



Council Agenda

Council Chambers
Windsor Town Hall
December 6, 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: **825 3101 3645**
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

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7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Dobler
3. PLEDGE OF ALLEGIANCE – Councilor Dobler
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Zoning Board of Appeals
 - c) Windsor Housing Authority
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Approve appropriation of \$24,000 from the Capital Projects Fund Assigned Fund Balance for design of Clover Street School Roof Replacement project (Town Manager)
- b) *Authorize the submittal of a grant application to the State of CT for Clover Street School Roof Replacement project (Town Manager)
- c) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$270,000 FOR COSTS IN CONNECTION WITH THE STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) *Set a Public Hearing for December 20, 2021 at 7:20 p.m. for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$270,000 FOR COSTS IN CONNECTION WITH THE STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the November 15, 2021 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion of the selection of a site or a lease, sale or purchase of real estate.

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: December 6, 2021

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Design Services for Partial Roof Replacement at Clover Street Elementary School

Background

This project will encompass the replacement of approximately 45,000 square feet of roofing at Clover Street Elementary School. The roof is approaching its useful life expectancy and is becoming more problematic with ongoing leaks. This area of roofing was originally installed in 1995 over the eight pods and the sidewalk canopies that connect the pods to the main school building.

Discussion/Analysis

The FY22 CIP includes funding for the design of the Clover School Roof replacement. This roof is presently a white EPDM rubber membrane roof. Board of Education staff has reported several leaks in these areas needing replacement.

This project will involve the removal of the layers of existing roofing material, insulation, and metal edge flashing. The new roof will be white PVC with additional insulation installed to reduce energy usage, as well as increase the pitch of roof. This will improve storm water drainage to roof drains, thereby eliminating ponding, and will comply with State of Connecticut requirements for minimum slopes on school facilities.

The approved Capital Improvements Program allocates design funding in FY22 and construction funding in FY26. The preliminary project cost estimate is \$2,225,000. A proposal for the project design has been solicited and funds in the amount of \$24,000 are requested. The funds will cover the cost of design services and hazardous materials testing, if required.

The overall project is potentially eligible for a partial reimbursement grant from the State of Connecticut. Once the design is complete, a grant application to the State of Connecticut will be prepared.

Financial Impact

It is requested that the Capital Projects Fund, Assigned Fund Balance be the funding source for the design services. The approved Capital Improvements Program allocated \$45,500 for design services.

Other Board Action

The Public Building Commission has reviewed the design proposals. The Town Council is requested to authorize the preparation of plans and specifications and to refer the project to the Public Building Commission for oversight.

Recommendations

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

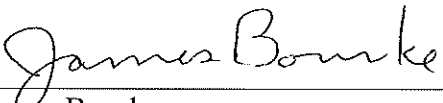
“MOVE that \$24,000 be appropriated from the Capital Projects Fund, Assigned Fund balance to fund the design and preparation of schematic drawings and specifications for the Clover Street Elementary School Partial Roof Replacement Project; and the project be referred to the Public Building Commission for oversight.”

Attachments

None

Certification

I hereby certify that there is \$24,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.




James Bourke
Finance Director

Agenda Item Summary

Date: December 6, 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: Project Partial Roof Replacement at Clover Street Elementary School – Grant Authorization

Background

This project will encompass the replacement of approximately 45,000 square feet of roofing at Clover Street Elementary School. It is beyond its useful life expectancy and is becoming more problematic with ongoing leaks. This area of roofing was originally installed in 1995 over the eight pods and the sidewalk canopies that connect the pods to the main school building.

Discussion/Analysis

The Board of Education plans to apply for a reimbursement grant to partially fund the construction of the roof improvements. The State of Connecticut grant application process defines the requirements related to applying for and receiving grant funding. There are specific requirements for the format and wording of the Town Council and Board of Education actions. Staff is respectfully requesting the Town Council approve the three motions this evening.

The preliminary cost estimate of the roof replacement is approximately \$2,225,000 including a construction contingency. If approved, the estimated state grant reimbursement could be approximately 50%, or \$1,112,500. The remainder of the project costs is recommended to be funded through general obligation bonds.

Other Board Action

The Board of Education will consider their required project-related resolutions at a later date.

Recommendations

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

“MOVE to authorize the Superintendent of Schools to apply for a school construction grant for the Clover Street Elementary School Partial Roof Replacement Project.”

