



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
October 18, 2021
Regular Town Council Meeting
Council Chambers**

APPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:35 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

Deputy Mayor McAuliffe led the group in reflection.

3) PLEDGE OF ALLEGIANCE

Deputy Mayor McAuliffe led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Donna Grossman, 781 Kennedy Road, voiced her support for the recommended actions of the Clean Energy Task Force's final report, particularly for the hiring of a full-time Energy Coordinator. Ms. Grossman stated that she has six grandchildren, and she fears for their futures. She feels action needs to be taken now. Ms. Grossman thanked the Town Council for considering the use of federal monies to repair the condemned units at Fitch Court and expressed support for using funds for this purpose. She stated that these residents have been mistreated for years and taking this action will show them that they matter, that people are listening, and that they care.

Sarah White, 167 Beacon Street, Hartford, reported that she has been working with many of the tenants at Fitch Court and Millbrook that have been affected by the flooding. Ms. White thanked the Council for committing to explore the use of federal money both to repair the affected units so that residents can continue to live there and for looking into repairing the ongoing issues. Ms. White stated that the residents have worked hard to come together and voice their concerns.

Sally Grossman, 106 Niles Road, thanked the Town Council for their dedication to Fitch Court and Windsor Housing Authority (WHA) residents. She expressed appreciation to the Council for looking into renovating the Fitch Court apartments. Ms. Grossman reports that she has spoken

to residents that have lived there for a decade or more and started out in the basement apartments. Those residents reported that when the basement apartments would flood, they would be moved to a higher apartment and then someone else would move in without any repairs being made. Ms. Grossman stated that renovations and repairs are long overdue. She urged Council members to listen in on Housing Commission meetings. She reports that, at the last meeting, the Executive Director blamed people who called the Health Department for residents being homeless. Ms. Grossman feels that the implication is either that the Health Department was lying about the condition of the apartments, or they were willing to let residents live in substandard conditions.

Ned Bacigalupo, 89 Farmstead Lane, discussed the upcoming elections and expressed his opinion that the local newspapers are Democratic propaganda. He reports having attempted to submit articles that do not get printed and feels that the papers print misinformation, particularly as it pertains to State Representative Jane Garibay and her position on various issues. Mr. Bacigalupo expressed feeling that the Rainy Day Fund has been used inappropriately and also felt it was contradictory that the 2020 concert series was cancelled by Democrats but that a large protest against President Trump was held.

Coralee Jones, 1171 Matianuck Avenue, recommended that the American Rescue Plan funds be used to expedite updating the heating and air conditioning of public buildings, especially the school buildings. Ms. Jones expressed support for making some funds available to small businesses in Town and does not support using money for any new programs. Ms. Jones expressed support for using capital projects money to complete a survey to determine the work that needs to be done at Fitch Court. She stated that some of these repairs have been needed for quite a while and expressed confusion about how this has been happening. Ms. Jones stated that something is very wrong with the heart and soul of how these organizations are run. Ms. Jones would like to know how Fitch Court management plans to make repairs to get its residents back into their homes and, while she supports helping to take care of this, she wants the Windsor Housing Authority to held accountable and questions to be answered.

George Slate, 74 Ethan Drive, stated that the Council should appropriate \$900,000 out of the Rainy Day Fund for daycare because, over the last two years, the Council has appropriated that amount for the Child Care Enterprise Fund, which is intended to be self-sustaining. He expressed that, if that money can go to the Enterprise Fund, it should also go to non-profits in Windsor, for-profit daycare providers, and sole proprietors who have suffered greatly. Mr. Slate discussed the recent announcement that Social Security benefits will be increasing to 5.9% and Federal Retirement benefits will increase to either 5.9% or 4.9%. He stated that Windsor, as well as other communities, will be flooded with new money and the Social Security Fund will be out of money one year earlier. Mr. Slate stated that Windsor's next budget will increase somewhere between four and eight percent. His hope is that someone on the Council leads the Town to somewhere in the middle. Mr. Slate stated that Windsor's property taxes won't be increasing six to eight percent because there are three ways to fill that gap; half of the surplus for this fiscal year, the income coming in from Project Warrior, and 1/3 of the excess amount which is above 20% of the current expenditures in the rainy day fund. Mr. Slate stated that Windsor will be in an odd position for the next budget in that it will be able to absorb the inflationary impacts of the past year and half.

Susan Miller, 130 Palisado Avenue, Chair of Windsor Climate Action, expressed full support of the recommendations made by the task force on clean and sustainable energy, including the timeline of clean energy use by 2033. Ms. Miller stated that hiring a dedicated Energy Coordinator is key as evidenced by towns who have already taken this step. She would like to see an Energy Coordinator work with all aspects of the town including the boards and commissions. Ms. Miller stated that each decision we make should consider the impacts on greenhouse gas emissions, energy use, and sustainability and these metrics should be tracked, compared to town goals, and available on the town website. Ms. Miller stated that cultivating partnerships is vital to the success of this initiative and the entire town should be engaged. She reported that there are numerous groups in town, including Windsor Climate Action, willing and able to help. She also reported that there are current discussions regarding a sustainability fair in the Fall of 2022 in which the Conservation Commission has shown interest as well. She feels this would be an excellent project for an Energy Coordinator and would also improve standing with Sustainable CT. Ms. Miller thanked the task force for including the importance of equity in this work. She stated that every action taken by the town and the Energy Coordinator will impact residents and the focus should first be on those with the most need and those communities who have historically suffered the most environmental impacts.

Eric Weiner, 76 Palisado Avenue, complimented the Council, Town Manager, and Town staff on a prudent budgetary process, landing Windsor with one of the lowest tax rates in CT. Mr. Weiner reported having looked at the percentage of median income required to pay taxes on a median valued home across all towns in CT. He reported that Windsor ranks the eighth cheapest in Hartford County and the 44th least expensive in state of CT. Mr. Weiner expressed that Windsor has one of the best values in CT for the money.

Jen Healy, 20 Clapp Road North, member of Windsor Climate Action, expressed appreciation for the time and effort of the Task Force to develop their report and also expressed support for the hiring of an Energy Coordinator.

Charles Button, 147 Pleasant Street, stated that he read the report of the Sustainability Clean Energy Task Force and found it to be quite sound with timely recommendations. Mr. Button urged the Town Council to look at the Intergovernmental Panel on Climate Change report in the appendix, as it will clarify the urgency. He reported that climatologists and scientists have been inaccurate in their predictions of climate crisis, being off by at least 60 years. Mr. Button encouraged the hiring of an Energy Coordinator and felt that throwing in sustainability would be wise as well. He also thanked Deputy Mayor McAuliffe for his service.

