



**TOWN COUNCIL**  
**HYBRID MEETING – VIRTUAL AND IN-PERSON**  
**March 21, 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 Black-Burke led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

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

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

John Dunn, 15 Strawberry Hill, spoke regarding the agenda item to approve an appropriation of \$25,000 from the Capital Projects fund for the design of the River Street Pavement Rehabilitation project. Mr. Dunn reports that in FY 14, a concept study was done. The conclusion was to add a sidewalk would be too expensive and difficult. Daily traffic has increased since then. Amazon workers will soon learn that River Street is a great shortcut to get to Kennedy Road, which will increase traffic even more. There will also be two more warehouses within the next year as well as new apartments at Poquonock Village, adding to traffic on Kennedy Road and River Street. With improved roads, there will come increased speeding. Fortunately, there have not been any accidents or deaths in this tight, soon to be over congested, section of road. If a sidewalk will not be built, Mr. Dunn asked if the width could be increased to accommodate a bike lane on one side.

Karen Hatcher, 7 Pheasant Run, urged the Council to postpone setting a date for a public meeting on the Sage Park HVAC system. Ms. Hatcher stated that the town is bringing on board an energy consultant and asked that the Council wait until that person is on board before agreeing to spend over \$2 million on such a system. Ms. Hatcher asked who will be responsible for maintenance and repair on an integrated system with multiple vendors and asked if there will



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be staff available with enough skill and experience to work on all aspects of an integrated system such as this. She stated that it would be helpful if a cost analysis were done, particularly on the cost of fossil fuel, demonstrating a best and worst case scenarios over a 10-20 year span.

Eric Weiner, 76 Palisado Avenue, also advocated for a postponement of setting the date for the Sage Park HVAC with a focus on a lifetime cost-benefit analysis of mixing a conventional natural gas fire heating system with a heat pump based air conditioning system. Normally heat pumps can handle both air conditioning and heating. In this proposal, we are only taking advantage of the air conditioning component of the heat pump system. With an investment of \$2.3 million, Mr. Weiner feels it is incumbent on the Council to insist on a more detailed financial analysis of the full life cycle costs of the system taking into account fossil fuel purchase costs, maintenance and the environmental impact. The town has made great efforts thus far, increasing their solar generation capability. Over time, this will significantly reduce costs for energy versus continued use of fossil fuel. Mr. Weiner stated that he was not making a request to stop the project but was asking Council to direct staff to complete a more detailed cost benefit analysis and to table this matter until the information is brought back to the Council and to the public.

Teresa Bouthet, 14 Parkwood Drive, reports having spoken two weeks ago at the Council meeting to express concerns that the town had been extremely lenient in dealing with the dog owners at 18 Parkwood Drive whose three dogs got through a hole they had chewed through their fence and attacked her dog. Ms. Bouthet would like to see objective scale ratings incorporated for determination of dog attack severity and would like the current ordinances and policies the town uses to determine the handling of dog aggression resulting in severe injury or death to be looked at closely. Ms. Bouthet reports having recently emailed the Town Manager, Town Council, the Police Department, and Animal Control regarding an incident yesterday with the same dog owners with additional dogs. This is different from the three they currently have animal restraint orders on. She thanked Deputy Mayor Rampulla Bress and Town Manager Peter Souza for responding. Ms. Bouthet reported that on March 20 at 18 Parkwood Drive there were seven young pit bulls in the fenced in yard and one of the children who lives there was bitten. She recorded the incident and, after reviewing the video, believes at least three dogs bit the boy. She called the police. She observed seven dogs outside and heard at least two more dogs barking inside. She reported that the boy was seen trying to push the dogs off of him while he held on to his stomach and legs and called for help. Ms. Bouthet stated that this is not a safe situation and expressed concern about the number of dogs and how they are being managed with four children in the home, having been victims of their dogs herself. Ms. Bouthet reported having checked with the Town Clerk and found that the only dogs licensed are the three under restraint orders. Ms. Bouthet reported having mentioned a violation of the restraint order in her email. She reports that she has been told that it is difficult to issue disposal orders in Connecticut. In reading the final decisions from the Department of Agriculture over the past ten years, every disposal order for an attack was affirmed by the Hearing Officer and the Commissioner. The Department of Agriculture puts great weight on the judgement of a credentialed, experienced Animal Control Officer. There are Animal Control Officers who continue to serve our District, even at the State level, perpetuating the frustrating idea that a dog must have multiple bites, particularly to a person, before a disposal order can be issued. It is well within the law to objectively evaluate the severity of attack and issue disposal orders, even if it happens to be an



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unfortunate first attack. Ms. Bouthet spoke of the case Carlson vs. Ellington in which a dog named Scarlet attacked two dogs, killing one and seriously injuring another. The Animal Control Officer issued restraint orders on that dog, not disposal orders. Mr. Bouthet reports that this case is repeatedly referenced by Town of Windsor employees trying to affirm that it is difficult to issue disposal orders and have them upheld by the Department of Agriculture. Ms. Bouthet explained that this situation continues to cause her great distress and she is hoping for some protection and relief from the town and Windsor Police Department.

Elizabeth Yetman, 82 Robin Road, thanked the Town Council, Public Building Commission and town staff for their work, dedication and for the smooth functioning of Windsor. She expressed support for the Council taking additional time to gather more information on the Sage Park HVAC system before setting a Special Town meeting. Ms. Yetman stated that we are in a difficult time where we need to transition away from using fossil fuels, but cleaner alternatives don't seem to be readily available, especially with regards to heating. Solutions do exist, however, and can offer benefits such as long-term savings, easier maintenance, energy independence, cleaner air and water and reduction of CO<sub>2</sub> emissions. One of these solutions in the proposal is in the form of heat pumps but is only being used for cooling and Ms. Yetman asked why the technology is being limited in this way. Ms. Yetman asked the Council to do a further analysis before setting a meeting for the financing of the system.

## 6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler encouraged prayers for the people of Ukraine.

Councilor Walker echoed Councilor Dobler's sentiments regarding the people of Ukraine. Regarding the resident who spoke of the situation with the dogs, Councilor Walker stated that the Town Manager has said he is going to have the Police Chief follow up. Councilor Walker will wait to hear back and hopes to get some resolution. He stated that people have a right to walk the streets without fear of being attacked by dangerous animals.

Councilor Terranova thanked Mayor Trinks for staying home when not feeling 100%. She stated that we are in a much better place, but the pandemic is not over. Councilor Terranova urged people to stay home if not well to keep everyone else healthy. She encouraged people to get boosters and to get children five and over vaccinated.

Councilor Gluck Hoffman – None

Councilor Black-Burke thanked all speakers for taking the time to share. She stated that spring has arrived and children are out. She encouraged drivers to slow down. She congratulated Bridge Builder Deputy Mayor Rampulla Bress and all recipients of the Bridge Builder award. She also congratulated the phenomenal women of Windsor as we round out Women's History Month and encouraged people to visit the town website to see a list of all honorees. Councilor Black-Burke recognized women officers in particular.



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Councilor Eleveld encouraged drivers to slow down for the safety of all. He reported that he recently spoke with a woman whose family had escaped from Ukraine in 1940 and expressed sadness at seeing a repeat of the same type of situation. He stated that he saw a report indicating that 25% of the population has left the country. We have started the process of inflicting economic pain on Russia and Ukrainians are doing a great job of inflicting other pain on Russia. This is an unprovoked war and it a sad situation that we cannot live in peace in these times.

Deputy Mayor Rampulla Bress recognized the efforts of the Human Relations Commission. She reports having recently attended two workshops presented by the Human Relations Commission. The first was on health disparities in the black and indigenous people of color community. Councilor Terranova was a panelist along with Dr. Saud Anwar and Dr. Anton Alerte. There was a discussion regarding the obstacles black and indigenous people of color face in the health care system. Deputy Mayor Rampulla Bress encouraged the community to look for these workshops being held by the Human Relations Commission in their Conversations on Race series. She also reported having recently attended a Zoom workshop on antisemitism where there was discussion about the rise in hate crimes against the Jewish community. She encouraged residents to visit the Town of Windsor website or follow the Town of Windsor Facebook page for more information about these workshops. The next workshop will address the rise in hate crimes against Asian Americans. She wished everyone celebrating Irish American heritage month "Erin Go Bragh." She thanked everyone who came to speak to the Council and reported that discussions are being held regarding dog ordinances and collaborative conversations are taking place about clean energy.

