



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
February 7, 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 Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova and Councilor Len Walker

2) PRAYER OR REFLECTION

Councilor Smith led the group in reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Smith led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation declaring February 2022 as Black History Month

Deputy Mayor Rampulla Bress read the proclamation declaring February 2022 as Black History Month.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Leroy Smith, 531 Edgewood, stated that he is not in favor of the proposed \$3.1 million in tax incentives for Chewy, Inc. He stated that 2020 and 2021 were very profitable years for these companies and there is no justification for these companies to be awarded any financial incentive when we are not in an economic recession. Mr. Smith believes these companies will come to Windsor whether they are offered these incentives or not. He recommends that the Town conduct a total review of its tax incentive policies and it should be fully communicated that the tax abatement and building fee reduction is actual cash that the Town is awarding companies. Companies list this amount as a source of cash on their financial statements submitted to lenders. Companies should only be awarded incentives if they can demonstrate a financial need/gap in their budget and they are unable to obtain financing from the private sector. The Town of Windsor should not be acting like a bank. The Town should conduct a financial interview to determine that the company cannot afford the project unless the Town provides an incentive. Mr. Smith feels that the Town must refocus its efforts on helping small businesses to grow and succeed in Windsor and shift its focus away from helping multi-billion dollar corporations bring

their businesses to Windsor. The town should consider revamping its economic development operations by hiring a Business Outreach Coordinator to focus on grassroots efforts to help small businesses grow and make the town a vibrant community for small businesses. Mr. Smith discussed a local West Indian Restaurant called Russell's that moved from Hartford to the Elmwood section of West Hartford last year. They recently opened another location in West Hartford Center. Mr. Smith asked why the company did not even consider Windsor, which has a much higher West Indian population. He stated that small businesses go where they see the success of other small businesses and Windsor is not known for this.

Brian Smith, 156 Windsor Avenue (Fitch Court), spoke about the ongoing issues at the Windsor Housing Authority. He stated that he had high hopes when management changed but the change has not been as expected. Mr. Smith reported that his apartment was flooded on January 17 due to a brief heavy rainstorm. He reported that water came through his bedroom ceiling resulting in the loss of use of his bedroom. Mr. Smith believes he is being discriminated against because he has been outspoken through the years. He reports that the repairs to his apartment are not being done properly and there has been a lack of communication. Mr. Smith understands that the proper place for him to deal with this is the Housing Authority. However, he reports that there was a Housing Authority meeting two days after this incident and that the public was barred from attending. Mr. Smith stated that he believed Mr. Gutcheon was a true advocate when he first came into his role, but feels that Mr. Gutcheon lost interest once he found out there was no funding. Mr. Smith reported that Mr. Cappelletti, Interim Windsor Housing Authority Director, announced a 5% rate increase for all tenants, and he believes the majority is being used for raises for the staff and not for repairs. He does not understand why the Housing Authority is set up as a separate entity and are not held accountable. He stated that he can't attend Housing Authority meetings and is also trying to address this with the State Housing Department but is having difficulty.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler – None

Councilor Walker – None

Councilor Terranova reminded people to get vaccinated, get boosted and continue to wear masks for just a little longer. She encouraged continued patience and practice of recommended safety measures.

Councilor Gluck Hoffman - None

Councilor Black-Burke stated that it is Black History Month and she is grateful for the proclamation that was read. She encouraged support of small businesses. She thanked those who came out to share their thoughts this evening but stated that there is a process in place and the three-minute rule is there for a reason. She recognized that discretion was given tonight but wants everyone to understand that it is three minutes.

Councilor Eleveld – None

Deputy Mayor Rampulla Bress thanked constituents for sharing and acknowledged the frustration. She recently attended the YWCA legislative breakfast with State Representatives and State Senator. Deputy Mayor Rampulla Bress discussed the goals and work of the YWCA. One of the priorities was inclusive representation on Boards and Commissions which is being worked on in Windsor. She wished a Happy Lunar New Year to those celebrating. February 3 was National Women Physicians Day and she recognized fellow Councilor Dr. Terranova. She reported that only one third of all physicians are women and recognized some of the first women physicians. Deputy Mayor Rampulla Bress reported that the Human Relations Commission and Windsor Historical Society are offering wonderful programs this month and encouraged residents to participate.

