF ALLEGIANCE

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

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Porter Hutchinson advocated for a teen center. Mr. Hutchinson is an eight grader at Sage Park Middle School and has resided in Windsor all his life. He feels that teens in Windsor need a place to be with friends to build community in a safe space. He would like to collaborate with the Windsor Youth Services Bureau on this project.

Richard Oulahan, 1323 Windsor Station Drive, spoke about two recent articles in the Hartford Courant. The first article was regarding industrial manufacturing and a special program in Connecticut to try to get older workers into manufacturing. Mr. Oulahan expressed that this might benefit individuals who have been laid off or are low income. The second article was regarding the difficulties facing farmers. Mr. Oulahan suggested working with farmers through a land grant university or agriculture stations. He asked the Council to take these articles into consideration when planning programs.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler recognized that Councilors attending the meeting in person are having to once again wear masks. He encouraged all who are not yet vaccinated to please get vaccinated.

Councilor Walker thanked Mr. Hutchinson for his ideas and said they are beyond timely and that the Council looks forward to working with him. Councilor Walker reminded residents to support businesses in Windsor and encouraged residents to do what is necessary to protect themselves from Covid-19. Councilor Walker wanted to inform the West Indian community that the letter from the Caribbean Cultural Heritage Alliance requesting funding was received and shared with all councilors. He wants to make it a bi-partisan effort. Councilor Walker spoke about the history of the West Indian community in Windsor and reported that the Mayor in Bloomfield has committed to a segment of the ongoing information tour. A big piece of the information tour is currently at the Windsor Historical Society. The Mayor of Hartford has also committed to this. Councilor Walker has asked the Council to support it and has given the information to the Town Manager. Councilor Walker expressed concern about the noise being continuously generated at One Market Circle by trucks at night. He reports that about a year ago they had come to an agreement to stop using back up beepers and switch to yellow lights and he isn't sure that reminding them is a long-term solution. Councilor Walker reports that the Town Manager is going to follow up on this. Councilor Walker also reported that there have been changes in the landing schedules for flights landing at Bradley Airport and has asked the Town Manager to look into this as well.

Councilor Black-Burke reported that yesterday was Emancipation Day for the Isle of Jamaica. She was unable to participate but colleagues in Bloomfield and Hartford were able to visit the farm workers in Enfield. She expressed her support for the Caribbean community. Many years ago Windsor had an African and Caribbean Association and Councilor Black-Burke expressed interest in resurrecting this possibly in collaboration with Councilor Walker. Councilor Black-Burke thanked Porter Hutchinson for speaking at tonight's meeting. She also shared that this Saturday, August 7, the Caribbean Festival will be held at the riverfront. She acknowledged the recent spike in Covid cases and asked all who are comfortable attending to be prudent and responsible. Councilor Black-Burke reported that the Windsor Historical Society is turning 100 years old and are sharing stories throughout Windsor and moving throughout Windsor neighborhoods. On August 14 and August 15 from 10:00 AM – 4:00 PM they will be at Brown's Harvest. She invited residents to come and share their stories. Visit the Windsor Historical Society website for more information. Councilor Black-Burke also shared that on August 25 from 4:00 PM - 6:30 PM at Oliver Ellsworth School the "I Am Me" project will be highlighting students who are authors and will be signing books. They have had the opportunity to publish the stories of those students, which she feels speaks volumes to the Windsor School District.

Councilor Govoni thanked Porter Hutchinson for speaking at tonight's meeting and stated that he likes the ideas that were presented. Councilor Govoni reported that, when he was in Junior High School, they had a coffee house on Friday and Saturday nights which gave them a place to be young adults and meet new people.

Councilor Rampulla Bress thanked Porter Hutchinson for speaking to the Council tonight and also thanked his grandfather, Mr. Oulahan, for speaking as well. Councilor Rampulla Bress encouraged Mr. Hutchinson to connect with the Town's Youth Commission, as they would be a great resource for his idea. She also requested considering young teens and young adults with disabilities. Councilor Rampulla Bress reported that the Windsor Lions Club will be having a drive through non-contact food collection for the Windsor Food Bank on Saturday, August 7, from 9:00 AM – 1:00 PM. They are looking for canned goods (no glass) and other staples. She

congratulated First Town Downtown and the Windsor Monarch project for the success of the Upcycled Planter Challenge which was held in July. The event brought many people into the community and raised funds for the Monarch project. Kate Lange, Suzanne Urban and Betty Jo Davis were honored with citations from the Governor for spearheading the project which promoted both the Town of Windsor and conservation.

