



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
December 6, 2021  
Regular Town Council Meeting  
Council Chambers**

**APPROVED 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 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**

Brian Smith, 156 Bloomfield Avenue (Fitch Court), spoke on behalf of the residents of the Windsor Housing Authority (WHA) and, in particular, the residents of Fitch Court. Mr. Smith thanked the Council for their support and concern. He discussed the flooding issues and stated that flooding has not reoccurred but there is another issue with water entering through the roof. He reports there is a stairwell that frequently leaks, and, on the second floor, there is a large hole where the ceiling is missing. Mr. Smith reports having brought this to the attention of the Director but no action was taken. Numerous apartments on the second floor leak when it rains and, while temporary patches have been implemented, they do not hold for long and many residents use pails and bowls to catch the water. Mr. Smith stated that moisture invites mold. He reports having brought this up repeatedly at the Housing Board meetings and having initially been told there was no money and that the roof doesn't leak because there was no work order. Mr. Smith stated that many residents have given up or have applied to live elsewhere and that is why there is no work order. He reports someone has finally been hired for landscaping and he is glad to see that this is being addressed.

## 6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler congratulated the 14U Football Team and Coach Steven Taylor for their recent success. The team is currently in Orlando playing in the National Championships. Councilor Dobler also acknowledged the Windsor High School Varsity Football Team who was down by more than two touchdowns at halftime in the semi-finals in the class L State Tournament and rallied back to win against St. Joseph's and will be playing in the finals. Councilor Dobler wished everyone a safe and merry holiday season.

Councilor Walker congratulated the youth for their football wins and wished them success in their games. He encouraged residents to support Windsor businesses and hopes everyone stays safe.

Councilor Terranova, as a physician and leader in the community, wanted to speak about Covid and what we should be doing as a community. Things are looking slightly worse than they were a short time ago and health care experts are recommending a layered approach to keep people safe. Councilor Terranova stressed the importance of vaccines, masks, social distancing, hand washing, and testing. She recommended vaccinations for those ages five and up and encouraged people to visit [Vaccines.gov](https://www.vaccines.gov), call 211 or call their doctor's office for information and guidance. Everyone 18 and over should get their booster. The immunity of those who received shots in January, February, and March of last year has waned and the effectiveness is not there. There are 500 hospitalized in CT as of today. Councilor Terranova strongly encouraged masks for everyone, regardless of whether there is a mandate. Windsor is in high transmission. The recommendation from the CDC and DPH is for individuals in areas of high transmission is to wear a mask indoors in public settings. Councilor Terranova encouraged practicing social distancing, not gathering in large groups, and staying home and getting tested if you are sick.

Councilor Gluck Hoffman - None

Councilor Black-Burke thanked constituents for coming out to speak during public comment and wished everyone a Merry Christmas and Happy Holidays. She reported that the Windsor Human Relations Commission is accepting nominations for the annual Windsor Bridge Builders Award and the deadline is today. Nominees can include students, church members, neighbors or local businesses that have worked toward a greater understanding of differences in Windsor. Councilor Black-Burke reported having recently attended the annual convention of the CT Conference on Municipalities with Deputy Mayor Rampulla Bress last week. They were able to attend sessions on helping communities face conflict and respond to hate, affordable housing, and land use legislation.

Councilor Eleveld encouraged the support of local businesses. He wished everyone a Merry Christmas, belated Hannukah, and Happy Kwanzaa.

Deputy Mayor Rampulla Bress echoed the sentiments of fellow councilors and thanked Councilor Terranova for sharing her expertise. She thanked volunteers in the community. The Live, Love, Give group did a toy drive for Project Santa, awards were given out at the Windsor Food & Fuel bank, and the Torchlight Parade took place. Deputy Mayor Rampulla Bress spoke

about Wreaths Across America, a program to benefit Veterans. More information is available by calling Carmen's or by going to [www.wreathscrossamerica.org](http://www.wreathscrossamerica.org)

Councilor Smith complimented the 095 Windsor Junior Warriors Football Team and also thanked all of the organizations and town staff for their efforts on the Torchlight Parade. The event was well attended and showed how vibrant Windsor Center can be.

