



Council Agenda

Council Chambers
Windsor Town Hall
January 18, 2022



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: **818 5260 8747**
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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2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Deputy Mayor Rampulla Bress
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Rampulla Bress
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Authorize acceptance of police department grant (Town Manager)
- b) *Authorize submittal of application to the State of Connecticut Communities Challenge Grant program (Town Manager)
- c) Consider settlement in BC Windsor LLC vs Town of Windsor (Town Manager)
- d) Consider settlement in 25 Meadow Road vs Town of Windsor (Town Manager)
- e) Consider settlement in Ezra Silva Lane, LLC vs Town of Windsor (Town Manager)
- f) Consider settlement in 777 Day Hill Road Realty Company, LLC vs Town Of Windsor(Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the January 3, 2022 Public Hearing
- b) *Minutes of the January 3, 2022 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to collective bargaining (WPDEA)
- b) Strategy and negotiations with respect to pending claims and litigation (BC Windsor LLC vs Town of Windsor)
- c) Strategy and negotiations with respect to pending claims and litigation (25 Meadow Road vs Town of Windsor)
- d) Strategy and negotiations with respect to pending claims and litigation (Ezra Silva Lane, LLC vs Town of Windsor)
- e) Strategy and negotiations with respect to pending claims and litigation (777 Day Hill Road Realty Company, LLC vs Town of Windsor)

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: January 18, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Police and Fire Priority Dispatch System

Background

Since 2004, every Public Safety Answering Point (PSAP) or 9-1-1 call center in Connecticut has been required to provide emergency medical dispatch (EMD) in connection with all 9-1-1 calls received for which emergency medical services are required. To meet this requirement, Windsor's Public Safety Dispatch personnel used a printed flip card system to provide Emergency Medical Dispatch (EMD) instructions to 9-1-1 callers.

In 2016, the department upgraded from the flip card system, which was not user friendly, to a computer-aided version that worked in conjunction with the department's new CAD/RMS system. This newer version provided more consistency and quality control by utilizing the data captured by the software to perform quality assurance for medical call response. Working with Emergency Medical Doctors from Hartford Hospital and St. Francis Hospital, dispatch question and response protocols are regularly updated to ensure that the dispatch protocols meet best practices for EMS response.

Discussion / Analysis

Windsor's public safety dispatchers have been using the EMD protocols since 2016 with success. The software system is provided by a firm called Priority Dispatch. It has allowed for standardization and appropriate call questioning for all EMS calls, along with providing appropriate response guidelines for EMS and first responders. Yet EMS calls make up only approximately 25% of emergency calls received at our Dispatch Center. Police calls at 70% make up the majority of emergency calls for service, with an additional 5% being Fire calls.

For Police and Fire calls, public safety dispatchers rely on experience to gather information from callers to identify an appropriate response and relay it to first responders. Many times, callers are emotional due to the nature of the emergency. Newer dispatch software offers police and fire modules that, in conjunction with EMD, would provide efficient, consistent, and measureable dispatch services for all emergency calls. Asking specific questions and scripts in a sequence that has been validated to consistently and efficiently gather essential information would ensure that emergency responders have the information they need, and that callers in distress receive clear instructions.

In addition to dozens of emergency call protocols for police and fire response, this software would also include the following capabilities:

ACTIVE SHOOTER PROTOCOL: In emergencies like an active assailant, the Active Shooter Protocol ensures that best practices are used to help save lives and increase emergency response efficiency

CALLER-IN-DANGER PROTOCOL: In life-threatening situations, the Caller-in-danger Protocol aids in getting callers to a safe location before help arrives.

QUALITY ASSURANCE AND IMPROVEMENT SYSTEM: The Quality Assurance and Improvement System tracks performance against a recognized standard of best practices, ensuring a high standard of service on every call.

ACTIVELY ENGAGE THE CALLER AND BYSTANDERS: In situations with immediate life threats, pre-arrival instructions actively engage the caller and bystanders to assist in companion and self-rescue and help counter the threat.

CLASSIFY AND LOG CALLS: In the Weather/Disaster Situation protocol, agencies can classify and log calls when normal response isn't possible, then respond to prioritized calls when it is possible.

Determining the appropriate emergency response based on caller information is an essential responsibility of our public safety dispatchers. Using a complete dispatch software suite allows for a customizable response guide for all types of emergencies. This response guide can be updated and changed to meet the needs of our community. An area where identifying the appropriate response is changing is in the area of mental health. Having the ability to modify dispatch and response protocols will be critical in providing the best services possible for our residents. Using a structured dispatch protocol during the initial emergency call will assist our dispatchers in identifying the appropriate response based on key critical questions regarding public safety for our citizens and first responders alike.

Financial Impact

The cost to implement a complete dispatch software system is estimated at \$60,000. This includes dispatch software and licensing, quality assurance case review software, and protocol training and certification on the EMD, police, and fire modules for all public safety dispatchers and administrators.

The Police Department has applied for and received a \$25,000 Justice Assistance Grant from OPM to apply to the purchase of dispatch software. It is anticipated that the police department's FY22 budget will realize vacancy savings that could be used to fund the balance of \$35,000 to purchase this dispatch software.

The Police Department currently budgets \$2,500 for annual licensing related to the EMD software. An increase to the annual budget in the amount of \$11,500 (from \$2,500 to \$14,000) is expected for annual system licensing, service, and support for all three emergency services (Police / Fire / EMS).

Other Board Action

None

Recommendation

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

“MOVE to authorize the Police Department to accept a grant from the State of Connecticut in the amount of \$25,000 and to utilize \$35,000 in expected vacancy savings within the Police Department’s FY 22 budget for the purchase of the dispatch software for police, fire, and EMS services.

Attachments


None

Agenda Item Summary

Date: January 18, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development

Reviewed By: Jim Burke, Director of Economic Development
Peter Souza, Town Manager 

Subject: Connecticut Communities Challenges Grant for Redevelopment of Windsor Center Plaza – 144-152 Broad Street

Background

The Department of Economic and Community Development (DECD) is soliciting applications from municipalities for the CT Communities Challenge, a competitive grant program to spur investment across the state through high-quality, transit-connected development projects in Main Street districts. Grant awards will range from \$1 million to \$10 million per project. DECD is seeking grant proposals for eligible projects including Transit Oriented Development (TOD) that increases commercial and/or residential land uses near transit hubs; downtown development that improves or reuses existing property; and housing projects that support affordability, accessibility and assists the local workforce. DECD is encouraging applications that demonstrate public-private partnerships.

Through this grant program, Windsor has the opportunity to assist a private sector developer, 144 152 Broad Street LLC led by Mr. Greg Vaca, in the redevelopment of a prominent town center property (Windsor Center Plaza, a.k.a. Arthur's Plaza) into a mixed-use development. This property was identified as a priority focus area in the Windsor Center Transit Oriented Development Master Plan & Redevelopment Strategy completed in 2014. The project's proximity to the Windsor train station on the Hartford Line should make the project attractive for state financial assistance.