Councilor Jepsen thanked Mr. Hutchinson for speaking and for bringing the need to the attention of the Council. Councilor Jepsen recalled when the Town acquired the old Chaffee School and it was used as a recreation center for kids.

Deputy Mayor McAuliffe thanked Mr. Hutchinson for speaking and recalled the Chaffee School recreation center as a good way to meet other teens in a safe environment. Deputy Mayor McAuliffe recently worked with the Windsor Litter Clean Up group. They met at the Bissell Bridge boat launch and performed clean up mainly in parking lot areas. Deputy Mayor McAuliffe wanted to bring awareness to this group of which Councilor Govoni is also a part. Deputy Mayor McAuliffe reported that the trash receptacles in this area were full. He was also at the Windsor High baseball fields over the weekend and found the receptacles to be full there as well. Deputy Mayor McAuliffe asked Town Manager Souza who is responsible for emptying these receptacles. He also noted that there are no receptables at the Rainbow Boat Launch.

Town Manager Souza stated that the Town of Windsor contracts with Windsor Sanitation to empty receptacles. They try to schedule pickups in the early part of the week, since most trash is generated on the weekends. They did recently increase the frequency of collection in the Town Center. Town Manager Souza stated that he would double check on the schedule and frequency at the Bissell Bridge boat launch. He stated that the goal at Rainbow Boat Launch was to carry in/carry out due to isolated situations there with various wildlife.

Councilor Wilkos- absent

Mayor Trinks thanked Mr. Hutchinson for his ideas and stated that the Council looks forward to working with him.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Ayana Taylor, Secretary of Board of Education, gave the following verbal report:

- All Windsor Public Schools' students will return to in-person learning on the first day of school for the 2021-2022 school year on Monday, August 30, 2021. There will be no distance learning option offered this school year.

- Windsor Public Schools is pleased to announce the appointments of Jennifer Michno as Principal of John F. Kennedy Elementary School and Felicia Poskus as the Principal of Clover Street Elementary School. Both principals began work in their new roles in the district on July 1. Ms. Michno completed her Bachelor of Arts in Psychology from Central Connecticut State University and holds a Masters of Science in School Psychology from

the University of Hartford. She earned her 6th Year Certification and Executive Leadership Certification from the University of Connecticut, and is currently in a doctoral program at UCONN.

Ms. Felicia Poskus, the new Principal of Clover Street School, has served in the role of principal in Hartford schools and has been an educator for more than 10 years. Ms. Poskus earned a Bachelor's of Arts in Psychology/Special Education from Marist College. She received her Masters of Arts in Educational Technology from the University of Connecticut and has a 6th Year Certification in Educational Leadership from Southern Connecticut State University.

- The Summer Food Service Program will run again this summer. The Summer Food Program offers free meals for anyone 18 and under. No registration is required. The program runs until August 20, Monday through Friday at the following locations:
    - Windsor High School, 50 Sage Park Road, M-F, 10:45 AM to 11:45 AM
    - Clover Street School, 57 Clover Street, M-F, 11:15 AM to 12:15 PM
    - Oliver Ellsworth School, 730 Kennedy Road, M-F, 11:30 AM to 12:30 PM
    - Wilson Public Library, 365 Windsor Avenue, M-F, 12:00 PM to 12:45 PM

Councilor Rampulla Bress offered a formal welcome from the Council to the new principals and wished them the best in the new school year.