“MOVE to appoint the Public Building Commission as the Building Committee to oversee the Clover Street Elementary School Partial Roof Replacement Project.”

“MOVE to authorize the preparation of schematic drawings and specifications for the Clover Street Elementary School Partial Roof Replacement Project.”

Attachments


None

Agenda Item Summary

Date: December 6, 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: FY 2022 Stormwater Management Improvement Project

Background

The Stormwater Management Program is an ongoing multi-year asset management program to improve the condition of the town's storm sewer system, develop a plan to reduce the amount of pollutants that enter the stormwater system, and reduce the backlog of requests and complaints from residents regarding needed improvements to the storm sewer system. The purpose of this agenda item is to request Town Council approval of funding for the design and construction of planned stormwater projects.

Discussion/Analysis

Stormwater management projects planned for calendar year 2022 vary in scope and may include items such as replacing old or damaged drainage structures, addressing problematic drainage issues by expanding the drainage network, repairing outfalls, dredging stormwater basins and ponds, and repairing and stabilizing sections of watercourses in town. Other initiatives to be taken with this funding include developing and implementing a program to reduce pollutants entering the storm sewer system, developing and implementing other pollution prevention initiatives as required by the CT DEEP's MS4 General Permit.

In previous years, stormwater monies were used to breach and repair Whipple Pond Dam, add a groundwater collection system along a portion of Brewster Road, and make improvements to the drainage repair system on Preston Street. It was also used to continue the repair program for Decker's Brook and to fund materials, supplies and rental equipment needed by the Department of Public Works staff to complete a variety of outfall improvements, slope stabilization and detention basin improvements throughout town.

Currently, staff has identified the following projects and uses of these funds:

- Underdrainage installation in Bayberry Circle
- Culvert extension at 72 Mack Street
- Materials for DPW stormwater projects
- Outfall Improvements
- Detention Basin Improvements

Financial Impact

The requested FY 22 bonding amount is \$270,000 including issuance costs. The average annual debt service on \$270,000, based on a 12 year term at 4% is \$28,000.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$270,000 FOR COSTS IN CONNECTION WITH THE STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$270,000 FOR COSTS IN CONNECTION WITH THE STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED that a Public Hearing be set for December 20, 2021 at 7:20 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$270,000 FOR COSTS IN CONNECTION WITH THE STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

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

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$270,000 FOR COSTS IN CONNECTION WITH THE STORMWATER MANAGEMENT PROGRAM; AND AUTHORIZING THE ISSUE OF \$270,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$270,000) for costs in connection with the Stormwater Management Program, including various stormwater management improvements throughout the Town of Windsor, including engineering evaluations, the purchase of stormwater construction materials, minor and major repairs of the stormwater system, watershed analyses, maintenance and repairs to Decker's Brook and Bayberry Circle, detention basin improvements, video inspection of drainage systems and activities required for compliance with the town's MS4 General Permit, and other related improvements. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, land and easement acquisition, printing, legal fees, net interest on borrowings and other financing costs. The Town Engineer is authorized to determine the scope and particulars of the project and may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified. No funds shall be expended in connection with those portions of the project requiring the approval of the Town Planning and Zoning Commission prior to such approval being obtained.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$270,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED SEVENTY THOUSAND DOLLARS (\$270,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

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

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

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

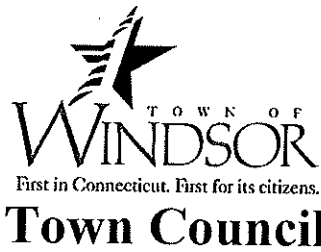
Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____



**Resignations/Appointments/Reappointments
December 6, 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
November 15, 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 Lisa Rampulla Bress, Councilor Nuchette Black-Burke, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova and Councilor Len Walker

2) PRAYER OR REFLECTION

Councilor Black-Burke led the group in prayer.

3) PLEDGE OF ALLEGIANCE

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

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating November 27, 2021 as Small Business Saturday

Councilor Black-Burke read the proclamation designating November 27, 2021 as Small Business Saturday.

Director of Economic Development, Jim Burke, accepted the proclamation and stated that Saturday, November 27th is the Saturday after Thanksgiving and the day after Black Friday, making it a perfect day for residents to come out and support local businesses. Mr. Burke suggested that Windsor businesses contact the Chamber of Commerce and First Town Downtown for the opportunity to participate in the program and get special sales and recognition through those two organizations.