William Pelkey, 133 Portman Street, thanked Deputy Mayor McAuliffe, Councilor Wilkos, and Councilor Govoni for their years of service and wished them well in their future endeavors.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Walker reminded residents to shop in Windsor and support local businesses. Regarding comments made relative to the Windsor Housing Authority, Councilor Walker stated that residents have the right to call the Health Department, any department, and any Councilor and should not be chastised for doing so. Councilor Walker stated that it is not the right of a

Housing Authority employee to quiet our seniors and encouraged residents to speak out. Councilor Walker recognized the passing of Colin Powell, whom he described as a respectable man and son of Jamaican immigrant parents who believed in the value of a great education. Councilor Walker reported that Colin Powell joined the Army and rose to the rank of a four star general, was a National Security Advisor, and Secretary of State. His passing is being mourned by people all over the world.

Councilor Dobler thanked everyone for their comments today. He echoed the sentiments of Councilor Walker with respect to General Colin Powell, whom he once met at a conference. Councilor Dobler recalled his sense of humor and that he commanded respect. He stated that this is a great loss. Councilor Dobler encouraged residents to get out and vote in the upcoming election. He noted that the Council will be losing three Councilors and thanked them all for their time, service, and what they taught him.

Councilor Black-Burke thanked callers and those who attended tonight's meeting. She spoke about Colin Powell. As a proud daughter of West Indian/Jamaican parents, Powell was often discussed and revered in her home, particularly by her father. His passing is impacting the Jamaican and West Indian community. Councilor Black-Burke thanked those who were able to support the Unite CT vaccination clinic event held at Hopewell Baptist Church this past Saturday. She thanked State Representative McGee and those who were able to participate. Councilor Black-Burke reported that it was great attending the Diligence Training Breast Cancer Walk at Windsor High School and to see many members of the Board of Education and Town Council participating. She also pleaded with drivers to please slow down and encouraged viewing the video the Town Manager and his team put together to discourage speeding. Lastly, Councilor Black-Burke expressed her appreciation to Councilor Govoni, Councilor Wilkos, and Deputy Mayor McAuliffe for their dedication and service.

Councilor Rampulla Bress thanked everyone for coming out and is excited to see people passionate and engaged. She thanked those who came out to the Millbrook apartments recently to help beautify the grounds. Councilor Rampulla Bress stated that the Windsor Housing Authority is an extremely complicated issue. There are State and Federal regulations, and the Council has no jurisdiction over the Housing Authority. The Council can only appoint boards and commissioners. They do have an opportunity with the American Rescue Funds to offer some help and they will be involved in any way they are legally able to help the residents. Councilor Rampulla Bress thanked the departing Councilors for their wisdom, sharing their knowledge, their support and for the enjoyment of working with them. They are intelligent, passionate, and have dedicated themselves to this town.

Councilor Jepsen thanked all who came out, as there has not been this many participants in a long time due to Covid. He agreed with Councilor Black-Burke about the issue of speeding, as he heard of an accident today at the corner of Matianuck and West Wolcott where a child was struck by a car because of someone passing another vehicle. This is becoming a very serious issue and people need to slow down. Councilor Jepsen thanked Deputy Mayor McAuliffe for his exemplary service to the Town and his work with the Jaycees and baseball. He stated that he knows few people that have volunteered their time more than Deputy Mayor McAuliffe. Councilor Jepsen stated that Councilor Wilkos has been a wonderful Councilor, that his knowledge is

amazing, and his knowledge of this town is amazing. He will be hard to replace. Councilor Jepsen stated he has known Councilor Govoni the longest and commended his horticulture knowledge, solid knowledge of Public Works and town history. Councilor Jepsen expressed that all three departing Councilors will be missed.

Mayor Trinks stated that it is tradition to allow those not seeking reelection to speak last and he will honor that tradition this evening. Mayor Trinks wanted to offer one point of clarification relative to limiting speakers to three minutes. He does not pick and choose who to cut off and, while it may sound impersonal, he does use a timer to limit speakers because that is what is fair. He follows the rules of the Council and is being respectful of the time of the Council and others. Mayor Trinks wished departing Councilors the best of luck in their retirement and thanked them for their service.

Councilor Govoni stated that it has been a joy to be part of the Council. He reported that his father was a schoolteacher in town and his mother was a school nurse, so he grew up in an atmosphere of serving the public. In 1981, he became employed by Public Works and retired after 38 years. He also served as a Constable for many years and then joined the Council. He thanked those who have given him the seat and those who participate in meetings and bring issues to the attention of the Council. Councilor Govoni stated that the Town Council could not do what they do without the Town Manager and town staff, and they are the foundation. He considers his fellow Councilors family and friends and, in Windsor, the Councilors work together. Councilor Govoni expressed that it has been a journey and it has been fun to serve on the Council.

Deputy Mayor McAuliffe commended Town Clerk, Anna Posniak. He reported that, in 2020, Ms. Posniak was CT Town Clerk of the Year and, in 2021, she was recognized by the CT Town Clerk's Association for going above and beyond. Deputy Mayor McAuliffe stated that Windsor has a great group of town employees recognized nationally and at the State level. He thanked all who have voted for him over the years and wished each Councilor the best of luck

Councilor Wilkos thanked everyone for their kind words and stated that it has been a pleasure and an honor to serve on the Council and to bring the knowledge he has of Windsor from his 50 years in town. Councilor Wilkos thanked his wife and family for their support over the last 20 years. He spent 12 years on the Board of Assessment Appeals and eight years on the Town Council and on various boards. Councilor Wilkos stated that it has been an honor and a pleasure to work with the Town Manager and staff. The Town Manager and his staff care and, collectively, they all do the best job they can do to make the community whole.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Richard Hazelton, Public Building Commission, gave the following report:

Fire and EMS Station Design Project – 9912

On October 4th, the Fire Department relocated into the new apparatus bay and interior office spaces. Phase two still has punch list items to be addressed but the Substantial Completion order was issued on October 4th. Phase three immediately started which includes renovation of existing apparatus bays and interior spaces for EMS. Town staff believes phase three will be completed in mid-December allowing EMS to relocate from 20 Williams Street into 340 Bloomfield Avenue.

Sage Park Middle School Roof Replacement - 9540

The contractor Silktown Roofing has completed 99% of their work. Once masonry walls are repaired in the woodshop area, the section over the woodshop and computer lab will be completed.

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project - 9519

This project is completed except for the replacement of two energy recovery units and staff training. The recovery units are scheduled for installation in mid-November and training is scheduled after these units are installed and commissioned. Training is scheduled for the first week of December.

Aquatic Facilities Improvements Design

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

LP Wilson Boiler Room Project – 9533

This project has been completed. Board of Education staff have been trained on the new system controls. Eversource has completed its inspection and documentations are completed for the rebate of \$627,000. We expect to receive the rebate check in four weeks.