Councilor Smith – None

Mayor Trinks – None

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Ayana Taylor from the Board of Education (BOE) gave the following report:

Dr. Hill is hosting the next coffee talk event on February 28 from 6:00 – 7:00 p.m. at the Senior Center at the L.P. Wilson Community Center. Those who would like to attend should RSVP to Gianna Gill at 860-687-2000 (x1292) or email ggill@windsorct.org.

The Office of Family and Community partnership is looking for mentors for Windsor Public School students. Students who meet regularly with mentors are 52% less likely than their peers to skip a day of school, 55% more likely to be enrolled in college, and 130% more likely to hold leadership positions. For more information on the mentoring program, contact Shannon Connery at 860-687-2000 (x1283) or email sconnery@windsorct.org.

Budget planning is almost complete for FY23. The Board of Education will vote on the budget at their regular board meeting on 2/15/22 at the L.P. Wilson Community Center Board Room at 7 p.m.

All Board of Education meetings have been moved to the L.P. Wilson Board Room. Please check the website regularly for meeting dates and times.

A vaccine clinic will be held for children ages five and older at 330 Windsor Avenue from 12:30 - 3:30 p.m. this Saturday, 2/12/22.

There is no school on 2/21/22 and 2/22/22.

Windsor Public Schools are celebrating Black History Month in February. The national theme is Black Health and Wellness. Community members are encouraged to follow us on Facebook at WPSWindsor to share in the festivities going on throughout the district. #WeAreWindsor

On 1/22/22 the Sage Park Middle School Technology Student Association (TSA) hosted its second VEX-IQ robotics event and competed in their first competition this robotics season in person. The students brought five robots and competed against six other schools with a total of 30 different robots in competition. During the final matches, Sage Park came in second place with Team 32868E with a match total of 34 points and third place with Team 32868A with a match total of 32 points. Thank you to all who helped make the event a success including the Windsor High School TSA students, Windsor staff members, and many others.

8) TOWN MANAGER'S REPORT

COVID-19 Vaccination Data and Clinics

Per data published by the CT Department of Public Health on February 3rd, 77.33% of our total population has been fully vaccinated, while the state wide rate is 73.04%. Our rate is up from 74.29% on January 12th. Of children between 5 and 11 years of age, 40.77% of that group has received at least one dose and 30.96% has been fully vaccinated. 80.22% of town residents, 5 years old and above, have been fully vaccinated.

The following are upcoming vaccination clinics:

For first and second shots for children ages 5-11 and other persons 12 and older:

- **Saturday, February 12, 2022** from 12:30 – 3:30 p.m. at 330 Windsor Avenue, Windsor. No appointment is needed.
- **Wednesday, March 2, 2022** from 4:00 – 7:00 p.m. at 599 Matianuck Avenue, Windsor. No appointment is needed.
- **Wednesday, March 23, 2022** from 4:00 – 7:00 p.m. at 599 Matianuck Avenue, Windsor. No appointment is needed.

Moderna initial and booster shot clinic for ages 18 and older:

- **Tuesday, February 8, 2022** from 10:00 a.m. – 12:00 p.m. at 330 Windsor Avenue, Windsor. No appointment is needed.

Residents are encouraged to get vaccinated and/or to get a booster shot as well as to continue to take appropriate precautions including wearing a mask while indoors, social distancing and frequent hand washing. For more information, call the Health Department at 860-285-1823.

Town Clerk's Office Annual Marriage License Tradition Continues

The Windsor Town Clerk's office is offering free marriage licenses on Monday, February 14th in honor of Valentine's Day for any couple wanting to get married in Windsor within the next 65 days. This is an annual tradition which began in 1962 by Town Clerk George Tudan. To obtain a free marriage license, couples are required to make an appointment with the Town Clerk's office. Both parties must be present for the appointment and need to bring a photo identification. In addition, each couple will be eligible to win a beautiful gift basket filled with assorted gift items, which have been donated by our generous local Windsor merchants.

For those who wish to marry on Valentine's Day, a Justice of the Peace will be available all day; however, prior arrangements must be made with the Justice of the Peace. For details, call the

Town Clerk's office at 860-285-1902 or visit the Town of Windsor's website at www.townofwindsorct.com.

Snow Removal Reminders

Please remember to clear snow from around fire hydrants near your property as well as to clean sidewalks that abut your property. Please do not push or blow snow into the public right-of-way as it may create hazardous conditions.