Mayor Trinks reported that the Torchlight Parade was awesome and very well attended. He congratulated First Town Downtown as well as Scott at Ace Hardware for his chairmanship and leadership. Mayor Trinks recognized the efforts of the Windsor Police Department which gathers on Thanksgiving Eve and, this year, prepared over 60 meals for shut-ins for Thanksgiving. The meals are then delivered Thanksgiving morning. This has gone on for several years and is deserving of recognition and appreciation. Mayor Trinks thanked those volunteers for giving their time to help the less fortunate on Thanksgiving. He also encouraged donations to the Toy Drive/Project Santa for Windsor residents.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Board of Education

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

- Dr. Hill is hosting a Coffee Talk on Tuesday, December 14, from 6:00-7:00 PM at the Senior Center at L.P. Wilson Community Center. Please RSVP for the event by calling Sally Brown at 860-687-2000 x 1236 or by email, [sbrown@windsorct.org](mailto:sbrown@windsorct.org).
- On November 17, J.F. Kennedy 5th grade student Makhi Ettienne-Modeste was elected the 2022 Connecticut's Kid Governor during a surprise student assembly at the school. Makhi's platform was preventing animal cruelty. He will be sworn into office in January and his cabinet will be the six student finalists that competed for Kid Governor. Congratulations to Makhi!
- Budget planning is underway for FY 23. The Board of Education has scheduled a public forum on the budget process at 6:30 PM (prior to the regular meeting at 7:00 PM) in the council chambers at Windsor Town Hall. The meeting will be held in hybrid format via Zoom and In-Person. Superintendent Dr. Hill will present his budget to the BOE on January 19, 2022 at 6:30 PM, followed by a public forum and the regular meeting. As in past years, the board will have public forums prior to the finance committee meetings on January 25, February 1, February 3 and February 8 (if needed).
- In partnership with the Windsor Health Department, a vaccine clinic has been held for school district employees to receive the COVID-19 booster as well as clinics for children ages 5-11.
- There will be no school for students for winter break from December 24 - December 31.

- Congratulations to Windsor High Football Team. Their next game will be against Maloney at 11 AM on December 11.

Councilor Gluck Hoffman stated that there have been reports of fighting in the schools and parents have expressed concerns about safety. She asked what is being done to secure the safety of the students, faculty, and staff.

Mr. Furie stated that the community is welcome at the upcoming Coffee Talk to discuss this issue. He acknowledged that there were a number of fights prior to Thanksgiving break. Dr. Hill sent out a stern message regarding student conduct, echoed by the Principal in a separate message. Students caught fighting will be suspended and possibly referred to police who can potentially make arrests depending on the severity of the situation. A stricter passing policy for certain passes in the hallways has been implemented. Students are encouraged to use restrooms before classes or during passing period. There have been rumors that bathrooms are locked, but that is not the case. It has been a difficult year across the state, and we are not alone in hearing about fights. Many students have not been in school for 18 months and some have forgotten how to get along with others. The High School had the highest percentage of students who chose distance learning. A specific social emotional learning piece has been instituted as a preventative measure. Teachers need to get to know their students personally. This will be a point of emphasis at the Coffee Talk. Principal Parker will be present as well as former police officer, Kelvan Kears, who works for the Board of Education, to talk about safety and security of students.

Councilor Dobler stated that he feels this is not only a state problem but a national problem and possibly even a global problem. Councilor Dobler asked if the six finalists comprising the cabinet for Kid Governor are from other towns throughout the state.

Mr. Furie confirmed that the cabinet members are from other towns throughout the state. He reported that this is the first time Windsor has won and may also be the first time a boy has won.

#### b) Zoning Board of Appeals (ZBA)

Joe Breen, ZBA Chair, reported it has been a quiet year. Counting the applications received in December of 2020, there have been a total of two applications, both of which were approved. Normally, the numbers are in the high teens or low twenties. This is Covid related. Meetings were held via Zoom with the help of Town staff. He commended Lindsey Plunge and Robert Ruzzo for their efforts. Things are expected to change in 2022 and they have already received one application for next week. Mr. Breen also reported that a vacancy has been filled on the ZBA.

Deputy Mayor Rampulla Bress thanked Mr. Breen for his 30 years of service.

#### c) Windsor Housing Authority

Adam Gutcheon, Windsor Housing Authority, gave the following report:

### **Management and Governance**

We are currently seven months into a one-year interagency shared services agreement with the Meriden Housing Authority. Their skilled and knowledgeable leadership was able to quickly get our operations in order after a turbulent time for the WHA and address urgent regulatory compliance issues. They've since been focused on putting fiscal and managerial controls in place, to rebuild our capacity so we can have a smooth and successful transition back to local management in the second half of 2022.

For its part, the Board of Commissioners is likewise dedicated to rebuilding its governance capacity--the institutional knowledge and expertise necessary to provide fiscal stewardship and oversight. In the long term, we look forward to strong, innovative management and a knowledgeable Board working together not just to operate and maintain what we have now, but be able to use every tool in the toolbox to build up Windsor's affordable housing inventory.

### **Finances**

It is a common misconception that PHA operations are funded with tax dollars. Like any landlord, a PHA funds its operations with tenant rent. 95.8% of our non-Section 8 revenue comes from tenant rent. However, the average WHA tenant receives individual housing subsidies from the state or federal government that pay for about half the base rent.

On the other hand, the Section 8 vouchers we provide are 100% federally funded.