Milo Peck School HVAC Design – 9538

The Public Building Commission is holding their October 26 meeting in this facility to review the project construction drawings with the architect, Salamone and Associates. Town staff expects the PBC will approve the project for bidding after its review of the construction drawings and project specifications.

Windsor High School HVAC Project – 9539

This project is now completed. Documentations have been completed with Eversource for the project rebate, \$500,000, which the town should receive in 4 weeks.

Councilor Dobler asked for clarification on the segment of the report relative to the Aquatics Facilities Improvement design that states “Once final schematic designs are approved by town staff, the architectural firm will move forward on completing full schematic drawings.” Councilor Dobler asked if the design was at a high level and then the drawings were very specific. Mr. Hazelton confirmed this was correct and that the drawings were much more specific.

Councilor Rampulla Bress asked if the Town Council would see the pool design again before it gets done and expressed her concerns relative to accessibility and wanting to ensure it was accessible for children with disabilities. Mr. Hazelton stated that all of that is included.

b) Wilson/Deerfield Advisory Committee

Alvin Bingham, Chairperson of the Wilson/Deerfield Advisory Committee (WDAC), accompanied by Charles Jackson, WDAC secretary, gave the following report:

WDAC advises the town regarding planning, coordinating, and promoting enhancements efforts in the Wilson/Deerfield neighborhood. The committee consists of nine members. There are currently seven appointed members with two vacancies. Regular meetings are scheduled bi-monthly with special meetings called when needed. Ordinary meetings are held at the Community Center at 330 Windsor Avenue. However, since the pandemic, all meetings have been held virtually.

Some highlights include:

- Over the past year, the committee has welcomed two new members. With a total of seven members and a change of the meeting date, the group has been able to meet regularly.
- Throughout the year, the committee has been able to engage in conversations with different town departments and community organizations. The committee has also revised their by-laws and organized efforts and events for the benefit of the community. WDAC has met with town staff to learn about different services and how they are managed but also to share concerns and visions.
- At the December meeting, the Committee invited the Town Manager and Police Chief to discuss law enforcement and officer area assignments as well as litter control.
- At the January meeting, the Planning Department staff introduced WDAC to different design options for the redevelopment parcel on Windsor Avenue. They provided feedback on the options given and were invited to participate in further discussion on the matter at the Town Council level.
- At the May meeting, Health Department staff provided an overview of their Vaccine Equity Program, specifically discussing outreach efforts. At this meeting, the Health Department provided the Committee with funds to support their outreach efforts. A sub-committee was created to attend to this.
- At the September meeting, the Fire Inspector discussed the town's Community Risk Reduction approach. Particularly reviewing risk factors both at the Wilson and Deerfield neighborhoods. Committee members provided feedback on the information presented and advised staff on how to reach vulnerable populations.

- WDAC has engaged with external community organizations and initiatives. At the March meeting, the Windsor Chamber of Commerce introduced their Walk and Bike Audit of Windsor Avenue. Committee members were invited to participate. At the May meeting, Riverfront Recapture introduced their work and updated committee members on their efforts to connect the existing river trails in Hartford with Windsor.
- The Committee revised and updated their By-laws. Some relevant changes included providing a description of the Wilson and Deerfield areas and revising scheduled meetings. The Health Department updated the commission on their current vaccination efforts. During this reporting period, WDAC also took an active role in improving the community.
- From June until August, utilizing funds from a grant awarded to the Town's Health Department, a Health Equity Subcommittee designed and implemented an outreach strategy to disseminate information on COVID-19 vaccination clinics. Efforts included yard sign creation and placement throughout the Wilson and Deerfield neighborhoods, postcard creation and geo-targeted distribution (to cover most of the neighborhoods), and banner creation (placed on both pools during the summer). An additional sub-committee was formed to plan a cleanup effort in the Wilson neighborhood. The event took place on Saturday, October 2. Over forty volunteers from different parts of the community attended the event and helped to pick up litter on four different routes. These routes were suggested by committee members. The event was considered a success.

Mr. Bingham thanked Flavia Rey deCastro and Jim Burke for all their work to make this committee a success.

Councilor Rampulla Bress recalled a meeting which took place two years ago which included herself, Councilor Jepsen, Councilor Dobler, and Mr. Bingham. In that meeting, Councilor Rampulla Bress recalled that Mr. Bingham had expressed concerns about the viability of the committee. Since that time, the committee has done a tremendous amount of work and everyone on the committee should be commended. The Town will continue to push information on social media so that the committee can fill their two remaining seats. Councilor Rampulla Bress thanked Mr. Bingham and all other members for their efforts.

Mr. Jackson reported having met with the Police Chief on 8/7/2019 to address various issues such as speeding and parking. As far as he can see, nothing suggested was done and most concerns were not addressed. For example, on the corner of Wilson Avenue and Route 159, there is a 'no parking' zone that has been violated since it was put into place. It was put into place when the road was turned into one lane road from a two lane road. Mr. Jackson reported that, last week, a car smashed into the no parking sign and a telephone pole. That location is a bus stop and, if that accident had happened earlier in the day, it would have taken out kids. Mr. Jackson stated that the Police Chief has known about the issues, it has been several years, and the no parking area has not been enforced. Mr. Jackson reported having reached out to Councilor Govoni who forwarded his information to the Town Manager. He is unsure of what has transpired since. Mr. Jackson stated that the speeding and parking are issues and the quality of life is being diminished. This area is a gateway to the Town of Windsor from the highway and

from Hartford. He requested increased police presence in the area. Mr. Jackson wished departing Councilors good luck.

Councilor Black-Burke stated that it has been a joy to watch this committee grow and thanked the committee members for their efforts and diligence. She reiterated the importance of filling the two remaining seats on the committee. Councilor Black-Burke asked for more information on the Health Equity Subcommittee.

Mr. Jackson stated that he was on the subcommittee. It is an ad-hoc committee and it is likely to continue. The committee had received funds that had to be used up by the end of August. Funds were used for signs and flyers encouraging Covid vaccinations. The subcommittee is building a network and hopes to eventually be able to get information out to the community at large but have started out in Wilson, as Deerfield is a much larger area.

Councilor Govoni expressed appreciation for the committee and discussed his connections with the Wilson area. He stated that it was always a vibrant neighborhood and currently just about every business is open. There are no empty buildings. He recalled past efforts of the committee and recognized past member, Mrs. Finstad, who had been very active and passionate. Councilor Govoni stated that he hopes there will someday be a walkway from Deerfield Road so there is a pedestrian mode to get people down to the redevelopment lot. He stated that the work of the committee has been amazing and thanked them for their efforts.