Councilor Smith acknowledged the passing of longtime resident Carlton "Marty" Perkins and recognized him for his 65+ years of service in the Windsor Volunteer Fire Department.

Mayor Trinks – None

**7) REPORT OF APPOINTED BOARDS AND COMMISSIONS**

a) Public Building Commission

Mr. Rich Hazelton, Public Building Commission (PBC) gave the following report:

**Fire and EMS Station Design Project – 9912**

This project is basically completed. We have one serious warranty issue. The epoxy floor coating in the new fire apparatus bay has failed in isolated areas of the floor. The PBC is holding a special meeting on April 4<sup>th</sup> with the GC, PAC Group LLC, to discuss their plans and schedule to perform the warranty repairs.

**Sage Park Middle School Energy HVAC Efficiencies Upgrades Project Phase Two– 9519**

This project has been awarded to the low bidder Sav-Mor Cooling of Southington, CT. This is on this evening's agenda. The PBC will move forward on this project pending Town Council's directions.



### **Aquatic Facilities Improvements Design**

The PBC received an update from town staff at its last meeting. Design work and communications continue with town staff and the architect.

### **Milo Peck School HVAC Construction – 9538**

The PBC awaits further direction on this project from the Town Council to proceed.

### **Clover Street School Roof Replacement Design Project – 9549**

The project design architect, Hibbard & Rosa, is working on the roof design. The PBC has received and reviewed preliminary schematic drawings at its last meeting. The PBC approved the architect to move forward with construction drawings.

### **Design for LP Wilson Community Center HVAC Renovations - 9551**

The PBC received a project schematic update design from the architect Silver Petruccelli at its last meeting. The architect presented three options for the design of the replacement HVAC systems. The PBC selected option two, which is the more energy efficient option, which includes heat pumps for air conditioning/heating and Direct Outdoor Air Systems for ventilation.

### **Design for 330 Windsor Ave. Community Center Gym HVAC Renovations - 9550**

The architect, Russel & Dawson has completed their construction drawings for this project. At its last meeting, the Town Council approved funding and the PBC has instructed town staff to bid this project. Bids are expected to be reviewed in late April 2022.

### **Design for Clover Street School Restroom ADA Code Compliances – 9552**

The architect, Russel & Dawson, met with the BOE and town staff to review preliminary design drawings. The PBC expects to review schematic design drawings at one of our April meetings with the architect.

### **Design for LP Wilson BOE Restroom Renovations- 9553**

The architect, Russel & Dawson, has started the initial field observation work for his project. The PBC expects to review schematic design drawings at one of their March meetings.

### **LP Wilson Social Services Relocation Project**

The PBC has received construction drawings and the Town Council has approved the funding. The PBC has instructed town staff to bid this project. Bids are expected to be reviewed in late April 2022.

- b) Commission on Aging & Persons with Disabilities

Ms. Kathryn Roby gave the following report:

The members of the Commission on Aging and Persons with Disabilities rose to the ongoing challenges of the second full year of the COVID-19 pandemic. With the support of the town and the Information Technology Department, we have become more comfortable with technology



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and are able to meet the challenges of working remotely while still serving the needs of our target audiences. Despite the Pandemic, we have had a productive year and are looking forward to continuing to work effectively in our community.

### **Membership**

Our membership campaign proved to be highly effective. As we indicated in our FY 2020 report, we ended the year celebrating the addition of Commissioners Gauthier, Copeland, and Pekarski. In 2021, we are very pleased to announce that we have added two additional members – Linda Massa and Marva Douglas (filling all our available slots). Each of our members brings a unique perspective and we are pleased to have Linda and Marva with us.

### **Activities CY 2021**

We began CY 2021 with a focus on supporting the Health Department in its work on fighting the COVID Pandemic. The Public Service Announcements recorded by members of the Commission on hand washing, masking, and immunization continued to air on television until the spring. In late spring, we focused on a targeted effort to improve vaccination rates. Commissioner Brown led the development of an outreach letter to all religious organizations in our community providing educational information and encouraging immunizations. As some of the Senior Center services reopened, Commission volunteers joined others to staff the Fitness Center to ensure that all required protection measures were followed. We also worked with Liaison Joyce to address certain physical plant and safety concerns in the Community Center building. Cracked tiles, loose carpeting, push button door openers for the lower-level lavatories were addressed making access safer and easier for all.

We wrapped up the spring with a seminar series called “Successful Aging in Place.” Three programs were offered as Zoom events but were also recorded live by Win TV and posted on Win TV and on the Senior Center website.

Over the summer and into the fall, the Commission members began working on our largest project to date. Liaison Joyce shared with us a “Community Resource Book” created by the Town of Enfield and it was determined that all Windsor residents (not only our target audience) might benefit from a similar one focused on our community. We had hoped to be ready for distribution by late fall however this proved to be a larger task than we anticipated! This booklet is now completed and with the printer; we anticipate having hard copies for distribution and an online version to share with those agencies and service providers who are active on our community.

The Commission closed out CY 2021 with participation in the Senior Center annual Health Fair/Flu Clinic, resuming the Flu Shot PSA and the Hand washing PSAs. Our final project for CY 2021 was working with Liaison Joyce for the Bereavement Support Group to resume with the assistance of Carmon Services.

### **Activities Proposed CY 2023**

Moving forward, we hope to continue our focus on three specific areas: education/health awareness programs, resources safety and accessibility concerns in the community.



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Toward that end, Commissioner Gauthier is working with the Lions Club to do a Vision Screening at the Senior Center in the spring and to have a table at the annual Spring Craft Show to provide information to our target audience in the community. With the assistance of Commissioner Brown, we are also hopeful that we can schedule an informational program from "Independence Unlimited" (community-based services/programs for the disabled) and one from a "Community Engagement Speaker" on a similar topic. These are anticipated to be both in person and online, recorded for posting on WIN TV and the Senior Center websites.

Commissioner Gauthier is also researching the possibility of the Commission having the opportunity to do a display window in the CVS store in the center of town to educate the community on the role of the Commission and some of our activities.

We look forward to receiving suggestions and recommendations for additional programming from the Council, Senior Center Staff and members of the community.

### Acknowledgements

At this time, as the current Chair and on behalf of the members of the Commission, we would like to acknowledge and express our appreciation for the hard work and support that Rebecca Joyce, our Liaison, has given us. There is no way that we could have done as much as has been accomplished without her help. We would also like to thank the Council for your support as well and look forward to hearing any recommendations you may have.

Deputy Mayor Rampulla Bress expressed enthusiasm and appreciation for all the work being done. She asked if the resource book was posted online on the Town website.

Ms. Roby stated that is the plan but was unsure had been posted on the website yet. They would like to see it on the Town website and then again on the Social Services and Senior Services areas. They will review the resources in October and make any necessary updates to keep the information current and accurate. Printed copies will be available in all libraries.

Deputy Mayor Rampulla Bress thanked the Commission for developing such a valuable resource and encouraged the Commission to let the Council know if there is anything they can do to help.

### c) Metropolitan District Commission

John Avedisian, Metropolitan District Commission (MDC) member, gave the following report:

The Windsor Special Olympic Winter Games were recently held. Mr. Avedisian and his family had the honor of representing the MDC at the opening ceremony. The MDC was thanked for their contributions, particularly the amount of water used to be able to make snow. Windsor is a special town, as most surrounding sites do not have snow.



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The MDC has been selected as a recipient of the 2021 Public Communications Achievement Award for significant accomplishments in communication including education, promoting awareness, media relationships, and community involvement.

Collective bargaining with the unions will start soon. One person was hired in 2022. There are 438 current positions of which 420 are filled. The MDC is working closely with unions to combine jobs to improve efficiency.