Although our basic operations are much like those of a private landlord, our rents are required by law to be affordable. Because this affordability mission limits our revenue, and therefore the resources available for improvements and rehabilitation, the CT Housing Finance Authority is the primary funder of capital projects. When scarce capital funds are made available, typically through state bonding and sometimes via federal grants, the process to apply for and obtain them is very competitive and can be quite lengthy.

### **Fitch Court**

Many Connecticut homes experienced flooding from this summer's heavy rainfall. Unfortunately, storms Fred and Henri caused significant groundwater infiltration at Fitch Court, causing water damage to several apartments. Two of our residents were displaced from their homes because of this--a tragic situation. As of this writing, five units at Fitch are not in rentable condition.

With those units no longer generating revenue, Fitch Court's precarious financial situation is at risk of getting even worse. Fitch Court is not public housing, but a private, market-rate development which is age- and income-restricted by deed. It has been under WHA management for about twenty years, and over that time, its separate books, Board of Directors, and legal identity faded away. This may seem like a minor point, but it changes what capital funding is available and the process for obtaining it. It also opens up other opportunities--opportunities we have not availed ourselves of. As the building has aged, the cost of maintenance has increased even as conditions worsened.

Even before this year, Fitch Court was only able to pay its bills by "borrowing" money from Millbrook and Shad Run--that is, Millbrook and Shad Run residents have been subsidizing Fitch

Court with their rent. Fitch now has tightened its belt and is repaying these IOUs as quickly as possible, but there's only so much belt-tightening we can do before impacting the health and safety of our tenants.

We are also engaging in a review of the corporate and governance structure of Fitch Court and will make whatever changes are needed for it to remain a place where seniors can find safe, affordable housing for a long time to come.

In the meantime, the Town Council has allocated funds from the town's reserves to assess the water issues. Town staff and contracted engineers will study the current drainage systems and create a set of as-built drawings to establish existing conditions. The goal is to provide a corrective action plan to address drainage and moisture problems. Depending on the findings, the previous Council also discussed the possibility of investing American Rescue Plan Act funds in needed improvements to resolve these issues. Both the geotechnical survey and the potential ARPA funds represent unprecedented generosity on the Council's part.

Mr. Gutcheon expressed his gratitude to the Town Council for appointing five commissioners. It has been seven or eight years since there has been a full board. He also expressed gratitude for Town funding for the geotechnical survey currently in progress at Fitch Court. He stated that it would have taken quite a while to get the work done and to fund it. He thanked the Town for their involvement and support.

Mr. Gutcheon reports that he gets many requests from individuals who need immediate housing. He reported that every site has a wait list with more than twice as many people on it as there are current residents. At Fitch Court, there are 95 people waiting. At Shad Run, there are 166 people waiting. At Millbrook there are 279 people waiting. There are 500 people on the Section 8 waiting list after a random selection of the over 10,000 who applied when they opened applications for three days. The supply comes nowhere close to meeting the demand. There are state programs designed to prevent emergency homelessness. There are other state and federal programs that can provide assistance to at-risk individuals. All information can be found by dialing 211. The Board and Management are working on longer term solutions to ensure that they can maintain the safe and affordable housing they have but also expand on that inventory in the future.

Councilor Dobler asked Mr. Gutcheon to discuss the roof leak. Mr. Gutcheon acknowledged that the roof at Fitch Court is not in great shape and he has seen the water damaged ceiling tiles and water that has gotten into people's apartments. They must triage due to the fiscal situation that was found when he came in as Chair in March. Fitch Court finances are a little different from Millbrook and Shad Run because it is not public housing. It is a private, deed restricted, 55 and over and income restricted market rate development. The sources for capital funds are not the same as for the other locations. It is going to take some time before the WHA has reached a level of fiscal health and obtained enough potential leverage or partnership opportunities or identified grant funding that would be able to fix that. The five basement units that are currently uninhabitable are the top priority at this time.

Councilor Dobler stated that it is his understanding that the WHA is aware of the problem but must do their best to piecemeal it until they are in a position to really address it. Mr. Gutcheon confirmed this. He stated that, with the American Rescue Plan Act, it does take some time for



that money to come to State Departments of Housing and then for those opportunities to be publicized and to go through application processes. There are likely to be several competitive grant applications for which Fitch Court might be eligible coming up within the next six months. Councilor Dobler requested that Mr. Gutcheon let tenants know that he is aware of the problem so they aren't feeling hopeless.

Councilor Black-Burke asked if there are any programs through the CT Housing Finance Authority (CHFA) they could apply for to help fund the repairs to the five currently uninhabitable units. Mr. Gutcheon stated that he is unaware of any funds available for that purpose. He reports that, when he has inquired, he has been met with questions regarding how the WHA got into the situation in the first place.

Councilor Eleveld asked if all three properties are fully occupied at this time. Mr. Gutcheon stated that there are a few vacancies but they will be filled shortly. At Millbrook Village, there is not yet a certificate of occupancy and there is a dispute with the contractor. There are transfers happening there as well.