144 152 Broad Street LLC is requesting that the Town of Windsor pursue a \$2.5 million grant through the CT Communities Challenge to assist in the project's financing. A grant application was submitted on Friday, January 14, 2022 in accordance with DECD's grant requirement with the understanding that the consideration of the application would occur by the Town Council at its January 18, 2022 meeting. The developer will be at the meeting to introduce the project and answer questions. DECD anticipates making grant announcement of awards around March-April 2022.

Discussion/Analysis

144 152 Broad Street LLC is proposing a three-phase development that would provide a total of 100 new housing units, a 10,000 square foot amenities building, as well as first floor retail in the first phase. The first phase entails three-story building(s) along Broad Street with first floor commercial. This phase anticipates including 40 1-bedroom units that average 717 square feet. It is contemplated that 20% of the units, or eight units, will be deed-restricted workforce housing for persons or households earning 80% of Area Median Income. Currently the income limits for households with 1 or 2 persons are \$58,480 and \$66,800 respectively. The monthly rent limit for

a 1 bedroom unit is presently set at \$1,556. The State of Connecticut determines the income and rent limits on a regional basis and makes periodic adjustments.

The first phase will also include 8 retail units of approximately 695 s.f. totaling 5,560 s.f. The intention is to relocate tenants located in 152 Broad Street into this new commercial space. Once the relocation has been completed, then the developer would demolish 152 Broad Street and pursue Phase II which includes approximately 36 additional units in a two multi-story buildings. Phase III anticipates an additional 24 units of housing.

The vision set out in the Windsor Center Transit Oriented Development Master Plan and Redevelopment Strategy, developed with significant public input, included these aspects, amongst others:

The future will include preservation and enhancement of Windsor Center's historic features, but will also find new sources of economic investment and civic energy that are needed in the 21st century. To achieve the benefits of a compact, mixed-use area, the future will include new housing, shops and businesses in core locations that significantly enhance the vitality of the entire area.

In order to achieve this vision, several recommendations were made, including the provision of new housing. According to the plan, "The future economic vibrancy and vitality within Windsor Center will require an infusion of several hundred units of new multi-family housing. Well-designed projects are needed at key sites, converting underutilized land and providing additional high quality housing choices." It was anticipated that new residents would become important patrons for shops, restaurants and transit.

The Plan identified the former Arthur's Drug site as it provides an opportunity for strategic, multi-story reinvestment that can "top off" Broad Street. "Development on this centrally-located site could transform the northern end of Broad Street by visually connecting the east and west sides of the Town Green, enhancing the value of the entire area."

The developer has negotiated a long-term ground lease of 144-152 Broad Street. It has hired Kemper Associate Architects of Farmington which has started preliminary design seeking a look and feel compatible with Windsor Center (see attached concept plans.) Alford Associates of Windsor has conducted the site survey and will conduct land planning activities. The project calls for the conveyance of surplus state and town owned right-of-way surrounding the property to be incorporated into the project. The developer has entered into a partnership with the PAC Group of Torrington which will be responsible for project construction as the general contractor.

Project costs and financing for multi-family and mixed-use projects can be very complex. The costs of new construction and other development expenses are not supported by available rents and that it is difficult to attract private equity and financing to projects in Connecticut as compared to other markets which are growing faster. Factors impacting the ability of the envisioned project to be financed completely through private sources include: relatively small number of units in phase one, high cost of labor and materials, quality design and materials, tenant relocation, lower per square foot rent levels for retail space, building demolition costs, affordable housing set aside, and a phased approached.

Often there are several sources of funds that go into the capital financing stack including from public sources in order to make projects viable. The developer has prepared a project pro-forma that anticipates securing: traditional bank financing; mezzanine financing for acquisition and

predevelopment costs; the CT Communities Challenge grant; investor equity; and a local property tax abatement. The terms of any local property tax abatement would need to be brought before the Council at a future date. At this stage in the project, planning the focus on pursuing the CT Communities Challenge grant.

There is a requirement of the grant program that there be a local match of 50% of the grant amount requested. It is anticipated that the developer equity would constitute the match.

Applications will be evaluated using several criteria, including amongst others: 1) Livability and Vibrancy; 2) Community Benefit/Engagement/Inclusive Growth; 3) Economic Impact; 4) Shovel-readiness; and 5) the Applicant team. We believe the elements are there for a strong application to DECD for this competitive program.

The redevelopment project will need to comply with the Center Design Developments zoning regulations which were recently amended to further encourage Transit Oriented Development. In addition to the benefits of new housing units and town center vitality, the project is expected to significantly increase the local property taxes generated from the property.

Financial Impact

The subject property is valued at \$1,717,400 with an assessed value of \$1,202,180. The property currently generates \$39,997 in real estate taxes. Upon completion of Phase I, the stabilized appraised value is estimated by the developer to be \$6,888,550 or an assessed value of \$4,821,985. This would result in a \$160,427 annual tax bill unless reduced through an agreed upon tax abatement. Property tax from motor vehicles would generate revenue as well. Additional tax generation would be expected upon completions of Phase II and Phase III of the project.

The project is expected to help strengthen the real estate market in Windsor Center. The addition of housing units downtown will result in consumer spending in local shops and restaurants.

If a grant award is received in FY22 over \$1,047,221 a Special Town Meeting would be required to accept and authorize. There is no cost to the town to submit the application other than staff preparation time.

Other Board Action

None

Recommendations

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

“RESOLVED, that the Windsor Town Council supports the efforts by 144 152 Broad Street LLC in the redevelopment of the Windsor Center Plaza for a mixed-use project in keeping with recommendations of the Windsor Center Transit Oriented Development Master Plan and further approves of the submission of a Connecticut Communities Challenge grant application in the amount of \$2,500,000 to the Department of Economic and Community Development to assist in project funding.”

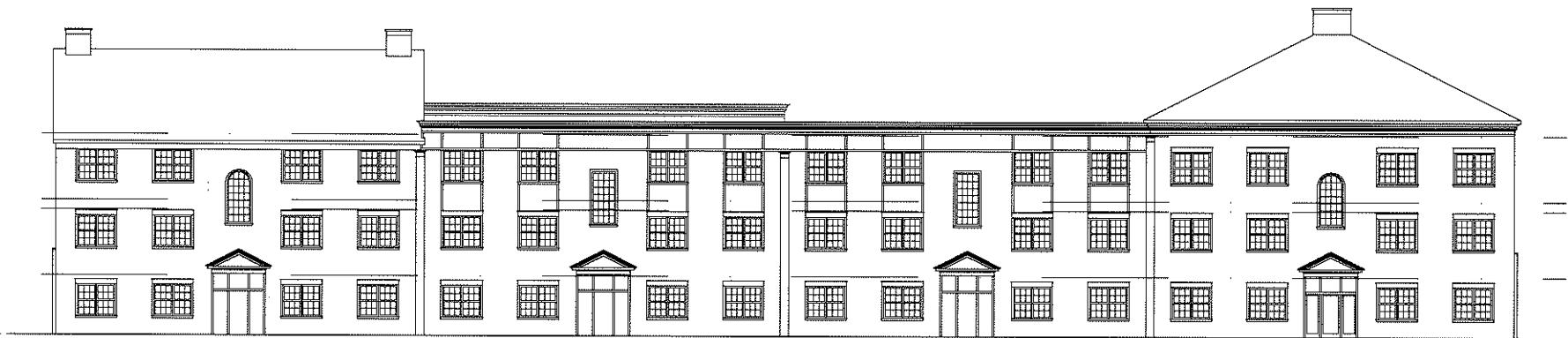
Attachments

Project concept plans

Town Center Transit Oriented



SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
SCALE: 1/8" = 1'-0"

Date
1-18-23

Revised

Kemper Associates Architects LLC
700 Huntington Avenue • 2nd Fl. • Westfield, Connecticut 06097
(860) 438-1152 Fax (860) 438-1152

144 & 152 BROAD STREET
WINDSOR, CONNECTICUT

Checked By

Sheet No.