The MDC has decommissioned the Colebrook River Lake Reservoir hydroelectric facility. Electricity could only be made half the year because the other half of the year the water that was there was a mud puddle. Savings will be in the range of \$600,000-\$800,000 per year.

Operation Fuel grants in 2021 in Windsor were 18 individuals totaling \$7,701. In 2022, 14 applicants received grants. This could possibly have been due to lack of communication and in the future, something may be put on the MDC website or in the bill.

Barkhamstead and Nepaug Reservoirs are at 100%.

With regards to the Hartford Landfill discharge, the MDC is close to getting their \$13 million from the state. Mayors and Town Managers wrote letters to legislators advocating for the monies owed to be paid to the MDC. Money owed by DEEP was in the budget this year and was pulled by the governor's office. There was a lawsuit against the Commissioner of DEEP. The lawsuit was pulled back in hopes of opening a good line of communication, which it has. The hope is that it will be passed this budget year. That \$13 million goes directly to the ad valorem, or the sewer, which will be a direct savings to the Town of Windsor. Other strategies are being discussed in the event that this does not work.

Deputy Mayor Rampulla Bress thanked Mr. Avedisian for providing information on the MDC's involvement with the Special Olympics. She asked if Operation Fuel applications are available online or if applicants must go to Social Services to apply. Mr. Avedisian stated that he would need to get back to the Council on this.

Deputy Mayor Rampulla Bress advocated for an online application, citing that it would be easier and more accessible for applicants. Mr. Avedisian agreed and stated that, if people are in trouble, we should make it as easy as possible for them to get assistance.

Councilor Eleveld thanked Mr. Avedisian for his report. He stated that he was on the Council years ago and doesn't recall receiving regular communications from an MDC representative.



## 8) TOWN MANAGER'S REPORT

Town Manager Peter Souza stated that the resource guide developed by the Commission on Aging & Persons with Disabilities is available on the Senior Center page of the Town website.

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

Per data published by the CT Department of Public Health on March 16th, 79.10% of our total population has been fully vaccinated, while the state wide rate is 78.20%. Our rate is up from 77.97% on February 10th. Of children between 5 and 11 years of age, 43.51% of that group has received at least one dose and 38.03% has been fully vaccinated. 82.06% of town residents, 5 years old and above, have been fully vaccinated.

Private providers such as the two CVS locations and the Pharmacy located inside of Target in town continue to offer COVID-19 vaccinations as well.

Residents are encouraged to get vaccinated and/or to get a booster shot as well as to continue to take appropriate health precautions. For more information, call the Health Department at 860-285-1823.

### **March 29 Budget Workshop for Windsor Residents**

Residents are invited to a budget workshop on Tuesday, March 29<sup>th</sup> from 6:30 p.m. to 7:30 p.m. here at town hall. The meeting is an informal and interactive gathering that will provide residents with an opportunity to hear an overview on the proposed fiscal year 2023 budget.

A public hearing on the FY 2023 budget will be held on April 4th.

On April 28<sup>th</sup>, May 3<sup>rd</sup> and May 5<sup>th</sup>, community budget forums will be held throughout town sponsored by the League of Women Voters and CT Votes.

A detailed schedule of budget hearings, workshops and community forums can be found on the town's website. For more information, call 860-285-1835.

### **Phenomenal Women of Windsor**

The Windsor Human Relations Commission invites you to attend the Phenomenal Women of Windsor ceremony being held on March 30, 2022 at 6:30 p.m. in the Council Chambers at town hall. Help us celebrate the efforts of these Phenomenal Women on going above and beyond to enhance Windsor's community. We look forward to seeing you there.

### **Neighborhood Assistance Act program**

The Town of Windsor Office of Community Development is again soliciting program proposals from community non-profit organizations and municipal agencies for funding consideration under the State's Neighborhood Assistance Act (NAA) program.

This program allows businesses to claim a State tax credit for cash contributions made to qualifying community programs conducted by tax exempt or municipal agencies. The types of community programs that qualify for the NAA tax credit program include, but are not



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necessarily limited to: energy conservation; employment and training; child care services; neighborhood assistance; substance abuse; open space acquisition; crime prevention programs and affordable housing development. The minimum contribution on which a tax credit may be granted is \$250, and the maximum contribution that any non-profit or municipal entity can receive under this program is \$150,000.

For further information about the Neighborhood Assistance Act Program or to receive an application packet, please contact the Office of Community Development at (860) 285-1985 or go to the DRS website at [www.ct.gov/drs](http://www.ct.gov/drs). All applications must be received electronically and by close of business day on May 26, 2022 in order to be considered.

### **Friends of Northwest Park Pancake Breakfast**

Wake up and head over to Northwest Park on March 26, 2022 from 8-10 a.m. for a pancake breakfast! The event will be held in the warming shed. There will be a full breakfast of pancakes and sausages smothered in 100% maple syrup that will come straight from Northwest Park's sugar house. Refreshments include orange juice, coffee, tea and hot chocolate. \$6 for adults, \$4 for children under the age of 12 years old and children under 3 are free. Proceeds go towards the park. For more information call 860-285-1886.

### **Community Garden - Rent a Plot**

Rent a plot in the Community Garden at Northwest Park. Raise your own produce in a 36 square foot plot that's been harrowed and staked out for you at the beginning of the growing season. There's a nearby water source but gardeners need to bring their own hose and tools. \$60 (Windsor resident), \$75 (non-resident). There will be a \$50 refundable security deposit. Starting April 1<sup>st</sup>, call 860-285-1886 to register for the season.

### **Public Information Meeting - 2022 Small Cities Community Development Block Grant Application**

Join us on Tuesday, March 22, 2022 at 6:30 p.m. in the Council Chambers at town hall for a Public Information Meeting on the town's 2022 Small Cities Community Development Block Grant Application. If you cannot make it in person, you can Zoom in at: <https://us02web.zoom.us/j/84574568836>. The Town is proposing to apply for a grant amount of up to \$400,000 for Housing Rehabilitation. In addition, the Town will create a revolving loan fund with program income (principal and interest) generated from the grant for a housing rehabilitation loan program.

The goal of the meeting is to obtain citizen's views on the town's community development and housing needs and to discuss specific project activities in the areas of housing, economic development or community facilities which could be part of the town's application for funding. Also, this meeting will review and discuss the town's prior Small Cities projects including any currently open or underway.

If you are unable to attend, you may direct written comments to the Town of Windsor, Community Development Office, 275 Broad Street, Windsor, CT 06095, or send them via email at



[reydecastro@townofwindsorct.com](mailto:reydecastro@townofwindsorct.com) or you may call (860) 285-1985. In addition, information may be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

**Riverfront Recapture Regional Park and Grant Award for Multi-Use Trail**

Riverfront Recapture has announced they are in line to receive \$900,000 toward the new park project on the Hartford/Windsor line. Under the funding package approved by Congress this week, the City of Hartford will receive \$900,000 to support the development of the new Riverfront Park, Garmany Cove and the Marfuggi Riverwalk. This funding was in large part secured by the efforts of Congressman John Larson's office.

Also, the town has been notified that our grant application for planning funds to design the expansion of the multi-use trail along the CT River between town center and the East Barber Street boat launch has been approved by the State in the amount of \$240,000. This represents 80% of the estimated design cost.

Councilor Walker stated that he had requested the Hartford Area Cable Television Advisory Council (HACTAC) be put on the agenda for a meeting and asked for an update.

Town Manager Peter Souza stated that there is not yet a specific date and this is still in the process of being coordinated. If not April 4<sup>th</sup>, then they will likely be on an agenda in the month of May after budget season.

Councilor Walker recalled that the pathway from the Hartford city line into the center of town requires a route through the Loomis Chaffee property and that this was going to be addressed with Loomis Chaffee.

Town Manager Peter Souza stated that conversations with leadership at Loomis Chaffee have reengaged and he is cautiously optimistic that a suitable route through their campus or along the periphery of their campus may be identified.

**9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler – None

Finance Committee – Councilor Terranova – None

Health & Safety Committee – Councilor Black-Burke – None

Personnel Committee – Deputy Mayor Rampulla Bress – None



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## 10) ORDINANCES

- a) Approve an ordinance entitled, 'AN ORDINANCE ESTABLISHING VOTING DISTRICTS FOR THE TOWN OF WINDSOR.'