Councilor Eleveld understood this to mean that units are being renovated, a current tenant then moves into the renovated unit, and that tenant's old unit then undergoes renovations. He asked if it was the renovator they are experiencing problems with. Mr. Gutcheon confirmed this and stated they are currently in arbitration with the general contractor for the Millbrook project.

Councilor Eleveld inquired about the new Executive Director's involvement with other communities and whether he is becoming a professional property manager.

Mr. Gutcheon stated that he would not characterize it as property management so much as the turnaround artist business. The new Executive Director is involved with Meriden as well as Groton, a town that was in a similar situation to where Windsor was a year ago. The new Executive Director is setting practices and procedures right. The Groton Board of Commissioners decided to extend their contract. They also went into Waterbury who had a similar situation They did not extend their contract. The intent of the WHA is for a 12-month arrangement whereby the first two months were evaluation, the next eight months were active oversight and management, and the last two months is working on the transition back to local management. This would bring them to the end of June 2022 and Mr. Gutcheon intends to have local management in place by July 1, 2022. This is a temporary arrangement to help the WHA get back on their feet after a period of chaos.

Councilor Eleveld inquired about the compensation and whether it is comparable to what the Executive Director was receiving in Windsor. Mr. Gutcheon stated that it is almost exactly what the Executive Director was receiving in Windsor but they are doing more. They have gone from six full-time equivalents to 3.5 full time equivalents plus the contracted Executive Director, a CFO, and Resident Service Coordinators. That has provided a significant savings over what they would have been spending already under the current budget. This was done because the WHA needed someone in there fast who knew what they were doing and would be able to cut through the dysfunction and restore managerial and fiscal controls.

Councilor Eleveld asked if they are looking for personnel to replace them and their services next year. Mr. Gutcheon stated that it is likely they will have a local full-time Executive Director but there are other possible outcomes and they must consider all options in order to maintain their fiscal health and fix the problems.

Councilor Eleveld asked for clarification on the audit of prior years that is being conducted. Mr. Gutcheon reported that the WHA has engaged a firm to do a forensic audit for 2018, 2019, and 2020.

Councilor Eleveld asked when it would be done. Mr. Gutcheon estimated before the end of winter.

Councilor Eleveld stated that he understood Windsor was, at one time, running the Bloomfield Housing Authority. He reported having received a note from someone that there was equipment that Windsor had that belonged to Bloomfield and had not been returned. Mr. Gutcheon stated that this was completely false and they are not holding any of Bloomfield's property.

Councilor Walker spoke about two specific displaced tenants from Fitch Court. Mr. Gutcheon acknowledged the two tenants but expressed he was not comfortable discussing the business of individual tenants.

Councilor Walker stated that, while Mr. Gutcheon may not be entirely comfortable, he is here representing the head of the WHA and those people are asking why they are still living in a hotel.

Mr. Gutcheon stated that Councilor Walker would need to defer this question to the Town Manager, as these residents are being housed by the Department of Social Services. Mr. Gutcheon stated that he wants to cooperate and collaborate with the Town, not finger point. Unfortunately, those two individuals are no longer Fitch Court residents because their units were condemned.

Councilor Walker stated that the intent was not to finger point but, rather, to get a better understanding and he is glad Mr. Gutcheon responded the way he did because Councilor Walker did not know that the Town of Windsor was paying for their housing at this hotel. Councilor Walker stated that these individuals are on Section 8 and have a set time frame before they lose their section 8 subsidy. Something needs to be done to help them move along and asked for clarification on vacancies.

Mr. Gutcheon stated there are 0 vacancies at Fitch Court, four at Shad Run, and six at Millbrook because there are four transfers.

Councilor Walker suggested using two of those vacancies to put these two people in. He recalled that Councilor Black-Burke asked about funding sources through CHFA to do repairs to Fitch Court. He asked what the balance is in the replacement reserves for Fitch Court.



Mr. Gutcheon stated that the replacement reserves at Fitch Court are paper only, which is one of the reasons for the forensic audit. There is a substantial amount of money on the balance sheet under replacement reserves, but they have been unable to locate any actual funds.

Councilor Walker looks forward to the forensic audit, as that is a serious issue. He asked for a time frame for completion of the forensic audit. Mr. Gutcheon stated that his best guess is end of winter/March/April.

Deputy Mayor Rampulla Bress thanked Mr. Gutcheon for the thorough report and thanked the members of the Board for the work they have been doing over the last few years. It has been challenging and she appreciates the dedication of all the members and of Mr. Gutcheon. Deputy Mayor Rampulla Bress expressed appreciation for Mr. Gutcheon bringing up the great need for housing. She reported that when she and Councilor Black-Burke went to the CCM conference they learned about the public law enacted at state level that will help with this problem. It is her understanding that the Town is working on a housing plan required by the state and that it will be ready sometime in June. Deputy Mayor Rampulla Bress asked for an update on the status of the Community Rooms at the various sites.