A-1
OF 4

Date
7-8-23
Revised

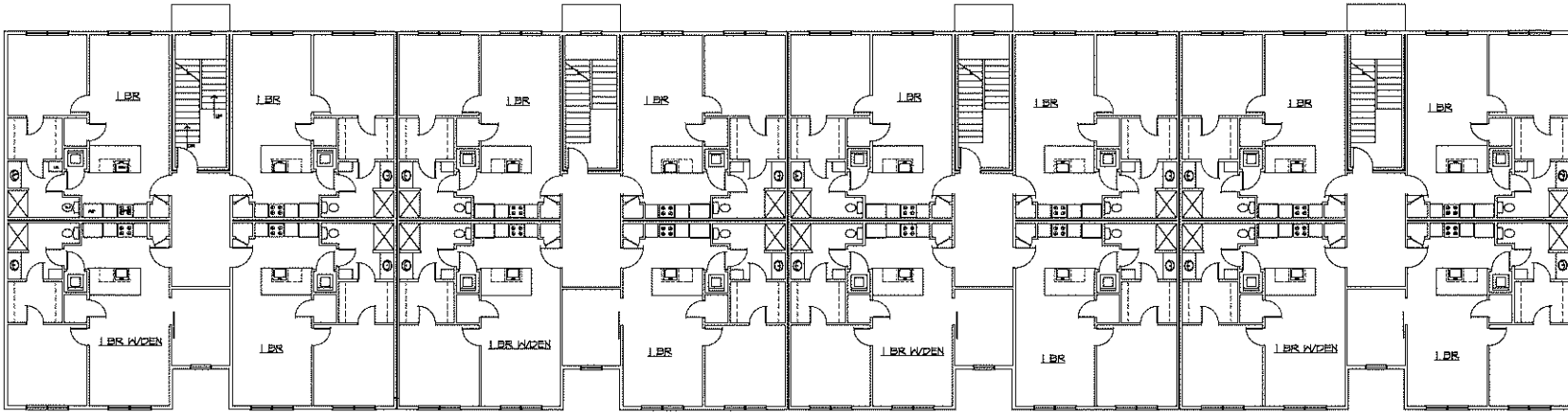
Kemper Associates Architects LLC
790 Farmington Avenue • 3rd Fl. • Farmington, Connecticut 06030
(860) 638-7100 Fax (860) 638-7101
(860) 638-7106

144 1/2 BROAD STREET
WINDSOR, CONNECTICUT

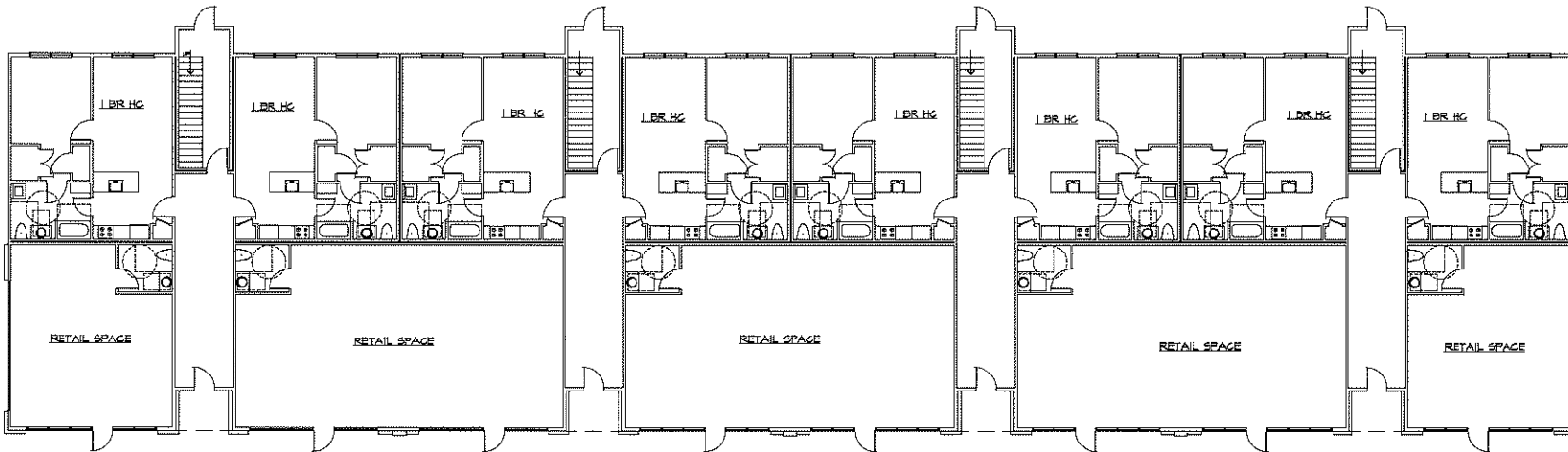
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Sheet No.