Councilor Black-Burke expressed that she has had the privilege of working with both new principals and that the hiring of these individuals shows that Windsor is looking for top talent. She also expressed gratitude for the summer program that was offered. Enrichment programs were free to families. Councilor Black-Burke thanked the Board of Education for the offerings.

b) Public Building Commission

A hard copy of the report was distributed to all councilors prior to the meeting. No verbal report was given during the meeting.

c) Inland Wetlands and Watercourses Commission

Lou Morando, Inland Wetlands and Watercourses Commission chair, gave the following verbal report:

During the year of July 2020 through June 2021, 49 applications were reviewed for activities in the wetlands, watercourses or the 150' regulated upland review area. The applications reviewed included:

- 7 commercial industrial approvals
- 37 residential approvals
- 4 town project approvals

Of those applications, three were delegated to the agent for approval. Most notable are the Sage Park athletic field improvements and landfill leachate abatement project. There was one permit for new home construction, no permit modifications or renewals.

The Commission had eight regularly scheduled meetings, two special meetings and six meetings were cancelled. Due to the threat of COVID-19, meetings have been held virtually via Zoom. Applications have continued to be processed in a timely manner with the same continued level of detailed review despite the challenges the virus has presented.

In April of 2021 the Commission appointed a new agent, Chloe Thompson. Alternate commissioner Dominic DeCarlo was appointed as a regular commissioner.

The goals remain for erosion protection, minimizing pollution runoff in stormwater, minimizing encroachment, protecting watercourses and wetland habitat quality, wetland linkages, conservation easements, and promoting the use of Best Management Practices.

Councilor Rampulla Bress thanked Mr. Morando and board members for their service, stating that they went above and beyond during the pandemic. Councilor Rampulla Bress asked to send the Council's regards to all members of the commission.

d) Human Relations Commission

Kevin Washington, Chair of the Human Relations Commission, stated the following:

- In October, the Commission organized a "Cans and Hands" Drive, collecting food for the Weekend Wheels food program and hand sanitizer for Clover Street School.

- In November, the Commission supported the creation of a street mural between the Windsor Library and the Eagle Green that reads "End Racism Now", in order to promote community and cooperation in the wake of the tumultuous summer of racial tensions and violence. The project was headed by the organizer of the "Black Lives Matter" mural painted in Hartford, Levey Kardulis, and the mural was unveiled in November. Funding for the project was received from the Hartford Foundation for Public Giving, Loomis Chaffee School and from private citizens along with supplemental funds from the town. A variety of local organizations and schools helped to work on the mural, including representatives from Windsor High School, Loomis Chaffee, and Madina Academy.

- The Commission hosted a series of eight virtual Conversations on and about Race beginning in October and continuing into this year. These Zoom-enabled conversations featured various community leaders, authors, and influential figures of color. Topics explored included implicit bias and micro aggressions, generations and families, racism as a public health crisis, and Juneteenth. The series also featured discussions of the films '*The Hate U Give*', which examines the events following a high school student witnessing a police shooting, and '*13th*', a documentary that explores the intersection of race, justice and mass incarceration.

- In addition to the Conversations Series, the Commission also hosted a virtual discussion on a group of the books *'Stamped'* and *'How to Be an Antiracist.'* The commission celebrated March as Women's History Month with another virtual session and with the presentation of plaques honoring six Phenomenal Women of Windsor.

- The continued risk of COVID-19 caused the Black History Jeopardy event to be cancelled for this year. The Commission used the month of February instead to promote other Black History Month events, such as a Zoom tour of the United Nations, a Public Television documentary program, and Zoom event on the Underground Railroad.

- The annual Bridge Builder Awards were held in April, in a hybrid capacity. Eleven honorees were awarded at a socially distanced event in the Council Chambers, while the event was live-streamed to friends and family members and the public at home.

- On June 19th, the Commission held a community picnic on the Town Green to celebrate Juneteenth. This was the first public celebration of Juneteenth for the Town of Windsor. The event was well-attended and featured food, guest speakers, music, and traditional red Juneteenth beverages and red velvet cupcakes. The community picnic on Saturday was followed by a Conversation on Race virtual session discussing the significance of Juneteenth, held on Sunday, June 20th.

- Due to the passing of one of the community's pioneers in fighting racism, for civil rights and women's rights and in coordination with the Gillette family, the Town of Windsor Human Relations Commission, through the Hartford Foundation for Public Giving has set up a fund on behalf of Lynne Farley Gillette to support the continuation of the commission's racial and social injustice initiatives and education of the community in which we live. The Human Relations Committee and the Town are extremely grateful to Mrs. Gillette and her family for this gift.