Mr. Gutcheon stated that the Community Rooms at Shad Run and Fitch Court are open now. Millbrook was supposed to be done two years ago but the community room there is one of last buildings there to not be ready to go. It will be done when the contractor decides to finish it. He did not see any technical reasons why it shouldn't be done before the end of the year. In terms of the condition of the community rooms, Mr. Gutcheon stated that the room at Fitch could use some books, activities, a new coffee machine, and possibly a television. The room at Shad Run is much smaller with linoleum floors and fluorescent lighting that are unappealing. He identifies Shad Run as the bigger need.

Councilor Smith asked for clarification on the ten thousand applicants as to whether they were all Windsor residents. Mr. Gutcheon stated they were not.

Councilor Smith stated that it is important to provide for our Windsor residents and asked if the WHA could accept donations. Mr. Gutcheon stated they definitely accept donations but do need things that are appropriate for the senior population in terms of sturdiness, stain resistance, etc.

Councilor Smith reported having donated some chairs himself. He asked if the Council would get a copy of the audit report once it is completed. Mr. Gutcheon stated he would provide a copy to the Council upon completion.

## **8) TOWN MANAGER'S REPORT**

### **Windsor Small Business and Nonprofit Recovery Grant**

The Small Business and Nonprofit Recovery Grant Program which was established to provide limited, one-time direct financial assistance to eligible Windsor small businesses and nonprofits that employ 25 or fewer employees and have been adversely impacted by the COVID pandemic is accepting online applications through Tuesday, December 7<sup>th</sup>.

Eligible businesses and nonprofits may apply for grants of up to \$10,000. The Program is funded through the American Rescue Plan Act (ARPA) funds.

As of December 6th, the Town has received 48 applications requesting a total of \$468,500. 13 of the 48 applications indicated that they had not received any previous state or federal COVID relief funds. \$200,000 was reserved for businesses or nonprofits that have not received any previous recovery funds.

If requested grants total more than the allocated \$475,000 the plan has been to conduct a lottery for entities that have not previously received COVID related financial assistance. It is expected that application review will be completed in approximately 30 days. Grant award letters are targeted to be sent out in early January with grant funds dispersed upon receipt of completed grant agreements.

To view the program guidelines, view a recording of the Application Workshop and access the Application Portal visit: <https://townofwindsorct.com/economic-development/recovery-grant-program/>

### **Mandated Affordable Housing Plan**

On December 14<sup>th</sup> the Town Planning and Zoning Commission (TPZC) will hold a public workshop to initiate the preparation of a state mandated affordable housing plan. The workshop will include a brief presentation on affordable housing law and the current state of housing affordability in Windsor before opening the discussion to the public to answer questions, hear input, and begin identifying strategies to address long-term affordability.

This is the first of three formal opportunities for public input in the planning process. There will be a second public workshop in February to present a draft plan for public comment, followed by further refinement, if necessary, and a formal public hearing for adoption of the plan in May of 2022.

### **COVID-19 Vaccination Data and Booster Clinics**

Per data published by the CT DPH on December 1st, 71.66% of our total population has been fully vaccinated, while the state wide rate is 67.43%. Our rate is up from 70.12% on November 10th. Of children between 5 and 11 years of age, 14.8% of that group has received at least one dose.

Moderna booster shot clinics will be held from 10:00 AM – 2:00 PM at the 330 Windsor Ave Community Center on:

- Tuesday, December 7 Windsor – 330 Windsor Ave
- Tuesday, December 14 Windsor – 330 Windsor Ave

Appointments are needed for these clinics. Sign up through the statewide appointment software.

Residents are encouraged to continue to take appropriate precautions including wearing a mask while indoors, social distancing and frequent hand washing.

### **Caring Connection Open House**

The Caring Connection, located at 330 Windsor Avenue, is holding an Open House event on December 16 from 5:00 p.m. to 6:45 p.m. entitled, "Holidays and Dementia, Stress, Joys and Memories".

This program will involve a talk and discussion with Pamela Atwood, of the Atwood Dementia Group from 5:00 PM – 6:45 PM. Light supper will be provided. Registration is needed. Please call 860-547-0251.

### **Northwest Park update**

As outlined in Northwest Park's Land Management Plan, small saplings and invasive plants are in the process of being cleared from the South Field. The South Field is the area to the left of the main farm road past the organic planting beds.

Our contractor will use a forestry mulch mower to remove woody growth above the ground surface. This procedure will not disturb roots, seeds, or hibernating wildlife below ground. Periodic mowing helps to preserve the grassy fields and essential habitats to a number of wildlife species in the park.

### **Winter Wonderland at LP Wilson Community Center**

Come enjoy the outdoor Winter Wonderland event, at the L.P. Wilson Center on Thursday, December 9, 2021 from 6:00 PM – 7:30 PM.

