



Council Agenda

Council Chambers
Windsor Town Hall
October 18, 2021



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: **884 7084 3441**
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/88470843441>

1. When prompted for participant or meeting ID enter: **884 7084 3441**
2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Deputy Mayor McAuliffe
3. PLEDGE OF ALLEGIANCE – Deputy Mayor McAuliffe
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Wilson/Deerfield Commission
 - c) Metropolitan District Commission
 - d) Lower Farmington Wild and Scenic River Advisory Committee
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Presentation by the Citizen Advisory Task Force on Clean and Sustainable Energy (Town Manager)
- b) *Approve extending FY 21 Open Purchase Order (Town Manager)
- c) *Approve appropriation of \$10,000 from the Capital Projects Fund Assigned Fund Balance for survey and existing site condition evaluation at Fitch Court Apartments (Town Manager)
- d) *Approve appropriation of \$550,000 from the General Fund Unassigned Fund Balance for Windsor High School Track Replacement project (Town Manager)
- e) *Approve small business and non-profit grant program parameters and authorize the use of \$500,000 American Rescue Plan Funds (Town Manager)
- f) *Authorize the Town Manager to execute and submit an application for the DEEP Recreational Trails Program grant (Town Manager)
- g) Town Manager Annual Performance Evaluation (Councilor Bress)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the October 4, 2021 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, health or dismissal of a public officer or employee (Town Manager evaluation)

17. ADJOURNMENT

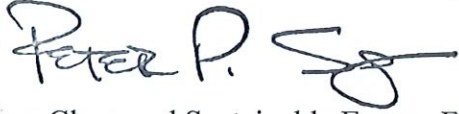
★Back-up included

Agenda Item Summary

Date: October 18, 2021

To: Honorable Mayor and Members of the Town Council

Prepared by: Scott W. Colby Jr., Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Citizen Advisory Task Force on Clean and Sustainable Energy Final Report

Background

On June 1, 2020 the Town Council established a Citizen Advisory Task Force on Clean and Sustainable Energy. At the April 5, 2020 Town Council meeting, the task force provided an interim report to the Council.

Members from the Citizen Advisory Task Force on Clean and Sustainable Energy will be providing a presentation of their final report.

Discussion/Analysis

The Town Council adopted the following charge for the Citizen Advisory Task Force on Clean and Sustainable Energy.

- Identify and study viable and feasible sustainability projects and programs to reduce energy consumption and/or expenses in town and school facilities.
- Increase public awareness, education, and municipal participation in sustainability efforts including energy conservation, renewable resources, and other environmentally friendly practices.
- Provide an annual report to the Town Council and provide any reports as necessary and upon request.
- Serve in an advisory capacity. Recommendations shall not bind the Town to take any specific action or require that it appropriate funds.

The town has done substantial work in this area by completing a variety of LED lighting projects, installing solar panels on seven school and town facilities, and retrofitting buildings with high efficiency heating and cooling systems. The Citizen Advisory Task Force on Clean and Sustainable Energy put together recommended guiding principles and actions which include;

- Focus on equity
- Benchmark and track progress
- Upgrade efficiency through implementing cost effective improvements to building envelopes and equipment
- Explore and deploy new cost effective energy generation and storage options
- Community education and out reach
- Cultivate partnerships

To help assist and facilitate these actions, the task force is recommending the hiring of an energy coordinator. Similar positions have been created in communities such as in West Hartford, South Windsor, and Middletown.

Financial Impact

None

Other Board Action

None

Recommendations

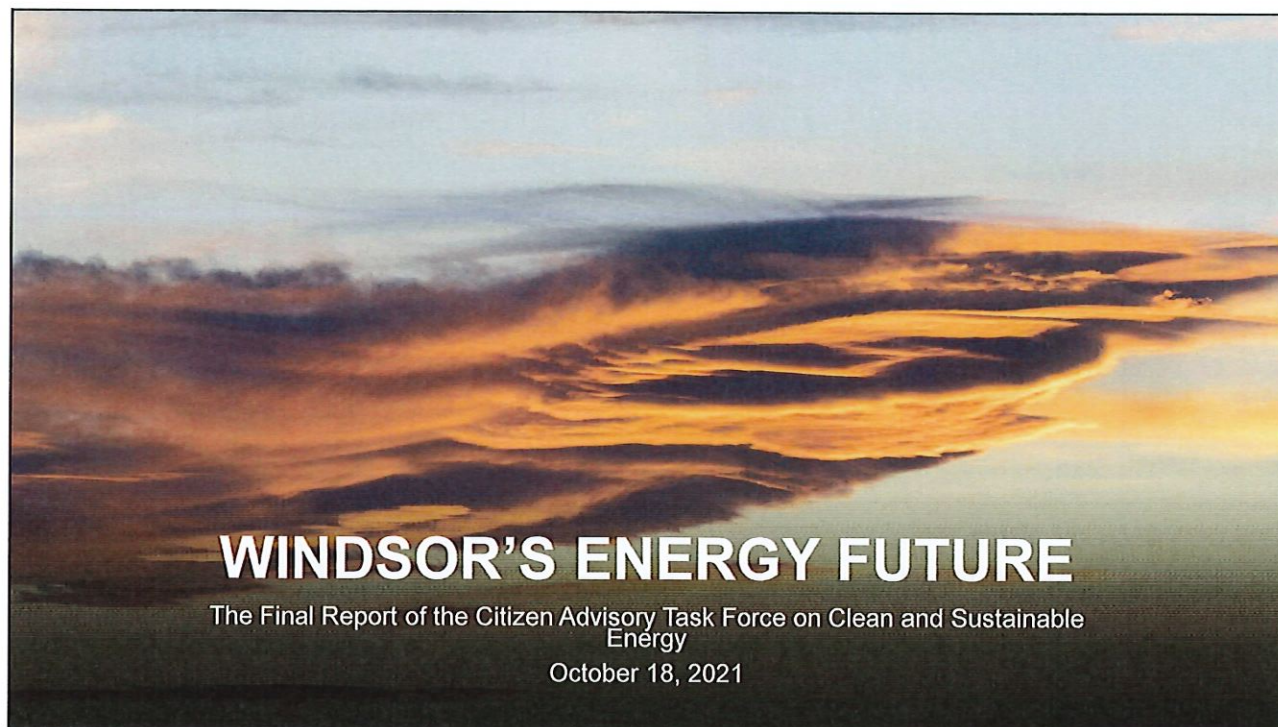
If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE to accept the Citizen Advisory Task Force on Clean and Sustainable Energy Final Report.”

Attachments

Citizen Advisory Task Force on Clean and Sustainable Energy Final Report

For the full report, please go to: <https://townofwindsorct.com/commissions/clean-energy-task-force/>



Who We Are



Eric Weiner



Liz Yetman



Barbara Peyton



George Slate



Jeff Dyreson



Neil Chaudhary

Our Charge

Identify and study

- Identify and study viable and feasible sustainability projects and programs to reduce energy consumption and/or expenses in town and school facilities.

Increase Public Awareness

- Increase public awareness, education, and municipal participation in sustainability efforts including energy conservation, renewable resources, and other environmentally friendly practices.

Provide Reports

- Provide an annual report to the Town Council and provide any reports as necessary and upon request.

Advise

- Serve in an advisory capacity. Recommendations shall not bind the Town to take any specific action or require that it appropriate funds.

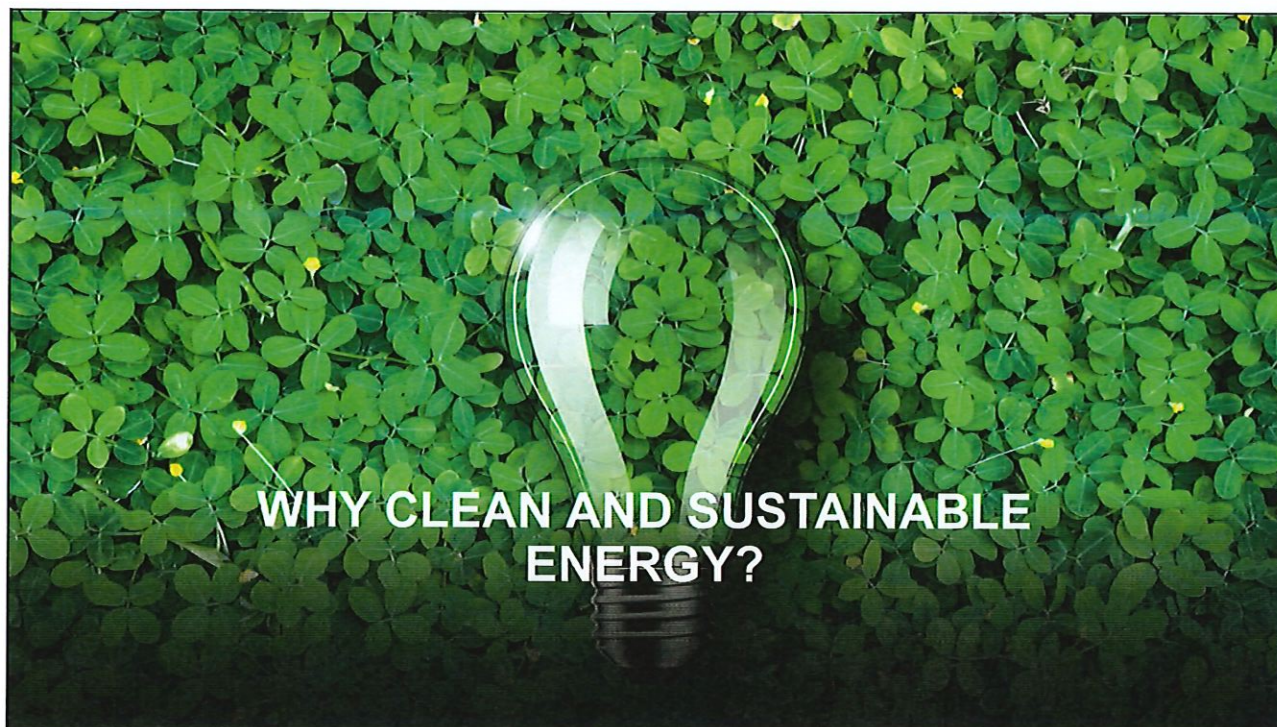
WINDSOR'S MISSION





“To create an environment where dreams can come true for individuals, families, and businesses.”