- Desiree Primus and Max Kuziak have left the Commission. The Commission has gained Linda Massa currently serving as an alternate, requesting to be elevated. Judge Washington has been elected to Chair for the eighth year in a row.

- In the new year, the Commission will be working with Loomis Chaffee, Madina Academy and Windsor Schools on their National Ambassador Appearance Program, LQBTQI rights programming, and the Witness Stone project. They will continue collaboration with the Windsor Historical Society, Windsor Public Library, the Windsor Library Association, First Church, Grace Church, Archer Memorial Church, Hopewell Baptist Church, and the Windsor Arts Center as well as other area Human Relations Commissions.

- The Commission hopes to continue regular programming with Black History Month, Italian History Month, Irish History Month, recognition of our Asian, Muslim, and West Indian refugee programming, and historical conversations on and about race in a bi-partisan way.

Judge Washington thanked the community development team, the Town Manager, Town Council, and the community for their support.

Councilor Govoni thanked Judge Washington for his thoroughness in all areas that the commission touches.

Councilor Black-Burke echoed the sentiments of Councilor Govoni. She thanked Judge Washington and other commissioners for their work to ensure social justice. Councilor Black-Burke stated that the Windsor Human Relations Commission is an example to other communities and other towns talk about the good work done by the Windsor Human Relations Commission.

Councilor Rampulla Bress extended her appreciation to all commission members. As a retired educator, Councilor Rampulla Bress thanked the commission for educating and elevating the community constantly. She has participated in online activities, picnics, and various social justice activities and stated that all who attend end up educated and elevated.

Deputy Mayor McAuliffe echoed the sentiments of other council members and stated that the Human Relations Commission always impresses the Council.

8) TOWN MANAGER'S REPORT

2021 Pavement Management Program

The second of third milling and paving phases are currently in progress. Roads that are being done in this phase 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 has completed repairs to drainage structures on those streets. The milling phase of the work was completed in mid July. The paving portion of the work began on July 26 and should be completed this week, weather permitting.

Phase 3 work is planned for the late September / early October time frame. These streets include: Brewster Road, Long Hill Road, Mohawk Circle, William Street, Mountain Road, and Cook Hill Road. Public Works staff and a contractor will be completing drainage improvements and repairs prior to the commencement of the milling/paving work.

Mobile COVID-19 Vaccination Clinic

The Windsor Health Department and Windsor Public Schools will be sponsoring a **DPH Van: Mobile COVID-19 Vaccination Clinic** on Thursday, August 5th and again on Thursday, August 26th. Through this partnership, the Pfizer and Johnson & Johnson vaccines will be available to Windsor residents in the community.

The Mobile Vaccine Clinic will be held at Windsor High School in the cafeteria and the clinic hours are 3:00 PM – 7:00 PM. Persons interested in getting a vaccine can simply walk-in for a vaccine, no appointment required. In addition, the Pfizer vaccine may be used for youth 12 years old and older, so Windsor youth may be vaccinated and will be able to complete the 2

vaccine series prior to the start of school at the end of August. We are excited to host this mobile clinic for Windsor residents and hope that many will take this opportunity to get vaccinated!

COVID Vaccination

As of July 28, 2021, 63.47% of our total estimated population was fully vaccinated. This is up from 60.50% as of June 30th. This is also 3.83% higher than the state wide rate of 59.64%.

70.23% of town residents, 12 years old and above, have been fully vaccinated. This is up from 67.32% as of June 30th. This is also 0.5% higher than the state wide rate of 69.73%.

In the month of August, the town's Health Department will be conducting at least 6 vaccination clinics. Walk-up clinics are being held on:

- Tuesday, August 3rd from 3:00 PM – 5:00 PM at Wilson Library
- Thursday August 5th from 3:00 PM – 7:00 PM at Windsor High School
- Tuesday, August 10rd from 3:00 PM – 5:00 PM at Wilson Library
- Friday, August 13th from 4:30 PM - 6:30 PM at Deerfield Park during the summer block party
- Tuesday, August 17th from 3:00 PM – 5:00 PM at the Wilson Library
- Tuesday, August 24th from 3:00 PM – 5:00 PM at the Windsor Library

Starting this week, visitors to town facilities will be requested to wear a mask or face covering to help reduce the possible transmission of COVID-19. Overall the town has seen an increase in positive COVID cases in the last 3 weeks and hopefully the wearing of masks will mitigate this spike in cases from continuing.