Councilor Walker echoed the sentiments of fellow Councilors in that he feels there has been significant improvement and much more input from the WDAC. More than a year ago, the Council realized that the committee had not been meeting as often as they should. Changes were made accordingly and there was also a review of the survey that was done regarding what residents in Wilson wanted to do with the development lot. People made their voices clear. They did not want additional housing and preferred open space. Councilor Walker asked if Mr. Bingham had experiences similar to Mr. Jackson's experiences relative to the Police Department. He stated that the Town Manager can have a meeting with the Police Chief to find out why these issues are not getting addressed.

Mr. Bingham acknowledged that there are some enforcement issues. The parking ban begins November 15 and there have been issues with overnight parking in the winter as well as issues with traffic and the commuter lot. Mr. Bingham stated that he is planning to reach out to the Town Manager in early November to coordinate a meeting with the Police Chief to discuss and address these issues.

Councilor Dobler commended the WDAC for adding new people to the committee and thanked all involved for giving input to the Town Improvements Committee. Councilor Dobler currently chairs that committee but hopes that whoever takes over the role in a few weeks stays engaged with the WDAC.

Councilor Black-Burke recommended that efforts be made to raise awareness of the upcoming parking ban, such as signs.

Mr. Bingham emphasized the work of town staff, stating that Flavia Rey deCastro and Jim Burke have been instrumental in the success of the WDAC. He also recognized Councilors and the work of those who had come before them.

- c) Metropolitan District Commission - None
- d) Lower Farmington Wild and Scenic River Advisory Committee (LFSWS)

Jen Filer, member of LFSWS and Charles Button, member of the LFSWS, gave the following report:

Ms. Filer provided an overview of the LFSWS and its history.

The LFSWS follows a New England Model which is:

- Collaborative - works with communities to develop a study and then implement a management plan
- Advisory Only - no regulatory powers (towns remain primary land-use managers)
- Balanced - Town, State, and private representatives are all equal partners with the National Park Service

Communities protect their own outstanding rivers through a collaborative approach.

LFSWS contracted with:

- The Farmington River Watershed Association for water quality monitoring work.
- Ethan Nedeau of Biodiversity LLC for a survey of freshwater mussels. At the time of the Wild and Scenic Study, the Farmington River was the only river with viable populations of all twelve southern New England mussel species. In spite of a challenging field season, with high river flows, the field work has been completed. Preliminary results are discouraging in regard to the endangered dwarf wedge mussel, but the final report is not completed yet.
- Dennis Quinn of Quinn Ecological LLC to survey amphibians and reptiles in our area. Amphibian and reptile surveys have wrapped up for the 2021 field season. Extensive data have been collected and are currently being analyzed to develop management recommendations to promote the conservation of one of Connecticut's listed amphibians, which relies on riparian habitats for its survival.
- A website designer to update the website and to link it to the Facebook page.

LFSWS also:

- Worked with a graphic designer to create a logo specific to the two waterways.
- Is working with GIS mapper to update recreational access maps for the lower Farmington River and Salmon Brook.
- Contracted with a botanical consultant to conduct an invasive plant and state-listed plants survey in a part of Fisher Meadow and at Alsop Meadow, Avon.
- Has hired Christopher Shepard as a consultant to complete a summer needs assessment related to recreational use of the Farmington River and Salmon Brook. The group is trying

to determine how the Wild and Scenic Committee might help ensure safe, river-friendly recreation. Mr. Shepard's work will include working closely with each of the nine towns, recreational users and other groups to understand their concerns and to ascertain whether or not this group can help address them.

Small Grants Program:

- LFSWS provided \$6,000 to the Town of Avon for clearing overgrowth from a trail at Fisher Farm along the Farmington River.
- LFSWS granted the Town of Bloomfield \$1,200 to hire a geosystems firm to create maps of the Farmington River Park that will be used in multiple places, including a kiosk in the park.
- LFSWS provided \$800 to East Granby Land Trust for a summer camp program at Granbrook Park, where kids enjoyed the park while learning about the stream and the life it supports.
- LFSWS used grant funding to support two interns to work on a study of cyanobacteria in Rainbow Reservoir, Windsor, through their partnership with the Farmington River Watershed Association.
- LFSWS is working with the Pequabuck River Watershed Association on a grant to update its watershed management plan.
- LFSWS granted \$3,000 to the Pequabuck River Watershed to support engineering work for an addendum to its Watershed-Based Management Plan.

LFSWS grant funding was small this year, but they are anticipating an increase in FY22 funding, which will be available at the start of October 2021.

Mr. Button reported having been made aware of a project taking place where the landfill meets the edge of Northwest Park along the riverbank and there were some concerns regarding this. Mr. Button reports having briefly discussed this with some members of the Council, including Deputy Mayor McAuliffe who actually walked the site with Mr. Button. It was determined to be a leachate project. Leachate was coming from the ground, flowing out of the side of the landfill. The plan, as Mr. Button understands it, is that they will disrupt that natural wetland and pipe the leachate under the river. A review was written by Liz Lacy, National Parks Service Representative, for the Army Corps of Engineers. The report clarifies that the issue is the visibility of the leachate and there is concern and question as to why the plan is to pipe it under the river, losing the natural filtering processes. 250 gallons per minute of the leachate is seeping through the surface. It does not indicate that the goal of the project is to remove the toxins, it seems the main concern is the appearance. The concern is that this project could potentially be damaging to the river.

Councilor Rampulla Bress expressed appreciation to Mr. Button, Ms. Filer, and the LFSWS for their time and dedication thanked them for the educational presentation.

Town Manager Souza stated that he could coordinate a time to meet with Mr. Button and Ms. Filer to discuss more about the wetland mitigation project. The project was a proposed CT DEEP solution. Additional reports and updates are available should the Council be interested.

Mr. Button stated that it seems that the purpose of the project is just appearance. Town Manager Souza confirmed this was accurate and that has been the concern raised by the CT DEEP for a number of years. Iron Oxide, which many of us might have in our own backyards, is occurring and has been studied substantially by a third-party consulting engineer regarding its characteristics.

Mr. Button asked if that third party was Fuss and O'Neill. Town Manager Souza stated that they have been the engineer of record for the landfill for a number of decades.

Councilor Rampulla Bress stated that she appreciates being told about it and appreciates the explanation.

Councilor Black-Burke stated that it appears one of the responsibilities of the group is promoting public involvement and education and asked how the work of the group can be connected to clubs at the High School or Middle School. Mr. Button stated that the group is connected with the Farmington River Watershed Association which has a strong reach of education services and a strong connection to schools. He also stated they would be more than willing to provide educational materials to the schools.