<p>OUR TASK FORCE MISSION</p>	<p>“To create a sustainable and equitable environment where dreams can come true for individuals, families, and businesses.”</p>
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<p>OUR TASK FORCE VISION</p>	<p>That the Town of Windsor shall treat energy efficiency, sustainability, and equity as key criteria for decision-making.</p>
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Preserve Clean Air & Clean Water	Increase Local Energy Autonomy and Resilience	Act Locally to Reduce Emissions and Mitigate Climate Change	Save Money

A Timeline for Progress

2022

- Creation and Implementation of a new Energy Plan by Town Council

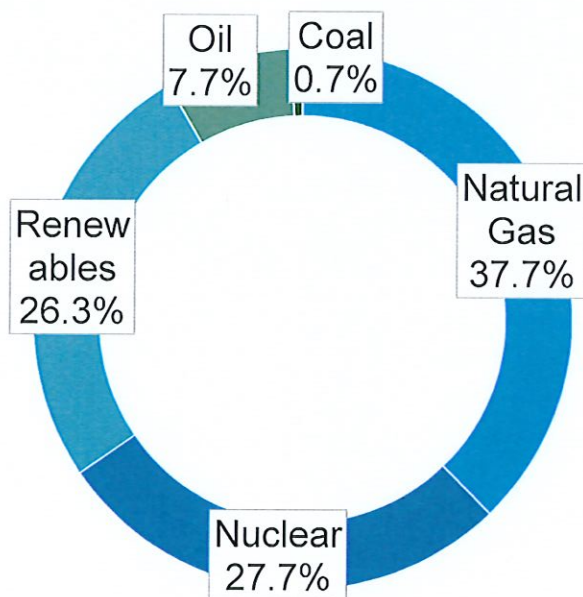
2022–2033

- Annual Progress and Benchmarking

2033

- 100% of municipal power from non-fossil sources
- 100% of municipal vehicles are electric
- 85% of residential and commercial electricity from non-fossil sources
- 50% of residential and commercial heating and cooling from non-fossil sources

Significant
Progress
Already:
ToW uses
54%
non-fossil
electricity



Completed Municipal Projects



LED Lights



Solar Panels – 800 kW

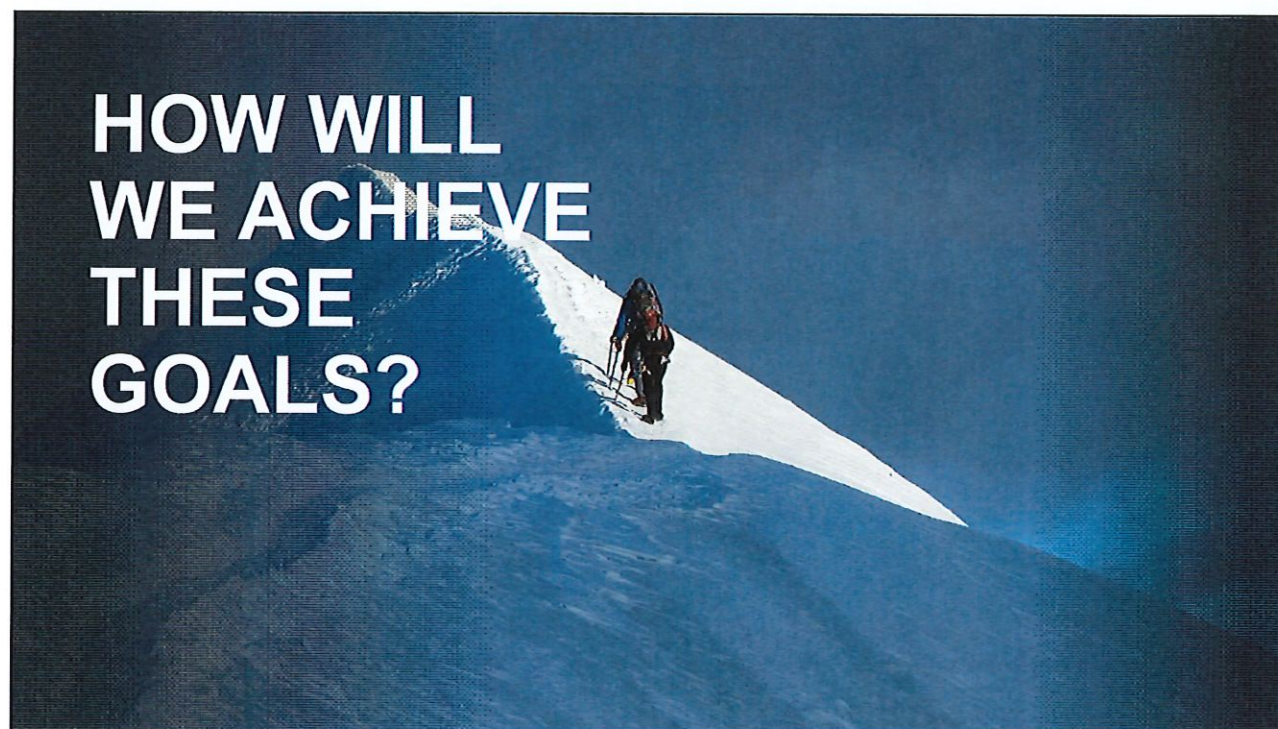


High Efficiency Heating and Cooling

GETTING THERE FROM HERE

RECOMMENDED ACTIONS

Recommended Actions	Focus on Equity	<ul style="list-style-type: none">• Ensure programs benefit all Windsor residents.• Address historic environmental injustices.
	Benchmark and Track Progress	<ul style="list-style-type: none">• Establish baseline measurements of municipal, residential, and commercial energy use.• Track changes to monitor progress toward goals.
	Upgrade Efficiency	<ul style="list-style-type: none">• Identify and install cost-effective improvements to insulation and building envelopes.• Replace end-of-life equipment with more efficient and lower emission models.
	Deploy New Generation and Storage	<ul style="list-style-type: none">• Identify and install cost effective power generation such as solar panels.• Explore and implement energy storage options.
	Educate and Empower	<ul style="list-style-type: none">• Encourage and empower residents and businesses to make use of available incentives and financing for efficiency, generation, and storage.
	Cultivate Partnerships	<ul style="list-style-type: none">• Partner with local energy businesses to educate the population and deploy upgrades.• Take advantage of state and regional organizations that support energy improvements.• Connect with regional projects like virtual net-metered solar arrays.





THE KEY TO
SUCCESS

THE ENERGY
COORDINATOR

THE KEY TO
SUCCESS

THE ENERGY
COORDINATOR

RESPONSIBILITIES

- **Establish benchmarks and track town progress** toward energy and equity goals.
- **Identify, develop, and oversee proposals** for efficiency upgrades and renewables deployments.
- **Coordinate outreach, education, and energy work** within the town government.
- **Mediate collaboration with neighboring towns** when advantageous.

ADDITIONAL RESOURCES

Additional resources, including a glossary of terms, more details on the town's past and future projects, the energy plans, projects, and progress of neighboring towns, Connecticut state energy goals and standards, the most recent report of the Intergovernmental Panel on Climate Change, and lists of specific actions we can take to achieve our energy goals, may be found in the appendices.

Appendices Table of Contents


- I. Glossary of Terms
- II. Town of Windsor Past and Upcoming Projects
- III. Nearby Town Projects & Energy Plans
- IV. Connecticut Integrated Resource Plan 2020
- V. IPCC Report 2021 Policymakers' Summary
- VI. Action and Project Options

Agenda Item Summary

Date: October 18, 2021

To: Honorable Mayor and Members of the Town Council

Prepared by: James Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: FY 21 Outstanding Year-End General Fund Encumbrances

Background

On June 21, 2021 the Town Council approved FY 21 outstanding year-end General Fund encumbrances through October 18, 2021. Below is the current list of FY 21 outstanding year-end General Fund encumbrances as of October 18, 2021.

Discussion/Analysis

The Town Council previously reviewed and approved FY 21 year-end encumbrances as of June 10, 2021. At that time, there were eight purchase orders totaling \$237,028. As of October 18th, there is one remaining purchase order in the amount of \$2,228.50. The original amount for this purchase order was \$30,950. The purchase order was for a comprehensive study of the Day Hill Road corridor to forecast the impact of future development on the capacity and to identify areas of capacity improvements. Staff respectfully requests the remaining open FY 21 purchase order be approved as the consulting engineer is completing the final report. The project is anticipated to be completed in November.

Town of Windsor				
FY 21 Year-End General Fund Open Purchase Orders				
As of October 18, 2021				
Department/Account	P.O. #	Vendor Name	Product / Service Description	Open Amount
<i>Public Works & Engineering - Administration</i>				
Contractual Services	21304	BL Companies, Inc.	Day Hill Road Corridor Study	\$2,228.50
General Fund Total				<u>\$2,228.50</u>

Other Board Action

None

Recommendations

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

“MOVE that open FY 21 General Fund purchase order No. 21304 in the amount of \$2,228.50 be approved and carried forward until December 6, 2021.”


Attachment

None

Agenda Item Summary

Date: October 18, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Fitch Court Storm Drainage - Funding Request for Survey and Existing Site Conditions Evaluation

Background

On October 4, 2021, the Town Council requested town staff to initiate discussions with the Windsor Housing Authority relative to possible town participation in assisting or facilitating the process of addressing storm or ground water drainage issues at Fitch Court apartments on Bloomfield Avenue. Discussions are ongoing with housing authority staff relative to an overall project approach and potential funding arrangement. In the past few days, several councilors, including Deputy Mayor McAuliffe, have encouraged that the project process be expedited if at all possible. One way to advance the process is to initiate a field survey and existing conditions evaluation as a precursor to full project design.

Discussion/Analysis

The former school property was constructed over 90 years ago and multiple changes and alterations have been made over the decades. In order to provide baseline information for designing a solution to the storm and ground water drainage issues, it is recommended that a field survey be completed to identify elevations of existing grades, public and private storm drainage structures as well as confirming locations of various building and site improvements. Soil borings are also planned to be completed as part of the existing conditions evaluation.

By authorizing this field work at this time while the town and Windsor Housing Authority work on an overall project approach and potential funding arrangement, the ultimate design and project schedule will be facilitated by having updated field information available by mid to late November.

The town engineering services division would oversee and manage the scope of services associated with the survey and field conditions evaluation.

Financial Impact

The estimated cost for survey and existing conditions evaluation is \$10,000. It is requested that the Capital Projects Fund be the funding source versus the federal American Rescue Plan Funds due to the length of associated procurement processes with federal funds.

Other Board Action

None

Recommendations

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

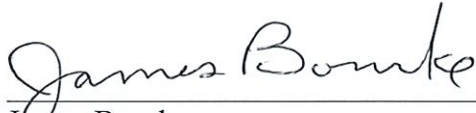
“MOVE that \$10,000 be appropriated from the Capital Projects Fund Assigned Fund Balance for survey and existing field conditions evaluation at Fitch Court Apartments with the understanding that town staff is to oversee and manage the scope of services.”

Attachments

None

Certification

I hereby certify that there is \$10,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.




James Bourke
Finance Director

Agenda Item Summary

Date: October 18, 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: Track Replacement at O'Brien Stadium

Background

The track at Jack O'Brien Stadium was re-surfaced as part of the improvements to the complex in 2014. The track surface is experiencing increased wear and degradation over the past year or so. This degradation can be attributed to the surfacing products that were not as durable as they had been anticipated. Other facilities throughout the state have observed similar issues with tracks installed using the same materials and processes by the same contractor during the 2014 timeframe.

Over the past year, the Engineering Department has monitored the condition of the track at O'Brien Stadium while soliciting opinions from contractors, suppliers, and consultants for potential remedies.

Discussion/Analysis

Several replacement systems and methods of rehabilitation have been considered by staff. The preferred solution is the complete removal of rubberized track surfacing, milling and overlaying of the underlying 17-year old bituminous concrete surface and the application of a new track surfacing system.

