TOWN OF WINDSOR
First in Connecticut. First for its citizens.

Council Agenda

Council Chambers
Windsor Town Hall
May 2, 2022

Zoom Instructions
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3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature

7:20 PM Public Hearing
To hear public comment on the possible sale or lease of town-owned real property located at 20 William Street

To hear public comment on 2022 Small Cities Community Development Block Grant application

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Eleveld
3. PLEDGE OF ALLEGIANCE – Councilor Eleveld
4. PROCLAMATIONS/AWARDS
   a) Proclamation designating May as Older Americans Month
   b) Proclamation designating May as Lyme Awareness Month
5. PUBLIC COMMUNICATIONS AND PETITIONS

   (Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
   a) Board of Education
   b) Economic Development Commission
   c) Board of Assessment Appeals

8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

12. NEW BUSINESS

a) *Authorize the Town Manager to execute a license agreement with Team Paragon for use of 20 William Street (Town Manager)

b) *Authorize submittal of 2022 Small Cities Community Development Block Grant application for housing rehabilitation revolving loan fund program and approval of program income reuse plan (Town Manager)

c) *Set a Public Hearing for June 6, 2022 at 7:20 p.m. to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit Program (Town Manager)

d) Accept settlement of Fraize vs Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

a) *Minutes of the April 6, 2022 Special Town Council Meeting
b) *Minutes of the April 18, 2022 Special Town Council Meeting
c) *Minutes of the April 20, 2022 Special Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

a) Strategy and negotiations with respect to pending claims and litigation (Fraize vs Town of Windsor)

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Designating May as Older Americans Month in Windsor

WHEREAS, Windsor includes a growing number of older Americans who contribute their strength, wisdom, and experience to our community; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds are welcomed, included, and supported; and

WHEREAS, Windsor recognizes our need to create a community that provides the services and supports older Americans need to thrive and live independently for as long as possible; and

WHEREAS, Windsor can work to build an even better community for our older residents by:

- Planning programs that encourage independence.
- Ensuring activities are responsive to individual needs and preferences.
- Increasing access to services that support aging in place.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:

The month of May be designated as Older Americans Month in Windsor. We urge every resident to recognize the contributions of our older citizens, help to create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.

Donald S. Trinks
Mayor of Windsor
May 2, 2022

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PROCLAMATION

Designating May as Lyme Disease Awareness Month in Windsor

WHEREAS, May is Lyme Disease Awareness Month, and in 2016, Connecticut was one of the top six states with the largest number of reported Lyme Disease cases; Connecticut is now home to 6 different ticks, including the relatively new more aggressive lone star tick, each carrying a serious tick borne illness; and,

WHEREAS, Lyme disease is the fastest growing vector-borne disease in the United States caused by the bacterium Borrelia burgdorferi, and is transmitted by the common black-legged tick found in nearly one-half of all U.S. counties; and,

WHEREAS, there are over 475,000 individuals infected with Lyme Disease annually with 25% of them being children between the ages of 5-14; and,

WHEREAS, Lyme Disease is at Epidemic proportions. If left untreated, Lyme disease may cause serious health complications including but not limited to: musculoskeletal, neurological, and cardiac/pulmonary issues, and in some cases death; and,

WHEREAS, Lyme Disease does not discriminate. It has affected actors, pro athletes, legislators, children and adults. There are currently no vaccines for Lyme Disease or other Tick Borne illnesses for individuals.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:

May 2022 be proclaimed as Lyme Disease Awareness Month in Windsor and that we encourage all residents to learn preventative measures to keep themselves and their families safe from tick borne illnesses.

Donald S. Trinks
Mayor of Windsor
May 2, 2022

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Agenda Item Summary

Date: May 2, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager

Subject: Use of 20 William Street

Background

Since 2013, Team Paragon robotics club has utilized the gymnasium and cafeteria area of the former Roger Wolcott School. Ownership of the building has been transferred to the Capitol Region Education Council (CREC) and although CREC, per the sales agreement, is providing the robotics program the use of several classrooms as the gymnasium and cafeteria space is no longer available.