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 ESTABLISHING VOTING DISTRICTS FOR THE TOWN OF WINDSOR' 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 9-0-0

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to approve an ordinance entitled, "AN ORDINANCE ESTABLISHING VOTING DISTRICTS FOR THE TOWN OF WINDSOR."

Motion Passed 9-0-0

## 11) UNFINISHED BUSINESS – None

## 12) NEW BUSINESS

- a) Approve a Manufactory Equipment Exemption for Windsor Hardwood LLC

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to Windsor Hardwood for the October 2021 Grand List.

Town Manager Peter Souza stated that manufacturing companies can apply to the local Assessor's office for a property tax exemption on certain eligible manufacturing equipment, as described under CGS 12-81(76). An exemption claim form must be filed with the Assessor's office by no later than November 1st of each year. Companies that are unable to file by November 1st may request an extension of 45 days. A 25% penalty is incurred if no extension is requested. Windsor Hardwood filed late (December 15, 2021) for their manufacturing exemption, and did not file for an extension with the Assessor's office.

Town Manager Peter Souza also stated that current state law provides the authority to municipalities to grant a manufacturing property exemption for a company that did not file for the manufacturing exemption on time. Prior to the state law changing, a company that missed the filing deadline was able to ask their local state legislator to file "special legislation" to provide an exemption of the local tax on eligible machinery if the company filed documents with the town



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assessor within a certain time frame. Each year, there were several of these requests on a state-wide basis.

Town Manager Peter Souza reported that the company has stated that the COVID-19 pandemic has caused economic disruption and they have had to make various adjustments to their workforce and operations. The company has indicated the financial impact of the personal property tax could require reduction in work hours, furloughs and implementation of other cost cutting options. The company's FY 23 personal property tax bill is estimated to be approximately \$27,156 without a property tax exemption for eligible manufacturing equipment. The property tax on their manufacturing machinery & equipment is \$20,357 and the 25% penalty is \$5,431, for a total of \$25,788. The balance of \$1,368 is related to personal property not eligible for the manufacturing equipment exemption.

Town staff recommends the Town Council consider favorable action to grant a manufacturing machinery equipment exemption under *CT General Statutes Sec.12-94e* to Windsor Hardwood for the October 2021 Grand List.

Councilor Dobler asked if Windsor Hardwood LLC has asked for this type of exemption before. Town Manager Peter Souza stated that this is the first time they have missed a filing date and recommended moving forward with this exemption.

Councilor Eleveld asked for clarification. He understood this to mean that, if they file on time, they get the exemption. If they file late, they get the exemption minus 25% effectively.

Town Manager Peter Souza clarified that, if they do not file for the exemption or an extension in November, and the Town Council does not grant them this exemption, they would have the liability on their equipment plus a 25% penalty.

Councilor Eleveld clarified they would have to pay the tax they would otherwise have to pay plus a 25% penalty. Town Manager Peter Souza confirmed and stated it is an incentive to file on time.

Motion Passed 9-0-0

- b) Approve a Manufactory Equipment Exemption for Taylor and Fenn Company

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to Taylor & Fenn Company for the October 2021 Grand List.

Town Manager Peter Souza stated that the Taylor & Fenn Company filed late (November 12, 2021) for their manufacturing exemption and did not file for an extension with the Assessor's office.



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The company has stated that the COVID-19 pandemic has had far-reaching consequences and caused a significant economic disruption in their end markets. The company has had to make adjustments to their workforce, curtailed hiring and other expense reduction efforts. Company representatives expect the economic disruption caused by COVID-19 to continue for the remainder of this year. The company's Chief Financial Officer has indicated the financial impact of the personal property tax could require reduction in work hours, workforce and consideration of other cost cutting options. The company's FY 23 personal property tax bill is estimated to be approximately \$48,283 without a property tax exemption for eligible manufacturing equipment. The property tax on their manufacturing machinery & equipment is \$36,739 and the 25% penalty is \$9,657, for a total of \$46,396. The balance of \$1,887 is related to personal property not eligible for the manufacturing equipment exemption.

Town staff recommends the Town Council consider favorable action to grant a manufacturing machinery equipment exemption under *CT General Statutes Sec.12-94e* to Taylor & Fenn Company for the October 2021 Grand List.

Councilor Dobler asked if this is the first time that Taylor and Fenn has asked for this type of exemption or if it is habitual. Town Manager Peter Souza stated that this is not habitual of Taylor and Fenn.

Motion Passed 9-0-0

- c) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,285,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL ENERGY AND EFFICIENCY HVAC UPGRADES PHASE II; AND AUTHORIZING THE ISSUE OF \$2,285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to resolve, that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,285,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL ENERGY AND EFFICIENCY HVAC UPGRADES PHASE II; AND AUTHORIZING THE ISSUE OF \$2,285,000 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 Dobler, to introduce and approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,285,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL ENERGY AND EFFICIENCY HVAC UPGRADES PHASE II; AND AUTHORIZING THE ISSUE OF \$2,285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."



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Town Manager Peter Souza stated that this project originated several years ago within the Capital Improvements Program. It is geared to be an energy efficiency program but also to add air conditioning into sections of Sage Park which is approximately 170,000 square feet in total. The Town Council authorized design a few years ago.

Director of Public Works Robert Jarvis stated that the Sage Park Middle School was built in 1968. The original building was 116,500 sq. ft. An addition of 60,000 sq. ft. was added to the building in 1994. The boilers and heating systems are original to the existing and addition areas. The original section of the building uses unit ventilators and unit heaters to heat classrooms and hallways. The 1994 addition areas use radiant baseboard for heating classrooms. The original boilers, pumps, and pneumatic controls still provide heat to the majority of the building. The boilers were converted from heating oil to natural gas in 2014.

The Capital Improvements Program has included a multi-year approach to replacing and upgrading the facility's HVAC system. In 2019, the Town Council approved design funding for the first phase of a phased project to improve the various components of the HVAC system. Construction funding was approved for the first phase of the HVAC Efficiencies Upgrades Project and work was completed in late fall of 2021.

The first phase of the HVAC improvements included a new electrical service designed to accommodate all new and future HVAC loads, installation of air conditioning with electric heat pump systems for all second floor classrooms and hallways, replacement of existing roof top units and most energy recovery units (natural gas), replacement of two gymnasium air handling units with air conditioning, and the connection of new HVAC equipment to the existing building direct digital controls (DDC) system.

Mr. Jarvis reported that construction services for the remaining improvements to the Sage Park School HVAC system were bid recently. The project, as designed and bid, included the replacement of the HVAC system for the auditorium, new air conditioning systems for all remaining first floor classrooms, replacement of all existing wall unit ventilators, the replacement of boiler room heating equipment, and also new direct digital controls for HVAC equipment. The low bid for this work came in at approximately \$3.6M (not including contingency or soft costs). This amount is substantially higher than the \$2.1M project allocation in the FY 22 Capital Improvement Program.

Mr. Jarvis also reported that the project was re-bid using a phased approach to complete the remaining HVAC improvements. The revised scope for Phase II includes the air conditioning of all remaining areas of the first floor, auditorium, music wing, classrooms, and hallways. The first floor classrooms and hallways are proposed to be air conditioned with electric heat pump systems. The existing air handlers in the music wing and auditorium will be replaced with electric air handlers with direct expansion air conditioning coils that also uses hot water generated by the natural gas boilers that were installed in the first phase. All existing ductwork on first floor will be cleaned, any hazardous material uncovered during construction will be abated. New HVAC equipment will be connected to the existing Building Energy Management systems to control and conserve energy usage. If funding is approved, construction would start in the summer 2022.



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Phase III will be programmed for funding in the FY 2023 Capital Program and the work would include replacement of the remaining wall unit ventilators, exhaust fans, boiler room heating equipment, and installation of direct digital controls.