Councilor Dobler stated that the group's work is very important and very critical. Getting students involved would help both the group and the students themselves. He encouraged Mr. Button and Ms. Filer to bring any pertinent information back to the Council that may come from the needs assessment, particularly if needs are identified that the Council can assist with in some way.

8) TOWN MANAGER'S REPORT

Windsor's 2021 Leaf Collection Program Starts Today

Windsor's 2021 leaf collection program begins today (October 18) 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 need to 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 (i.e., the sticker facing the road). Residents can obtain these stickers at the Town Hall or the Windsor Transfer Station.

In Windsor, the transfer station 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.

Night of 1001 Pumpkins

Join us for the Night of 1001 Pumpkins event on October 21st from 6:00 PM – 7:30 PM at the L.P. Wilson Community Center. Enjoy an outdoor pumpkin patch, pumpkin carving, bounce houses, music, games, food trucks and much more! Event is free but pre-registration is needed. Please go to www.townofwindsorct.com/recreation to sign up or call 860-285-1990. We look forward to seeing you!

Northwest Park Full Moon Guided Hike

Come to Northwest Park for a Full Moon Hike from 6:30 PM to 8:00 PM to enjoy the beautiful trails and the full hunter moon of October. Registration required. \$12.00 Windsor residents, \$16.00 non-residents. 860-285-1886.

Caring Connection Open House

The Caring Connection Adult Day Health Center will be holding an open house on October 21, 2021 from 5:00 p.m. – 6:30 p.m. at 330 Windsor Ave Community Center. Come see and learn how we can partner with you to provide the best care possible for your loved one. The theme will be “Yoga and Yogurt – Nurture Your Well Being.” The Caring Connection is a place for adults to spend their day with peers and caring staff in a supportive environment being active and engaging in fun and meaningful activities in a home-like setting. Please RSVP at 860-547-0251.

Nightmare on Broad Street

First Town Downtown and Windsor Federal Savings invites you to Windsor Center on October 31, 2021 from 5:30 PM – 7:30 PM for some treats and family fun at the Nightmare on Broad Street. Windsor businesses will be giving out treats to the youngsters. There will be pictures for families of themselves with Halloween ghouls, a Halloween movie showing on a big movie screen, hay rides and more! Broad Street will be closed to traffic. Free. For more information call 860-247-8982 or go to www.firsttowntodowntown.org.

COVID Vaccination

As of October 13, 2021, 69.62% of our total population was fully vaccinated. This is up from 66.86% as of September 8th. This is 4.21 percentage points higher than the state wide rate of 65.41%.

78.66% of town residents, 12 years old and above, have been fully vaccinated. This is up from 75.54% as of September 8th. This is 2.19 percentage points higher than the state wide rate of 76.47%.

Private providers such as the two CVS locations in town continue to offer COVID-19 vaccinations as well.

The Health Department is also preparing to offer additional clinics this fall for Moderna booster vaccinations.

As the statewide positivity rates hover at or below 2.0%, there has been some questions from residents and businesses relative to maintaining the town's current mask mandate. As background, we are using county wide metrics of Level of Community Transmission from the Center for Disease Control (CDC) to guide us in terms of maintaining or lifting the order as many of our residents work in other communities and vice versa. This metric was used to be proactive for the public health of our residents and visitors to our town and region.

In mid - August when the order went into effect, Hartford County was listed in the High (red) level for community transmission. Hartford County is currently listed in the Substantial (orange) level of community transmission. Once Hartford County as a whole moves to a Moderate (yellow) or lower level on the CDC's community transmission scale, the plan is to amend or rescind the emergency order.

Windsor Job Fair

Are you looking for a job? Come and see which companies are looking for you at the Windsor Job Fair! The event will take place on Thursday, November 4, 2021 from 10:00 AM – 2:00 PM at 330 Windsor Avenue in the Community Center gymnasium. The event is free and open to the public. No pre-registration is required for job seekers. For more information, contact Alaina Mueller at economicdevelopment@townofwindsorct.com or Adam Gutcheon at adam@windsorcc.org.

Flu Vaccine Clinic on Monday October 25th

The Windsor Health Department will be offering a Flu Vaccine Clinic at Town Hall, 275 Broad Street, on Monday, October 25 from 3:00 PM – 7:00 PM at Town Hall for persons 18 years old and older. This clinic is a walk-in clinic, no appointments needed. Recipients will need to bring their insurance card and if there is no insurance coverage, the vaccine is \$30.00. All recipients will need to wear a mask while in the clinic. For more information, please call 860-285-1824.

Town Council Thank You

I would like to thank all of the councilmembers for the past two years of services. I'd especially like to thank outgoing Councilmembers Govoni, Wilkos and Deputy Mayor McAuliffe for their dedication and service. Between the three of them, they totaled 20 years of service on the Town Council and many, many more decades of volunteerism in the community. Thank you and you'll be missed.

Councilor Dobler reiterated that we are close to being able to lift the mask mandate if everything continues on a downward trajectory. With regards to vaccinations for children under age 12, Councilor Dobler asked if the town is preparing for when these might be made available. Town Manager Souza stated that there has been some internal discussion regarding the level of Town involvement but at this point the town is waiting for further guidance from both the Federal and State Department of Public Health.

Councilor Jepsen asked for an update on the status of Wolcott School. Town Manager Souza stated that the town has a purchase sales agreement with the Capitol Region Education Council (CREC). A closing date is expected by Halloween or shortly thereafter. They are resolving one outstanding issue related to a deed from 1856.

Councilor Wilkos discussed the potential development of a Covid “playbook”. He feels that Windsor did things differently than most other communities around the State with regards to the handling of the pandemic and he feels Windsor did it right. His suggestion is for the town to create an operating manual for this should it happen again down the road. Town Manager Souza stated that this has not been forgotten and the Assistant Town Manager has it on his list.

Councilor Black-Burke asked for an update on speeding sign placement in the southern end of town, particularly on Rood Avenue and Matianuck Avenue. Town Manager Souza stated he would follow up with Engineering and Public Works regarding the Matianuck Avenue area. He stated that there are no plans to install anything permanent and the signs are on a rotating basis for several days as awareness. He will check to see where they are in that cycle of rotation.

Councilor Govoni asked if the portable signs they received from the grant with Bloomfield could be used for other things such as alerting the public to a vaccination program. Town Manager Souza stated that he would keep that suggestion in mind.

9) REPORTS OF STANDING COMMITTEES

Health & Safety Committee - Councilor Black-Burke- None

Personnel Committee - Councilor Rampulla Bress thanked Councilor Black-Burke and Councilor Walker for their dedication to the Personnel Committee and those who have stepped in on occasion. The committee has met at least once a month for almost two years. They have been unable to have their thank you breakfast which they usually have for their volunteers in two years due to Covid. Councilor Rampulla Bress wanted to publicly thank all the citizens currently serving on all Boards and commissions in Windsor.