As part of the Town Council's discussions relative to the reuse of Roger Wolcott School, there was consideration of the future location of Team Paragon including relocation to the town owned building at 20 William Street which was originally constructed by the town for use by the Windsor Volunteer Ambulance Association. At this time, 20 William Street is vacant as the EMS operations have fully moved to the renovated Fire and EMS building at 340 Bloomfield Avenue as planned.

Discussion

Staff has worked with Team Paragon to finalize a proposed agreement that would allow them to use a portion of the building. Team Paragon's program year is similar to that of the school year, with little activity in the summer months. Programs are generally held a few evenings during the week and Saturdays during their "build season." Below are the general parameters of the license agreement:

- Term is May 2022 through June 2027
- Agreement could be terminated by either party with a 90 day notice
- Paragon would be required to have insurance and hold the town harmless
- Paragon would pay $300 a month (Sept through May) towards utilities
- Conference/training room would be shared and available for town and community use
- Town would be responsible for overall building repairs and cleaning of shared areas
- Paragon would be responsible for cleaning of their program space

Section 7-163e of the *Connecticut General Statutes* requires that a public hearing be held for the sale, lease or transfer of real property owned by a municipality. In addition, Section 8-24 requires that any sale or lease of public property must be reviewed by the Town Planning and Zoning Commission.

If the agreement is approved, Team Paragon plans to relocate during the next 30 to 45 days.

Financial Impact
Payments from leased town buildings are deposited into a segregated special revenue account which is used to pay utility and minor maintenance costs. Average monthly utilities costs are estimated to be approximately $750. The town's operating budget includes funds for estimated costs for shared utilities and cleaning.

Other Board Action
The Town Planning and Zoning Commission will be requested to review the proposed use of the property as per Section 8-24 at their upcoming May meeting.

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

"MOVE to approve a license agreement with Team Paragon, Inc., for the use of a portion of 20 William Street, and authorize the Town Manager to sign the agreement."

Attachments
License Agreement
Floor Plan

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made and entered into this _____ day of May, 2022, by and between the **TOWN OF WINDSOR**, a Municipal Corporation, having territorial limits within the County of Hartford, State of Connecticut (hereinafter called "LICENSOR") and **TEAM PARAGON ROBOTICS, INC.**, a Connecticut nonprofit corporation, whose address is _____, Windsor, Connecticut 06095 (hereinafter called "LICENSEE").

WHEREAS, LICENSOR is the owner of certain real property located at 20 Williams Street, Windsor, Connecticut (hereinafter called "LICENSE AREA"); and

WHEREAS, LICENSEE desires to use LICENSE AREA for the purpose of designing, constructing and testing robots for competition; and

WHEREAS, LICENSOR desires to grant to LICENSEE a license for the aforementioned purpose.

NOW, THEREFORE, LICENSOR and LICENSEE, agree as follows:

1. LICENSOR hereby grants LICENSEE the privilege and license to use the LICENSE AREA to design and build competitive robots as well as hold group meetings and functions. (see attached Exhibit 'A')

2. This License is granted for a term which shall expire on June 30, 2027, provided however that anything to the contrary not withstanding LICENSOR and LICENSEE each reserves the right to cancel and terminate this License at will subject to ninety (90) days advance notice to the other party.

3. LICENSOR retains the right to use the LICENSE AREA in any manner not inconsistent with the license hereby granted to LICENSEE provided, however, that LICENSOR shall not disturb the operation in anyway without prior approval by LICENSEE.

4. LICENSEE agrees to hold LICENSOR harmless from any liability and to purchase and maintain liability insurance as set forth on the Schedule of Insurance attached hereto and made a part hereof.

5. LICENSEE agrees that any and all work performed on the LICENSE AREA and in association with the purposes of this License shall be done in a good safe and workmanlike manner and in accordance with applicable federal, state, and local statutes, rules, regulations and ordinances.

6. LICENSEE agrees that for the term of this License, it shall pay the LICENSOR three hundred ($300.00) per month for the months of September through the end May for electric, natural gas, phone communication and water

utility costs. The payment shall be remitted to the Licensor no later than the fifteenth day of each month. This amount shall escalate by 3% annually starting September 2023. LICENSEE may access the building year round but primary use is during the September through May period.