There will be holiday lights, trees and inflatables with Santa and his little helpers. All ages are welcome to attend.

Bring your own camera for a picture with Santa. Work on an arts & crafts project in Santa's Workshop.

There will be hot cocoa and donuts for all. This event is entirely outdoors and free to attend. If you have any questions please call at (860) 285-1990.

### **Holiday Lighting Contest**

Windsor Recreation & Youth Services will be conducting its Third Annual Deck the House: Holiday Light Contest on December 9<sup>th</sup>. Sign up now and compete for over \$400 in prizes.

Applications must be received by no later than 12:00 PM (noon) on Thursday, December 9<sup>th</sup>. There is no fee to sign up for Deck the House. Judging will be from 5:00 PM to 10:00 PM on Tuesday, December 14<sup>th</sup>, 2021.

For more information, go to the town's website at [www.townofwindsorct.com](http://www.townofwindsorct.com) or call 860-285-1990.

**Project Santa**

First Town Downtown in partnership with the Windsor Food and Fuel Bank, town's Social Services, Health and public safety departments, several churches, Windsor Chamber of Commerce and many businesses and members from the community work together to help families experiencing difficult economic times to have a nice Christmas through Project Santa.

Last year 354 children were provided gifts thanks to Project Santa and community generosity.

There is still time to spread holiday joy to a family in need by adopting a family or donating individual toys! Please fill out the online form and mail to Project Santa, P.O. Box 455, Windsor, CT. or email to [info@projectsantawindsor.org](mailto:info@projectsantawindsor.org). For additional information, go to: <https://www.firsttowndowntown.org/programs/project-santa/>.

**Senior Center's Holiday Carol Sing with Kiwanis Club Members**

On Tuesday, December 21<sup>st</sup> at 11:30 AM, the Senior Center will welcome members of the Kiwanis Club for a Holiday Carol Sing-Along to get everyone into the holiday spirit. Coffee and hot cocoa will be served to inspire the warmth of the holidays. For more information, call 860-285-1990.

**Senior Center Annual Holiday Party**

The Windsor Senior Center will host its Annual Holiday Party this Wednesday, December 8<sup>th</sup>, from Noon to 2:00 PM. A holiday meal will be served. Entertainment will be provided and door prizes have been donated by Windsor businesses. For more information, call 860-285-1990.

**Federal Infrastructure Funding**

Last week staff participated in a webinar hosted by the U.S. Department of Transportation (USDOT) and the Federal Railroad Administration (FRA) regarding the recently approved Federal Infrastructure bill to learn if funding would be available for railroad quiet zones.

There appears to be one competitive federal grant program which railroad quiet zones are one of multiple eligible uses. The Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program is designed to fund eligible projects that improve the safety, efficiency, or reliability of intercity passenger and freight rail. Over the course of the next five years there has been \$10 billion appropriated country wide to fund the CRISI program.

While it appears that Connecticut is set to receive upwards to \$6 billion in federal funds at this time there is not a clear picture if the State will be allocating any of those funds for quiet zone implementation. Town staff has made initial contact with a few offices of our local State delegation regarding future funding opportunities.

Councilor Black-Burke asked if the Council would receive an overview of the types of organizations that applied for the small business program. Town Manager Souza stated that the first priority will be to get applications reviewed but the Town will be able to provide some data and an overview not only in terms of applications but also the ultimate dispersal of funds.

Councilor Black-Burke asked what the communication plan will be to get Public Act 21-29 out to the community, as individuals have various ideas and thoughts as to what affordable housing means. Town Manager Souza stated that the plan is not yet fully developed. What is envisioned is that the Planning Department's page of the Town's website will have general information about the affordability, the current status of the affordability within the town, elements about the plan itself and what the State of CT is requesting, and resources from a variety of statewide partners. The thought is to drive people to that website through the course of the three to four month process via social media and direct outreach to certain organizations or other stakeholders so they are aware of where the information can be found.

Councilor Black-Burke asked if we will list where the properties are in town that are considered affordable housing. Town Manager Souza stated that would be looked into. Depending on which state law you look at, affordable housing must be deed restricted to count towards the state requirement of having 10% of residential units to be affordable. Some are individual homes, while some are developments or complexes.

Councilor Black-Burke stated that, if the community can have a picture of what it is, it will make for meaningful and deep engagement for the community.

Councilor Eleveld asked, as it relates to the small business program, if applicants who have received funds from other sources such as the PPP program, were disqualified. Town Manager Souza explained that they are eligible, but first priority is to those who have not received any other Covid relief funds. He reported that 13 of the 48 applicants have not received any other Covid relief funds. There is enough money for both of them.

Councilor Eleveld inquired about the vetting process to ensure that applicants have an actual need. Town Manager Souza explained that applicants must demonstrate that they had a financial loss prior to the pandemic. Applications will be vetted to the best of the Town's ability.