Town Improvements Committee - Councilor Dobler- None

Finance Committee - Deputy Mayor McAuliffe- None

Councilor Jepsen stated that tonight is the mediation night for the teacher’s union contract. He will go there following the Council meeting if possible.

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Presentation by the Citizen Advisory Task Force of Clean and Sustainable Energy

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress, to accept the Citizen Advisory Task Force on Clean and Sustainable Energy's final report.

Neill Chaudhary, Chair of the Citizen Advisory Task Force on Clean and Sustainable Energy, provided the following report:

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.

Why is clean and sustainable energy worth considering?

- Saving money: \$750,000 less was spent on energy in 2020 than in 2010
- Preserve clean air and clean water
- Increase local energy autonomy and resilience
- Act locally to reduce emissions and mitigate climate change

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

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 outreach
- Cultivate partnerships

To help assist and facilitate these actions, the task force is recommending the hiring of an Energy Coordinator. About 50% of neighboring towns have someone in this type of position. Recommendations for the responsibilities for this position would include:

- Establishing the benchmarks, tracking the Town's progress, and drawing together all of the information the town has on energy consumption
- Identifying, developing, and overseeing proposals for efficiency upgrades and renewable deployments
- Coordinate outreach, education, and energy work across the town government
- Mediate collaboration with neighboring towns

Councilor Dobler expressed his appreciation to the committee for its efforts. He requested more information on the recommended action of deploying new generation and storage and asked if they have looked at identifying different places in town where renewables might be feasible. Mr. Chaudhary stated that they have not done feasibility studies in the group but that would be an important step along the way. In terms of technologies and looking at the Integrated Resource Plan for the State of CT, in the near term it is predominantly solar.

Councilor Dobler stated the goals for 2033 are ambitious and asked if they were feasible. Mr. Chaudhary stated that the task force feels the goals are feasible. The cost of generation is coming down dramatically. The two least expensive ways of getting power currently are wind and solar. There are issues with renewables in terms of intermittency, but those problems are beginning to be solved and battery storage is being deployed as well. The technology is already there and can be deployed at an accelerated rate and a lot will happen at the State and Federal level.

Deputy Mayor McAuliffe asked if any analysis has been done to determine how much the remaining 46% is in kilowatt hours. Mr. Chaudhary stated that information is in the report appendices on page 24. As of fiscal year 2020, the town consumed 8.3 million kilowatt hours. That is the total consumption. That leaves 3.8 million kilowatt hours to go.

Councilor Black-Burke thanked the task force and stated she would continue to educate herself on the great work being done.

Councilor Rampulla Bress thanked the task force for the presentation. She was excited to see the 54%. She is especially interested in the equity issue and getting these opportunities to citizens who might not have a roof. Councilor Rampulla Bress would love to hear more about how that can be done and she looks forward to a collaboration with the Council.

Councilor Walker expressed his appreciation to the task force for a wonderful presentation and for volunteering.

Eric Weiner, Clean Energy Task Force member, stated that, as a Council, the ebb and flow of work is generally along annual budgets. What the task force is talking about has a much larger time frame which might feel daunting. However, Windsor already has a framework for dealing with larger term projects and has done that very well in the Capital Improvements projects, the

longer term outlook that the Public Building Commission takes. He encouraged the Council to think about the gift we can give to future generations for the Town's 400th Anniversary.

Motion Passed 9-0-0

b) Approve extending FY 21 Open Purchase Orders

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

Town Manager Souza stated that this is the tail end of one project that was related to the Day Hill Road traffic study for the entire corridor. The consultant is finishing the final adjustments to their report, and it should be closed out by December 6.

Motion Passed 9-0-0

c) Approve an appropriation of \$10,000 from the Capital Projects Fund Assigned Fund Balance for survey and existing site condition evaluation at Fitch Court Apartments

MOVED by Deputy Mayor McAuliffe, seconded by Councilor Rampulla Bress 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.

Town Manager Souza stated that on October 4, 2021, the Town Council requested that town staff initiate discussions with the Windsor Housing Authority about the town potentially participating in or facilitating the project to address storm or ground water drainage issues at Fitch Court.

Bob Jarvis, Director of Public Works/Town Engineer, gave the following report:

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.

Town Manager Souza stated that the request is for \$10,000 and the work would be overseen by the Town Engineer and Assistant Town Engineer while the Town Manager continues

conversations with the Windsor Housing Authority regarding any potential financial arrangement which would be brought back to the Town Council.

Councilor Dobler asked for confirmation that the survey would be laser focused in that only apartments affected by the flooding would be looked at. Mr. Jarvis stated that the initial focus would be on the former school building and its immediate surroundings. If they feel there is a need to expand that, it would be done at a later date.

Mayor Trinks expressed appreciation for addressing this in a timely manner. He recognized that winter is nearing and that it may not be worked on right away. However, it will be great to have everything in place. Mayor Trinks addressed the residents of the Housing Authority by saying this is the process and, while it may seem slow, the Town is doing its due diligence.

Motion Passed 9-0-0

- d) Approve appropriation of \$550,000 from the General Fund Unassigned Fund Balance for Windsor High School Track Replacement project

MOVED by Councilor Jepsen, seconded by Deputy Mayor McAuliffe, to approve an appropriation of \$550,000 from the General Fund Unassigned Fund Balance for the O'Brien Stadium Track Replacement project.

Town Manager Souza stated that they have been monitoring this over the last year and had a brief discussion at the Town Improvements Committee in May about it. This item is time sensitive in that vendors are suggesting strongly to have a purchase order or contract in place by the first week of December in order to get in the cue for work to be done in the summer construction season due to availability of contractors and supply chain issues and concerns.

Adam Kessler, Assistant Town Engineer, stated that the track installed in 2014 has not performed as anticipated and 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.

Councilor Dobler stated that the Town Improvements Committee had only a brief discussion about this, so he was surprised to see this show up. He asked for clarification that the reason

for the fast tracking is just due to timing to make sure we lock in current pricing. Mr. Kessler stated that it is due to pricing and material availability. Scheduling as early as possible is very important to get on their list for the first project of summer 2022.

Town Manager Souza added that the original hope was that they could get one more season out of the current track and the project could be done in construction year 2023. However, engineering staff had professionals review it and were told it should be done sooner rather than later due to the wear of the top layer. There have been a few places where temporary repairs/patches have been needed. That is why this has been accelerated.

Councilor Dobler agreed that the track needs to be taken care of but asked if this could be taken off the table today and brought to the Town Improvements Committee. He asked if it would be feasible to do that and have that meeting right after elections, vet it out, bring it back to the Town Council and vote on it at that point. He asked if that would work under the time constraints. Town Manager Souza stated that if the Town Improvements Committee was able to meet and bring it back on November 15, there might be a slight adjustment in purchasing and supplies, but they could still lock it in from a scheduling perspective.