7. Upon termination of this License Agreement, LICENSEE shall, at LICENSEE's sole cost and expense, remove all equipment, accessories and materials owned by LICENSEE from the LICENSE AREA and restore said LICENSE AREA as nearly as practicable to its condition prior to granting of the License.

8. The general public will be prohibited to access, use or enter upon the LICENSE AREA except by invitation of the LICENSEE.

9. LICENSOR has the right to enter the LICENSE AREA at any time to inspect, perform maintenance and repair activities. The LICENSOR will make effort to provide prior notice to LICENSEE. LICENSOR is responsible for maintenance and repair of building envelop and mechanical systems. LICENSEE is responsible for general housekeeping and cleaning of the building interior excluding the shared space.

10. LICENSOR shall allow the LICENSEE the use of the refuse dumpster at 340 Bloomfield Ave for regular household waste at no cost. All recycling materials, metals, construction related and hazardous waste materials must be properly disposed of at a licensed transfer or disposal facility at the Licensee's expense.

11. LICENSOR shall provide eight (8) access keys / fobs to the LICENSE AREA. LICENSEE shall not reproduce devices and agrees to provide LICENSOR with name and contact information of the individual key holders. It is the responsibility of the LICENSEE to provide updated key holder information to the LICENSOR's designated party.

IN WITNESS WHEREOF, the undersigned parties have executed this License Agreement on the day and year first above written.

LICENSOR: TOWN OF WINDSOR, CONNECTICUT

By: _____
Peter Souza, Town Manager

LICENSEE: TEAM PARAGON ROBOTICS, INC.

By: _____

Approved as to form and function: _____
Signature of Town Attorney Date

4. INSURANCE

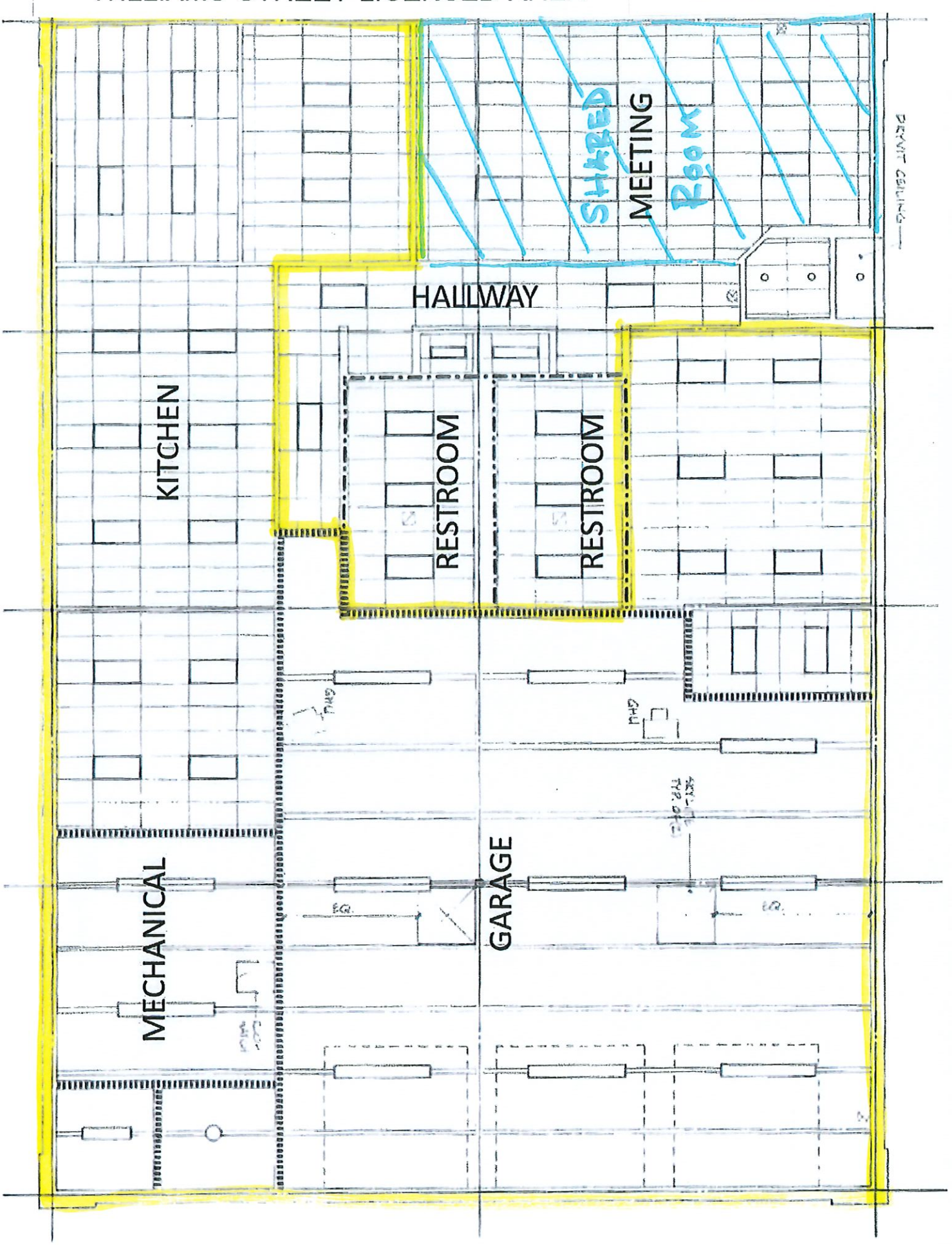
LESSOR shall provide fire and multi-peril insurance on the building located on Premises. LESSEES may provide property insurance coverage on contents owned by LESSEES or its employees located in Premises. In no event shall LESSOR be liable for any damage to or loss of personal property sustained by LESSEES, whether or not it is insured.