Councilor Dobler stated that the small business grant is one of the most beneficial and worthwhile use of funds that the town can provide and would fully support allocating more money to it. He asked about what happens to applications that have been submitted but are incomplete. Town Manager Souza stated that, if an applicant has the essential basics, the Town will reach out to them to complete the missing elements. If the application does not have enough information, the Town will communicate with them that the application cannot be considered due to insufficient information.

Councilor Smith asked if a target area of the affordable housing is transportation corridors along the bus and rail routes. Town Manager Souza explained that the state has a variety of emphasis on projects. With regard to the housing plan itself, we need to look at the entire community, but in terms of strategies, transportation corridors could be made as a priority or as recommendations or strategies outlined in the plan.

Deputy Mayor Rampulla Bress asked for verification that there will be the opportunity, should the Council decide, to reopen the application process and do this again. Town Manager Souza confirmed that was correct.

Deputy Mayor Rampulla Bress thanked the Caring Connection for doing the workshop model. She also shared that, relative to affordable housing, at the CCM conference, she and Councilor Black-Burke learned that there will be a push in the plan for more two-family homes and even granny pods. She asked for that information to be shared with the community as well.

Councilor Black-Burke asked if the Caring Connection open house could be recorded and posted. She also asked for an update on what happened with Amazon. Lastly, she asked if there were any conversations with Amazon regarding putting up a sound barrier along the Stagecoach area. Town Manager Souza stated he would raise the possibility of recording the Caring Connection program. He also stated he would get an update from the Police Department on Amazon. The sound barrier at Amazon off Kennedy Road has been built to the specifications that the Planning and Zoning Commission approved as part of the site plan. There was recently a concern raised from a resident regarding lighting. The Town has reached out to that resident and has received a good response from the general contractor and developer who are looking into alternatives in terms of installing shields on the lighting.

Councilor Walker thanked Town Manager Souza for the follow up on the quiet zone and for his efforts. Councilor Walker also asked Town Manager Souza for more information regarding the displaced residents whom the Windsor Housing Authority (WHA) manager stated were no longer residents and whose current stay at a hotel was being paid for by the Town. Councilor Walker stated that these individuals voucher payments were going to the WHA and asked for clarification on this situation.

Town Manager Peter Souza explained that state law and federal law require Towns to abide by the Uniform Relocation Act. The Town is required to provide assistance to any individual or entity whose business or residential unit gets condemned by the local authority. There are set time frames and set dollar amounts depending on the situation. Because of the moisture, the units at Fitch Court had to be posted and placarded by the local health department, which then engaged the Uniform Relocation Act. The Health Department and Social Services Department worked to provide what is hoped to be emergency or temporary housing. Because those units are not available, they cannot go back. If it was a privately owned facility, the Town would have the ability to place a lien on those properties to recover some or all of those relocation costs. In this case, it is less black and white due to the Housing Authority being a public entity. Town Manager Souza stated he would obtain an update from the Social Services Department on how they have stayed in contact and if they have been able to make any headway towards a more permanent relocation. He will also speak with the Executive Director at the WHA to express concerns and ask about the possibility of relocating these individuals into other available units within the WHA. He will also prepare a more detailed overview of the Uniform Relocation Act for the full Council.

Councilor Walker thanked Town Manager Peter Souza and advocated for these two individuals who want to continue to reside in Windsor.



## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee - Councilor Dobler reported that the new Town Improvements Committee met last week. The committee was given an update on projects coming up in 2022 which include:

- LP Wilson HVAC: This will be in the process of getting done in the Spring and should be finished in the September
- Both municipal pools, Goslee and Welch, will go out to bid over the winter and construction will hopefully start by the end of the summer.
- The track will be repurposed sometime during the summer
- Milo Peck School HVAC/electricity will be worked on sometime during the summer
- Broad Street Road Diet: There will be an informational meeting on this in January.
- A project with the Town of East Granby near the airport is being discussed. More to come on this.
- Wilson Gateway Park: More public input will be solicited at the end of winter/beginning of spring with design sometime next fall. Bidding will be next winter and possible construction in spring of 2023.
- Fitch Court: Estimates should be in before the end of the year.

Finance Committee – Councilor Terranova reported that the Finance Committee will meet next Monday. The preliminary agenda includes a review of revenue and expenditures for the end of fiscal year 21 as well as first quarter of fiscal year 22. The committee will discuss preparations for next year's budget, the budget format, parameters, and assumptions as well as the budget calendar. The committee will bring that back to the Council for review and approval at the December 20<sup>th</sup> meeting.