Councilor Dobler clarified that there might be a difference in cost waiting those few weeks, but the timing could still be locked in. Town Manager Souza and Mr. Kessler confirmed this.

Councilor Dobler stated that he would like to see this go through the process of coming to the Town Improvements Committee.

Councilor Wilkos expressed respect for Councilor Dobler's position but stated that he doesn't think it will make a difference in this case and it isn't going to change anything. That track is getting pulled up and replaced no matter what so this would be putting off the inevitable. He supports putting this through now.

Councilor Wilkos asked for clarification regarding this being a 20-year track but recoating being suggested every five to ten years. Mr. Kessler explained that the system itself has a base mat. This is the first layer which is the main part of the surfacing. Then there is a surface course, which is the wearing surface. The surface itself would be recoated. The base would not be replaced.

Councilor Wilkos asked if this was similar to seal coating a driveway. Mr. Kessler confirmed this.

Councilor Wilkos inquired on the cost for the recoating. Mr. Kessler stated that it varies by system, but current pricing is around \$150,000 to \$200,000 and it would be expected to be needed two to three times in the lifetime of the system itself.

Councilor Wilkos asked what exactly went wrong with the current track and if anything could be covered by insurance. Town Manager Souza stated that it is beyond the time frame to be able to go after the product or the installer. It was a latex based product that was put down in 2014 and Mr. Kessler has been told by consultants that similar products had the same rather quick degradation.

Mr. Kessler confirmed that the common theme was that it was a latex product advertised as a low-cost approach to track surfacing. Because it was latex, they couldn't go over it with polyurethane which is more prevalent and more durable. The latex product hardens over time and accelerates degradation. There were at least four or five other towns with similar situations.

Councilor Govoni noted the importance of daily inspections on these projects.

Councilor Black-Burke also emphasized the importance of inspections to avoid repeating any cycle of discovering issues too late and being outside of warranty.

Town Manager Souza stated that the appropriation amount does include monies for construction inspection and oversight by a third party and will ensure that, at the time of recoating, they are looking at the warranty. The field itself does get inspected on a regular basis by a third party.

Councilor Jepsen expressed appreciation for doing this right this time, as he had some concerns the first time it was done. He also had concerns about how protected the track is with other athletes, such as football players with spikes, crossing it. He was assured by the athletic director at the time that mats would be put down but Councilor Jepsen reports he never saw any mats. How we take care of this after spending this money is a key issue. We need to ensure track players have the correct footwear. Councilor Jepsen asked if the other groups that use the field in the summer know that it is going to be closed for the entire summer. Mr. Kessler reported that they have been in contact with the Athletic Department and Recreation in terms of scheduling impacts. Both vendors have said during the curing period of the new asphalt it is possible to open up the turf. It is not recommended, but it is possible.

Councilor Jepsen stated that the head football coach was concerned about summer practices. Town Manager Souza stated that the practices will have to be relocated. The town will work with all parties, but there will be inconveniences while this project is underway. They are looking at putting an asphalt ring around Sage Park to accommodate walkers.

Councilor Govoni commented on the mats that were intended to be used when other athletes were crossing the track. He recalls that there were mats but they were big, heavy, and inconvenient. He asked if other options could be explored and suggested that they obtain recommendations from the installers. Field marshals should be on top of this, and the Athletic Director should have guidelines that they follow. We need to work together as partnership to make the track last.

Mayor Trinks stated that, much like his interest in the Field House renovation project, this is an advertisement for Windsor. The track teams have been quietly winning multiple championships, meaning their level of competition is such that they will draw people of similar levels of competition. Those teams will come to Windsor and draw conclusions about our town based on the small amount of time they spend in that small area. Mayor Trinks stated that, while he understood where Councilor Dobler was coming from in terms of the need for process, he ultimately agreed with Councilor Wilkos in that, whether this is voted upon tonight or in December, the outcome will be the same because this has to be done.

Councilor Dobler stated that he is in favor of this project but will abstain from this vote.

Motion Passed 7-0-2 (Councilor Dobler and Councilor Rampulla Bress abstained)

- e) Approve small business and non-profit grant program parameters and authorize the use of \$500,000 American Rescue Plan Funds

Mayor Trinks recused himself for this agenda item.

MOVED by Councilor Jepsen, seconded by Councilor Dobler, 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.

Jim Burke and Patrick McMahon from Economic Development gave the following report:

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 personal protective equipment (PPE), 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.

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.

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.

Small businesses/non-profits would be required to demonstrate a negative economic impact caused by Covid. For example, they may compare the number of employees they had prior to Covid versus how many they have currently. They can indicate whether they needed to be closed during the course of the pandemic. Applicants would need to indicate if they received any other Federal or State assistance and if they are current on their town and state taxes. Applicants will need to indicate if they are registered with the Secretary of State, on the town's Grand List, and have an operational location within the community. Non-profits will need to demonstrate a Windsor address. Each applicant would need to certify as to their negative impacts. Applicants can demonstrate extra expenses incurred such as PPE or the need to create an outside dining space. Applicants will also have to agree to go through an hour-long technical assistance program such as programs offered through the CT Small Business Development Center, HEDCO, or the Entrepreneurial Center at the University of Hartford. Applicants must indicate their intended use for the funds.

Town Manager Souza asked Mr. McMahon to speak to sole proprietorship. Mr. McMahon stated that they believe sole proprietors should be allowed access to this program as they may have been impacted just as much as other small businesses.

Councilor Black-Burke asked if there will be a graduated system in the application since the plan indicates applicants can apply for grants *up to* \$10,000. Mr. McMahon stated that the small businesses would indicate on their application what their economic loss has been.

Councilor Black-Burke asked about businesses whose economic impact is that they are now in some sort of arrearage and would those businesses be excluded. Mr. McMahon stated that initially the plan was that applicants behind on taxes would be ineligible. However, there is another community that has put forward a similar program and left that open if an applicant could demonstrate that falling behind was the impact they suffered. This would be reviewed on a case-by-case basis. Mr. Burke added that there would be a record of delinquent taxes. If this were the first year an applicant had fallen behind, that would show. However, if an applicant had a pattern of problems over the years, that would indicate that the issues were not Covid related.

Councilor Black-Burke stated that she anticipates there will be applicants who try to claim arrearages as Covid related, however those who genuinely can demonstrate that this was their impact should not be excluded. Councilor Black-Burke also expressed support for the idea of a lottery system.