LESSEES shall, prior to the commencement of this Lease, furnish LESSOR a Certificate of Insurance evidencing a Commercial General Liability (CGL) policy with combined single limit of not less than $1,000,000 per occurrence, $1,000,000 aggregate for bodily injury and property damage, and $100,000 per occurrence for Damage to Rented Premises. The CGL shall be written on Insurance Services Office (ISO) occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed in a business contract (including the tort liability of another assumed in a business contract). LESSOR shall be included as an additional named insured on LESSEES' liability policy. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to LESSOR.

LESSEES will submit annually a Certificate of Insurance, which provides at least 60 days notice of cancellation or changes in coverage evidencing such coverage is in force with insurance carriers licensed to do business in the State of Connecticut.

WILLIAMS STREET LICENSED AREA

EXHIBIT 'A'



Agenda Item Summary

Date: May 2, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: Peter Souza, Town Manager

Subject: Community Development Block Grant – 2022 Small Cities Program

Background

Funds are currently available, on a competitive basis, through the federal Community Development Block Grant (CDBG) – Small Cities Program administered by the Connecticut Department of Housing (DOH). The deadline for applications to DOH is May 20, 2022.

The CDBG program was established by the Housing & Community Development Act of 1974 and is intended to meet the diverse needs of communities throughout the country. Eligible activities include, but are not limited to, housing rehabilitation, infrastructure improvement, community facilities, historic preservation, public services, economic development and homeownership assistance. In addition, all activities must meet one of three national objectives that include: 1) activities which benefit low and moderate income households (households at or below 80% area median income), 2) the elimination of slums and blight, and 3) activities which meet an urgent community development need for which no other resources are available.

Federal regulations require that in order to apply for CDBG funds municipalities must develop and follow a Citizen Participation Plan designed to maximize the opportunity for public input. According to our plan, in the preparation of a CDBG grant application, the town will conduct both a public information meeting and a public hearing to obtain citizen views and to respond to proposals and suggestions from the public prior to grant submission. Town staff held a public information session on March 22, 2022 that was recorded for inclusion on the town's website. Staff discussed CDBG program requirements, uses of program income, and proposed that the town apply for $400,000 in housing rehabilitation funds. Public comments included requesting clarification on how to qualify for the Housing Rehabilitation program and suggesting the town use CDBG funds to build a community center in the Poquonock neighborhood (this use does not meet CDBG eligibility parameters).