Health & Safety Committee - Councilor Black-Burke reported that the Health & Safety Committee met November 23. They discussed traffic enforcement and looked at traffic stop data analysis as well as reviewing the Mental Health component and its role with the Police Department. The committee looked at topics that can be discussed and acted on over the next biennium. The Police Department continues to monitor traffic stops looking for potential patterns. There are 10 traffic enforcement markers out. The Police Department is collecting the information from those apparatuses and doing some comparative analysis. 2,394 traffic stops have been made thus far in the first quarter of FY22. Windsor residents accounted for 33.7% of traffic stops made in FY21. Councilor Black-Burke encouraged residents to please slow down. Windsor leads the state in the number of stops per capita. The Drive Wise campaign relaunched in May 2021. To date, 164 residents have hosted Drive Wise awareness signs on their property. In FY20, the Police Department responded to 405 calls with persons experiencing mental health emergencies or calls categorized as involving emotional disturbance or someone who is suicidal. Of those calls, 115 required the police to utilize a police emergency examination request (PEAR) whereby individuals are transported to local hospitals. The Police Department continues to work with Community Health Resources (CHR) to have an embedded clinician for 20 hours per week. Councilor Black-Burke thanked Councilor Terranova and Councilor Walker, the new members of the Health and Safety team. She looks forward to working with them and bringing information back to the Council.

Personnel Committee – Deputy Mayor Rampulla Bress reported that the Personnel Committee will be meeting on December 15. They will be setting their goals for the year, looking at data from previous years, and looking into getting some demographics on Boards and Commissions to see how fully representational it is of the Town.

**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS – None**

**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

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

Director of Public Works, Bob Jarvis, stated this project will involve the 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 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 the roof. This will improve stormwater 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 FY 22 and construction funding in FY 26. 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 needed.

The overall project is potentially eligible for partial reimbursement from a grant through the State of CT. Once the design is underway, the plan is to prepare a grant application to the State of CT.

Motion Passed 9-0-0

- b) Authorize the submittal of a grant application to the State of CT for Clover Street School Roof Replacement project

MOVED by Councilor Dobler, seconded by Councilor Eleveld, to authorize the Superintendent of Schools to apply for a school construction grant for the Clover Street Elementary School Partial Roof Replacement project.

Motion Passed 9-0-0

MOVED by Councilor Dobler, seconded by Councilor Eleveld, to appoint the Public Building Commission as the Building Committee to oversee the Clover Street Elementary School Partial Roof Replacement project.

Motion Passed 9-0-0

MOVED by Councilor Dobler, seconded by Councilor Eleveld, to authorize the preparation of schematic drawings and specifications for the Clover Street Elementary School Partial Roof Replacement project.

Motion Passed 9-0-0

Town Manager Peter Souza stated 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.

- 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."

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, 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.

Motion Passed 9-0-0

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, 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."

Motion Passed 9-0-0

Bob Jarvis, Director of Public Works/Town Engineer, stated 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

Councilor Dobler thanked Mr. Jarvis for going through each project and what they meant.

- 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."

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, 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.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS - None**

**14) MINUTES OF PRECEDING MEETINGS**

a) Minutes of the Regular Town Council Meeting

MOVED by Councilor Terranova, seconded by Councilor Eleveld, to approve the unapproved minutes of the November 15, 2021 Regular Town Council meeting as presented.

Motion Passed 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

Stephanie expressed disapproval of the Windsor Housing Authority (WHA) and asked where the diversity is. She asked how a Town or agency can be run with a racist agenda and mentioned members being sued for discrimination. She stated that she lives in Windsor because she assumed it was a town for everyone. She also stated two black single women who are homeless because of racism and a change is needed. She advocated for more diversity amongst the Board.

Belson Sobia, Windsor Housing Authority, thanked the previous caller for her comments and also wanted to comment on the two black ladies who have been displaced whom he stated he knows personally. He reported that one woman was told that she has a voucher and can go wherever she wants and the second was told she makes enough money to go wherever she wants. That is no help to these residents and they are not being provided the help that they deserve. Mr. Sobia reports that the new director has done nothing for the residents and they hardly ever see him. He reports that the last director cared and got people vouchers and helped. Mr. Sobia questioned how many apartments became available that could have gone to these women.

Cynthia stated that the WHA chair presented a report with no substance. She reported that the interim person is there maybe once a week and has no connection to the people or their problems. She reported having family members in subsidized housing in Windsor and they have seen tremendous decline in care for the properties are getting.

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to enter into Executive Session at 9:37 p.m. for the purpose of discussion of the selection of a site or a lease, sale or purchase of real estate.

Motion Passed 9-0-0

**16) EXECUTIVE SESSION**

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager

MOVED by Councilor Rampulla Bress, seconded by Councilor Dobler to exit Executive Session at 10:13 p.m. and re-enter the Regular Town Council meeting.

Motion Passed 9-0-0

**17) ADJOURNMENT**

MOVED by Councilor Gluck Hoffman, seconded by Councilor Eleveld, to adjourn the meeting at 10:14 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Deanna Schuetz  
Clerk of the Town Council