The replacement track surface will be a multi-layer system. The system will consist of a combination of layers of rubber (granules and powder) and polyurethane. The life expectancy of this type of system is 20 years. Depending upon the final vendor/material selection and the usage of the track, re-coating is suggested every 5-10 years. The initial warranty for a new surface system is typically five years.

Due to ongoing material shortages and the short construction season for track facilities, it has been recommended that contracts be executed before December 2021 in order to schedule the construction start date of June 1, 2022. We anticipate a two to three month construction period with an anticipated completion date by the middle to late August.

Financial Impact

The breakdown of construction costs are:

Construction	\$ 480,000
Construction Admin/Oversight	\$ 20,000
<u>Contingency</u>	<u>\$ 50,000</u>
Total	\$ 550,000

The recommended funding source is the General Fund Unassigned Fund Balance.

Other Board Action

None

Recommendations

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

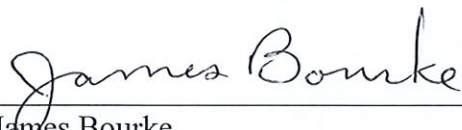
“MOVE to approve an appropriation of \$550,000 from the General Fund Unassigned Fund Balance for the O’Brien Stadium Track Replacement Project.”

Attachments

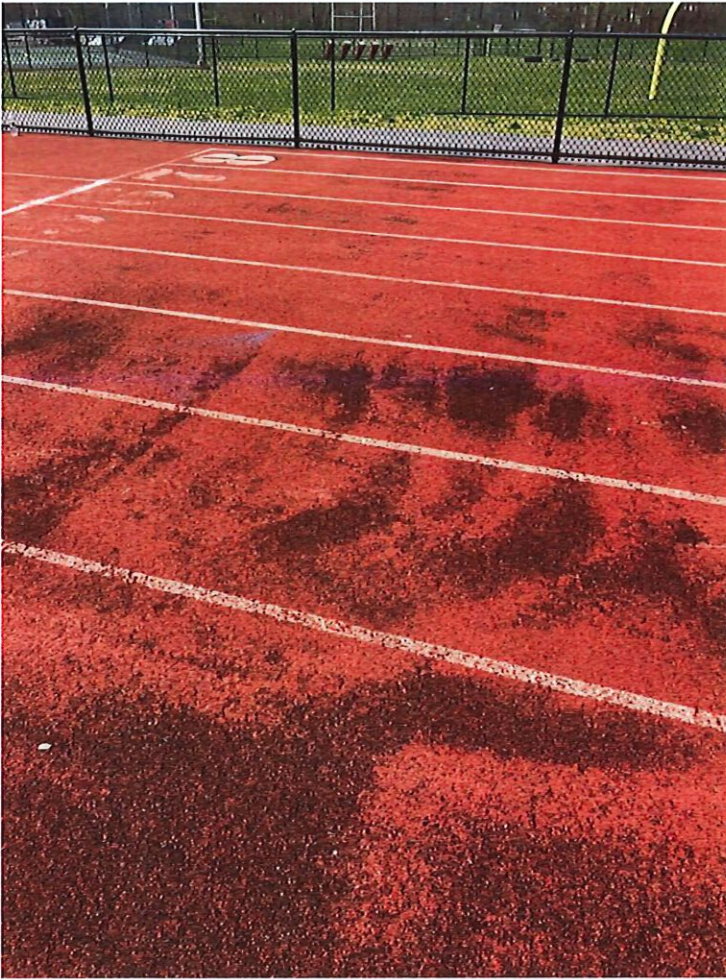
Track Photos

Certification

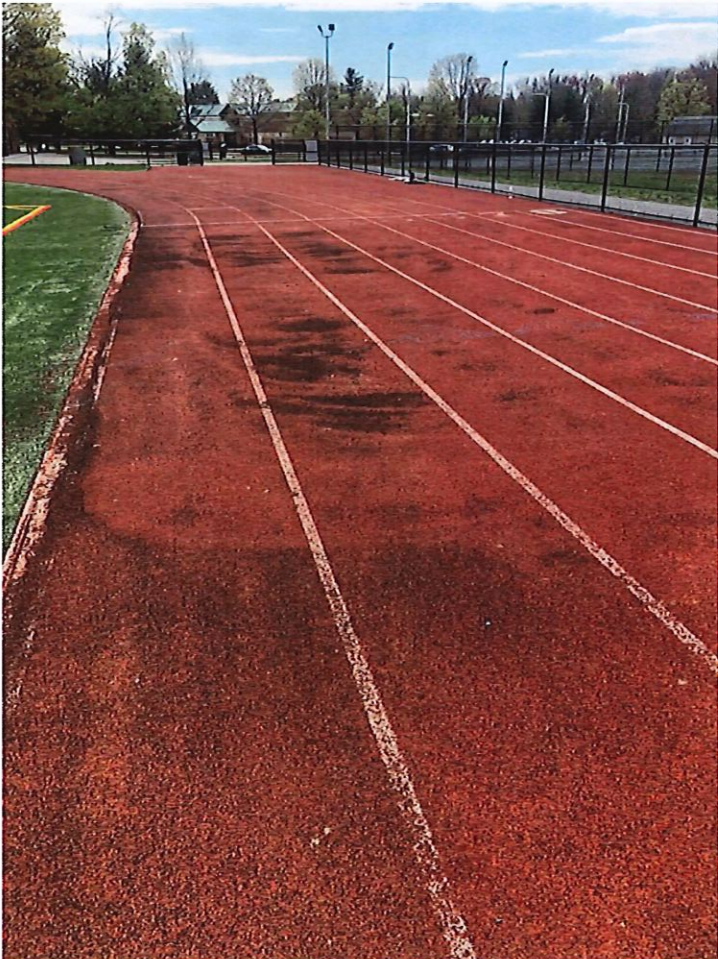
I hereby certify that \$550,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.

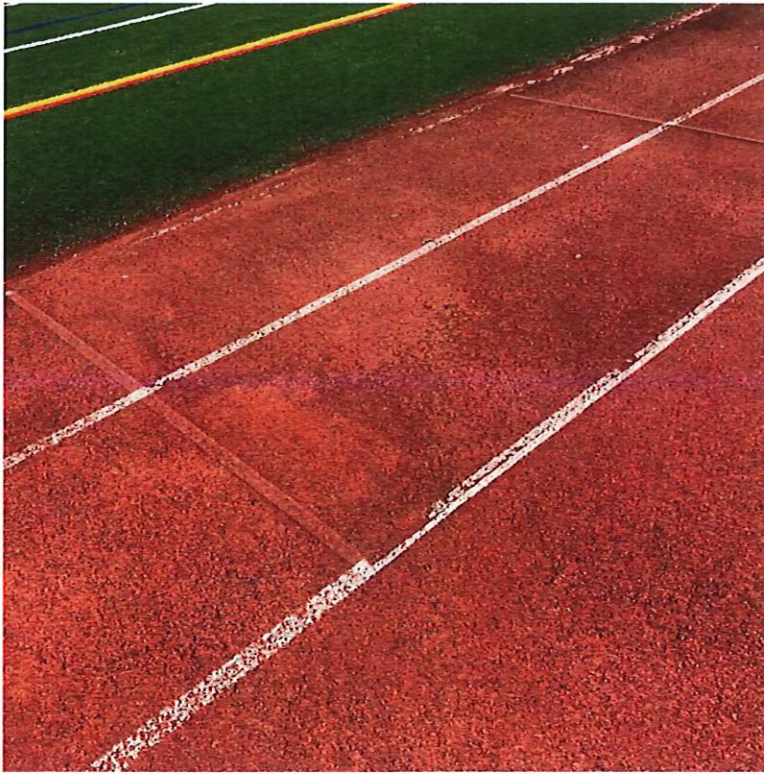


James Bourke
Finance Director

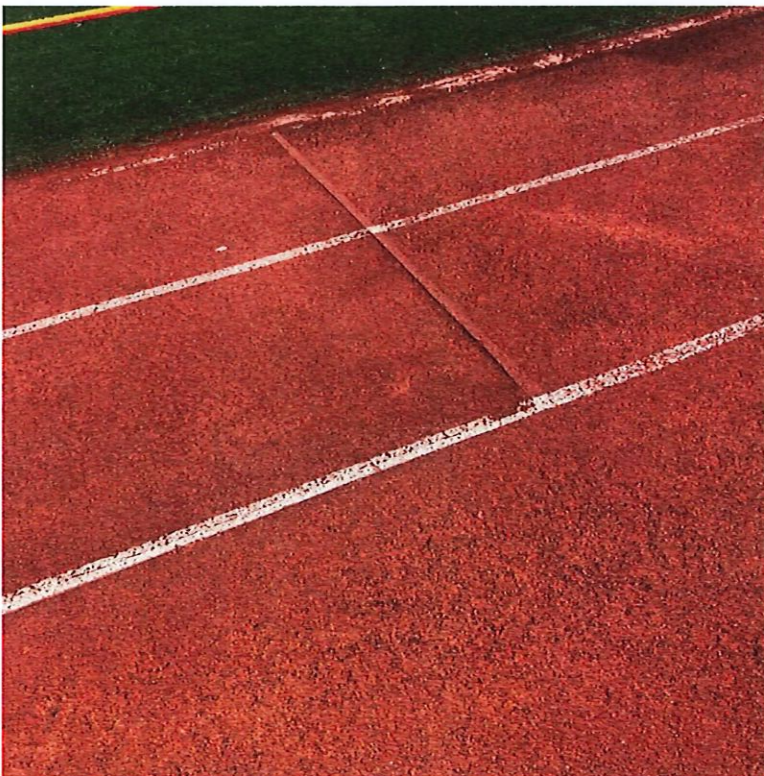


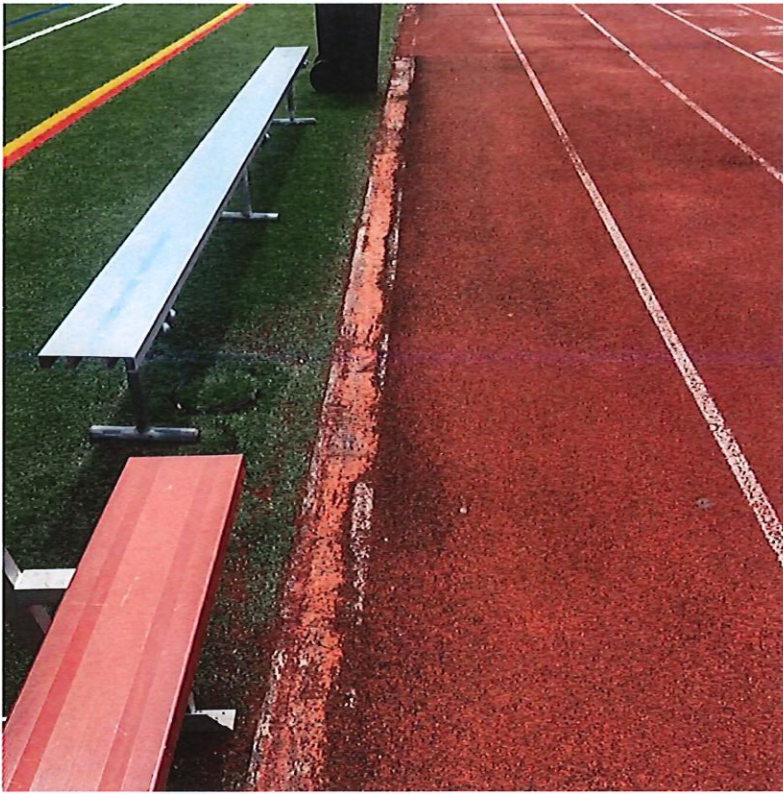
Examples of rubber granules no longer adhering to the original surface. The black areas are the base rubber. The red has flaked off.