Town Manager Peter Souza stated that, because this project had been in design since 2019 and at that point the path forward was selected when Phase I was done, a detailed cost analysis was not completed in terms of life cycle for Phase II. The financial calculations are available on what the annual debt service would be based upon a 15-year term at a projected 5% interest rate. Councilor Dobler stated that much has happened since 2019 and he feels it would be appropriate if we got a cost benefit analysis on this project to confirm that what we are looking to do moving forward is the appropriate path.

Councilor Black-Burke stated that she would also like to see the work up of numbers. She feels the Council is positioned to take a step back, possibly table this, and come back and revisit it upon receipt of further information.

Councilor Eleveld asked if there is a reason this must be approved tonight or if it would be possible to delay 45 days.

Buildings and Facilities Manager Whit Przech stated that the contractor is available to do the work and a delay increases the possibility that the project will not be able to be completed this summer due to the logistics of the lead times on equipment. Some are currently 12-16 weeks out.

Town Manager Peter Souza asked Mr. Przech to clarify which equipment is subject to which lead time. Mr. Przech stated that there are two components of Phase II: the insulation of the heat pumps and the placement of air handlers. The heat pumps have shorter lead time of 4-6 weeks. The plan, if we move forward, is to install the heat pumps during summer recess and install the air handlers in the fall.

Councilor Eleveld asked if the air handlers would be installed while school is in session. Mr. Przech stated that they would be installed while school is in session during second shift and the heat pumps would be installed during the summer months.

Councilor Eleveld explained that he was thinking of delaying 45 days because the Council will be busy with the budget next month. He asked for confirmation that heat pumps are being used and the boiler is being used to heat a good chunk of building and that is not changing. Mr. Przech confirmed this. He stated that the boilers supply the supplemental heat because the heat pumps are not efficient enough to heat the building on cold days. The Board of Education has a policy that the schools must be a minimum of 68 degrees. The engineer does not believe the heat pumps can adequately heat the building. It also must be considered that new covid rules require an air purge before school opens and all the fans run to bring in 100% fresh air. The air must then be reheated. The heat pumps would not recover the building in time to get the air temp up to 68 degrees.



Councilor Eleveld asked for confirmation that we have Energy Recovery Ventilators (ERV) as part of this system. Mr. Przech confirmed this and stated they have hot water reheat coils.

Councilor Eleveld stated that basically we are trying to salvage whatever heat is available on the outgoing air to heat the incoming air or cool it because it works both ways. But the system is predominately heat pumps with a gas fired water system as a backup. Mr. Przech stated that the heat pumps being installed also heat as well.

Councilor Eleveld stated that he is familiar with that but on really cold days they work extremely hard to heat. He discussed his personal experience with heat pumps and asked for confirmation that natural gas is used to back that up. Mr. Przech stated that, with the natural gas system, the boilers generate the hot water which flows through the reheat coils.

Councilor Eleveld asked for confirmation that there is no more efficient way, such as geothermal. Mr. Przech stated he does not think the system would be able to handle this. There is not enough land there for wells.

Councilor Eleveld stated, if we delay, there is a chance it won't be completed for the fall. He asked when the first possibility would be to bring this back before the Council.

Town Manager Peter Souza stated that part of the question is what the timing is to do the cost benefit analysis. He reports there have been some internal discussions and there are still some questions about the extent of design work that would need to be done to spec out an alternative. He estimated this would require a minimum of 45 days and would also require additional money. As an alternative, we could potentially remove the air handling units and just approach the first aspect of the project (the air conditioning of classrooms). The quality of the conditioned air in that area has been a concern for many years. By taking away the air handlers, it would be approximately \$1.6 million including a contingency and some money for commissioning. The Council could do that as a bond ordinance and simultaneously go forward with a cost benefit analysis. There may also be an opportunity to look at electrifying unit heaters in some of those spaces instead of having hot water. Instead of a special town meeting there could be a public hearing on April 4, Council could act on that, and that would keep us on track for summer for a portion of that work.

Councilor Eleveld asked for confirmation that the electric heat pumps drive the compressors and asked if they also have electric strip heaters. Mr. Przech stated there are strip heaters on the roof units around the compressors.

Councilor Eleveld stated the strip heaters would kick on to provide some additional heat but would also come from the natural gas boiler system. Mr. Przech confirmed this. The strip heaters wrap around the compressors to keep the oil warm so the heat pumps can be more efficient as it gets colder outside.

Councilor Eleveld stated that usually the strip heaters kick on when the unit goes into defrost mode and provided some information on defrost mode. He stated that he is having difficulty



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understanding what alternative there could be that would be more efficient than natural gas. Electricity is very expensive. He stated that he understood the comments from other councilors about delaying but he is having difficulty finding where there would be any meaningful difference.

Councilor Walker asked if the data available today could meet the requirements for the cost benefit analysis without going into different designs. While he doesn't like the delay, he believes it is reasonable for people to ask about the long-term costs and would like to find a way to get the information without delaying this project too much.

Mr. Przech stated that, to do an accurate cost benefit analysis, you must have the system design in place and essentially the whole project needs to be redesigned to obtain accurate numbers. Every building is different and there are only certain ways you can get into the heating and ventilation equipment in an existing structure without doing a gut renovation. The Bloomfield Avenue building and the Police Station on Addison Road were completely gutted, allowing for new, highly efficient systems to be put in and for exterior walls to be properly insulated. The schools are older buildings with a lot of heat loss/heat gain requiring bigger systems. Natural gas is really the only way to provide the supplemental heat in a cost-efficient way.

Deputy Mayor Rampulla Bress feels that it would be helpful to have more explanation in terms of the thinking that went into these decisions and why. More information might be needed for the community and Council Members. She is not sure she agrees with conducting an entire cost-benefit analysis because she is not sure she wants to wait 45 days, but she is open to tabling the motion if a detailed explanation as to why these choices were made can be offered. She expressed concern for students and other people there and is in support of having the air conditioning done as soon as possible.

Councilor Terranova asked if the current bid has an expiration date. Mr. Przech stated that all bids have 90 days. This project was bid about 30 days ago, so we have 60 days.

Councilor Terranova stated that having to rebid will cost more money.

Mr. Przech explained that the conversion to LED lighting and changing of the boilers from oil to natural gas at Sage Park Middle School alone resulted in a savings of \$161,000 annually. Much work has been done in the schools to save money. Clover Street was converted from oil fired heat and was fully air conditioned and this has resulted in significant savings as well. Due to the size of the school buildings, supplemental heating options are limited.

Councilor Dobler expressed that many are unsure of the path forward and don't have a full grasping of the inner workings of what we are looking to accomplish. He asked Town Manager Peter Souza to talk more about the possibility of splitting up the project and the pros and cons of each. He would like to come to a decision and avoid having to rebid.

Town Manager Peter Souza stated that, if the air handlers were taken out, the certainty of the cost goes away. If the air handlers are delayed into a third phase, there will likely be inflation costs on labor, materials, and supply. Also, given the lead times, that work would likely not get



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done this calendar year. If the entire phase was to be delayed, the same factors apply plus the classroom work would not get done and the students and faculty would not have those improvements made in the classrooms, creating some inequity in the building in terms of space being conditioned. Mobilization costs would be paid twice due to having two projects.

Mr. Przech stated that the energy recovery units and rooftop units are reusing the hot water reheat coils so those coils would have to be removed and electric coils put in their place.

Town Manager Peter Souza asked for confirmation that if those air handling units were not replaced, that would not be work that would be lost. Mr. Przech confirmed this. He stated that the existing air handling units that we did install have hot water reheat coils. This includes the one for the gymnasium and the training room. That would be work that would get redone if we change the supplemental heating source.

Town Manager Peter Souza asked for clarification as to whether it was an absolute that those would need to be changed. If we just wanted to reduce our consumption of natural gas, we wouldn't have to go 100%. Mr. Przech confirmed this and stated that the new boilers are at least 30% more efficient than what is in there now.

Councilor Walker stated that, to his understanding, all the possible alternatives are going to cost additional money. There are even additional costs associated with obtaining more information. He feels that, if this is going to cost taxpayers more money, we should go along with it and try better in the future.

Mr. Przech stated that when the PBC awards projects to mechanical engineering firms they are told to design it with the latest energy efficient equipment if it will work in the building. Other alternatives were explored but were cost prohibitive.