Tax Relief for Senior Citizens

Applications for Elderly Homeowners tax relief are being taken in the Assessor's office and will be accepted until May 15, 2022. To be eligible for this program, you must be at least 65 years of age by December 31, 2021 or totally disabled per the Social Security regulations. You must also own and occupy your home and meet income requirements.

In addition to the State program, the town also offers a local program. All taxpayers that qualify for the State program will automatically qualify for the local program. However, if you do not qualify for the State program, you could still possibly qualify for the local program. The income limit is \$52,400 per household. For more information please contact the Assessor's office at 860-285-1817.

American Rescue Fund Branding

Enita Jubrey and Patrick Silver from the Information Services division developed a branding and community awareness program related to the American Rescue Funds. The goal of the program is to ensure Windsor residents are aware of the projects, programs and services funded through the American Rescue Funds. Intended outcomes include helping the community celebrate the opportunity to utilize \$8.5 million to improve our community over the next several years; create a branding initiative to use with all American Rescue funded activities including print, web and social media; and to provide town departments with a tool kit that includes graphics, recommended text, and implementation instructions. To view the presentation, please click the following link: https://townofwindsorct.com/app/uploads/2022/02/ARF-Presentation_FINAL.pdf.

Enita Jubrey and Patrick Silver from Information Services presented a branding concept for the American Rescue Funds (ARF) to create visual identity and generate excitement within the community.

It was acknowledged that the Council has indicated they want to ensure residents are aware of projects, programs, and services funded through the ARF. The branding initiative has three goals:

1. Celebrate that Windsor has the opportunity to utilize \$8.5 million to improve the community in a wide variety of ways over the next few years.
2. Create and implement a branding initiative to be used with all ARF funded activities including print, web, and social media.
3. Provide all departments with a branding toolkit that includes graphics, recommended text, and implementation instructions.

Mr. Silver presented the proposed logo (a dog) which is a playful and fun character wearing the American Rescue Plan belt for relevancy, a Windsor tee shirt, a cape featuring a Shad, and is encircled in Windsor green for familiarity.

When posting about a project or an event that is supported by ARF, the plan is to draw attention to it through the use of the logo and a text footer. This concept also applies to print media. It is hoped that the brand will also be used on the larger projects. A large construction site sign was presented as an example. This will help to bring attention to the use of ARF with something that is easily identifiable.

Councilor Gluck Hoffman expressed appreciation for the use of the Shad.

Deputy Mayor Rampulla Bress stated that this is a reason to smile. It is creative, easily recognizable and will accomplish the goals.

Councilor Black-Burke asked if there will be times when the dog will be separated from the ARF logo.

Ms. Jubrey stated that there could be times when they are separated.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – None

Finance Committee – Councilor Terranova reported that the Finance Committee has a couple items on tonight’s agenda. The next meeting will be held on February 16. The committee has received the FY21 annual audit and will be reviewing that with the auditors. The committee will also review second quarter financials to get up to date on revenue and expenditures. They will begin discussions about the fund balance policy and tax abatement policy. Many questions that are coming up around the fixed assessment agreement are questions about the policy itself and it should be looked at to ensure it is current and aligns with the Town’s goals.

Health & Safety Committee – Councilor Black-Burke reported that the Health & Safety Committee met on January 24 and was given an overview of the landfill wetland mitigation project. The committee looked at how to address the concerns regarding the iron oxide leachate. In 2018, DEEP presented a design concept to the town’s Environmental Engineering Consultant and they were present on the call.

There was also public comment with additional concerns raised about iron oxide and other contaminants that might be present. There was conversation with regards to the community risk reduction model and a great presentation was given by the Fire Department which Councilor Black-Burke encourages people to view. The next meeting will be sometime towards the end of February but has not yet been scheduled.

Personnel Committee – Deputy Mayor Rampulla Bress reported that the Personnel Committee will meet on February 10th and will be moving to a bi-monthly schedule. She encouraged the public to view vacancies online. There are currently some vacancies in certain areas and the committee looks forward to receiving applications from the public.

10) ORDINANCES – None**11) UNFINISHED BUSINESS**

- a) Approve fixed assessment agreement with Chewy, Inc.

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress, that the Town Manager is authorized and directed to execute on behalf of the Town of Windsor a fixed assessment agreement between the Town of Windsor and Chewy, Inc., which is generally consistent with the attached draft form of agreement.