- b) Proclamation honoring the 40th Anniversary of the Friends at Northwest Park

Deputy Mayor Rampulla Bress read the proclamation honoring the Friends of Northwest Park on their 40th Anniversary.

President of Friends of Northwest Park, Terry Langevin, accepted the proclamation. She acknowledged Northwest Park's 40 years of history and stated that we all should be proud that Windsor was one of the most unique towns to create a place unlike anywhere else in the State

of Connecticut. Ms. Langevin thanked those who have contributed and volunteered in the past as well as those currently involved. Pictures of the park were used to create a calendar and each Councilor was provided with a copy.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Charles Button, 147 Pleasant Street, spoke about the leachate project and extended an invitation to the Town Manager and Councilors on behalf of the Lower Farmington Wild and Scenic group to join them at their December 2nd meeting of the resource protection committee. Formal invitations and letters from Liz Lacy were provided to the Town Manager.

Beth Caruso, 147 Pleasant Street, spoke about the Windsor Landfill leachate project. Ms. Caruso stated that, at the last council meeting, it became apparent that many council members didn't know about the project that is over one million dollars. Ms. Caruso made a request to the Town Manager that the project become more transparent to the community. She reported having been told that it is iron oxide leaching out from the dump and that is going to be piped under the river. Ms. Caruso stated that she finds it hard to believe it is just iron oxide and reported having observed deformed plants. She reported that DEEP was contacted and stated that there were numerous other chemicals there. Ms. Caruso added that two years ago there was a spill and there have not been sufficient answers as to the timeline of how that occurred. She stated that many questions remained unanswered and expressed her concerns.

William Pelkey, 133 Portman Street, discussed the traffic signs and stated that they seem to be effective but asked if a light could be affixed shining onto the signs. Mr. Pelkey stated there was an error in the minutes from the October 18 meeting, as Deputy Mayor McAuliffe had offered a reflection, not a prayer. Mr. Pelkey also expressed concerns regarding the mask mandate and what he felt was a deviation, as the CDC still has Windsor in the orange/yellow category of substantial risk. While Mr. Pelkey stated he is happy with the change, he questioned the metrics being used.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler welcomed all new and returning members of the Town Council and hopes for spirited and civil discussions.

Councilor Walker agreed with tonight's proclamations and encouraged Windsor residents to shop and support small businesses. He welcomed new and returning councilors. Councilor Walker is hoping to revisit the funding for and implementation of the quiet zone.

Councilor Terranova is looking forward to working with everyone and wished everyone a Happy Thanksgiving.

Councilor Gluck Hoffman reported that Ashley's Jewelers will be closing after 32 years of business in the community. Councilor Hoffman acknowledged Kerry Ruiz and Carissa Fusco as having been active members of civic groups in Windsor and thanked Ashley's Jewelers for their charitable contributions to town organizations and their community involvement over the years.

Councilor Black-Burke welcomed the new Councilors and thanked those who came out and exercised their right to vote. She reported that vaccinations are open and available for those ages five through eleven and that Connecticut Children's Medical Center recently sponsored an event that was open to surrounding towns and she had her seven-year-old vaccinated at this event. Councilor Black-Burke encouraged residents to slow down while driving and to exercise extra caution as it is now getting darker earlier. Councilor Black-Burke also reported that there is a small business and non-profit grant opportunity which the Town Manager will discuss further.

Councilor Eleveld expressed that he looks forward to working with the Council. He stated that it is unfortunate that Ashley's Jewelers is closing and also mentioned the small business grant opportunity. Councilor Eleveld wished everyone a Happy Thanksgiving, encouraged people to enjoy family and friends and to come to Windsor to shop on Saturday.

Deputy Mayor Rampulla Bress welcomed all the Councilors. She reported that it is Native American and Indigenous Peoples Heritage month. She greeted and welcomed those in the community of that heritage and thanked them for their contributions to the community and culture. Deputy Mayor Rampulla Bress thanked community members who came out to speak, expressed that she appreciates the involvement, and encouraged, continued participation. She also thanked the Friends of Northwest Park including the staff, educators, and volunteers who contribute to making it the wonderful place it is.

Councilor Smith thanked everyone for the welcome and wished everyone a safe holiday.