Councilor Black-Burke stated that, to her understanding, there is a piece that would happen over the summer and then a piece that would take place in the fall. She asked if these projects could be split up while we wait for a complete analysis of lifetime costs. She stated that, going forward, lifetime costs need to be a part of the workup that is shared with the Council.

Mr. Przech stated that the project can be split up. The heat pumps could be done, and we could wait to do the air handlers but those sections of the building would not have air conditioning until that point in time.

Councilor Eleveld asked, if this is broken into two parts, if that would mean the second part would have to be rebid. Mr. Przech confirmed this.

Councilor Eleveld stated that we may end up having the same thing we have today, just more costly.



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Deputy Mayor Rampulla Bress stated that if it is done within 60 days, or before the bid expires, the cost would not change. The question is whether we can get all the information needed and make the decision within 60 days.

Town Manager Peter Souza stated that the challenge is the ability to get enough information for a reasonable cost analysis for the life cycle as well as the upfront costs. They will need to talk to the mechanical engineer.

Deputy Mayor Rampulla Bress stated that she is wanting to get it in before the 60 days. She is concerned about that as well as people not having air conditioning and heating at the school. Councilor Walker stated that, to his understanding, all alternatives carried additional costs. He asked for clarification as to whether waiting the 60 days would carry an additional cost. Mr. Przech stated that there will be additional costs to do an accurate cost benefit analysis.

Councilor Dobler stated that a decision needs to be made within 60 days to keep the same bid.

Deputy Mayor Rampulla Bress asked if there was an idea of what the additional costs would be for a cost-benefit analysis. Mr. Przech stated that the cost-benefit analysis for Milo Peck was \$39,000 and this school is 2-3x that size.

Councilor Terranova asked what Councilors wanted to be included in the cost-benefit analysis. She asked if Councilors want the engineers to compare multiple different systems and she asked what information Councilors want to come back to them. She asked what cost-benefit analysis means to people.

Councilor Dobler stated that, to him, it would be the lifetime cost of what we are proposing tonight compared to any feasible alternatives.

Town Manager Peter Souza asked for clarification on if it would be non-fossil fuel feasible alternatives.

Councilor Eleveld stated that electricity is currently considered a fossil fuel.

Town Manager Peter Souza stated that the term that has been used is electrification.

Councilor Eleveld stated that either a town hearing or special town meeting will need to take place. If we move forward with this motion and a public hearing, and, at a future point, it is decided to do the project and cut it to a lower cost, he asked if we must go through the process of another town hearing or special town meeting. He asked this because of the timeframe. He asked if there is there a way to do a town meeting and get the approval from the taxpayers for a maximum expenditure of \$2.3 million, and then approve something at a lower cost.

Town Manager Peter Souza stated that, based upon the language and the ordinance, if you are at or below the authorized level, you do not have to come back for authorization because the ordinance provides the PBC and the Facilities Manager scope.



Councilor Eleveld stated that there seems to be a consensus that the Council wants more information. He asked if we move forward with it as is, and we have not approved the expenditure, but in three or four weeks, we can approve the expenditure if that is our final decision or reduce the expenditure.

Town Manager Peter Souza stated that, if it goes to a town meeting, there are certain posting requirements to meet those timeframes. The Council is meeting several times during the month of April and will have the ability to set a town meeting if needed.

Councilor Eleveld stated they would approve the ordinance, request a town meeting, and after that have a regular council meeting where we approve the final ordinance. We still must approve expenditure of the funds.

Town Manager Peter Souza stated that is not accurate. He stated that the special town meeting is the authorization approving the spending for that particular project. It does not have to come back to the Council.

Councilor Eleveld asked if the Council could change it. Town Manager Peter Souza stated that, after a town meeting, the Council cannot change that dollar amount.

Deputy Mayor Rampulla Bress stated that she hopes all of the Council is in agreement on the air conditioning. She suggested separating that out and voting on it tonight and that work can get started. She is unsure if the Council agrees on the expenditure for the additional information. She asked how that would be discussed.

Town Manager Peter Souza stated that, in order to provide the Council with clarity, they will have to work with the current mechanical engineer and draft out a scope of service, working with the PBC and get a cost estimate and a scope of work and bring that back in two weeks to present to Council.

Mayor Trinks reviewed some of the options to move forward. He expressed his feeling that they should do whatever needs to be done to get air conditioning in there and recounted situations where the excessive heat in the building caused significant issues.

Town Manager Peter Souza stated that, if the Council wanted to split out the air conditioning, he could come back on April 4 with the revised number. It is in the \$1.6 million range with 10% contingency. The Council could then set a public hearing for one of the meeting nights they are here in April and act on a bond ordinance for the air conditioning only.



MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Dobler, to withdraw the motion to introduce and approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,285,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL ENERGY AND EFFICIENCY HVAC UPGRADES PHASE II; AND AUTHORIZING THE ISSUE OF \$2,285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Motion Passed 9-0-0

MOVED by Councilor Eleveld, seconded by Deputy Mayor Rampulla Bress, to postpone until April 4<sup>th</sup>.

Motion Passed 9-0-0

- d) Set a Special Town Meeting for April 4, 2022 at 6:45 p.m. for an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,285,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL ENERGY AND EFFICIENCY HVAC UPGRADES PHASE II; AND AUTHORIZING THE ISSUE OF \$2,285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Item was skipped.

- e) Introduce a resolution authorizing execution of grant agreement with Connecticut Department of Transportation and the expenditure of \$2,185,000 in grant funds for International Drive Pavement Rehabilitation Project – Phase I.

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, that Peter P. Souza, Town Manager be authorized to sign the Project Authorization Letter for the International Drive – Phase 1 (North Bound) Project, Project No. L164-0007, under Master Agreement No. 02.28-02 (13) and to accept funds from the State of Connecticut and authorize the expenditure of \$2,185,000 for the International Drive Roadway Improvements.

Town Manager Peter Souza reported that this item had been presented to the Council in the past for design funds and we are now here for an authorization to sign the project agreement and move forward with a special town meeting.

Assistant Town Engineer Adam Kessler reported that in 2020, the town was awarded grant funding through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTCIP) for the pavement reconstruction of International Drive, Phase 1 (Northbound). The LOTCIP program provides 100% state funding for the construction phase of the project. 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. Phase 1 consists of the northbound side only. The final design for the reconstruction project has been submitted to CT DOT. At this time, the town



needs to execute the Project Authorization Letter (PAL) associated with the town's Master Municipal Agreement (MMA) for Construction Projects with the CT DOT.

Mr. Kessler stated that the PAL for the International Drive Reconstruction, Phase 1 project includes a total estimated construction cost of \$2,185,000, with project construction being funded 100% by the state. Upon the receipt of construction bids, the state will transfer money in the amount of the low bid plus an additional 20% to cover incidental construction inspection and administration, material testing, and other miscellaneous costs. When the project is complete, any remaining funds are to be returned to the state. The project is planned to begin this summer, pending a successful bid advertisement. Substantial completion is anticipated by winter 2022, weather permitting. There has been a focus on traffic with the development of this project. No detours are proposed, and the project will use existing breaks in the median to reroute traffic to one side and create temporary two-way traffic on the south bound side. Intermittent closures on the north bound side will expedite construction.

Motion Passed 9-0-0

- f) Set a Special Town Meeting for April 4, 2022 at 6:45 p.m. to consider a resolution authorizing execution of grant agreement with Connecticut Department of Transportation and the expenditure of \$2,185,000 in grant funds for International Drive Pavement Rehabilitation Project – Phase I

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, that a Special Town Meeting be set for April 4, 2022 at 6:45 p.m. to consider the above resolution.

Motion Passed 9-0-0

- g) Approve a resolution approving a supplemental appropriation of \$260,000 from the General Fund Unassigned Fund Balance for the Day Hill Road Traffic Signal Modernization project and authorize execution of Project Authorization Letter with Connecticut Department of Transportation

MOVED by Councilor Dobler, seconded by Councilor Black-Burke, to authorize the acceptance and expenditure of funds from the State of Connecticut for the Day Hill Road Adaptive Signal Control Technology project and authorize Peter P. Souza, Town Manager, to sign the Project Authorization Letter for Day Hill Road Adaptive Signal Control Technology (ASCT) Project, State Project No. 164-240, under Master Agreement No. 02.28-02(13); and that an appropriation of \$260,000 from the General Fund Unassigned Fund Balance be approved toward the municipal share of the project cost.