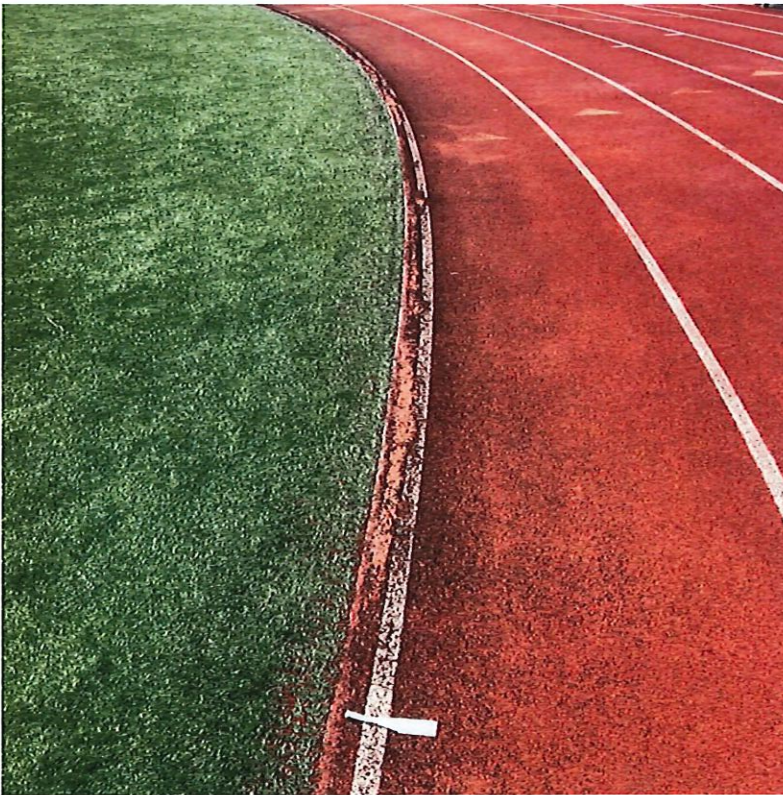


The previous repair identified in item 7 above. Running direction is from left to right and you can see the raised edge on the right edge of the patch in the pictures.





Examples of inside edge of Lane One failing




Agenda Item Summary

Date: October 18, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development

Reviewed By: Peter Souza, Town Manager 

Subject: Windsor Small Business and Non-Profit Recovery Grant Program

Background

An eligible use for American Rescue Plan Act (ARPA) funds is to provide grants to businesses and local non-profit organizations to mitigate financial hardship as a result of the pandemic. Small businesses were especially hard hit with declines in revenues due to periods of business closure and/or due to customer hesitancy to visit physical restaurants, retail and commercial business locations. Businesses also faced additional expenditures, such as the installation of physical separations and the cost of PPE (personal protective equipment), amongst other costs. Nonprofits, which provide vital services to the Windsor community, have similarly faced economic and financial challenges due to the pandemic. It is recommended that the town allocate \$500,000 in ARPA funding to establish the Windsor Small Business Recovery Grant program. This would be a direct infusion of funding into the local economy which will help stabilize the small business and help retain jobs in the community - many of which are held by local residents – as well as assist community based non-profits. Under the program, businesses and non-profits with 25 or less employees would be able to apply for grants up to \$10,000 to assist with eligible operating costs.

Discussion/Analysis

From the Interim Final Rule from the Department of Treasury:

“State, local, and Tribal governments may provide assistance to small businesses to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency.”

The Small Business and Non-profit Recovery Grant program meets the ARPA program requirements as each business or nonprofit applying for the program will need to demonstrate the negative economic impact of the COVID-19 public health emergency on their operations.

Eligibility:

For purposes of this program, a small business will be defined as employing not more than 25 full-time equivalent (FTE) employees and must have operations in Windsor (examples: a trade name on file with the State of Connecticut or appearance on the Town’s Grand List.) Sole proprietors and locally-owned franchises are eligible to apply. A non-profit entity is defined as an entity with a Windsor address organized and operated for a collective, public or social benefit (non-profit status may be demonstrated by supplying the organization’s CT-990 form or 501(c) incorporation

documents) primarily serving the Windsor community. Residential or real estate projects including short-term rental operators are not eligible. Town employees and elected and appointed officials are not eligible to participate in this program.

Application requirements:

- The entity must currently be in and have been in operation as of January 1, 2019.
- The applicant must be in good standing with the Connecticut Secretary of the State in terms of business/non-profit filings.
- The applicant must be in good standing and current on its federal, state and local tax obligations and have no outstanding liens or judgements.
- Documentation should be supplied supporting the number of employees before the pandemic and at the time of the application.
- Listing of all federal or state assistance applied for and/or received (i.e., Payroll Protection Program loans, Restaurant Revitalization Fund, CT CARES Grant, etc.)
- If applicable, dates of closure due to the pandemic need to be provided.
- The applicant must provide a written statement that will identify a need or negative impact of the COVID-19 public health emergency to the organization or business and must identify how the grant request addresses the identified need or negative impact.
- Applicants will need to sign a certification that the information in the application is true, that the business sustained a negative financial impact as a result of the pandemic, and that grant funds will be utilized to offset operational costs of their Windsor business location.
- The business must have a clear and specific use of the grant money and the grant money can only be used toward future expenditures.
- In order to receive a grant, the recipient must agree to participate in a free business consultation with one of the following technical assistance providers within two months of the grant award: CT Small Business Development Center; HEDCO; SCORE Hartford Chapter; or the Entrepreneurial Center & Women's Business Center at the University of Connecticut.
- The Town would like to track the impact of this initiative. Recipients must agree to assist the Town through follow-up surveys and/or interviews with a goal of highlighting program successes.

Businesses and nonprofits can demonstrate negative impacts from the COVID-19 health emergency through these and other examples:

- Loss of revenue during government-required shutdowns
- Rent & utilities and other carrying costs paid during periods of closure
- Supply chain issues – lack of or delay in supplies
- Increased costs of products and supplies
- Extra cleaning expenses and costs of PPE (personal protective equipment)
- Physical improvement requirements – barriers and other social distancing measures
- Extra advertising, e-commerce costs
- Costs of other mitigation tactics (provision of outside dining areas, etc.)

Some examples of eligible uses of grant funds include, but are not limited to:

- Payroll costs
- Rent
- Utilities
- Worker protection expenditures
- Costs associated with the compliance of public health measures
- Specific investment to enhance the viability of the business
- Provide community program, event or services
- Construction of an outdoor dining area
- Innovative business or business community marketing program
- Workforce training or recruitment program

Management of the grant program:

Given there could be a significant amount of interest and applications, it is proposed to hire a third party to assist town economic development staff in administering the day to day aspects of the program. In general the administration would include: 1) finalizing the program requirements in conjunction with town staff; 2) contacting and tracking down any gaps in information from the applicants; and 3) ensuring a written narrative for each grant to justify the use of public funds for audit purposes. Preliminary contractual costs are estimated at 2% to 5% of grant pool amount.

If there are any material defects or omissions in applications, the town will notify the submitter of said defects or omissions and provide a reasonable period of time to cure such defects or omissions. If such defects or omissions are not cured in a timely manner, the application shall be deemed non-responsive and will not be considered for funding.

Upon grant approval, a formal agreement between the assisted business / non-profit and the town will be executed.

Town staff involvement in the program would likely include: 1) Assessor assistance to demonstrate business location in Windsor, 2) Town Attorney drafting a document that the applicant attests that their information is true and that the grant is necessary to mitigate a negative impact of the pandemic, 3) economic development staff publicizing the program; 4) administrative staff to prepare letters of award and distribution; 5) finance department processing awards, and 6) Information Technology (IT) for website postings and on-line forms. It is anticipated that there would be an on-line application form.

Allocation of funds:

Not all businesses approved for participation will receive the maximum amount. The amount will be based on the documented need.

\$200,000 of the grant pool will be reserved for small businesses that have not received any federal or state recovery funds. The town is expecting the Small Business Recovery Grant program to have a large number of applications. If the number of applications exceeds the amount of funding that is available for disbursement, the town will implement a lottery system for all eligible entities.

Financial Impact

The recommended funding source is the town's allocation of federal American Rescue Funds. Program management costs are estimated to be between \$10,000 and \$25,000, which would provide for \$475,000 to \$490,000 for grant awards.

Other Board Action

None

Recommendations

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

“MOVE to approve the Small Business and Non-Profit Grant Recovery Program parameters and the use of \$500,000 of American Rescue Plan Funds to fund said program.”

Attachments


None

Agenda Item Summary

Date: October 18, 2021

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development

Reviewed By: Peter Souza, Town Manager 

Subject: Recreational Trails Program Grant Application

Background

The Connecticut Department of Energy and Environmental Protection (CT DEEP) is accepting applications to its Connecticut Recreational Trails Grant program. The grant deadline is November 1, 2021. Municipalities can apply for grants for planning, design and construction of new trails. It is recommended that the town submit an application for planning and design of a section of the multi-use Riverfront Trail from the East Barber Street Boat Launch to Windsor Center.

Discussion/Analysis

The Windsor Open Space Preservation Plan, as described by the town's Plan of Conservation and Development, calls for a trail from the Hartford town-line to the Windsor Center River Trail. This trail would be connected to the regional Riverfront Recapture system. Riverfront Recapture recently acquired a 60-acre parcel located in Windsor and Hartford and accessed from Meadow Road. This adds to its park system and also extends its trail to Windsor. The town previously constructed a portion of trail running south from the East Barber Street Boat Launch to Meadow Road. This project aims to complete the trail segment from the East Barber Street Boat Launch north to the Windsor Center River Trail. Approximately half of the trail segment would be constructed in Windsor Meadows State Park. The other half would need to traverse the Loomis Chaffee campus to connect to the Windsor Center River Trail trailhead on Mechanic Street.

Funding would be sought under this grant solicitation for planning and design of the entire 14,000 linear foot trail segment. The goal is to define the trail's route and generate a cost estimate so that the town can later seek a grant(s) for a portion of the construction phase. The design of the trail will have to take into consideration a range of factors including: wetlands, watercourse crossings, existing sewer line alignment, the rail line, and soils. The route through or around the Loomis Chaffee campus will also need to be carefully considered in the planning efforts.