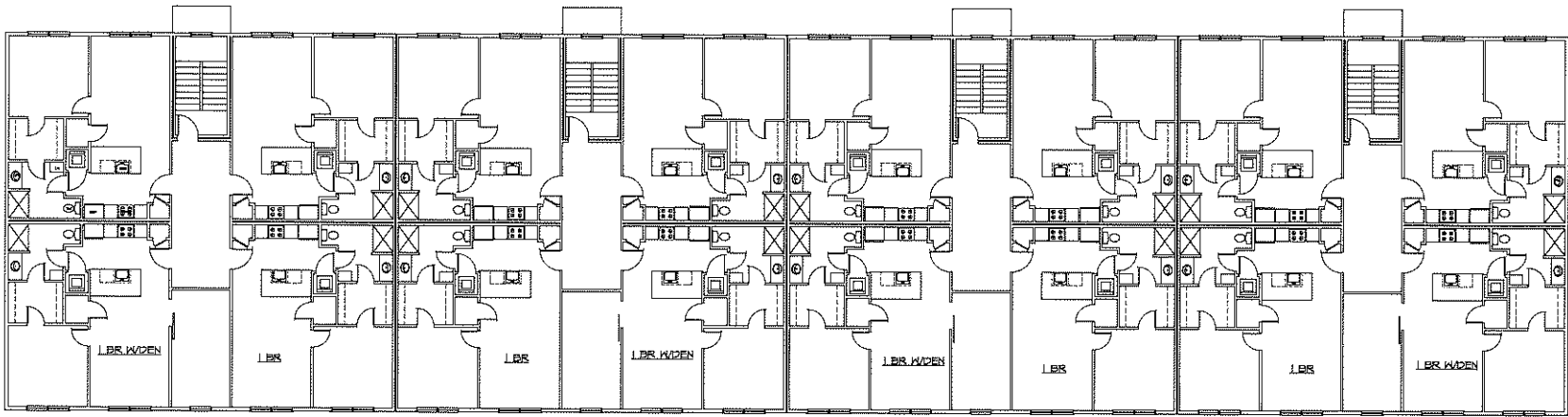
A-2
OF 4



SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"
16 APARTMENT



FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"
5 COMMERCIAL
8 APARTMENT



THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

16 APARTMENT

Date
1-18-23

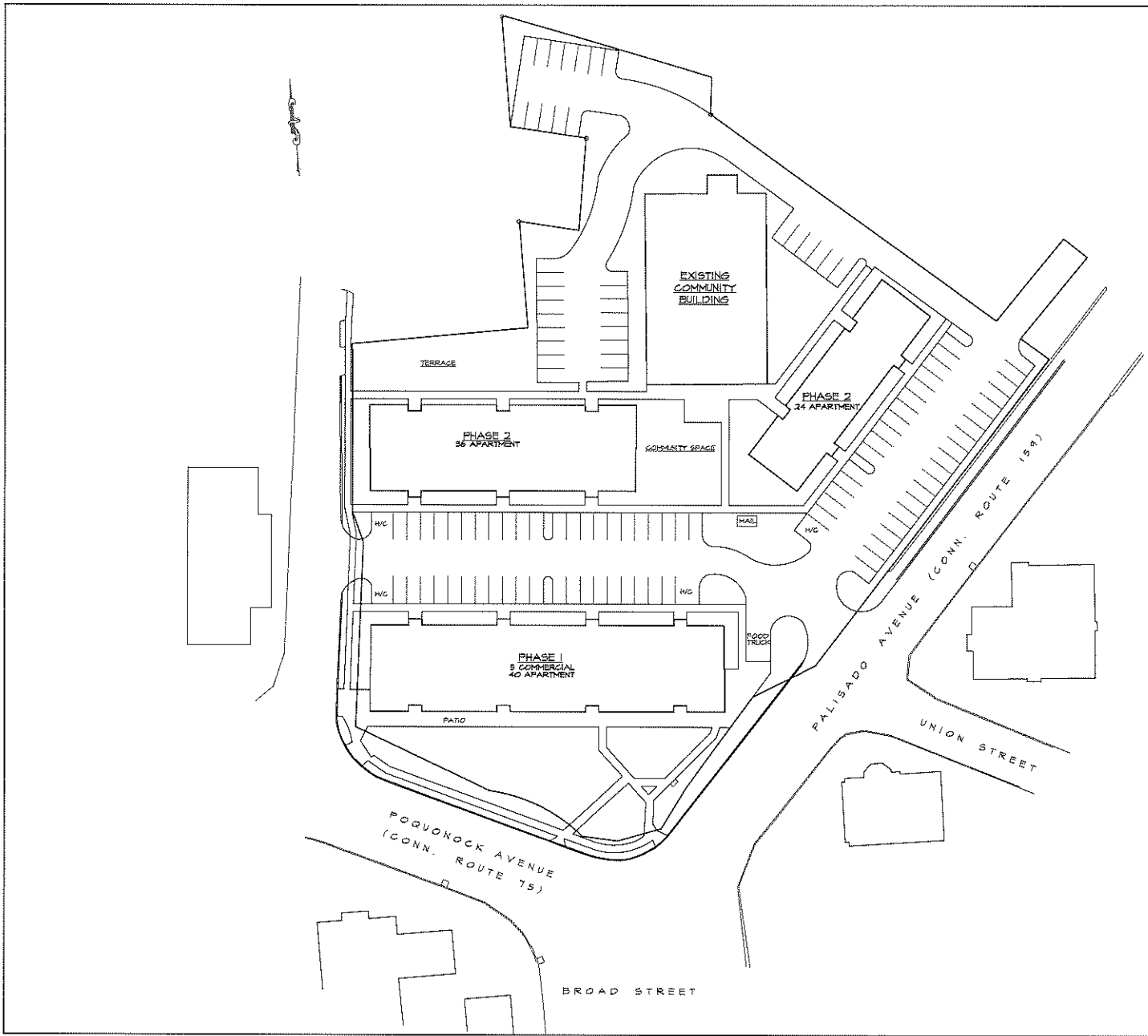
Revised

Kemper Associates Architects LLC
 700 Farmington Avenue • Suite 3 • Farmington, Connecticut 06030
 (860) 438-1146 Fax (860) 438-1145

44 & 52 BROAD STREET
 WINDSOR, CONNECTICUT

Checked by

Sheet No.
 A-3
 OF 4



PROPOSED SITE PLAN
 SCALE: 1" = 50'-0"
 141,706 S.F.

Date
 7-19-23
 Revision

Kemper Associates Architects LLC
 700 Northlight Avenue • 5th Fl. • Westport, Connecticut 06880
 (203) 400-7336 Fax (203) 400-7400

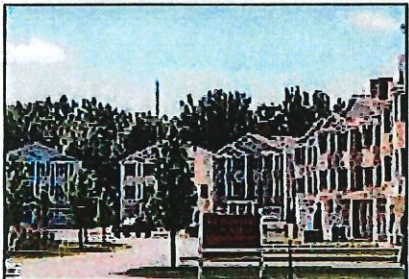
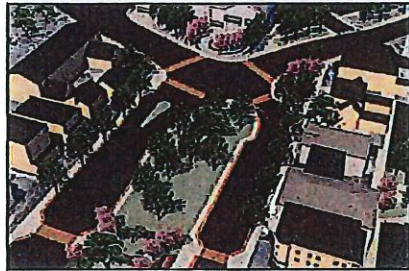
144 & 152 BROAD STREET
 WINDSOR, CONNECTICUT

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Sheet No.
A-4
 OF 4

The Windsor Town Center TOD Master Plan and Redevelopment Strategy recommends ten essential components to achieve the Town's vision of Transit-Oriented Development (TOD). These components include both short-term actions and larger projects, and will involve all of the stakeholders in the Town Center.



FROM THE WINDSOR CENTER TOD MASTER PLAN AND REDEVELOPMENT STRATEGY

Keys to the Future for Windsor Center

Key strategic changes and improvements can accelerate the Town's ability to fulfill its goals for Windsor Center. Some of these changes can be accomplished relatively soon; others may take several years to fully accomplish. However, progress on any of these will help shift the quality, activity, value and image of the district.