Town Manager Peter Souza stated that town staff has continued to be diligent in pursuing grants for a variety of projects. This potential project does have a cap on the grant. Based upon recent bids, the Council is being asked for additional appropriation as well as the potential for extending the project limits for future expansion.



Assistant Town Engineer Adam Kessler gave the following report:

This project dates back to 2009 when the Town commissioned the Preliminary Engineering Study for Day Hill Road Capacity Improvements. Based on the results of that study, the Day Hill Road Adaptive Traffic Control Signal System study was performed in 2010. That study evaluated the feasibility and implementation of an intelligent traffic adaptive system for the Day Hill Road Corridor to improve operating conditions and maximize capacity on Day Hill Road. Integration of adaptive signal technologies will allow for signal timing adjustments to be made based on real time traffic conditions. These improvements will result in the efficient movement of traffic throughout the corridor, thereby reducing traffic delays, fuel consumption, and hazardous air emissions. The apparent benefits of an adaptive traffic control system prompted staff to apply for a grant to design and install those improvements.

The Congestion Mitigation and Air Quality (CMAQ) Improvement program is a federal program that funds transportation projects and programs that contribute to the attainment or maintenance of National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide, and particulate matter. The town was awarded this grant in 2016. It is a reimbursable grant. The town was awarded \$1.32 million in federal funding from the CT DOT.

In May of 2017, the town entered into an agreement with the CT DOT by signing a Project Authorization Letter (PAL) for the design phase of the project. The PAL stipulated that the design phase is to be 100% funded by federal funds on a reimbursement basis. The PAL for the design phase of the project was authorized in the amount of \$190,000. This amount consisted of the original May 2017 appropriation of \$165,000 and a May 2018 supplement in the amount of \$25,000.

The initial project cost estimate, defined in the grant application, was approximately \$1,320,000, including design costs. During Final Design, the scope was revised in order to achieve a cost estimate that is more in line with the available grant funds. The project was formatted as a base-bid scope of work to provide a system at 8 of the 11 intersections from Lamberton Road to Prospect Hill Road. In the event that bids were favorable, add-alternates were included to extend the project to the next three intersections west of Prospect Hill Road.

The town received two construction bids with the lowest qualified bid of \$1,040,253 for the base bid. Compared to the estimated contract items outlined in the PAL, this bid is \$131,522 over the estimate to complete the project scope to the Prospect Hill Road intersection. The cost of completing the full system at three signals between Prospect Hill Road and The Hartford campus entrance driveway is \$429,763. The town has an opportunity to extend the project's fiber optic line further west on Day Hill to accommodate future system expansion. The cost is \$145,000 to extend the backbone of the system to a traffic signal that currently serves The Hartford's campus entrance. Doing this work as an extension of the base project would be efficient and mitigate future cost increases.



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Councilor Dobler asked for further explanation on signal timing adjustments being made on real time traffic conditions. He asked if the lights could be different, for example, at 4:30 p.m. on a Thursday versus 4:30 p.m. on a Friday.

Mr. Kessler confirmed this. He stated that the signals utilize different schemes throughout the day. He reported that the big benefit of this system is that the operator can sit at a computer and adjust the timing of each intersection at one time as opposed to going out to each cabinet and making those adjustments. The system also includes functions to notify if something is off.

Town Manager Peter Souza stated that the control systems of the existing system are aging. We would be looking to replace those at some point potentially on our own local dime. This affords us the ability to have the new technology on a corridor wide basis versus trying to do it on an intermediate or incremental basis.

Councilor Eleveld asked for confirmation that the lights could be flipped to allow emergency vehicles through more rapidly should that be necessary.

Mr. Kessler stated that this system would have a preemption for that exact purpose.  
Motion Passed 9-0-0

- h) Approve an appropriation of \$35,000 from the Capital Projects Fund for the design of the Aquatics Facilities Improvement project

MOVED by Councilor Dobler, seconded by Councilor Eleveld, to approve an appropriation of \$35,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Welch Park and Goslee Pool Improvements.

Director of Recreation and Leisure Activities Paul Norris stated that over the past several years, the Town Council has approved actions to address aging infrastructure at our outdoor pools. The FY 17 Capital Improvement Program (CIP) budget included funding for an outdoor pool assessment and evaluation. The goal of the assessment study was to prepare a plan of existing, town-owned outdoor pools and their associated facilities. The assessment included compiling relevant historical data on pool infrastructure, assessing/evaluating the suitability of existing equipment and facilities, assessing facility maintenance, making recommendations for a comprehensive maintenance program, and development of recommendations for repairs, renovations and improvements.

Mr. Norris stated that in March of 2021, the town engaged the engineering firm of Weston and Sampson for the project's design phase. The original appropriation for the design phase was \$205,000 funded by bonds. The project scope has changed in a few areas as the design process has proceeded. The primary changes are related to Welch Pool and include moving the filtration equipment to inside the bathhouse, replacing the 15-year-old pool liner and coping, replacing and expanding the pool decking area, and replacing water service lines at both facilities as they are undersized and do not meet current codes. These items require additional design work to allow the completion of construction drawings and bidding. The additional design services



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require a supplemental appropriation of \$35,000. If approved, design work and bid documents could be completed in the June timeframe.

Councilor Black-Burke asked about ADA codes.

Mr. Norris stated that we are current with ADA regulations and will expand on that with new design. Square footage will be added in building by relocating and finding better traffic flow. Family changing areas outside of the main changing areas will be incorporated, making it more user friendly not only for individuals with disabilities but for families as well.

Motion Passed 9-0-0

- i) Approve an appropriation of \$25,000 from the Capital Projects Fund for the design of the River Street Pavement Rehabilitation project

MOVED by Councilor Dobler, seconded by Councilor Black-Burke, to approve an appropriation of \$25,000 from the Capital Projects Fund Assigned Fund Balance for the Design Phase of the River Street Rehabilitation Project.

Assistant Town Engineer Adam Kessler stated that the total roadway reconstruction of this section of River Street including the addition of sidewalk has been in the CIP for many years. However, due to the proximity of houses to the road and the position along Farmington River, the widening of the roadway and addition of new sidewalk would require costly improvements including property acquisitions and work to the retaining wall along the river. Significant environmental permitting would also be required due to the proximity to the river.

Mr. Kessler continued that in FY 14, a conceptual study was done to evaluate roadway improvement alternatives. Based on the concept study, the alternatives which included the installation of sidewalks were estimated to cost between \$2.1 million and \$3.8 million. Additionally, these alternatives all required either the full or partial taking of the property at 41-49 River Street, the cost of which is not included in these estimates. Therefore, this project proposes a reduced scope to address the immediate concerns related to the pavement deficiencies and the desire to replace the guide rail along the river. It is proposed to mill and overlay with 4" of pavement with the installation of curbing where suitable.

Mr. Kessler stated that staff is seeking funding to initiate the design phase of this project by conducting a field survey and geotechnical investigation. Design monies will be used to complete a survey of the area, collect additional geotechnical data, and delineate wetlands and other environmental resources in proximity to the roadway. Consultant assistance may also be required to assist with any environmental permitting required by the construction activities. The level of environmental permitting work and associated costs will be determined when design reaches the 50% stage. At that time, additional funds may need to be requested for environmental permitting activities.

Deputy Mayor Rampulla Bress asked Mr. Kessler to share how this rehabilitation project design might address safety. Mr. Kessler stated that safety will be looked at going into design. This



road is narrow and when it comes to safety and controlling speeds, we look at narrowing lanes to 10 or 11 feet. Here we can only install 10 or 11 foot lanes, so the goal is already being achieved.

Councilor Eleveld discussed the feasibility of sidewalks and asked if this study would provide more information. Mr. Kessler stated that the study from 2014 did address this and options were explored. The numbers in that study did not include the cost of properties. If properties were to be taken, agreements would be needed from the estimated 11 to 17 affected properties.