Summer Block Party

Just a reminder that there will be a block party at Deerfield Park from 4:30 PM to 7:30 PM on Friday, August 13th. This event is sponsored by the Windsor Youth Services Bureau and Windsor Police Department. Admission is a school snack donation for the Weekend Wheels program. For more information, please call the Windsor Youth Services Bureau at 860-285-1946 or visit townofwindsorct.com/recreation/ysb/

National Night Out

Come out and join us at National Night Out on August 3rd from 5:00 PM – 8:30 PM at the Windsor High School field. National Night Out is an annual community-building campaign that is sponsored by the Police Department which promotes police-community partnerships and neighborhood camaraderie to make neighborhoods safer, more caring places to live. The event will include rock climbing, outdoor movie, face painting and more! Food and beverages will be provided. Please bring new school supplies to 'stuff a cruiser' and support Windsor Public Schools.

Pop Up Parties

Earlier this summer there was a large 'pop up party' in a residential neighborhood. These types of parties are essentially a commercial venture where they are advertised via social media platforms and an entrance fee is charged. There are several possible ordinances and state

regulations that may be utilized to curb such events. These include the noise ordinance, temporary commercial amusements ordinance, and state liquor control regulations.

We have been made aware of another planned 'pop up party' scheduled for this month in a different neighborhood. The police department is in the process of notifying the property owner and event planners that such commercial events are not allowed in residential neighborhoods.

Amazon Investigation Update

In terms of the law enforcement investigation related to the Amazon construction site, the Police Department and FBI conducted many follow up interviews over the past several weeks. Conversations also have recently been held with the prosecutor's office to review case material relative to the topic of probable cause.

UniteCT Mobile Bus Coming to Windsor August 11

The UniteCT Mobil bus is coming to Windsor from 10:00 AM to 3:00 PM on Wednesday, August 11th at the Hopewell Baptist Church located at 280 Windsor Avenue. UniteCT is a rental and utility assistance program supporting residents negatively impacted by COVID-19. The mobile unit provides computer terminals and volunteers are available to assist with applications. Members of our social services team will also be on site to assist. To schedule an appointment go to www.signupgenius.com/go/unitect. Walk-ins will be accepted, but not prioritized.

As of July 30th, 25 applications totaling $216,758 have been approved for Windsor residents.

For more information, call Windsor Social Services at 860-285-1839 or visit the State of CT Department of Housing website at https://portal.ct.gov/DOH/DOH/Programs/UniteCT

Drive Wise Program Update

The CT DOT has approved encroachment permits for Route 75 in the Poquonock Village area as well as Palisado Avenue in the general vicinity of Macktown Road and Settlement Hill. These approvals allow the town to install speed display signs to inform motorists of their travel speed. DPW will be scheduling the installation over the course of the next few weeks.

Since May, we have had 48 residents place Drive Wise awareness signs in their yards over five neighborhoods.

Staff has developed additional new materials promoting the Drive Wise program. An animated video was first posted on July 8th and has been viewed over 1,200 times. Here is the link for this new animated video: https://www.youtube.com/watch?v=ouhCPX40trQ.

We also have posted several other PSA's about driver, pedestrian and biker safety. These all can be found on the town's YouTube channel as well as the town's social media accounts. We are developing several additional short videos or PSA's on the topic of speeding.

Councilor Rampulla Bress thanked the Town Manager and staff for their public outreach efforts in terms of vaccination and tenant assistance. She asked if the mobile vaccination clinic will be visiting Shad Run, Mill Brook Village or Fitch Court. Town Manager Souza stated that they will have continued outreach through the Public Health Department, Senior Center, and Social Services. Several clinics were held early on with good success. They will continue to work with the Housing Authority to provide access to vaccinations.

Councilor Rampulla Bress asked if Housing Authority residents could call Dial-a-Ride to get to other events. Town Manager Souza stated that Dial-a-Ride is limited due to Covid, but it is still operating.

Councilor Govoni asked about the climate studies that have been done.