Town Manager Peter Souza stated that this item has been presented to the full Town Council as well as the Finance Committee. This is a proposed three-year agreement that averages a 45% fixed assessment. It declines 50% in year one, 45% in year two, and 40% in year three. The company would pay \$8.1 million in real estate, personal property, and building permit fees. The Town will receive \$4.6 million in property tax and building permit fees after transferring the needed amount to meet the local agreement with Great Pond Improvement District which pays for public infrastructure within the Great Pond Village District. The company's benefit, which includes tax and permit fees, is \$3.1 million. Following the end of the abatement, using today's mill rate, the Town tax revenue would be approximately \$1.4 million.

A representative from the site selection firm that Chewy Inc. had hired was present to answer questions.

Councilor Eleveld asked if the reduction in revenue would be the same for the Great Pond District as well as during the abatement period. Town Manager Souza stated that they are receiving 50% after the abatement has been applied. They have a reduced revenue stream as well.

Councilor Black-Burke expressed concerns with the overall process to which we come to determine abatements. She thanked the Finance Chair for conducting a review of policies.

Motion Passed 7-1-1 (Councilor Eleveld opposed, Councilor Black-Burke abstained)

- b) Approve building permit fee reduction agreement with Chewy, Inc.

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress, that the Town Manager is authorized and directed to execute on behalf of the Town of Windsor a building permit fee reduction agreement between the Town of Windsor and Chewy, Inc., which is generally consistent with the attached draft form of agreement.

Town Manager Peter Souza stated that the Town Council has a policy relative to the building permit fee and has the ability to approve a reduction in the fee up to 50%. Before the Council tonight is a 30% reduction in building permit fees required to be paid by Chewy, Inc. to procure building permits for the project. The savings benefit to the company is estimated to be approximately \$525,000 at the time of building permit. This could fall in FY22 or FY23 depending

upon when they make an application for the building permit review. \$1.2 million will be received by the Town.

Motion Passed 7-1-1 (Councilor Eleveld opposed, Councilor Black-Burke abstained)

12) NEW BUSINESS

a) Presentation by MDC regarding maintenance of sewer easements

Jason Waterbury from the MDC gave a presentation on the maintenance of sewer easements.

Sewer lines, manholes and associated infrastructure need to be inspected, cleaned, maintained, and relined per regulatory requirements. To accomplish this work, the MDC has developed an easement clearing and management program for their entire system. In Windsor, there is approximately 25 miles of sewer easements that need to be cleared and maintained. This work is completed using a contractor.

The MDC has developed extensive mapping of all the easements that need to be cleared. They have created a property owner and abutter outreach/notification process.

Easement clearing work is presently scheduled to start in Windsor later this winter. MDC and town staff have recently met to get an update on the overall project approach and MDC offered to provide the Town Council an overview of the easement clearing and management program prior to work being initiated.

Councilor Dobler asked what residents should expect, particularly if there is a fence or structure that would be an impediment. Mr. Waterbury stated that, as part of the clearing being done now, nothing would happen. They would only need to work with the property owner to gain alternate access or temporarily remove a structure if there is a sewer repair or rehabilitation need identified and that access was critical.

Councilor Dobler asked how a homeowner might be affected by trees being taken down on their property or a neighboring property. Mr. Waterbury stated that they would be notified regardless. Abutters get notified.

Councilor Black-Burke asked if there is specificity to the dates/timeframes. Mr. Waterbury stated there isn't real specificity because there is a lot of variation. They do the follow up door hanger notification which is typically done 1-2 weeks in advance.

Deputy Mayor Rampulla Bress asked if work is done during typical workday hours. Mr. Waterbury stated that work takes place during a standard workday timeframe typically in the range of 8:00 a.m. – 5:00 p.m. There are no early mornings, late nights, or weekends.

Deputy Mayor Rampulla Bress asked if they have encountered any issues in other towns. Mr. Waterbury stated that it has been a learning process and that some adjustments have been made but there have been no significant issues.

b) Presentation of October 2021 Grand List

Larry Labarbera, Town Assessor, stated that the overall net taxable Grand List is increasing by \$104 million over October 1, 2020. The October 1, 2021 Net Taxable Grand List totals \$3,316,231,394 which is 3.24% greater than last year.

Below is a recap of changes by property category compared to the October 2020 Grand List.