Councilor Dobler expressed concern about the application process. He feels that some may get frustrated and not go through the process, but he is not sure how to solve that. Councilor Dobler asked how the lottery will work and how the total allocation will be divided. For instance, if there are a certain number of applicants who apply for and qualify for the \$10,000 grant and the total dollars exceed the \$500,000 allocation, will only a select number of applicants receive the funds? Will the \$500,000 need to be increased? Will each applicant be awarded less than \$10,000? Town Manager Souza stated that one of the thoughts is that not all applicants may be able to demonstrate a \$10,000 impact. The lottery will need to be thought through more specifically.

Councilor Dobler asked for clarification on when an applicant has received other assistance such as PPE funds. Will they not be eligible or will that just be taken into consideration? Mr. McMahon stated that it will be taken into consideration. Those who did not receive any other funds will have a better shot.

Councilor Rampulla Bress suggested possibly offering a workshop or assistance to those who might be overwhelmed or find it daunting to complete the application process. Mr. Burke stated that they would put together something to introduce the program, go through the application process and present it to businesses.

Councilor Rampulla Bress expressed concerns around the requirement that an applicant will have to be connected to one of the educational organizations for small businesses. Mr. Burke stated that if an applicant is already connected to a financial advisor, that could be an option. The goal is just to ensure that the applicant is connected and understands they can get advice from an outside entity. Assistance can be provided for the application, but not for the long term.

Councilor Rampulla Bress stated that her concern is that an additional requirement requiring more effort will discourage businesses already struggling from applying. She does not want to see applicants excluded for being unable or willing to make a connection with an outside financial organization. Councilor Rampulla Bress asked if there will be any difference for the applications for non-profits and the applications for small businesses. Mr. McMahon stated that the application would be exactly the same except non-profits will need to demonstrate their non-profit status.

Councilor Rampulla Bress asked, if the applicant could demonstrate that they are working with a financial advisor, if that would be sufficient, and they would not need to reach out to one of these other organizations. Mr. Burke stated that would be acknowledged and they may actually not even be eligible to receive services from the other organizations if they are already connected elsewhere.

Councilor Wilkos asked what the target date is for allocation. Town Manager Souza stated that if Council approves this tonight, they would love to be able to put together their marketing and outreach effort and obtain a consultant to do the administration. That would likely take approximately three weeks and they could begin accepting applications in mid-November.

Mr. McMahon stated there are many factors to consider.

Town Manager Souza stated that, with a complete application, target for allocation could be the first part of December.

Councilor Wilkos expressed support for the lottery system and advocated for any applicants who apply and do not receive funds because monies run out to not have to complete a new application should additional funds become available.

Councilor Rampulla Bress advocated for outreach to the underserved.

Deputy Mayor McAuliffe noted that not all civic groups are federal. Mr. McMahon clarified that this will be open to any non-profits such as a 501C3 or 501C6.

Councilor Walker asked if they will directly mail or contact all of the 250 businesses that have been identified as part of community outreach. Mr. Burke stated that every method possible will be used, but getting a business list is difficult. Individual businesses addresses are not always available, making it difficult to do mailings but they will attempt this to the best of their ability

Motion Passed 8-0-0 (Mayor Trinks recused himself)

- f) Authorize the Town Manager to execute and submit an application for the DEEP Recreational Trails program

MOVED by Councilor Jepsen, seconded by Councilor Rampulla Bress, 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.

Patrick McMahon and Jim Burke, Economic Development, stated funding would be sought under this grant solicitation for planning and design of the entire 14,000 linear foot trail segment running from the East Barber Street boat launch north to connect up to the Windsor Center river trail. The first 7,000 square feet cut through Windsor Meadow State Park, which is State land. It then extends through the Loomis Chaffee campus. 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. They are aware of this grant application.

The design would be approximately \$300,000 in total. There is an estimate of \$243,000 that was incorporated into the Capital Improvement Plan but there should be an allocation for contingency because there could be some additional studies including archaeological or Native American settlement sites that would need to be reviewed. The requirements say that the funding from the State would be 80% and the town is responsible for a 20% match. Within the Capital Improvement program there is already an allocation of \$120,000 in this current fiscal year for the planning and design of this section of trail. The match is already in place from a budgetary standpoint.

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.

Deputy Mayor McAuliffe asked if the Loomis Chaffee portion would be a big wild card. Mr. McMahon stated that it would be and that is why the planning is being done. Town Manager Souza added that he and Mr. McMahon have had conversations with leadership at Loomis Chaffee and they are well aware that the town is pursuing this. They were provided with some general conceptual ideas of where the path could go.

Motion Passed 9-0-0

g) Town Manager Annual Performance Evaluation

MOVED by Councilor Jepsen, seconded by Councilor Dobler, that the Town Manager be given a 2.4% raise on base salary effective retroactively to October 13, 2021.

Councilor Rampulla Bress stated that she appreciates the efforts of the Town Manager and the efforts of the Councilors to bring forward this review. The Town Manager is exemplary in many ways and has done an excellent job in leading our town.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

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

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the October 4, 2021 Regular Town Council meeting as presented.

Councilor Black-Burke stated that a correction needs to be made on page 18 to reflect that she was present during the Executive Session.

MOVED by Councilor Jepsen, seconded by Councilor McAuliffe, to approve the unapproved minutes of the October 4, 2021 Regular Town Council meeting as amended by Councilor Black-Burke.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate, 74 Ethan Drive, stated that he believes that Windsor no longer has a Clean and Sustainable Energy Task Force. Middletown has a Task Force and an Energy Coordinator. Many other towns have task forces. He stated that a decision will need to be made as to whether there will be a task force on an ongoing basis and if there will be an Energy Coordinator. Mr. Slate

recommended that the Council look at page 406 of the report first then go backwards and read page one, the executive summary of the CT overall plan. That page does talk about equity and the people who do not own roofs. Mr. Slate stated that the Town Manager has done more for the Town than was evident in the reports and got the town off to a running start. Regarding General Powell, Mr. Slate stated that the Council has commented on racial issues. The first part of the Powell Doctrine was a clear purpose. Mr. Slate stated that he still does not know what the Council's purpose was in bringing up these racial issues. Mr. Slate referenced the Town Seal which says, "The First English Settlement in Connecticut." Mr. Slate does not understand the seal based upon what the Council is trying to do with their four racial issues in town. For the 400th anniversary of the town, he asked what is being celebrated. He asked how much was budgeted to change the town seal. Mr. Slate stated he is unclear as to what the purpose was of bringing up those four issues. The town seal does not celebrate what was gone through for Indigenous People's Day. He was sent literature regarding Day of Mourning in Plymouth. He feels there are inconsistencies.

17) ADJOURNMENT

MOVED by Councilor Rampulla Bress, seconded by Councilor Dobler, to adjourn the meeting at 11:00 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council