An application for funding through the Recreational Trails Grant program will likely score well as: 1) the proposed section of trail is included in the Upper Connecticut River Greenway, an officially designated greenway by the Connecticut Greenways Council, 2) the Connecticut Recreational Plan Map lists promoting connections to Riverfront Recapture projects along the Connecticut River north and south as priorities of state significance; 3) the trail is shown on the Capital Region Council of Government's Multi-Use Paths and On-Road Bike Routes; and 4) the

trail will connect Windsor Center to Hartford and other trail networks such as the Charter Oak Greenway and the Captain John Bissell Trail.

Financial Impact

Recreational Trails Grants can pay up to 80% of total project costs and a 20% match is required. Planning and engineering for this project is estimated to cost \$243,000. There are several unknowns including the potential need for archeological investigation to ensure the trail avoids native settlement sites. So for purposes of the grant application, we would add contingency costs for a total cost of \$300,000. The total grant funds requested is \$240,000 representing 80% of the project costs. The town would be responsible for \$60,000 representing the 20% local match. The project is included in the town's Capital Improvement Program and for FY 22, \$120,000 in General Fund Unassigned Fund Balance has been allocated for preliminary design of the trail.

Other Board Action

None

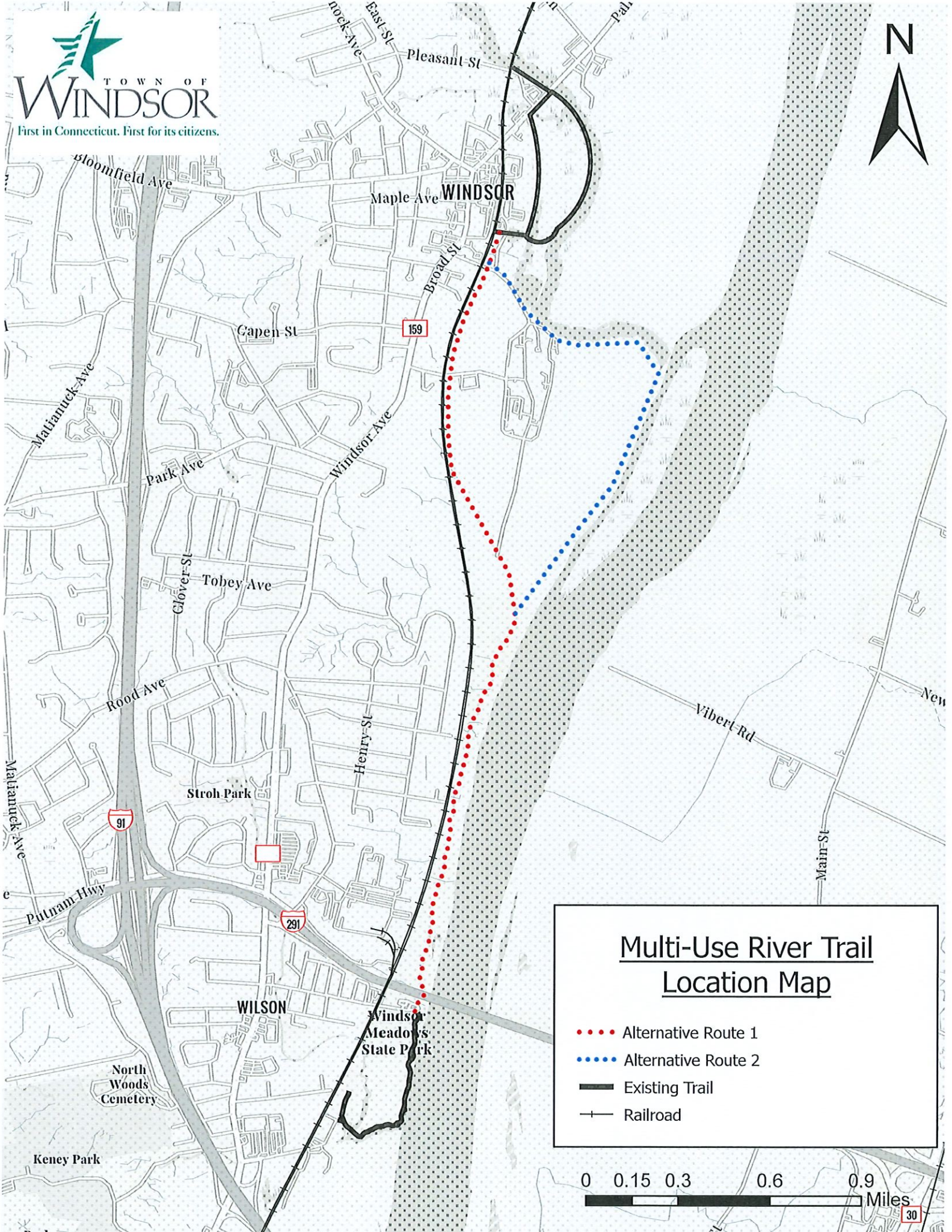
Recommendations

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

“MOVE that the Town Manager is authorized to submit a Recreation Trails Program grant application to fund design services of the multi-use riverfront trail segment beginning at the East Barber Street boat launch and extending north to the Windsor Center River Trail. This grant application is submitted with the understanding that the town will be responsible for a minimum of 20% of design services costs.”

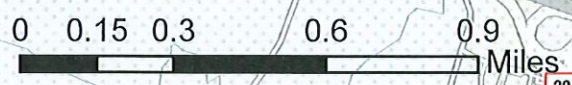
Attachments

Open Space Preservation Plan



Multi-Use River Trail Location Map

- Alternative Route 1
- Alternative Route 2
- Existing Trail
- +— Railroad





Town Council

**Resignations/Appointments/Reappointments
October 18, 2021**

Resignations

None

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

None

Names submitted for consideration of appointment

None



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
October 4, 2021
Regular Town Council Meeting
Council Chambers**

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 Kenneth Wilkos, and Councilor Len Walker

2) PRAYER OR REFLECTION

Councilor Jepsen led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Jepsen led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

a) Proclamation designating October 2021 as Fire Prevention Month

Councilor Govoni read the proclamation designating October 2021 as Fire Prevention Month.

Fire Inspector, Lauri Volkert, accepted the proclamation and reported that last year they were entirely virtual and this year they are in a hybrid model relative to their fire prevention efforts. Ms. Volkert reported that she completed her first in-person fire prevention school visit today. Social media outreach is being done as well which included new videos on the YouTube channel to talk about learning about the sounds of fire safety, such as the beep of the fire alarm or the chirp of a smoke detector that needs a change of batteries. Ms. Volkert encouraged people to follow them @WindsorFMO.

b) Proclamation designating October 2021 as Manufacturing Month

Councilor Dobler read the proclamation designating October 2021 as Manufacturing Month.

c) Proclamation designating October 2021 as Community Planning Month

Councilor Black-Burke read the proclamation designating October 2021 as Community Planning Month. Deputy Mayor McAuliffe presented the proclamation. Chairperson of the Town Planning

& Zoning Commission, Anita Mips, and Assistant Town Planner, Todd Sealy, accepted the proclamation.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Susan Miller, 130 Palisado Avenue, advocated for the use of American Rescue Plan funds to be put towards weatherization, stating that making homes more efficient, healthier, and less costly for residents is very important. Ms. Miller advocates for addressing climate change and reported that October 6 is Energy Efficiency Day, a day to promote energy affordability, equity, and efficiency which is the cheapest, quickest way to meet energy needs, cut utility bills, and reduce pollution.

Carol Engelmann, 411 Broad Street, member of the Housing Authority Commission, thanked the Council. In particular, she thanked Councilor Rampulla Bress and Mayor Trinks for their efforts in regards to the issue of resident displacement at the Housing Authority due to flooding. Ms. Engelmann stated that a letter has been distributed to the Town of Windsor requesting funds to fix Fitch Court and she supports that request.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler stated that election time is upon us, and he is hopeful that all citizens conduct themselves with dignity and civility.

Councilor Walker spoke about what he feels are the positives in Windsor. He has been looking at the Nextdoor app and there were many negative things about Hartford. He sees complaints such as lack of responsiveness from elected officials and noise issues. He is glad he stayed in Windsor, and he believes Windsor is unique. Councilor Walker stated that Windsor has safe streets. The complaints he saw on the Nextdoor app do not happen in Windsor. Councilor Walker spoke about the recent clean-up day in Wilson where he sat with Ron Eleveld, Mr. Lockhart, and several other people who are elected officials to talk as people and residents. There was a sense of unity. Councilor Walker expressed that the current problems may not be with the elected officials but, rather with leadership of the political parties who want to divide us. Windsor can do better. Councilor Walker looks forward to going into the future united.

Councilor Black-Burke thanked constituents who took the time to call in and share their thoughts. She reported that she had to leave the previous Council meeting unexpectedly due to a family emergency with her mother and thanked the Windsor Volunteer Ambulance for their responsiveness and attentiveness. On September 25, the Windsor Historical Society had their "Windsor on the Move: Sharing Stories in Windsor Neighborhoods" project and this Saturday, October 9, 2021 from 10 a.m. – 4 p.m. they will be on the Palisado Green with live music where they will wrap up and put it all together. The rain date for this program is October 16th. Councilor Black-Burke reported having attended the Wilson Deerfield cleanup this past Saturday and said it was great being in the community with students, families, and all who attended. She reported that Deputy Mayor McAuliffe was present, as was the entire Board of Education. Councilor Black-Burke thanked the Personnel Committee under the leadership of Councilor Rampulla Bress for

working with the Wilson Deerfield Commission to get that group up and running and said that the group is doing great things.

Councilor Govoni thanked the owners, managers, and employees of Geissler's and congratulated them for recently having been awarded the Independent Grocer's Association International Retailer of the Year award.

Councilor Rampulla Bress wished Councilor Black-Burke a Happy Birthday and thanked all callers for their participation. Councilor Rampulla Bress stated that she felt badly for not being able to respond to last week's callers, specifically to Stephanie and Brian from the Windsor Housing Authority (WHA) who spoke regarding the recent flooding. Councilor Rampulla Bress stated that the Council is listening and will be doing something to assist them. She reported that the Mayor was recently there to tour the facility and many councilors are concerned about the WHA. Councilor Rampulla Bress reported that Northwest Park is presenting the program "Weird and Wonderful Bats" on Thursday, October 7, 2021 and there will also be a tree plant and wild edibles hike on October 9, 2021. Councilor Rampulla Bress stated that Northwest Park is a jewel and encouraged the community to visit and take advantage of the programming being offered. Residents can register on the town website through Recreation Services. Councilor Rampulla Bress shared that this is Down's Syndrome Awareness month. If anyone would like to do something to recognize Down's Syndrome Awareness month, some suggestions are to join a buddy walk, volunteer, spread the word, or carry out 31 acts of kindness in the month of October. Governor Lamont is also celebrating National Disability Employment Awareness month in October. Councilor Rampulla Bress is asking that businesses in the community consider getting involved with the Governor to promote hiring of persons with disabilities and increase disability awareness, as people with disabilities can be excellent employees.

Councilor Wilkos - No report.