Category Changes – October 1, 2020 vs. October 1, 2021

- Real Estate – increase of \$80,919,917 or 3.25%
- Personal Property – decrease of \$39,853,522 or 7.99%
- Vehicles – increase of \$62,974,917 or 27.83%

The real estate category increase is largely related to the phase-out of the tax agreement at the Amazon facility on Old Iron Ore Road (\$34.9M) as well as the new Amazon facility on Kennedy Road (\$29.6M), new construction at Great Pond Preserve apartments (\$5.1M), new homes at Poquonock Commons (\$3.6M), and renovations for the Amazon “last-mile” delivery facility on Helmsford Way (\$2.1M).

Personal Property reflects a net decrease of \$39.8M or 7.99%. Various manufacturing, telecommunications and financial related companies made reinvestments in computer / data information systems prior to October 2021. Triumph Actuation Systems, Barnes Aerospace, MCI Communications Services, Cannon Financial and Dell Equipment Funding added a combined \$8M in assessed value. These investments did not offset normal depreciation across 1,311 personal property accounts. There were also a few large decreases of note such as IBM Credit (related to leased IT equipment) at -\$9.7M in assessed value and Cigna Health at -\$15.5M. These decreases are related to normal depreciation or the liquidation / removal of equipment.

The Motor Vehicle portion of the Grand List increased by nearly \$63M or 27.83% over October 1, 2020. According to data provided by the CT Department of Motor Vehicles, the number of registered vehicles as of October 2021 was 26,585. This is up from 26,280 vehicles one year earlier. The increased assessment is due to updated JD Power pricing guides which reflect the higher cost of both newer and used vehicles. Used vehicles have also increased mainly due to the shortage of newer vehicles.

Town Manager Souza stated that a significant portion of the Grand List is not residential. When you look at the real estate portion, only 44.5% falls into non-residential category. That is a significant percentage compared to many communities in CT. Personal property is over \$450 million in value. Town Manager Souza stated that this is a double-edged sword because of depreciation and life cycle. If there is not a reinvestment, we still have the depreciation that occurs. That is what is happening in the personal property category this year. It is a combination of lack of reinvestment, depreciation, and some companies having properties fully depreciated and liquidated.

Councilor Eleveld asked if there has been an increase of 28% in vehicles, if the bulk of that increase is in used vehicles. Mr. Labarbera stated that vehicles that were on the Grand List this year that were also on the Grand List last year increased about 13%. However, there were about

6,000 vehicles that were not on the Grand List last year. They were not necessarily new vehicles but new to the town. Those increased obviously 100%. If you had a vehicle last year and you have one this year, it may be in the range of 13%-15%.

Councilor Eleveld stated that, for those residents with used vehicles, it would be safe to say that they will be looking at 10-15% tax increase next year. Mr. Labarbera stated that it will depend on the mill rate but that is a good estimate.

Councilor Terranova inquired about the personal property tax. She stated that many businesses have employees working from home and asked how personal property such as computers are calculated. She asked if it is still based on the business having an actual property in town even if the employees are working elsewhere. Mr. Labarbera stated that is how it is currently calculated but it might change in the future.

Town Manager Souza stated that this is just one piece of the overall budget in place in terms of calculating the mill rate for FY 23.

c) Accept a Connecticut Urban Forestry Council Grant

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, to accept a grant through the Connecticut Urban Forest Council in the amount of \$34,720 and authorize the Town Manager to execute agreements and other documents relative to this grant.

Assistant Town Planner Todd Sealy stated a grant in the amount of \$34,720 has been awarded to the Town of Windsor by the CT Urban Forest Council under the Urban Forestry Climate Change Grant Program. The goal of the program is to promote urban forestry, climate change, and environmental justice goals. The grant was awarded to plant 91 trees and a portion was earmarked for plant identification and signage. Plantings are concentrated in Wilson and Deerfield open spaces and parks, specifically Sharshon Park, Wilson Library, Custer Street Tot Lot, and Deerfield Park. Wilson Deerfield Committee, Conservation Commission, Windsor Youth Services Bureau (YSB), and the libraries have been reached out to. The goal of the collaboration is to provide some skill training and educational opportunities. The hope is to educate the public on the importance of urban forestry. Site prep and planning will occur in the late spring and summer. Public communications/collaborations will occur in early summer.

Deputy Mayor Rampulla Bress thanked Mr. Sealy for this grant and is happy to see the collaboration and education piece. She feels it is very creative to use all these elements of the community and expressed appreciation for Mr. Sealy's efforts on this.

Mr. Sealy stated he is still working to iron out the educational component and hopes to get the community involved by working with the Youth Services Bureau and boards & commissions.