Mayor Trinks thanked the voters for coming out and is looking forward to the next two years. He thanked the Councilors for supporting him in the position of Mayor. He sent his best to Kerry and Carissa at Ashley's Jewelers.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Dave Furie, President, Board of Education gave the following report:

- The new Board of Education was sworn in on Monday, November 8, 2021. Following the Organizational meeting, the board members received an orientation on board protocols and procedures from Attorney Thomas Mooney from Shipman and Goodwin.
- The first regular meeting of the new Board of Education will be on Tuesday, November 16, 2021 at Windsor Town Hall, Council Chambers beginning at 7:00 PM.
- Eight members of the Board of Education and Superintendent Dr. Hill attended the CABA/CAPSS Convention at the Mystic Marriott on Friday, November 12. At the convention, the Windsor Board of Education was recognized as a Board of Distinction by CABA (CT Association of Boards of Education). Only Boards which have achieved Level One distinction at least twice in the prior four years are eligible to receive the Board of Distinction Award.

Boards must achieve at least two Level Two items in each Level Two criteria category to receive this award.

Councilor Black-Burke stated that she began her role in public service on Windsor's Board of Education and is excited to see how far the Board has come. She thanked Mr. Furie for his efforts and congratulated the Board of Education on a job well done.

Councilor Dobler congratulated Mr. Furie on his new role.

b) Public Building Commission (PBC)

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

Fire and EMS Station Design Project – 9912

The Fire Department has relocated into the new apparatus bay and interior office spaces. Phase three work continues on EMS spaces in the building. Site work was completed last week. Punch list items still need to be addressed for the interior and exterior of the building. Town staff projects EMS will fully be relocated into the renovated station by December 16, 2021.

Sage Park Middle School Roof Replacement - 9540

The contractor, Silktown Roofing, has completed 99% of their work. Punch list items are still to be completed. The PBC should be closing this project at its January 2022 meeting.

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project - 9519

This project is complete except for the replacement / installation of two energy recovery units and final staff training. The recovery units are scheduled for installation during Thanksgiving week and training is scheduled after these units are installed and commissioned which should be the first week of December. Windsor has received a rebate from Eversource totaling \$53,580 for the energy efficient equipment installed during this project.

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. Windsor has received the rebate from Eversource totaling \$627,000.

Milo Peck School HVAC Design – 9538

The PBC has approved construction drawings and specifications for this project to move forward. Town staff advertised this project last week. Bids are due on December 22, 2021.



Windsor High School HVAC Project – 9539

This project is now completed. Windsor has received a rebate from Eversource totaling \$446,414.

The PBC has received bids for the designs of five scheduled Capital Improvement projects. The PBC at its meeting last week reviewed the bids and are in process of further review for awarding. The five design projects are:

1. 330 Windsor Avenue Gymnasium HVAC Upgrades
2. LP Wilson Community Center HVAC Upgrades
3. LP Wilson Community Center BOE Restroom Renovation
4. Clover Street School Restroom ADA Upgrades
5. Clover Street School Roof Replacement

8) TOWN MANAGER'S REPORT

Public Building Commission

Thank you to Rick Hazelton, Chairperson of the Public Building Commission and his fellow commission members for their fine work overseeing the two large public safety facility projects to fruition. These projects have been the town's largest capital projects in over two decades.

Friends of Northwest Park

I'd like to extend my sincere appreciation to all of the volunteer members of the Friends of Northwest Park for helping to grow the park into the gem that it is. Their collective passion and dedication is recognized and greatly appreciated.

Winter Parking Rules

As a reminder, on November 15th to April 15th of each year, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM.

Also, there is no parking on any street during a snow or ice storm that has been in progress for 1 hour or more. Residents are asked to not leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

Please remember to clear sidewalks (and fire hydrants if there is one abutting your property) within 12 hours after a storm in accordance with our code of ordinances.

Town Hall Closed Thursday and Friday

Town offices will be closed on Thursday, 11/25, and Friday, 11/26, for the Thanksgiving holiday.

COVID-19 Vaccination

Per data published by the CT DPH on November 10th, 71.12% of our total population has been fully vaccinated, while the state wide rate is 67.77%. Our rate is up from 69.17% on October 6th. Of those persons 12 years and older, the town's vaccination rate is 80.35%, the state wide rate is 77.79%.

The state has not yet published vaccination rates for children 5 year to 11 years old.