Motion Passed 9-0-0

j) Introduce proposed Tax Increment Financing Policy

Town Manager Souza recognized and expressed appreciation for Director of Economic Development Jim Burke who will be retiring in April. He stated that Mr. Burke promoted the rehabilitation of developed areas such as the town center, Wilson, and parts of the corporate corridor as they begin to age. One of the tools available to municipalities is Tax Increment Financing (TIF). The town has a policy that was established about two decades ago and state law has changed substantially since the Town Council approved that policy. The hope is to start the conversation with the Council to revamp the TIF policy.

Patrick McMahon gave the following overview of TIF:

TIF is a mechanism to capture a portion of future real estate tax revenues generated from properties within a specified district to be reinvested back into that district, rather than having all the funds go into the General Fund. It is a way to take tax revenue and target it to specific areas that are a priority for the community. TIF can help pay for associated development or enhancements within the district.

TIF is not a new tax. Properties will be assessed at whatever the market value of those properties is placed by the assessor. It is a way to direct those future tax proceeds back into a district for enhancements.

When a TIF district is created, the original assessed value of all the properties within the district will be established as of the date that the district is created. That is essentially the fixed tax base for the district. All the taxes that were previously collected and generated from that district will continue to go into the General Fund. What this is doing is taking that additional increment from new revenues that are generated from new development. A portion of the incremental value can be captured. The town can determine if they want to capture 100% of it or a lower percentage. Most communities have captured between 50% and 100%. That capture gets reinvested into the created district.

Windsor's current TIF policy was adopted in 2002 to assist with the redevelopment of priority properties as identified by the Town Council. In 2015, a coalition of groups including the economic developers in the state, town planners, the Connecticut Main Street Center and others



were able to go to the state legislature to get a new law passed that makes it a more flexible tool and more beneficial to local communities. It is up to the community itself to identify and create these districts and it does not require state approval.

The recommendation is that a new TIF policy be approved. TIF districts can be one singular property or multiple properties. Districts can be established up to 50 years. Most communities have started with 20 or 30 year districts. There can be multiple TIF districts within the community. However, the state statute says that no more than ten percent of the real estate tax value in the community can be within these various TIF districts in aggregate. Towns can determine what percentage of the incremental taxes will be captured. About ten communities have adopted TIF districts to date, primarily focusing on downtown areas.

Under the new law there are three primary ways to utilize TIF revenue. The first is “pay as you go” economic community development programs and projects. Essentially anything that furthers economic and community development likely can be justified under the statute. TIF revenue can also be used to pay back general obligation revenue bonds issued for project improvements. The third way to utilize TIF revenue is called the credit enhancement agreement, or a developer’s agreement. The legislative body by agreement with the developer can choose to rebate a portion of the taxes that they are to pay back to them. This is slightly different than a tax abatement that just reduces the tax. Here, they pay a tax and then it is rebated back to them. This is done on a case-by-case contractual basis.

The TIF statute also allows fixed assessment agreements for up to 15 years to be utilized within districts that are established. Separate TIF accounts are established for each district based on the revenue side and on the expenditure side. The annual budget process would be the same. A budget would be recommended based on the use of the tax revenues for that particular fiscal year. A choice could be made to spend all the revenue or to pool it over several years to help pay for larger projects. The TIF accounts would be audited like any other town funds.

The law sets up specific steps that a community needs to take to establish districts. First, the boundaries must be decided. A TIF district master plan must be created. This is essentially a business plan for the community as to how the TIF revenue would be utilized within that district. There are certain elements that must be within the district master plan. Once the master plan is drafted, it must be referred to the Town Planning and Zoning Commission for a written advisory opinion. At least one public hearing must be held. The TIF district must then be adopted by the Town Council.

Staff has drafted an updated TIF Policy that was distributed in the Council meeting packet. Under the draft policy the Economic Development Commission (EDC) would be responsible for the management of the TIF program. The EDC would be charged with advising the Town Council and Town Manager on the creation and implementation of district master plans and provide advisory comments to the Town Manager on the annual TIF budget for the operation and maintenance of these districts for submission to the Town Council.



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This was brought to the EDC last week and they endorsed the concept as presented and endorsed their role as suggested.

This could be brought back to a future Town Council meeting or it could be referred to a council committee for further discussion.

Councilor Eleveld stated that Great Pond Village has a TIF district. He is not opposed to the idea of a TIF district, particularly as it pertains to what we would like to see happen in the center of Windsor. He feels the Council should hold a special meeting in May to have a more thorough discussion of this concept.

Councilor Dobler asked if when a TIF district is created anyone developing in that district automatically qualifies for the TIF.

Mr. McMahon stated that in the proposed TIF policy presented, it would be case by case. One of the criteria included is that property must be on the priority redevelopment list which occasionally gets amended. You don't want to initially do a credit enhancement agreement for every single property. These should be for more substantial projects. Generally, there is a minimum investment level required. The recommended figure is \$500,000. That might limit the number of properties that might come forward with a credit enhancement agreement. Smaller property and business owners would still potentially benefit from a district wide TIF because of those "pay as you go" economic development enhancements.

Councilor Dobler stated that, to his understanding, a strict criteria would be put together explaining how to take advantage of it. If those criteria were met, we could not say no.

Town Manager Peter Souza clarified that they would be eligible for the town to evaluate and decide.

Mr. McMahon discussed the properties on the priority redevelopment list in town. The town could potentially provide credit enhancement agreements for any of those identified projects.

Deputy Mayor Rampulla Bress asked if projects become eligible when the TIF is created or if projects that were started prior to the TIF be created become eligible for a pay as you go.

Town Manager Peter Souza used the example of CREC. If CREC had an improvement down the road such as a playground expansion that would be open to the public and within the master plan it stated that they could use the increment of the district for community recreation, then that could potentially be an expenditure using the TIF revenue.

Mr. McMahon stated that the size of a district could potentially be increased to include a property.

Deputy Mayor Rampulla Bress asked for clarification as to whether districts can be fluid.



Mr. McMahon stated that the district master plan will lay out the potential uses. The EDC would make recommendations for the utilization of TIF revenue that then would have to go through the normal budget process.

Deputy Mayor Rampulla Bress asked, with regards to the rebate back to the developer, if they would have to specify exactly what they would be using it for.

Mr. McMahon stated that we could ask them for as much back up as the Council wanted to make the determination.

Deputy Mayor Rampulla Bress asked about options in addition to the ECD in terms of management of the TIF program.

Mr. McMahon stated that, under the state statute, an advisory committee is recommended and does not go into detail as to what that needs to be. It is a recommendation, not a requirement. It seems that the EDC would be a good fit without needing to develop another committee that would require volunteers and oversight.

Deputy Mayor Rampulla Bress stated that, since that committee is already constituted, it might be advisable for the Council to consider other options.

Mayor Trinks referred this to the Finance Committee and asked the Committee to discuss this and bring it back to the full Council.

**13) RESIGNATIONS AND APPOINTMENTS – None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the March 7, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Dobler, to approve the unapproved minutes of the March 7, 2022 Regular Town Council meeting as presented.

Motion Passed 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

Will Pelkey, 133 Portman Street, expressed appreciation to the Council for allowing an extra two weeks for more information on the Sage Park project. He expressed concern about having an informed public and Council so projects may be properly vetted and voted on. Based on tonight's meeting, he feels it was clear that many Councilors learned more information and, therefore, the extra time seems warranted. Mr. Pelkey stated that green tech may currently be impractical for large spaces such as a gym but having the lifetime costs on hand will ultimately help direct policy as tech changes. In 2014, we did heating oil, but only eight years later we are moving towards far greener tech. Data helps drive policy. While he doubts that much will change with this



particular project's design, he hopes this starts a new chapter in the approval process where the public and Council are better informed. More knowledge and understanding benefits the town.

**16) EXECUTIVE SESSION – None**

**17) ADJOURNMENT**

MOVED by Councilor Terranova, seconded by Councilor Dobler, to adjourn the meeting at 10:47 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Deanna Schuetz  
Clerk of the Town Council