Councilor Black-Burke stated that she would be interested in seeing the correlation between the prior survey and the recent survey.

Town Manager Souza clarified that Councilor Govoni may be referring to an operational analysis study that was completed five years ago. The survey in September/October of 2020 was an employee engagement survey. These were two different tools.

Councilor Black-Burke asked if the UniteCT Mobile Bus would only be happening at Hopewell Baptist Church or if there were any plans for it to move. Town Manager Souza stated that the UniteCT Mobile Bus would only happen at Hopewell and the bus is fully scheduled throughout the state.

Councilor Black-Burke expressed a desire to see the bus move to another area of town for those who can't get to Hopewell. She also asked for clarification on noise ordinances in town.

Town Manager Souza stated there are different elements of ordinances, not necessarily just for 10:00 PM. There are some ordinances pertaining to overnight hours, some during the day, and some for residential versus commercial zones. Amplified music is not permitted in the parks and parks are scheduled to close at dusk.

Councilor Govoni expressed his frustration with people not getting vaccinated and suggested the use of portable signs to advertise clinics.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – None

Special Projects Committee – Councilor Dobler – None

Health & Safety Committee – Councilor Black-Burke encouraged utilization of vaccination clinics for those who have not yet been vaccinated.

Personnel Committee – Councilor Rampulla Bress - None

Finance Committee – Deputy Mayor McAuliffe - None

10) ORDINANCES – None

11) UNFINISHED BUSINESS

12) NEW BUSINESS

a) Authorize the Town Manager to accept a grant from the Office of Early Childhood Child Care Program Stabilization funding grant

MOVED by Deputy Mayor McAuliffe seconded by Councilor Jepsen to authorize the acceptance of the Office of Early Childhood Child Care Program Stabilization Funding Grant in the amount of $272,832.

Laura Casey, Discovery Center and Montessori School Director, and Enita Jubrey, Assistant to the Town Manager gave an overview of the item.

A component of the Connecticut Office of Early Childhood's (OEC) *Ready – Set – Rebuild CT Child Care Recovery Plan* is a distribution of funding to support child care providers in CT to help them recover and rebuild after COVID-19. The Windsor Discovery Center and Montessori School continues to operate under COVID-19 licensing guidelines. The school was approved for funding in the amount of $272,832. While all programs that applied and met eligibility requirements will receive funding, our program met or exceeded a number of the criteria and received bonus points. This criteria included: NAEYC accreditation, being open for operation during critical times of the pandemic and offering CARE for Kids funding, etc.

Grant Highlights

- The grant helps programs address operational costs including increased expenses during COVID-19.
- The grant funding needs to be utilized by September, 2023.
- The grant does not allow for the restoration of lost revenues.
- The town will receive the funding in three equal payments.
- $68,208 of the total award is designated for staff-related compensation per grant requirements. Compensation related items include staff training, tuition vouchers, performance payments and salaries for additional staff.
- There are plans to use a portion of the grant to purchase curriculum kits, fund seasonal staffing, offer new family scholarships and additional Care 4 Kids financial support. Additional remaining funds will be put towards general operating expenses such as utilities, salaries, and program materials as allowed by the grant.

Councilor Rampulla Bress expressed appreciation in obtaining this grant.

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

b) Approve an appropriation of $120,000 for the Chaffee House Roof Replacement project from the General Fund Unassigned Fund Balance

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve an appropriation in the amount of $120,000 from the General Fund Unassigned Fund Balance for the Chaffee House Roof Replacement and Painting project and to refer the project to the Public Building Committee for oversight.

Bob Jarvis, Director of Public Works/Town Engineer, stated that the existing cedar shingled roof is at the end of its expected life cycle and leaks have developed in several locations. The roof area is 3,000 square feet. A 1,800 square foot area was replaced in 1985, with the remaining 1,200 square feet approaching 50 years of age. Town staff appeared before the Historic District Commission at a recent meeting presenting options of materials for roof replacement. The Historical Society discussed options presented and approved that the cedar shingled roof be replaced with same type of material.

The exterior trim is in need of being repainted. Portions of trim boards, fascia, soffits, and rake boards are rotten and will be replaced. The exterior trim will be scraped, sanded, primed and two finish coats will be applied.