BROAD STREET RECONFIGURATION

The Town can narrow portions of Broad Street and realign its intersections to be more effective in directing and distributing traffic while shortening pedestrian distances. Excessive street width would become additional on-street parking and landscape medians. Peak hour traffic would still be supported, but with a better balance of convenient walking, parking and circulation choices to encourage a successful business and civic center.

NEW HOUSING IN WINDSOR

The future economic vibrancy and vitality within Windsor Center will require an infusion of several hundred units of new multi-family housing. Well-designed projects are needed at key sites, converting underutilized land and providing additional high quality housing choices. A hallmark of a successful town center, the new housing will appeal to younger generations and "empty nesters", complementing the family-oriented houses of nearby neighborhoods. The new residents will become important patrons for shops, stores, restaurants and transit.

STATION AREA REDEVELOPMENT

Long-term transit, parking, and mobility solutions can emerge on Town-owned land behind Town Hall. Funding will be needed to create a central parking deck serving Windsor Center, Town needs, and rail patrons. This location will become a transit hub, connecting pedestrians, bicycle, and transit routes. The transit hub will link both sides of the tracks with an architecturally prominent pedestrian bridge, linking the Town Green to a cluster of multi-family residential buildings that may incorporate some commercial uses or live/work units as part of a cohesive, complete Mechanic Street corridor.

NEIGHBORHOOD STREETScape AND TRAFFIC CALMING

The compact neighborhoods around the Center can provide the fundamental qualities of a safe, walkable and bikeable place through a series of coordinated sidewalk repairs and extensions, traffic calming, and streetscaping at strategic locations to reduce cut-through traffic and increase their attractiveness and value.

COLLABORATIVE REINVESTMENT: CENTRAL ST. NORTH

The cluster of properties and buildings north of Central Street can become a village within a village – an attractive combination of restored historic buildings, new construction and additions connected by a shared landscape, walkways and parking resources that enhance the attractiveness and identity for all of the uses. The Town will work with property owners over several years to accomplish this goal.

REDEVELOPMENT: TOPPING OFF BROAD STREET

The former Arthur's Drug site provides an opportunity for strategic, multi-story reinvestment that can "top off" Broad Street. Development on this centrally-located site could transform the northern end of Broad Street by visually connecting the east and west sides of the Town Green, enhancing the value of the entire area. Redevelopment could take advantage of the enhanced pedestrian links and increased on-street parking associated with the proposed street and intersection changes.

BRINGING THE PLAZA BUILDING BACK TO LIFE

The historic Plaza Building could be brought back to life with ground-level restaurants and shops and upper-level uses. The theater space holds the promise associated with a relatively small but unique entertainment or event destination that can restore the weekend and evening vitality that was once a hallmark of its role in the life of Windsor Center.

MIXED-USE DESIGN GUIDELINES AND REGULATIONS

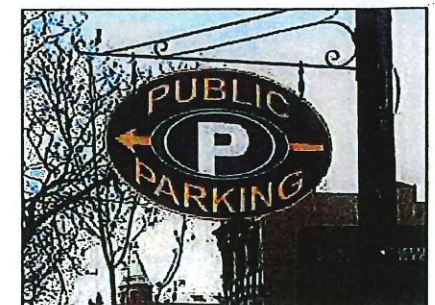
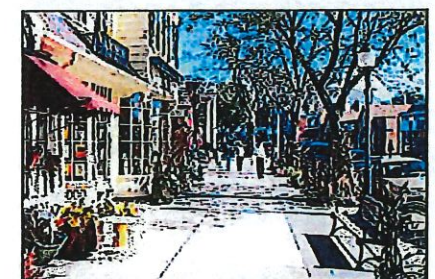
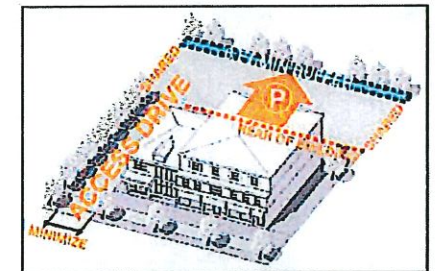
The Town's regulations can be tools to enhance the value of the entire district over time by providing incentives for appropriate village scale development and innovative solutions to parking needs, protecting historic buildings and neighborhood character and providing for a consistent design quality that will enhance the value of properties. Design guidelines included in this Plan will help guide new development and renovations accordingly. Zoning might also be refined to further support appropriate mixed use development in the future.

NEW AND EXPANDED ACTIVE USES AROUND THE GREEN

A combination of public and private initiatives are needed to complete a continuous border of active, visually engaging buildings and uses around the Town Green. These initiatives will need to support uses with enough variety and interest to draw and retain visitors from Windsor and other communities, collectively boosting the market for all of the destinations. A larger cluster of diverse, quality restaurants, food-oriented shops is an attainable step in this direction, especially when paired with well-publicized events on the Town Green.

PARKING AND PARKING MANAGEMENT

The Town and private owners will need to manage their parking lots and spaces through a coordinated program directly tied to their joint goals of enhancing the mixed-use vitality of the district and draw new investment. A successful program will include the appropriate supply of parking spaces in convenient, efficient, targeted locations, rather than the existing scattered collection of parking lots that vary considerably in their use. There are many advantages to supporting compact retail, restaurant, and business patterns through shared parking solutions among properties and well-managed curb-side spaces.

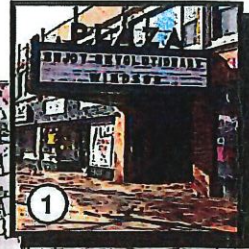


FROM THE WINDSOR CENTER TOD MASTER PLAN AND REDEVELOPMENT STRATEGY

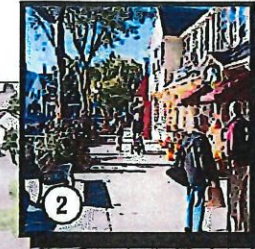
**Windsor Center:
Looking Ahead**

The Vision of the TOD Master Plan seeks to create a "sense of place" at Windsor Center, making it a more enticing destination through urban design changes to public spaces and improvements to buildings and development that preserve and enhance the existing village character. Strategies include strengthening transit with a new multi-modal station, rebalancing circulation patterns to improve accessibility from other areas and better incorporate pedestrians and parking, and channelling strategic infill and redevelopment of key properties to bring activity and vitality to the area surrounding the Town Green.