Deputy Mayor McAuliffe reported having participated in the Wilson Deerfield cleanup. Over 30 attended and it was very effective. October 9th will be an active day in Windsor with events being held at Northwest Park, the Chili Challenge, a craft fair, a rummage sale at Grace Church, and the Windsor Historical Society wrapping up their event. Deputy Mayor McAuliffe encouraged attendance to one or all of these events.

Councilor Jepsen reported that he has his own booth at the Chili Challenge and encouraged people to attend.

Mayor Trinks- No report

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Board of Education member, Ayana Taylor, gave the following report:

- A farewell reception will be held for departing Board of Education members on Tuesday, October 19, 2021, from 6:00 PM to 7:00 PM (prior to the October 19 regular meeting) at the Town Hall, Council Chambers. Light refreshments will be served. Departing members are Brian Bosch, Ronald Eleveld, Charlotte Ricketts and Jim Ristas.
- The district has a new website and Windsor Public Schools app which will make communications easier within the district and in the community. Please visit us at www.windsorct.org.
- The Board of Education approved Monday, June 6, 2022, as the graduation date for the Windsor High School Class of 2022.

Councilor Black-Burke reported that it is Principal's month and wished a Happy Principal's month to the amazing Principals in the Windsor Schools.

b) Town Planning & Zoning Commission

Anita Mips, Chairperson of the Town Planning & Zoning Commission, and Todd Sealy, Assistant Town Planner, gave the following report:

Residentially, only four new units were put through approval but 900,757 square feet of non-residential development was added.

Non-Residential Development

- 777 Day Hill Road, Day Hill Soccer Dome, 464,964 sq. ft.
- 895 Day Hill Road, Hotel, 100,092 sq. ft.
- 105 Baker Hollow Road, Warehouse, 165,625 sq. ft.
- 100 Helmsford Way, Amazon Warehouse, 170,076 sq. ft.

Text Amendments (Regulation Updates)

- Kitchen Definition
- Package Distribution Facility
- Transit-oriented & workforce housing in Windsor Center and Wilson
- Cannabis Moratorium

Councilor Rampulla Bress stated that she is happy to hear they are looking for input for zoning for cannabis, as she feels it is essential to obtain community input on this. The residential development is excellent and encouraging for Windsor. She is looking forward to more information on the workforce housing options in Windsor as well.

Deputy Mayor McAuliffe asked for more details on the transit-oriented development. Mr. Sealy stated that the intent of the transit-oriented development workforce housing was to add flexibility in Windsor Center and Wilson Center zones. Rather than looking at a number of units, they are adding flexibility with the number of bedrooms that could be developed within an acre. The size of the lots was adjusted as well.

Councilor Wilkos asked about the length of the moratorium for cannabis. Ms. Mips stated the moratorium was four months.

Councilor Wilkos asked about the status of commercial development on the Day Hill corridor, as there have been setbacks with those projects. Ms. Mips reported that the soccer dome has started and the land has been cleared for the hotel. Mr. Sealy stated that some issues are being cleared up with the site plan for the hotel and building has not yet started. Mr. Sealy was not sure if the soccer dome would be completed this year or next year. The Amazon facility on Kennedy Road has had some weather-related setbacks.

Councilor Govoni asked if where the dog pound is would be an example of the transit-oriented housing. Town Manager Souza stated that it is within the town center overlay district as referred to in the zoning regulations. That would be the site and that overlay zone goes down a portion of Poquonock Avenue to approximately Mack Street. It stays mostly along Broad Street and Poquonock Avenue. It does not go deep into the residential area.

Councilor Govoni asked about federal money received for cleanup of the dog pound designated for areas where there was that type of housing. Town Manager Souza stated that there was money received through the State of Connecticut which allowed us to relocate the dog pound itself. The biggest question regarding the reuse of that property is the long-term plans related to the Hartford commuter rail line and their need for space.

Councilor Govoni asked if it was transit related for individuals that live in these units. Ms. Mips stated that that is the idea of bringing it into the corridor where the transit buses and the rail line is, as was done with the Windsor apartments.

Councilor Black-Burke asked with regards to the workforce housing, if it would be like town homes, as workforce housing not only appeals to young people but young couples as well. Ms. Mips stated that they have not yet seen an application and that this is just the regulation. Mr. Sealy stated that the intent was to mirror development on the other side of the tracks with the Windsor station apartments to add some flexibility in the town center.

Councilor Dobler asked when the hotel will be done. Ms. Mips stated that it has been approved and they have to wait for the person who is developing it.

Councilor Jepsen asked, with regards to the transit-oriented proposal in the Wilson area, if there are plans to put a train station there. Ms. Mips replied that she is not aware of any such plan. Town Manager Souza clarified that there are no plans on either the town's master plan or the State of Connecticut's master plan for a train stop between Windsor Center and Hartford's Union Station.

Councilor Walker stated that, in regards to the applications that will be going to Planning & Zoning relative to cannabis, if our town will at some point have to deal with this and our residents need to be free from cannabis smoke and free from any particular area where people want to gather to do cannabis. Those who do not believe in the use and sale of cannabis should not be hindered. As a town, we may need to go back to town ordinances to add something on how to

deal with marijuana, which is now legal in the State of Connecticut, so that people should not have to encounter it in public spaces.

8) TOWN MANAGER'S REPORT

There's a lot to do in Windsor this weekend!

Make plans to be in Windsor Center this **Saturday, October 9th** – you won't be disappointed.

- The Windsor Jaycee's will be hosting the 25th annual **Chili Challenge** on the town green from 11:00 AM to 4:00 PM. Many local businesses, civic groups and creative cooks will be there with some of the best chili you have ever tasted.
- In honor of National Hispanic Heritage Month, the Windsor Human Relations Commission will sponsor a **Salsa Dance lesson during the Chili Challenge**. Jeremy Gonzalez will lead the demonstration and instruction which will take place in front of Town Hall from noon to 1:00 pm. For details and to sign up, go to the town's website at www.townofwindsorct.com.
- Start your holiday shopping early at the **Lions Club 46th Annual Fall Arts and Crafts Festival**, also on the town green from 9:00 AM to 3:00 PM.
- The annual **Kiwanis Club Canoe Race to benefit the Windsor Food and Fuel Bank** will be held from 10:00 AM to 4:00 PM on the green for those who would like to make a donation.
- The **Windsor Garden Club will be hosting a plant sale** near the Eagle Green in front of the library from 9:00 AM to 1:00 PM.
- Inside the library, an **opening reception** from 2:00 PM to 4:00 PM will be held for Barbara Alex, the Artist in Residence.
- Next door at **Grace Episcopal Church a rummage sale** will be held from 9:00 AM to 1:00 PM.
- Finally, a short jaunt down Palisado Avenue, the Windsor Historical Society's "All Together Windsor" 100th anniversary celebration will be taking place from 10:00 AM to 4:00 PM featuring live music, interactive displays and a variety of food vendors.

There's something for everyone this Saturday in Windsor Center and plenty of time to take it all in! Enjoy a wide variety of fun fall activities while supporting these valuable community partners.

Visit the town's website at www.townofwindsorct.com for a map and more details.

Shred Event

Windsor Federal Bank will be sponsoring a shred event for all Windsor residents. The event will take place on Saturday, October 16, 2021 from 9:00 AM to 1:00 PM at 250 Broad Street. Please note that this is for paper only and no media. Paper clips and binder clips are okay but no binders, metal etc. will be accepted for shredding.

Windsor's 2021 Leaf Collection Program Starts on October 18th

Windsor's 2021 leaf collection program will begin on Monday October 18th and will end on Friday December 10th. During this eight-week period your leaves will be picked up on the same day as your trash pick-up.

Residents must place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a “Leaves Only” sticker that can be easily identified by the driver (the sticker facing the road). Residents can obtain these stickers at the Town Hall or the Windsor Transfer Station.

The transfer station also accepts residents’ leaves at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves, (no contaminants or plastic bags).

The transfer station accepts leaves Mondays and Fridays from 8:00 AM to 2:45 PM, Tuesdays and Wednesdays from 10:00 AM to 2:45 PM, and Saturdays from 8:00 AM to 3:45 PM. Residents should arrive at least 15 minutes prior to closing to allow sufficient time to unload their vehicles. The Windsor Transfer Station is closed on Thursday and Sunday. It is located at 500 Huckleberry Road in Windsor. If you have any questions regarding recycling or composting in Windsor, please call the Transfer Station at 860- 285-1833.

COVID Vaccination

As of September 29, 2021, 68.61% of our total population was fully vaccinated. This is up from 66.86% as of September 8th. This is also 4.07 percentage points higher than the state wide rate of 64.54%.

77.52% of town residents, 12 years old and above, have been fully vaccinated. This is up from 75.54% as of September 8th. This is 2.07 percentage points higher than the state wide rate of 75.45%.

In the month of October, the town’s Health Department will be conducting several COVID vaccination clinics. Dates and locations can be found on the town’s website.

Also, private providers such as the two CVS locations in town are offering COVID vaccinations as well.

Flu Vaccine Updated Information and Clinics

As the 21-22 Flu Season approaches, there is some uncertainty about this year’s flu season. Some experts predict a difficult one.

There were low levels of flu activity last year (Flu Season 20-21) due to the mitigation strategies that were in place for COVID-19 prevention. The mitigation strategies that were employed last year prevented influenza transmission, so there are not many people who were recently infected. Therefore, it is important for persons to get vaccinated to protect themselves, their families and their communities and avoid the potential of having both influenza and COVID-19 as well as overburdening the healthcare system.

Therefore, to meet the need to get persons vaccinated, the Windsor Health Department is busy hosting Flu Vaccine Clinics in Windsor. Clinics have been planned and offered at the Windsor

Public Schools as well as private schools. The vaccine is also offered to all Town of Windsor staff and clinics are set-up at departments located off-site.

In addition, the Windsor Health Department will host a Flu Vaccine Clinic at the Health and Harvest Fair at the Senior Center on October 7th for those 55 years and older as well as disabled adults 18 years and older. Another public clinic will be held at Town Hall on Monday, October 25th from 3:00 PM to 7:00 PM.

The Windsor Health Department also partners with local businesses and organizations if they request flu vaccines for their staff or residents and continues to work in partnership with the town of South Windsor to administer flu vaccines on Wednesday, October 20th at one of the South Windsor Fire Stations.

For more information on the flu vaccine, visit the town website at www.townofwindsorct.com and follow updates on our social media platforms.

November 2, 2021 Municipal Election

The 2021 Municipal Election will be held on Tuesday, November 2nd. All polling locations will be open from 6:00 AM to 8:00 PM.

Absentee ballots are available in the Windsor Town Clerk's office. to voters this year. Any voter wishing to vote by absentee, in the municipal election, may download an application from the town's website at www.townofwindsorct.com or can call the Town Clerk's office at 860-285-1902. Absentee ballot applications will not be automatically mailed out

Those eligible for absentee ballots include: military personnel; anyone who will be absent from Windsor on Election Day; anyone who is unable to get to the polls on Election Day due to illness or physical disability; anyone whose religious beliefs forbids them from voting on Election Day, anyone who is working at a polling place other than their own district; or for reason of COVID.

