



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
January 3, 2022
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 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