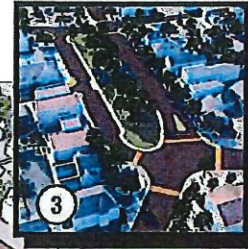
A reinvigorated Plaza building with street-level retail and an entertainment venue



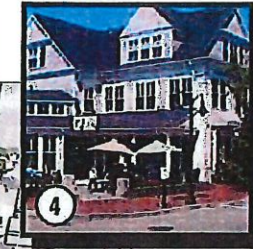
Streetscape and safety improvements to local streets, and enhanced connections to the Green



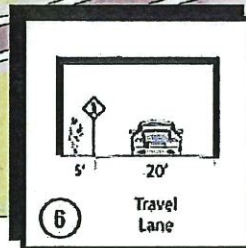
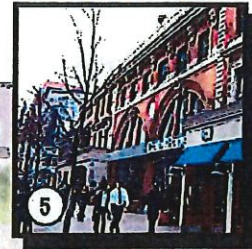
Sidewalk extensions and traffic calming, including a "road diet" on Broad Street



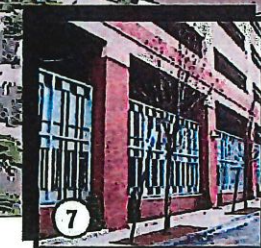
Mixed-use development at the Arthur's Drug site and elsewhere to line the Green



Village-style infill and renovations, with shared landscapes, parking, and walkways



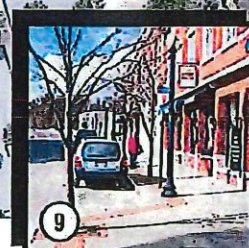
Sidewalk improvements for the under-bridge crossing on Batchelder Street



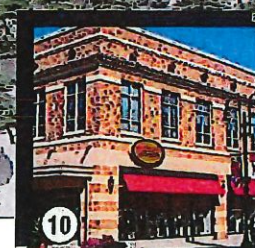
A new central parking deck to support Town Hall, nearby uses, and expanded rail service



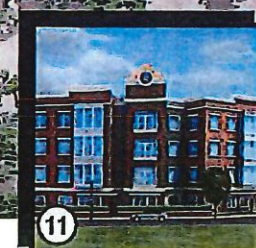
A new multi-modal transit hub with a link to Broad Street



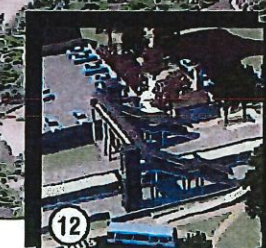
Additional on-street parking strategically located where most beneficial.



Mixed-use zoning and innovative design guidelines to strengthen the Center



Future multi-family housing in the Mechanic Street area



A pedestrian overpass designed as a visible and attractive connector



Town Council

Resignations/Appointments/Reappointments January 18, 2022

Resignations

None

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

- A. One *Republican* Member
Great Pond Improvement District
Four Year Term to expire July 20, 2024 or until a successor is appointed
(Warren Johnson – resigned)

“MOVE to APPOINT Donald Jepsen as a Republican member to the Great Pond Improvement District for a four year term to expire July 20, 2024 or until a successor is appointed.”

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
January 3, 2022
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor Nuchette Black-Burke Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kenneth Smith, Councilor Jody Terranova, and Councilor Len Walker

Absent: Councilor Kristin Gluck Hoffman

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

An ordinance entitled, "AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH THE DPW FUEL STATION IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

2) PUBLIC COMMENT- None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:24 p.m.

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
January 3, 2022
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 Kenneth Smith, Councilor Jody Terranova, and Councilor Len Walker

Absent: Councilor Kristin Gluck Hoffman

2) PRAYER OR REFLECTION

Councilor Dobler led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Dobler led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler discussed the increase in Covid numbers and encouraged residents to obtain their vaccines and boosters if they have not already done so.

Councilor Walker echoed the sentiments of Councilor Dobler and stated that he understands the frustrations of residents being unable to obtain Covid tests.

Councilor Terranova reminded residents that, if they cannot get tested, they should stay home to be safe. N95 masks will be distributed in town but individuals need to be properly fit tested for these masks. If a mask is not properly fitted, it is not effective. She encouraged residents to get tested and vaccinated.

Councilor Eleveld reported several members of his family have tested positive with mild symptoms. He has read that the virus can be spread before individuals even show symptoms. He encouraged people to stay home if not feeling well.

Councilor Black-Burke wished everyone a Happy New Year. She encouraged people to continue to practice good hygiene by washing their hands and wiping down surfaces. She also encouraged residents who have not been vaccinated to please do so.

Councilor Smith encouraged residents to be smart, be safe, and be patient and we will all get through this.

Deputy Mayor Rampulla Bress offered her condolences to those who have been adversely affected by Covid and acknowledged that this is a very difficult time. She encouraged residents to reach out for support if needed.

Mayor Trinks encouraged residents to take heed of all the Councilors' sentiments and to get vaccinated.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS - None

8) TOWN MANAGER'S REPORT

COVID-19 Vaccination Data and Booster Clinics

Per data published by the CT Department of Public Health on December 29th, 73.57% of our total population has been fully vaccinated, while the state wide rate is 69.67%. Our rate is up from 71.66% on December 1st. Of children between 5 and 11 years of age, 30.08% of that group has received at least one dose and 17.62% has been fully vaccinated. 76.33% of town residents, 5 years old and above, have been fully vaccinated.

Moderna booster shot clinic will be held on:

- Tuesday, January 4 - Windsor – 330 Windsor Ave from 10:00 am – 12:00 pm

Appointments are needed for these clinics. Sign up through the statewide appointment software. Information can be found on the town's website.

Residents are encouraged to get vaccinated and or a booster shot as well as to continue to take appropriate precautions including wearing a mask while indoors, social distancing and frequent hand washing.

COVID Test Kits and N95 Masks Distributions

The town is planning a drive through distribution event for COVID test kits and N95 masks tomorrow, Tuesday, January 4, 2022 from 2:30 PM to 5:30 PM at the Voya Financial parking lot, located at One Orange Way (access will be from Marshall Phelps Road).

The State has provided the town with a limited number of test kits equally less than 8% of our population. The State has requested this limited quantity of supplies be prioritized for persons with COVID symptoms, high-risk individuals and frontline workers.

Distribution will be on a first come, first serve basis. Due to the limited quantity, there will be a limit of two test kits per household or car and four masks per household/car.

To be eligible to pick up a test kit or mask, you need to be a Windsor resident, showing proof of residency. Acceptable proof of residency include a driver's license, passport, utility bill or piece of mail showing your address.

Public Schools are scheduled to get test kits from the State on Tuesday for both staff and students.

Passing of Mr. Alfred Narcisse

I'd like to take a moment to recognize the passing of Mr. Al Narcisse. Mr. Narcisse was a contributor to our community in many different ways. He was a longtime leader with the Archer Memorial A.M.E Zion Church and proudly helped organize and lead the annual Windsor Freedom Trail activities for years. His work helped to educate and bring together our community. Our thoughts and prayers are with his family and friends as we remember him and his many contributions.

Urban Forestry Grant

I'm pleased to let you know the town has been selected to receive a \$34,720 grant from the CT Urban Forest Council through their Urban Forestry Climate Change Grant program. The grant funding will be used for the planting of additional trees and replacing aged or diseased trees in parks and public spaces in the Wilson and Deerfield neighborhoods.

The planned sites are Custer Drive neighborhood park, Deerfield playground, Sharshon Park, and the Wilson Library. This project will involve a wide range of partners including DPW, Youth Services Bureau (YSB), Wilson branch library, Planning staff, as well as the Conservation Commission and the Wilson - Deerfield Advisory Committee.