Discussion/Analysis

The Housing Rehabilitation program offers zero percent amortizing loans to homeowners whose household income falls between 60% and 80% of area median while households below 60% of the area median are eligible for zero percent deferred payment loans. Investor owners whose tenants are income qualified and who are committed to charging affordable rents are eligible for up to 3% interest loans. The program can assist single unit to three unit housing. Eligible home

improvement activities include: correction of housing code violations, cost-effective energy conservation measures, modifications for handicapped accessibility, and hazardous material abatement and/or containment. The requested grant would provide funding to rehab approximately fifteen housing units.

Staff recommends that the town apply for $400,000 to re-capitalize its Housing Rehabilitation program. This recommendation is based on the following:

Effectiveness – Windsor has successfully administered a housing rehabilitation program since the 1970's. More than 500 residential units have been assisted over the life of the program. While the nature of the work undertaken through the program does not significantly increase home values, it does help prevent neighborhood disinvestment and declining home values.

Need – the Housing Rehabilitation program currently has a waiting list of 21 homes.

Leveraging – The Housing Rehabilitation program has successfully leveraged additional public and private investment. In addition, loans provided through the program are eventually repaid making these funds available for additional investment in the town's housing stock.

In order to apply for a Small Cities CDBG grant, the town must pass a resolution in regards to the reuse of program income that may result from the grant. Program Income is the payments of principal and interest on housing rehabilitation or business loans made using CDBG funds and any interest earned on funds that have been placed in a revolving loan account. Federal statue and regulation requires that a plan be in place to determine the reuse of the program income received by the town as a result of activities funded under the State Small Cities CDBG program. Attached is the town's 2022 Program Income Reuse Plan that confirms with CDBG program guidelines.

Financial Impact
The proposed application will have no impact on the town's FY 2023 General Fund budget.

Recommendation
If the Town Council is agreement, the following motions are recommended for approval:

"MOVE to approve the attached resolution entitled "2022 Community Development Block Grant – Small Cities Application" approving an application to the State of Connecticut Department of Housing and authorizing the Town Manager to file said application and to execute all necessary documents."

And

"MOVE to approve the attached resolution entitled "2022 Program Income Reuse Plan" approving the 2022 Program Income Reuse Plan and authorizing the Town Manager to sign said document."

Attachments
Resolution: 2022 Community Development Block Grant Small Cities Program Application
Resolution: 2022 Program Income Reuse Plan
2022 Program Income Reuse Plan

RESOLUTION
2022 COMMUNITY DEVELOPMENT BLOCK GRANT - SMALL CITIES APPLICATION

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut's Department of Housing, pursuant to Public Law 93-383, as amended; and

WHEREAS, pursuant to Chapter 127c and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor make application to the State for up to $400,000 in order to undertake a Small Cities Community Development Block Grant Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL;

1) That it is cognizant of the conditions and prerequisites for State assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and

2) That the filing of an application by the Town of Windsor in an amount not to exceed $400,000 is hereby approved, and that the Town Manager is hereby authorized and directed to file such application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

RESOLUTION
2022 PROGRAM INCOME REUSE PLAN

WHEREAS, the Town of Windsor intends to apply for funds under the Small Cities Community Development Block Grant (CDBG) Program, administered by the State of Connecticut, Department of Housing (DOH), pursuant to Title I of the Housing and Community Development Act of 1974 as amended; and

WHEREAS, the Town of Windsor will expend any awarded funds pursuant to Title I of the Housing and Community Development Act of 1974, the Code of Federal Regulations, and the Assistance Agreement, and,

WHEREAS, those funds received by the Town of Windsor may generate Program Income.

NOW THEREFORE, BE IT RESOLVED by the Windsor Town Council:

1. That it is cognizant of the conditions for the use of Program Income as prescribed by Title 24, Part 570, Section 489(e) and (f) of the Code of Federal Regulations.