Windsor Job Fair

Our Economic Development Department and Windsor Chamber of Commerce are collaborating on a Community Job Fair. This event is in response to the impact of COVID-19 on local businesses and an increased need to recruit employees.

The Job Fair will be held on Thursday, November 4, 2021 from 10:00 AM to 2:00 PM at the Community Center, 330 Windsor Avenue. It will be free and open to job seekers and the public.

Local businesses will be invited to pre-register to secure a free table for the event. More information regarding the Job Fair will be circulated in the coming week.

Councilor Black-Burke asked for a repeat of the leaf collection dates. Town Manager Souza stated that the leaf collection runs from October 18 through December 10.

Councilor Rampulla Bress thanked the Town Manager and the Health Department for the fantastic COVID vaccination numbers and continued efforts. She also commended Enita Jubrey,

Patrick Silver, and all involved with social media for their efforts regarding the flu and vaccine clinics.

Councilor Walker thanked the Town Manager for the follow-up on the speed monitoring signs. He feels they are having a great effect on reducing speeding in town. Councilor Walker encouraged continual movement of the signs.

Councilor Wilkos concurred that the speed signs do work but asked if the flashing speed signs could be placed in closer proximity to the actual speed limit signs. The flashing signs on Palisado Avenue and Poquonock Avenue are currently stand alone signs.

Councilor Black-Burke agreed that the speed signs are working. She reported that when she, Councilor Rampulla Bress, State Representative Garibay and State Representative Zawistowski participated in the workshop this past summer regarding speeding, residents were concerned about specific roads. Councilor Black-Burke reported that she did not see a speed sign on Deerfield Road, nor did she see any on the southern end of town, but she has seen them in other areas that were not necessarily mentioned as high traffic/high speed.

Town Manager Souza stated that he would speak with the Engineering Department regarding the rotation of the signs in the Deerfield corridor. There are currently five or six sets that get rotated.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee - Councilor Dobler- None

Health & Safety Committee - Councilor Black-Burke- None

Personnel Committee - Councilor Rampulla Bress-None

Finance Committee - Deputy Mayor McAuliffe-None

Councilor Jepsen reported that he is continuing his role as an observer to the teacher negotiations which are now underway. The final meeting is scheduled for October 18 and, if not resolved then, by state law, it will go to arbitration, but they are always hopeful that will not happen.

Councilor Rampulla Bress asked if Councilor Jepsen was the only Town Council member in this role. Councilor Jepsen confirmed this.

Mayor Trinks stated that Councilor Jepsen had previously served in this capacity and was asked to resume the role again.

Councilor Walker asked if Councilor Jepsen was the only person who has been assigned to do the negotiations with the teacher's unions outside of the Board of Education.

Mayor Trinks clarified that Councilor Jepsen is a council appointee who is merely an observer to the process.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

a) Presentation by Riverfront Recapture

Michael Zaleski, President and CEO of Riverfront Recapture, provided the following report:

Riverfront Recapture is a non-profit organization celebrating its 40th anniversary. Director of Park Planning & Development, Marc Nicol, and Park Development Associate, Martha Conneely, were present as well who are the two main Riverfront team members pushing this project forward. In the last two years, much has changed with the project. The project being worked on is the development of a 60-acre parcel on the Windsor-Hartford line. This riverfront land was purchased from a private property owner and has the potential to be returned to community access and be a community gathering place along the Connecticut River. Adjacent to this parcel is approximately 20 acres owned by the State of Connecticut and is part of Windsor Meadows State park. Mr. Zaleski shared a map of the property demonstrating the scope of the plan.

The Hartford to Windsor River Walk is now called the Joe Marfuggi Riverwalk, as the City of Hartford Council approved a resolution to name the project after longtime CEO, Joe Marfuggi, who spent 28 years working for the organization.

The project has recently received some significant grants:

- Department of Transportation Community Connectivity Grant for \$500,000
- Environmental Protection Agency Brownfield Grant for \$500,000
- Department of Economic and Community Development Grant for \$1,220,000

Two aspects of the project that are definitely happening are the Joe Marfuggi River Walk and Garmany Cove. Garmany Cove will be dug as the result of the remediation work that is being done on the property. A certain portion of the property will be brought out of the flood plain and once the remediation is done, will be up to a standard where the public will be invited onto that property.

There is approximately ten acres with potential for commercial development on the west side of the property closest to the train tracks. This would be economic development that would be complimentary to the green space and consistent with a 60+ acre park.

Partners include:

- Town of Windsor
- City of Hartford
- Connecticut's Bond Commission via the Capital Region Development Authority

- CT Department of Economic and Community Development
- CT Department of Transportation/Federal Highway Administration
- Federal Environmental Protection Agency
- Richard P. Garmany Foundation at Hartford Foundation for Public Giving
- William and Alice Mortensen Foundation
- Robins + Cole
- The Mowell Family Foundation
- The Mifflin Foundation

\$8,800,745.30 has been pledged and awarded to date.

Community engagement has just begun. A few events have been held whereby the community has been invited to come out and take a walk on the property. Mr. Zaleski invited members of the Town Council to tour the property as well. A Community Open House is scheduled for October 23, 2021 at 10:30 a.m. More information will be available on the website (www.riverfront.org) and on the organization's Facebook page.

Looking ahead to 2022, the following is planned:

- Regulatory permit approvals
- Site remediation
- Cove creation
- Riverwalk construction
- Commercial development and park amenities planning
- More fundraising

Deputy Mayor McAuliffe asked who would decide what will be included in the commercial development site. Mr. Zaleski stated that there is a Park Planning & Development Committee, and they will be asking for input from the community. The process will likely unfold over the next year or so and they have not yet decided exactly how they will go about it, but they do want to ensure that the commercial development is complimentary to the green space. They will be looking to the city and the town for guidance.

Deputy Mayor McAuliffe asked if it was in an area where transit-oriented dollars would apply or if it was outside the zone. Town Manager Souza stated that it would be right on the fringe. There is a bus route on 159 and connectivity with a sidewalk that was constructed within the last five years, so it could potentially be there. The town line runs parallel with Meadow, and so the majority, if not all of that commercial property, is within the city of Hartford, but there is likely to be strong collaboration relative to the uses of the land. From a zoning perspective, if it needs to be rezoned, then the town would be notified. The Town Planning & Zoning Commission would be able to provide comments, but the actual decisions would be made within the Hartford Zoning Commission.

Councilor Jepsen stated that he has deep roots with that land, as his great grandfather owned it. He and his family are very excited about the project and can't wait to see it come to fruition.

Mr. Zaleski stated that they are ultimately trying to return the parcel back to public use and looking forward to welcoming the community back to this riverfront access.

Councilor Rampulla Bress agreed with Councilor Jepsen. She expressed excitement about the project and what it will do for the area. She thanked Mr. Zaleski and his team for all their work on the project. Relative to commercial development, Councilor Rampulla Bress suggested LL Bean because of the programs they offer such as kayaking. She stated that this is going to be important to future generations of Windsor and Hartford residents. The science is in and the benefits are proven that people need to get out and it is great for our health and well-being.

Mr. Zaleski stated that parks have never been more important. Parks have seen a 40% increase during the pandemic and people continue to look for opportunities to get outside. Garmany Cove will be a safe and secure water facility which will encompass about nine acres and it is envisioned to be a canoe, kayak, and paddle sports type venue that is separate from the river. The CT River is not necessarily a safe place for a novice kayaker. This will provide a safe space for those who are not ready for the river.

Councilor Black-Burke expressed excitement for what the property will be. She thanked Mr. Zaleski and his team for their time, efforts, and continued work.

Councilor Govoni recalled that, in the past, the water quality of that area was not very good. It has always been a popular area, and he noted that the water is much clearer now. Councilor Govoni also stated that he feels the cove is a good idea because going through the current at the train trestle is not a good idea. He expressed excitement about this project and thanked all involved for their efforts.

Mr. Zaleski confirmed that the water quality has improved because of many different organizations and stakeholders coming together including the Metropolitan District who has done significant work and continues to be one of their largest funders.

Councilor Walker stated that this was a very positive project. Mr. Zaleski has mentioned in his presentation adding people who have a stake in this neighborhood. Councilor Walker advocated for the involvement of the West Indian Social Club, whom he feels have been stalwart figures in the community and should be involved in the decision-making process if possible.

Mayor Trinks reported having known Joe Marfuggi for many years and remarked upon how Mr. Marfuggi's drive, dedication, and passion grew what started out as a small idea into this project. Mayor Trinks stated that he knows Mr. Marfuggi is looking down and smiling and would be very proud of everything that the team has done and is doing. Mayor Trinks stated that the Town of Windsor stands ready to help in any way possible.

Mr. Zaleski stated it is the organization's honor to continue Mr. Marfuggi's legacy.

- b) Approve an appropriation of \$30,000 for design of improvements to Senior Center and Social Services facilities

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Jepsen, to approve an appropriation of \$30,000 from the Capital Projects Fund Assigned Fund Balance for the design of improvements to the Senior Center and Social Services facilities at the LP Wilson Community Center.

Assistant to the Town Manager, Enita Jubrey, provided the following overview. Director of Recreation & Leisure Services, Paul Norris, was also present:

This project is included in the FY 22 capital improvements plan that was reviewed by the Council's Town Improvements Committee this past May. At that meeting, Town Manager Souza indicated that the scope of this project may change, and it has.

The project still includes, as proposed in May, replacement of the Senior Center fitness room floor and renovation of the Senior Center offices and program areas. It also envisions a carport or shelter for the Dial-a-Ride buses and this component is still being explored to identify the best solution. New to the original project is the relocation of the Social Services offices and re-cabling the data network throughout the town-operated portion of the facility. The Social Services offices, currently located between the Senior Center cafeteria and behind the Recreation offices, are being proposed to be moved to the southern end of the building near the ballet room. The space vacated by Social Services would be utilized by Senior Services and the Youth Services Bureau, divisions of the Recreation and Leisure Services Department. The relocation of Social Services provides better accessibility for clients, more efficient office space and storage, closer proximity to the Food Bank, and improved air quality for the staff. Seniors will not be losing any meeting or program space. Several modifications within the plan allow for increased utilization of space as well as closer proximity of Senior Services program space to the main hub of the Senior Center. The design services being requested are to focus primarily on heating and ventilation systems, creating a new entrance vestibule for the relocated Social Services Department, and asbestos abatement testing.

Councilor Black-Burke expressed excitement about and support for this project. She feels that this is one of the positives of Windsor. She is glad the seniors in town have a space and a place to go and feels that we are taking good care of our seniors.

Councilor Jepsen asked where we are in the life cycle of the current heating and ventilation system for that part of the building. Town Manager Souza stated that they are currently finishing the replacement of the boiler that serves the entire facility. That is a stand-alone project. There is a project in the Capital Improvements Plan to look at the heating and ventilation system for the entire building. This will look at the spaces to be renovated and redesigned. The facilities designer has noted that this would be designed with an eye towards any kind of future replacement.

Councilor Jepsen stated that he knew the Board of Education side was in need of HVAC but he was unsure of what was needed on the south side of the building. Town Manager Souza confirmed that there is work to be done on the south side as well.