We plan on planting approximately 90 trees and shrubs and to hold different public education opportunities on the importance of our urban forests. The YSB Summer Teen Employment Program will be involved through working with the Town Forester and DPW crews to plant the trees, learn about the importance of the urban forest, and be exposed to careers related to urban forestry. We plan to create an informational display at the branch library and develop educational placards at each of the planting locations.

This creative program approach was conceived by a diverse staff team which was led by Todd Sealy, Assistant Town Planner, with Todd being the primary author of the application.

Once we get more details on the grant timing and administration, the Council will be asked to formally accept the grant award.

Deputy Mayor Rampulla Bress thanked Town Manager Souza and staff for their efforts relative to Covid vaccinations and test distribution. She stated that testing sites are open in the community at various sites such as Bradley Airport and at St. Francis Hospital. She also reports having been told tests were available at the Price Chopper pharmacy. Deputy Mayor Rampulla

Bress thanked Town Manager Souza and town staff for their efforts on the grant as well as for their collaborative efforts with Boards and Commissions.

Councilor Black-Burke thanked Town Manager Souza for his report and expressed excitement regarding the urban forestry grant. She reported having received inquiries from community members as to whether there will be another vaccination clinic for children ages 5-12. Town Manager Souza stated he would need to follow up on this. They have been using a statewide vendor and would need to work with them regarding scheduling.

Councilor Black-Burke asked if another booster clinic could be held possibly later in the day to better accommodate those who might be working. Town Manager Souza stated that would be taken into consideration but that the availability of facilities can be an issue.

Councilor Walker sent his regards and sentiments to the Archer Memorial congregation on the passing of Mr. Narcisse. Regarding the grant for replacing aged and diseased trees, Councilor Walker stated that former Councilor Govoni would have been pleased, as he always advocated for arborist work. Councilor Walker asked Town Manager Souza to comment on possibly running out of testing kits tomorrow. He asked if Windsor has plans to obtain an additional supply based on the demand should this happen. Councilor Walker stated that it is very difficult for people who cannot get tested and there is a lot of confusion and frustration around getting tested and various quarantine protocols.

Town Manager Souza reported that initial research was done last week regarding the availability of self-test kits. The availability from suppliers is limited and timeframes for availability are extended. He reported that the state is procuring tests in large scale numbers and the state has indicated to towns that, once the schools are provided with kits, they will work to provide additional tests to cities and towns. The state will be the primary source. The town will procure additional tests if they can be obtained at a reasonable cost and, more importantly, within a reasonable time frame. As of last week, there was at least a three to four week wait for delivery.

Councilor Dobler reported that he went to Price Chopper and obtained two self-test kits by asking the pharmacist. He reported having inquired with the pharmacist about frequency of shipments and was told it is hit or miss. He encouraged residents to go to the pharmacist and ask about availability, as the tests are not usually left out on shelves.

Mayor Trinks acknowledged the passing of Mr. Dick Lawlor, who had been extremely involved in Little League and had a professional career as a scout for the Phillies. Mayor Trinks stated that Mr. Lawlor loved Windsor and loved baseball and he will be missed.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee - Councilor Dobler - None

Finance Committee – Councilor Terranova reported that the Finance Committee will meet next Monday to review the fixed assessment agreement with Chewy, Inc. as discussed at the

previous Council meeting. The committee will bring back recommendations to the January 18th Council meeting.

Health & Safety Committee - Councilor Black-Burke - None

Personnel Committee – Deputy Mayor Rampulla Bress stated that there will be some voting tonight and there will be an introduction of an appointment. The Personnel Committee will meet again at the end of January/beginning of February.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Approve a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF THE DPW FUEL STATION IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF THE DPW FUEL STATION IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$700,000 FOR COSTS IN CONNECTION WITH CONSTRUCTION OF THE DPW FUEL STATION IMPROVEMENTS PROJECT; AND AUTHORIZING THE ISSUE OF \$700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

12) NEW BUSINESS

- a) Authorize the Town Manager to submit a Local Transportation Capital Improvement Program (LOTICIP) grant application for the International Drive Phase II Reconstruction project

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, that staff is authorized to submit a grant application to the Capital Region Council of Governments under the Local

Transportation Capital Improvement Program (LOTICIP) for the International Drive Southbound Reconstruction project.

Town Manager Souza stated that the town has been extremely successful in applying for grants through this program over the years. Windsor was the first town to receive a LOTICIP grant application which was for the Kennedy Road reconstruction. All applications have been geared towards projects very similar to International Drive where it has been pavement rehabilitation and for very large arterial roadways. The town has received between four and half and five and a half million dollars over the course of the last six to seven years which has reduced the town's need to borrow for those projects. Town Manager Souza thanked current and past staff for their efforts on these grants.

Adam Kessler, Assistant Town Engineer, stated the LOTICIP program is structured such that the town is financially responsible for the design phase of the project and the grant covers 100% of the construction costs. \$3.2 million is the maximum award per town per solicitation. Town Council appropriated funding for the design of Phase 1 and Phase 2 at the November 2, 2020 and June 7, 2021 meetings. Design of Phase 1 and Phase 2 are currently in final stages, with bid and construction of Phase 1 expected to occur in the first quarter of 2022.

The Phase 2 proposed project scope includes removing all asphalt and placing 8" of new bituminous concrete along the southbound lanes of International Drive. In areas of less than 6" of granular base, additional processed aggregate will be placed and compacted.

The project limits begin at the intersection of Rainbow Road and end at Route 20 in East Granby. The project length is approximately 4,800', including the 1,000' of International Drive located in East Granby.

The design achieves a 20-year service life. The preliminary construction estimate for Phase 2 is approximately \$2.2 million.

Councilor Eleveld asked if East Granby contributed funds for the design phase, as 1,000 feet of the road is located in East Granby.

Town Manager Souza stated that East Granby was not asked to participate in that part of the design, but Windsor is also working with East Granby on the reconfiguration of the Route 20 intersection. That will be a joint financial venture and Windsor will look to East Granby for more cost sharing on that project because the majority lies in East Granby.

Councilor Eleveld asked for confirmation that Windsor would find a way of becoming equitable over time. Town Manager Souza confirmed this.

Councilor Terranova asked, if the town receives the state grant, would they pay directly for the construction or would the town pay and be reimbursed? Town Manager Souza replied that the state pays it directly. The town will have to go through a local funding authorization because the monies do pass through the town's books. Depending on the dollar amount, it will come to the Council for approval, but it is not a reimbursement.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

b) Accept COVID-19 related grant for Health Department

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, that the town Manager is authorized to submit and sign an Epidemiology and Laboratory Capacity-2 grant agreement with the Connecticut Department of Public Health in the amount of \$107,212.98 to help defray costs incurred by the Windsor Health Department due to COVID-19.