Lifting of Mask Mandate

After consulting with the Health Department and due to the steady decrease of COVID-19 cases in the Town of Windsor, the town has lifted the indoor mask order effective this past Friday evening.

The town and school buildings will operate under current State of Connecticut guidance and regulations. Please be advised that it is recommended that you wear a mask while inside for your safety and the safety of others. Unvaccinated individuals will still be required to wear a mask per State of Connecticut guidance.

As background, when the mask requirement was put in place in mid-August we were part of a voluntary county wide effort as the number of positive cases were increasing. At the time we were using the CDC's Community Transmission metrics as a guide. In late October the majority of Hartford county towns had lifted their community wide indoor mask requirements as overall positive cases declined and vaccination rates increased. The indoor mask order was lifted based on Windsor's lower positivity rate, a town vaccination rate of over 71% and no other towns in the region having a mask requirement.

Moderna Booster Shot Clinics - Town of Windsor

The Moderna booster shot has been approved by federal agencies and the Health Department anticipates holding COVID Booster Shot Clinics starting the first week in November. Clinics will run from 10:00 AM – 2:00 PM and anticipated dates are listed below:

Tuesday, November 16 - Windsor – 330 Windsor Ave

Thursday, November 18 - South Windsor – Evergreen Way

Tuesday, November 23 - Windsor – 330 Windsor Ave

Wednesday, November 24 - South Windsor – Evergreen Way

Appointments are needed for these clinics and will be through the statewide VAMS software.

Also, please remember to get your annual flu shot.

Windsor Small Business & Nonprofit Recovery Grant program

Does your business or nonprofit need help? A recovery grant program, funded through the American Rescue Plan Act, is now available and was established to provide limited, one-time direct financial assistance to eligible Windsor small businesses and nonprofits that employ 25 or fewer employees and that have been adversely impacted by the COVID pandemic. It is intended to help small businesses and nonprofits recover from the public health emergency and become stronger in the current marketplace. An Application Workshop will be held on Tuesday, November 16, 2021 at 2:00 p.m. for those interested in applying for the program. The workshop will provide an online overview of the grant program. The grant application and review process will be described. You will need to register in advance for this meeting. Please go to:

<https://us02web.zoom.us/meeting/register/tZYrfuyvqjlsG9xIGR6xXqj27jbog01illhY>. After registering, you will receive a confirmation email containing information about joining the meeting.

Questions related to the Small Business and Nonprofit Recovery Grant Program should be directed to Patrick McMahon at mcmahon@townofwindsorct.com. Applications are due no later than December 7, 2021.

Fifth Annual Cards for the Troops

The Youth Services Bureau is collecting holiday cards for our fifth Annual Cards for Troops! We are asking that the Windsor community take some time to create holiday cards at home and then drop them off at the Youth Services Bureau located at the L.P. Wilson Community Center, 599 Matianuck Avenue. The collection ends Monday, November 29th. This will ensure that the troops get their cards delivered in time for the holiday! This event is for all ages, and registration is not required. Call the Youth Services Bureau at (860) 285-1946 for more information.

Windsor Youth Theater – ‘Knight Past Dawn’ and ‘Pirates Past Noon’ performances

The Windsor Youth Theatre presents the ‘Magic Treehouse Musical’. Enjoy live performances of both “The Knight at Dawn” and “Pirates Past Noon.”

The performance dates are Saturday, November 20th at 7:00 p.m. and Sunday, November 21st at 2:00 p.m. at the LP Wilson Community Center Auditorium. Tickets are \$12.00 for adults and \$10.00 for students/seniors. For more information, call 860-285-1990.

Councilor Dobler inquired about the response to the small business grants. Town Manager Souza stated that there have been a few inquiries and there are some registered for tomorrow’s online information session. He is hopeful for a good set of applications over the course of the next three weeks.

Councilor Dobler asked if a follow-up would be planned if there is a small turnout. Town Manager Souza stated that a second workshop is not planned but they will continue to promote availability regarding the program.

Councilor Eleveld asked if the small business program tomorrow could be recorded or put up as a webinar for those who might not be able to attend. Town Manager Souza stated that it will be recorded and, depending upon the flow of the meeting, if it feels as though it will be useful, it will be posted.