Deputy Mayor Rampulla Bress suggested reaching out to the school system as well as the Windsor Garden Club to help with the educational piece.

Councilor Dobler suggested leveraging with past Town Council member James Govoni.

Mr. Sealy stated he would find out a way to get Mr. Govoni involved. He also acknowledged that this has been a collaborative effort and thanked the professional staff in Windsor, Town Forester Mike Giacomazzi, Department of Public Works staff, Planning and Engineering staff, Youth Services Bureau, the library, the Recreation Department, and the Town Manager's office for their contributions.

Motion Passed 9-0-0

- d) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,790,000 FOR COSTS IN CONNECTION WITH THE MILO PECK CHILD DEVELOPMENT AND MONTESSORI SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$2,790,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Dobler, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,790,000 FOR COSTS IN CONNECTION WITH THE MILO PECK CHILD DEVELOPMENT AND MONTESSORI SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$2,790,000 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 Eleveld, to introduce and approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,790,000 FOR COSTS IN CONNECTION WITH THE MILO PECK CHILD DEVELOPMENT AND MONTESSORI SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$2,790,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Town Manager Souza stated that the town owns the Milo Peck building which houses the Discovery Center and the Montessori Early Childhood Education program. The building was built in different phases but originally built in 1947 on the Palisado Green.

Town Engineer Bob Jarvis stated that the existing HVAC systems at the Milo Peck School have reached the end of their expected life cycles and the current HVAC systems do not meet ventilation codes. On March 1, 2021, Council approved the appropriation of funding for the design of the proposed improvements. The design has been completed and the project was bid earlier this winter. The apparent low bidder has been successfully vetted by staff and the Public Building Commission. The construction services for this project will include complete removal of all existing HVAC systems and complete installations of all new energy efficient HVAC systems. Efficient natural gas boilers, chillers, pumps, unit wall ventilators, air handlers, and DDC controls to efficiently operate the new systems will be installed. Any hazardous materials in work areas will be abated. If approved, the project work will start with relocating the school to a temporary location in Windsor. Staff is in process of identifying and securing temporary location. Construction is expected to start in summer 2022 and be completed in fall 2022.

Deputy Mayor Rampulla Bress asked if the digital controls would allow for heating and cooling to be controlled from another location to increase energy efficiency. Facilities Manager Whit Przech confirmed this and stated that these types of controls typically increase energy efficiency by 30%.

Motion Passed 9-0-0

- e) Set a Special Town Meeting for February 22, 2022 at 7:00 p.m. for an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,790,000 FOR COSTS IN CONNECTION WITH THE MILO PECK CHILD DEVELOPMENT AND MONTESSORI SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$2,790,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on February 22, 2022 at 7:00 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,790,000 FOR COSTS IN CONNECTION WITH THE MILO PECK CHILD DEVELOPMENT AND MONTESSORI SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$2,790,000 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 Special Town meeting.

Deputy Rampulla Bress stated that a special meeting must take place because of the amount of the appropriation. Town Manager Souza stated that this meeting will be in person only, not hybrid.

Councilor Eleveld asked to clarify that if a resident is interested in speaking or being present for that meeting, they must attend in person at the Town Hall. Town Manager Souza confirmed this.

Motion Passed 9-0-0

- f) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$655,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER - SENIOR CENTER AND SOCIAL SERVICES FACILITY IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$655,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$655,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER - SENIOR CENTER AND SOCIAL SERVICES FACILITY IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$655,000 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 Eleveld, to introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$655,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER - SENIOR CENTER AND SOCIAL SERVICES FACILITY IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$655,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Assistant to the Town Manager Enita Jubrey stated that in October 2021, the Council authorized funding for the design portion of this CIP project that addresses many needs at the L.P. Wilson Community Center. Social Services offices are currently located in the northeastern corner of the town run portion of the building. The current space has cramped quarters with no privacy for staff and their clients. Access into the Social Services offices offers challenges for visitors and residents as they must pass directly through Recreation or Senior Services staff areas. It is proposed to relocate the Social Services offices to the current Senior Lounge program space that is in the southwest portion of the community center. This new space will be ADA compliant and offer direct access from the parking lot into Social Services for all visitors, as well as improve internal access.

The project also includes replacement of the flooring of the senior fitness center and renovations to senior center offices and program areas to improve connectivity with our senior citizens and staff. The Senior Lounge will be relocated to space directly off the main Senior Center programming area. The Senior Center office area will be reconfigured to include part of the former Social Services offices increasing staff and client privacy and allowing the senior transportation coordinator to be located with the Senior Center office area.