Mike Pepe, Health Director, stated to help local health departments, the Connecticut Department of Public Health (CTDPH) has provided the Epidemiology and Laboratory Capacity-2 (ELC-2) grant worth \$107,212.98 that will cover the period from March 1, 2022 through May 31, 2023. This grant was made available from the United States Department of Health and Human Services and is administered by CTDPH. Through this grant, we will continue funding a temporary full-time position as well as part-time hours to conduct contact tracing, community outreach, and support vaccine clinics and administration.

Councilor Terranova asked if the funding is for an epidemiologist within town or for someone with different training. Mr. Pepe stated it is for someone with different training, not for an epidemiologist.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

c) Overview of Town Center Transit Oriented Development (TOD) Master Plan

Town Manager Souza gave an overview of the Master Plan as follows:

Windsor Center has a number of competitive advantages and challenges. However, to strengthen the center as a vibrant, walkable, mixed-use district, it will take a variety of public and private sector actions to capitalize on the positive attributes and to address the hurdles or challenges. Three overarching themes for the town center need to be kept in mind:

- Building a critical mass of people and activity in the center
- Promoting connectivity and pedestrian orientation
- Ensuring quality and value

The TOD Master Plan identified several strategic opportunities to enhance the center's long-term vitality and to build a base for mass transit facilities/services. These "keys to success" have the potential to be catalysts to spur further investments in the town center. They include:

- Promote appropriately scaled infill housing development
- Enhance entertainment and leisure attractions (e.g. Farmers Market, Art Center, restaurants)
- Facilitate Central Street and Union Street collaborative partnership
- Improve mobility (walkability, traffic and parking management, multi-modal transportation)
- Create or add "tools" to incentivize investment (e.g. zoning, tax increment financing, tax abatements)

Housing is a key to support existing small businesses and spur additional enterprises to locate in the town center. Additional market rate, workforce and senior housing will bring new residents to the center, add vitality and generate daily economic activity. Opportunities for appropriately scaled and designed in-fill housing existing at several locations includes Windsor Center Plaza (a.k.a. Arthur's Plaza) and the Mack Street and Poquonock Avenue areas.

Another important strategy is to bring both town residents and visitors to the town center on a more regular basis. This can be accomplished through continued programming at the Windsor Art Center, additional community events, creation of new entertainment or leisure attractions as well as new restaurants and shops. Completing the revitalization of the historic Plaza Building provides a catalytic opportunity. There are also other opportunities and locations that could contribute to bringing more individuals to the town center through creative partnerships.

With over 55,000 square feet of existing space, the various buildings located within the area bounded by Central and Union Streets, represent an opportunity to strengthen existing small businesses and attract new enterprises. The current mix of uses lends itself to attracting customers throughout the day and into the evening hours. By continuing to facilitate a number of relatively small incremental steps through a set of collaborative partnerships, this block could be enhanced.

A fourth strategic area relates to mobility. Mobility in terms of walking, traffic/parking management, coordination of multi-modes of transportation (trains, buses, bikes) is crucial to build upon the center's existing compact, walkable nature. This strategy includes finding ways to link the east and west sides of Broad Street to take advantage of the many current and future transportation assets in the town center.

Councilor Dobler stated that this is fantastic for the town and he looks forward to participating in the process. He expressed concerns about the funding and hopes to get more money from the state and also hopes that it is done in a way that everyone (residents, business owners, and Town Council) is on board.

Councilor Walker stated that this is a bold step and thanked Town Manager Souza and staff for putting together this forward-thinking plan. Councilor Walker asked if emergency services, such as the Fire Department, were considered in the road calming effect where we reduce travel lanes from, for example, two lanes to one lane approaching Town Hall and using the eliminated lanes for on-street parking. He asked if the Fire Department was consulted about this. Councilor Walker also stated that it will be up to Windsor residents to determine if they want a Paris/West Hartford/Hartford type of downtown that would have a nightlife component to it to make it work. Do we bring in additional housing, do we have other ideas or do we have a mix? Councilor Walker stated that he looks forward to future dialogue on this plan.

Town Manager Souza stated that, in all road construction projects, the topic of public safety access and mobility is important. All traffic signals are planned to be rebuilt and reconfigured. They will be able to be overridden by the Fire Department. As we move through the final design stages, everything must be approved by the state Department of Transportation because it is

their road. Engineers and public safety will be consulted as we go through the final 40% of the design.

Deputy Mayor Rampulla Bress thanked Town Manager Souza and staff for the well thought out plan which she is very excited about. She stated that the Town center is a jewel and so many positive steps have been taken thus far. Many in the community are waiting and hoping for this to move forward and she fully supports this. Deputy Mayor Rampulla Bress requested that seniors and safety be considered as well as the types of housing and stated that it is important that Town Hall and Town Center continue to be attractive, available, and accessible to everyone. As we expand, we must be sure to address all ages and income levels.

Mayor Trinks spoke about walkability and how someone in relatively good health can make a trip safely during the pedestrian crossing light, but several residents who spend a lot of time in the center of town cannot. He recently observed a resident who only made it halfway across while the light was favorable. Mayor Trinks stated that it is very impressive that these types of details are being looked into on a plan of this scale and it gives him more confidence in the walkability on this project. He thanked Town Manager Souza and expressed full confidence in the staff. He asked if there is a second phase plan for the Council on this project.

Town Manager Souza stated there are many different steps and this is just an overview of the plan which has been developed with a lot of community input. The Town Council has taken steps over the years to make incremental progress on those recommendations. The Town is now at a point where there are some opportunities in the next several months to move a little faster. He asked the Council to be open to a variety of different policy questions ranging from funding requests/financial incentives to achieve the vision outlined in the community-based planning process from several years ago.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Terranova, to:

- APPOINT Deborah Baker as an Unaffiliated member to the Wilson/Deerfield Advisory Committee for a three-year term to expire April 30, 2023 or until a successor is appointed
- APPOINT Beverly Gayle as a Democratic member to the Youth Commission for a three-year term to expire September 30, 2024 or until a successor is appointed
- APPOINT Roxann Miller as a Democratic member to the Housing Code Board of Appeals for a five-year unexpired term to expire October 31, 2025 or until a successor is appointed
- REAPPOINT Dawn Kirkwood as an Unaffiliated Alternate member to the Zoning Board of Appeals for a two-year term to expire November 10, 2023 or until a successor is appointed

- REAPPOINT Nicole Grant Yonkman as a Democratic Alternate (non-resident) member to the Historic District Commission for a two-year term to expire October 19, 2023 or until a successor is appointed.
- REAPPOINT Jonathan Sasportas as a Republican member to the Housing Code Board of Appeals for a five-year term to expire October 31, 2026 or until a successor is appointed

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the December 20, 2021 Public Hearing

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Terranova, to approve the unapproved minutes of the December 20, 2021 Public Hearing as presented.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

- b) Minutes of the December 20, 2021 Regular Town Council meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Terranova, to approve the unapproved minutes of the December 20, 2021 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Councilor Eleveld, seconded by Deputy Mayor Rampulla Bress, to adjourn the meeting at 8:38 p.m.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council