Councilor Walker asked for a follow up on the quiet zone implementation and requesting of funds. Town Manager Souza stated that, since that report was presented to the Council, there have been two or three regional meetings with several other communities along the Hartford line as well as the shoreline that are interested in the quiet zone as well. There has been initial discussion about doing this on a regional basis. With the infrastructure bill that was recently adopted, the Town will be looking into the bill to see if there are any competitive grants. The Town will not be receiving any of those dollars directly. He is hopeful there is money geared towards the rail administration that can be used for safety improvements or things such as the quiet zone.

Councilor Walker urged fellow Councilors and the Town Manager to reach out to elected representatives to lobby on their behalf.

Deputy Mayor Rampulla Bress asked if the small business outreach included non-profits as well. Town Manager Souza stated it did include non-profits.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee - Councilor Dobler stated that the Town Improvements Committee is hoping to meet over the next few weeks.

Finance Committee – Councilor Terranova - None

Health & Safety Committee - Councilor Black-Burke reported that the Health & Safety Committee will meet on November 23, 2021 at 6:00 p.m. at the Town Hall.

Personnel Committee – Deputy Mayor Rampulla Bress reported that the Personnel Committee has sent out a note to members to hold its first December meeting and will begin the process of looking into the Arts Council and following the Council's lead on creating that.

10) ORDINANCES - None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

a) Approve capital project closeouts and transfers

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress, that the projects listed on Attachment 'A' be fully closed out, and that the amount indicated for each account be transferred to the Capital Projects Fund Assigned Fund Balance.

Councilor Terranova stated that, generally on an annual basis, the Town Council is requested to close a number of capital projects that have been completed and to transfer the remaining balances to the Capital Projects Fund Assigned Fund Balance. The Capital Projects Fund has traditionally been used to fund initial project design services and for the construction or implementation of smaller capital projects. In the first year of the adopted FY 22 – FY 27 Capital Improvements Plan, approximately \$438,000 is allocated to be used from the fund for these purposes.

If the project closeouts as outlined in Attachment "A" are approved, the amount that will be transferred to the Capital Projects Fund Assigned Fund Balance is \$573,962.03.

Councilor Eleveld inquired about the \$1.03. Town Manager Souza stated that, for several years, the Town Council within the operating budget, had appropriated anywhere between \$75,000 and \$100,000 for the school infrastructure upgrades. FY22 did not appropriate those dollars. That project had been a recurring project. The BOE has expended all of those dollars except for \$1.03.

Councilor Eleveld asked for clarification on fire department apparatus SCBAs. He asked if that was Self Contained Breathing Apparatus. Town Manager Souza confirmed that it was.

Councilor Eleveld asked if two fire pumper engines have been acquired over the last several years. Town Manager Souza confirmed this.

Councilor Eleveld reviewed some of the expenditures and stated there is \$574,000 that can be used elsewhere. He asked if this falls into the undesignated, unreserved fund. Town Manager Souza stated that it goes to the Capital Projects Assigned Fund Balance which is a working capital account. He explained that the town plans in the Capital Improvements Plan to use anywhere from about \$350,000 to \$450,000 a year for smaller design projects for which funds are not borrowed.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Terranova, to accept the resignation of Jeremy Halek from the Youth Commission.

Deputy Mayor Rampulla Bress explained that Mr. Halek has been elected to the Board of Education and can no longer serve on the Youth Commission. She thanked Mr. Halek for his service.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the October 18, 2021 Special Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to approve the unapproved minutes of the October 18, 2021 Special Town Council meeting as presented.

Motion Passed 8-0-1 (Councilor Eleveld abstained)

b) Minutes of the October 18, 2021 Regular Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to approve the unapproved minutes of the October 18, 2021 Regular Town Council meeting as presented.

Mayor Trinks asked for a correction to be made to reflect that the Deputy Mayor offered a reflection, not a prayer.

Motion Passed 8-0-1 (Councilor Eleveld abstained)



c) Minutes of the November 8, 2021 Special Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to approve the unapproved minutes of the November 8, 2021 Special Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Lon Pelton, 1 Orchard Lane, commented on the quiet zone. He asked if anyone heard of the hot boxes that came through Windsor recently. He explained that a hot box is when a wheel hangs up on a car or on a train. Sometimes these get red hot and put off sparks and start fires. Mr. Pelton reports that there have been two in the last two weeks and that the sound is very loud. He stated that a quiet zone won't help this.

17) ADJOURNMENT

MOVED by Councilor Hoffman Gluck, seconded by Councilor Eleveld, to adjourn the meeting at 8:37 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council