Councilor Rampulla Bress asked if this plan would allow for any expansion of services or expansion of hours for the food bank. She asked if any of this is working towards being able to service more people or service people more often. She also asked how or if it ties into programming. Ms. Jubrey replied that would not be the intention, but the project will certainly draw more visibility to the department and make it more accessible. The department will be in closer proximity to the food bank. Ms. Jubrey also stated that COVID has impacted food bank hours but there are plans to eventually reinstate evening hours.

Councilor Rampulla Bress was happy to hear that evening hours would be reinstated, as the daytime hours are not ideal for those who might be working and still qualify.

Motion Passed 9-0-0

- c) Approve an appropriation of \$25,000 to fund building assessment and preliminary design services for Windsor High School Field House Renovation Project

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to approve an appropriation of \$25,000 from the Capital Projects Fund Assigned Fund Balance for a facility assessment and preliminary design services associated with the Windsor High School Field House Renovation project.

Councilor Jepsen reported that this facility has not changed much since it was built in the 1960's and it is not used the way it was designed. The showers are rarely ever used. The storage space and the concession stand are insufficient. He stated that it is time to bring it up to a standard that various sports teams can actually use. With the incoming federal money, it is a good time to at least do a needs survey of the facility.

Mayor Trinks stated that the field house is a frequent topic of conversation at athletic games, and it needs to be looked at. The new athletic director pointed out that the facility is a representation of the Town of Windsor to teams that come in and play. The concessions are outside and under pop-up tents in inclement weather, the ticket booth is jammed, and use of the showers ended years ago.

Councilor Rampulla Bress expressed her support for the idea but noted that it sounds as though there is wonderful history with the building so, if there is an opportunity to reuse it or do something to preserve the memory, that option should be explored.

Councilor Govoni expressed his support and stated that, when he was working with Public Works the building was in horrific shape even back then. It is a worthy project that will compliment the field and it gets a lot of use.

Councilor Black-Burke stated that she ran track for Windsor High School and the building needed improvements back then. She offered her full support for the project.

Motion Passed 9-0-0

d) Discussion of American Rescue Plan Funding

Town Manager Souza reported that the Town is slated to receive \$8.5 million in federal funding over the course of the next two years. This is a unique opportunity for the community to work together to meet a variety of needs and, perhaps, advance some projects that have been long standing in the Capital Improvement Program. There may be other projects out there that may emerge in discussion as well. Staff has continued to review the interim final rule and guidance from the U.S. Treasury. Although the final rule has not yet been published, it is appropriate to move forward with developing an allocation plan. As mentioned in past meetings, there is a degree of flexibility. Approximately \$6.3 million will be able to be dedicated to a variety of government services. This provides the flexibility to address a wide range of capital needs as well as short term program needs. Over the past month, town staff in various departments have held internal discussions to identify potential uses. There have also been discussions with partners such as Community Health Resources as to what service needs they are seeing and what possible partnerships or alliances they may be able to work together on to meet the more social well-being type needs. While it is preferable to have an overall allocation plan, Town Manager Souza stated that he is aware that Council members have indicated there are a few projects they may want to advance at a faster pace.

Mayor Trinks reported that he authored a letter on behalf of the Council requesting that the town staff investigate the logistics and the appropriateness of using monies received from the American Rescue Plan to make permanent and immediate repairs to Fitch Court. Fitch Court recently sustained horrific flooding on August 19th resulting in significant damage to the basement apartments. Immediately, there were six people displaced. There is now concern about all the basement apartments. Mayor Trinks reported he was there the day of the flood and did not see water coming in through the windows, so it is believed to be saturated groundwater. It will not be an inexpensive project. The WHA is not believed to be in the financial position to be able to do these kinds of repairs. As winter is approaching, this needs to be addressed quickly but cautiously. The Council wants to ensure that the Housing Authority does not have the resources and would love for any chance for the town to be involved in the process such as via bidding or design to help protect the town's money. Mayor Trinks believes it is an appropriate use of these funds because it deals with Senior/Disabled/Low-Income housing. The project will likely include grading, cisterns, pumps, and generators. It would be ideal for a town staffer to partner with the Housing Authority and oversee the project. Mayor Trinks was grateful for the response he received from both parties and stated that this seems to be a bi-partisan project they can all work together on to assist these Windsor residents.

Councilor Rampulla Bress stated that, when they last heard from the WHA, there were 500 people on the waiting list for Fitch Court. People are now displaced and there are still so many waiting for housing. She fully supports this and feels it is very timely.

Mayor Trinks pointed out that the WHA, which is already in financial distress, is now losing rental income as well.

Councilor Jepsen asked what happens if a program was instituted with the American Rescue Plan funds and then the money is gone. He asked if there is an exit strategy or if they would

need to be prepared to incorporate these items into the budget. Town Manager Souza stated that staff has been reviewing programmatic needs with the understanding that the dollars are two years in length. Some programs the Council may desire to continue and weave into the annual operating budget, others may meet more immediate needs where they assist a specific cohort for that specific period of time.

Councilor Rampulla Bress stated that using human capital to build the capacity of the people you have in terms of training or in terms of instituting programs, sometimes means that, once those programs leave that they can be carried on by staff who are now trained to do so. If the town finds something for the community that ends up being positive, we can think of it in terms of building the capacity of people we have to possibly carry that on, if it doesn't require additional staff.

Councilor Govoni expressed his support for assisting the WHA and reported feeling somewhat blindsided by what was going on. He knows the Council is regulated in terms of how they can interact with the WHA, but he feels the Council needs to be more involved going forward so that things don't get to this point again.

Councilor Rampulla Bress wanted to ensure that the public is aware that the Personnel Committee has appointed a full commission and they have been meeting frequently. She expressed full confidence in the appointed commission and reports that they have been working hard. This issue came up as a result of weather and if the American Rescue Funds gives the town the opportunity to help the WHA, they should do it.

Councilor Walker expressed confusion as to why the Council is discussing issues related to the WHA and stated that there is no reason for any discussion to take place in a Town Council meeting about the WHA. He stated that he does not understand why the residents of Windsor are being asked to consider this. Councilor Walker spoke about Urleen Naughton and what he feels are racial related issues related to the composition of the WHA.

Deputy Mayor McAuliffe expressed full support for using the American Rescue funds for this purpose. The residents and the building are in dire need and, while he supports the current commission and feels they are making their best faith effort, things don't happen overnight. Councilor Dobler stated that, given the current situation with the WHA, this storm was the last thing they needed. He stated that this is not a political issue and has nothing to do with the previous WHA director or racial issues. This is about trying to help people who have been displaced and cannot live in their apartments because of a horrible storm and what the town is trying to do to help them out. Councilor Dobler thanked Mayor Trinks for taking the lead on this and moving the ball forward. Councilor Dobler also stated that, while Fitch Court is a top priority, he would also like the Town Manager to investigate the possible development of a small business support program.

Councilor Govoni asked if we own that building and lease it to the WHA. Town Manager Souza stated that the town no longer has ownership of the building. It is owned by a legal non-profit entity created by the WHA when they took over the site from a private developer back in the

1980's. Councilor Govoni expressed that he thought if ownership had changed hands multiple times, that it could account for some of these issues.

Councilor Black-Burke agreed with Councilor Dobler regarding the extension of these funds for small businesses or workforce development. She would also like to explore weatherization and continuing or expanding the housing rehabilitation program. Councilor Black-Burke advocated for residents in need, regardless of where they reside.

Councilor Wilkos stated that he believes he understands Councilor Walker's concerns in terms of how much the Council can legally do as it pertains to the WHA. He reported that Councilor Jepsen had mentioned, during initial discussions regarding assistance to the WHA, that if the Council was going to be using any of these funds to assist the WHA, the financials of the WHA must be properly vetted. Councilor Wilkos stated that he supports doing as much as the Council can do legally, that this is the right thing to do, and these are people from our community. He stated that, if the town can legally use funds from this grant to help the WHA and other businesses, then it is important to remember it needs to be vetted and done the right way.

Councilor Rampulla Bress agreed with Councilor Wilkos. She would like the focus of these funds go to directly assisting people in our community who need it. This could entail, for example, providing funds to Social Services or Public Health to do mental health outreach or suicide prevention. She also agreed with the small business idea. She would like to get input from the community and stay focused on helping people.

Councilor Walker stated that whatever Windsor can do to help the residents of the WHA, he is going to support. He expressed that he made an error in judgement with regards to his previous statements.

Councilor Black-Burke asked if there would be an application to have access to the funds. Town Manager Souza reported that is how it is envisioned and that would likely be part of the parameters of any implemented program. It would hopefully be a streamlined, simplified process.

Councilor Dobler stated that it seems as though the Council is in unison but asked the Town Manager if he now has the direction that he needs. Town Manager Souza stated that he believes he has the direction he needs. In terms of the WHA, staff will have conversations with the Executive Director, do their due diligence, explore the opportunity of how American Rescue Funds could potentially be used towards the drainage issues at Fitch Court, and bring that information back to Town Council ultimately for an agreement to move forward. Relative to small businesses, the Town Manager and staff would work on a small business assistance program, a process, and set of parameters which would be brought back to Town Council for review as well.

e) Consider settlement in Dollar Tree vs. Town of Windsor

f) Consider settlement in Buffalo-Windsor Assoc., LLC vs. Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to amend tonight's agenda to move items 12E and 12F to now appear on the agenda after item 16C.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the September 20, 2021 Public Hearing

MOVED by Councilor Jepsen, seconded by Councilor Black-Burke, to approve the unapproved minutes of the September 20, 2021 Public Hearing as presented.

Motion Passed 9-0-0

b) Minutes of the September 20, 2021 Regular Town Council Meeting

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to approve the unapproved minutes of the September 20, 2021 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Ned Bacigalupo, 89 Farmstead Lane, stated that he feels the WHA was not affected by a natural disaster, but a man-made disaster. He also expressed concerns about the Amazon facility as well as resulting air quality issues, particularly in the north end of town.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to enter into Executive Session at 9:56 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (Dollar Tree Distribution, Inc. vs Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (Buffalo-Windsor Assoc., LLC vs. Town of Windsor)
- c) Discussion concerning the appointment, employment, performance, health or dismissal of a public officer or employee (Town Manager evaluation)

Motion Passed 9-0-0

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 Kenneth Wilkos, and Councilor Len Walker

Staff: Peter Souza, Town Manager; Larry Labarbera, Town Assessor



Other: Kevin Deneen, Town Attorney

Kevin Deneen and Larry Labarbera left Executive Session at 10:15 p.m.

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to exit Executive Session and re-enter the Regular Town Council meeting at 10:40 p.m.

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

12 e) Consider settlement in Dollar Tree vs. Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the settlement of Dollar Tree Distribution, Inc. vs. Town of Windsor as discussed during Executive Session.

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

12 f) Consider settlement in Buffalo-Windsor Assoc., LLC vs Town of Windsor

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe to approve the settlement of Buffalo-Windsor Assoc., LLC vs. Town of Windsor as discussed during Executive Session.

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

17) ADJOURNMENT

MOVED by Councilor Rampulla Bress seconded by Councilor Dobler to adjourn the meeting at 10:42 p.m.

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

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council