The project scope includes the installation of new HVAC systems, new lighting, new ceilings, flooring, painting of walls, new vestibule and windows with insulated glass, fire sprinklers, data cabling, Wi-Fi enhancements and new workstations and furniture. Any hazardous materials in work areas will be abated. If approved, the project work will start in spring 2022. Construction is expected to start in June 2022 and be completed in October 2022.

Councilor Terranova asked what the HVAC portion of this project is. Building Facilities Manager Mr. Przech stated that they will be replacing an existing heat only unit, installing a new air handler to improve air quality and fully air condition the space. They will need to increase the size of and insulate the duct work. The cost is about \$90,000.

Deputy Mayor Rampulla Bress stated that the space with the medical equipment (the lending closet) is very well used and asked if it might be able to be moved to a larger space so it is more accessible.

Motion Passed 9-0-0

- g) Set a Public Hearing for February 22, 2022 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE APPROPRIATING \$655,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER - SENIOR CENTER AND SOCIAL

SERVICES FACILITY IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$655,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Dobler, that a Public Hearing be held on February 22, 2022 at 7:20 p.m. at the Windsor Town Hall (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$655,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER - SENIOR CENTER AND SOCIAL SERVICES FACILITY IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$655,000 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

h) Approve framework for allocation of American Recue Funds

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, that the following Areas of Focus be used as the framework for the allocation of American Rescue Plan Funds:

- Competitive & Sustainable Economy
- Safe, Strong, Diverse Neighborhoods & Families
- Community Health & Wellness
- Capital & Infrastructure Investment

and that for planning purposes, \$5,100,000 be allocated towards investment in capital or infrastructure related projects.

Town Manager Souza stated that this is a request for the general framework to be approved as the motion stated with the proportion of the overall funds to be directed towards capital projects from a planning perspective. Staff is already working on a variety of the program elements that were outlined at the workshop several weeks ago. Each of those projects will be brought back to the Town Council for review and consideration. This money cannot be expended until either Town Council or the appropriate appropriation authority is provided (i.e., Town Meeting) if it is a capital project or an appropriation over a certain dollar threshold.

Councilor Eleveld asked for clarification that the Council is approving an outline that is subject to change in modification. Town Manager Souza confirmed this.

Councilor Eleveld expressed that his major concern is potential future annual expenditures. He supports a project that provides a measurable positive benefit and there is accountability. He is concerned that, if we fund items in this program with no clearly defined benefit, that this Council, or a future Council, may not have the fortitude to stop funding it if it is not working. People like to spend money, but it is difficult to say stop.

Motion Passed 9-0-0

i) Consider settlement in Legeyt vs Town of Windsor

- j) Consider settlement in Valenti vs Town of Windsor

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to move items 12i and 12j to appear after item 16.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to accept with regret the resignations of:

- Russell Sills from the Youth Commission
- Marcia Hinckley from the Historic District Commission

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the January 12, 2022 Special Town Council meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to approve the unapproved minutes of the January 12, 2022 Special Town Council meeting as presented.

Motion Passed 9-0-0

- b) Minutes of the January 18, 2022 Regular Town Council meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to approve the unapproved minutes of the January 18, 2022 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS

William Pelkey, 133 Portman Street, encouraged Council members to attend boards & commissions meetings.

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Gluck-Hoffman, to enter Executive Session at 9:16 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (Legeyt vs. Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (Valenti vs. Town of Windsor)

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: Town Manager Peter Souza; Assistant Town Manager Scott Colby; Risk Manager Marty Maynard

Guests: Cori-Lynn Webber, Law Offices of Cori-Lynn S. Webber, LLC

MOVED by Mayor Rampulla Bress, seconded by Councilor Dobler to exit Executive Session at 9:42 p.m. and to re-enter the Regular Town Council meeting.

Motion Passed 9-0-0

- 12 i) Strategy and negotiations with respect to pending claims and litigation (Legeyt vs. Town of Windsor)

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to accept the settlement of Legeyt vs. Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

- 12 j) Strategy and negotiations with respect to pending claims and litigation (Valenti vs. Town of Windsor)

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to accept the settlement of Valenti vs. Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Eleveld, seconded by Councilor Gluck Hoffman, to adjourn the meeting at 9:45 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Deanna Schuetz
Clerk of the Town Council