Councilor Jepsen asked about the life expectancy of this type of roof. Mr. Jarvis stated 25-30 years is a realistic life expectancy for this type of roofing.

Councilor Govoni stated that several years ago, Public Works was clearing trees away from the building to reduce rot.

Councilor Rampulla Bress stated there are many students in Windsor who have enjoyed tours of this property and it is a significant part of Windsor history. She thanked Public Works for taking care of it.

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

c) Approve an appropriation of $60,000 from the General Fund Unassigned Fund Balance for the Phone System Replacement project

MOVED by Deputy Mayor McAuliffe seconded by Councilor Jepsen to approve an appropriation of $60,000 from the General Fund Unassigned Fund Balance to fund the Phone System Replacement project.

Frank Angelillo, Director of Information Technology, provided an overview of this request. Mr. Angelillo reported that this is specifically for the phone system that serves eight facilities and is an upgrade to back-office equipment/servers. Each facility has a central point where all phones go back to, and that hardware has reached its end of life status. If something happens to the phone system now, there is no guarantee we can replace something that is broken because this is hardware. This appropriation would upgrade process servers in back closets and add another facility (330 Windsor Avenue) that currently has a vintage phone system that could use improvement. This also includes five years of both software and on-site maintenance. This equipment will have a 10-year life span.

Town Manager Souza stated that this project was originally in the proposed budget for FY22. The Council excluded it from that proposed budget and the Town is now asking for it to be funded by cash at this point.

Councilor Jepsen asked for confirmation that this is the back end of the Voice Over Internet Protocol system. He also asked if emergency preparedness was a part of this. Mr. Angelillo confirmed it was the back end of the Voice Over Internet Protocol System and confirmed emergency preparedness was a part of this.

Councilor Jepsen stated he was in favor of this.

Councilor Walker suggested looking into using some of the American Rescue Plan Act funds for this appropriation.

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

d) Authorize the Town Manager to negotiate the sale or transfer of 2T Kendrick Lane

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to authorize the Town Manager to negotiate an agreement to transfer a portion of town-controlled real property, vacant land, located at 2T Kendrick Lane and said agreement be presented to the Town Council for consideration.

Town Manager Souza stated that one of the abutting property owners of 2T Kendrick Lane has expressed interest in acquiring approximately 6,500 square feet (or 11%) of a town parcel to extend their yard area. The Town Council, per Section 7-163e of the *Connecticut General Statutes*, will hold a public hearing on August 2nd relative to the possible sale, lease or transfer of real property owned by the town.

Given that the lot is unbuildable and has several constraints, the value of the 6,500 square feet is estimated by the Town Assessor to be less than $10,000, therefore a Special Town Meeting would not be required. At this time, terms of possible sale have not been negotiated. In the past, the town has conveyed small remnants of land to abutters for either the cost of the lot survey and/or on a per square foot basis as valued by the town assessor.

Councilor Jepsen stated that the Council has a long history of these types of deals, and this is just the public process.

Mayor Trinks stated that the interested homeowner is essentially the only person who could benefit from that land. He asked if the Council approved this tonight and if the transaction is below $10,000, if this would conclude the process. Town Manager Souza stated that it will still need to be brought back to Council.

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

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Rampulla Bress seconded by Deputy Mayor McAuliffe to accept the resignation of Neill Sachdev from the Conservation Commission.

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

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the July 6, 2021 Regular Town Council meeting

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to approve the unapproved minutes of the July 6, 2021 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS -None

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to enter Executive Session at 8:53 p.m. for the purpose of:

a) Strategy and negotiations in respect to pending claims and litigation (Dollar Tree vs Town of Windsor)

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, Councilor Lenworth Walker

Absent: Councilor Kenneth Wilkos

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Larry Labarbera, Town Assessor

Guests: Kevin Deneen, Town Attorney

MOVED by Councilor Jepsen seconded by Deputy Mayor McAuliffe to exit Executive Session at 9:09 p.m. and re-enter the Regular Town Council meeting.

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

17) ADJOURNMENT

MOVED by Councilor Rampulla Bress seconded by Deputy Mayor McAuliffe to adjourn the meeting at 9:10 p.m.

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

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council