2. That it recognizes Program Income is governed by Title I of the Housing and Community Development Act of 1974.

3. That it may use Program Income only for the following activities:
   a) The activity that generated the program income if the activity continues to meet the requirements of Title I of the Housing and Community Development Act of 1974.
   b) Any additional activity that meets the requirements of Title I of the Housing and Community Development Act if the Town receives written approval from DOH to fund it with Program Income.

4. That it may use Program Income to fund Administrative and Program soft costs within the following limits:
   a) General Administrative Costs 8%
   b) Program Soft Costs 12%

5. That the 2022 Program Income Reuse Plan dated May 2022 is hereby approved and the Town Manager is hereby authorized to sign said document.

TOWN OF WINDSOR
2022 PROGRAM INCOME REUSE PLAN

A Reuse Plan Governing Program Income from CDBG-Assisted Activities

The purpose of this plan is to establish policies and procedures for the administration and utilization of program income received by the Town of Windsor (Town) as a result of activities funded under the State Community Development Block Grant (CDBG) Program.

I. Need for Plan Governing Reuse of Program Income.

This Plan is intended to satisfy the requirements specified in federal statute and regulation at Section 104 (j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 24 CFR 570.489 (e)(3). These statutory and regulatory sections permit a unit of local government to retain program income for CDBG-eligible community development activities. Under federal guidelines adopted by the State of Connecticut's CDBG program, local governments are permitted to retain program income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the program income. This plan has been developed to meet that requirement.

II. Program Income Defined.

Program Income (PI) is defined in federal regulation at 24 CFR 570.489 (e) which specifies that program income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. For those PI-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation. Examples of PI include: payments of principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on PI pending its disposition, interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; and income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or sub-recipient.

If the total amount of income from all sources generated from the use of CDBG funds and retained by the Town during a single program year (July 1 through June 30) is less than $35,000, then these funds shall not be deemed to be PI and shall not be subject to these policies and procedures. However, any program revenue, regardless of the amount, generated from a Revolving Loan Fund is considered PI and is not subject to the $35,000 limitation. In addition, Semi Annual Reports must be submitted regardless of whether the $35,000 threshold is reached or not. Costs incurred that are incidental to the generation of PI may be deducted from the gross program revenue to determine the net PI amount.

III. General Administration Cost Limitation.

PI is subject to an eight (8%) percent limit on administration costs and a twelve (12%) limit on program costs per the amount of PI allocated to a specific activity.

IV. Reuses of Program Income.

PI must be: a) disbursed for an activity funded under an existing open grant prior to drawing down additional federal funds (i.e. disbursed to an amount that is $35,000 or less); b) forwarded to the State of Connecticut, Department of Housing (Department); c) applied to a future grant provided the Town secures approval by the Department, or (d) distributed according to this PI Plan that has been approved by the Department. The Town's PI will be used to fund eligible CDBG activities that meet a national objective. Eligible activities and national objective requirements are specified in federal statute at Section 105(a) and in federal regulations at 24 CFR 570.482 and 24 CFR 570.483.

The Town reserves the option to: a) utilize PI to fund/augment a CDBG-funded activity (that is different from the activity that generated the PI) included in a grant agreement and b) utilize PI to fund other CDBG-eligible project activities through the use of program amendments. The Town must first follow the citizen participation process, provide for public disclosure (public notice), obtain a governing body resolution, and obtain approval from the Department.

A. Planning Activities. The Town reserves the option of utilizing PI, within the sixteen (16%) percent general administration annual cap, to fund planning for CDBG-eligible activities. Such planning activities may include: environmental reviews or other studies necessary for CDBG-eligible projects or programs; or application preparation for CDBG or other grants/loans to supplement funding for CDBG-eligible activities. The costs of such planning activities may be charged to a revolving loan account (RLA) if the planning is for the same activity as the RLA. Otherwise, PI may only be expended on planning activities in conjunction with an existing open CDBG Planning grant.

B. Distribution for Reuse of Program Income. The Town's PI that has not been committed to an existing open grant will be distributed as follows:

All PI derived from housing activities will be deposited into the Housing Rehabilitation RLA to be utilized for additional housing activities. All PI derived from small business loan activities shall be deposited into Business Expansion and Retention Revolving Loan Account to be utilized for additional small business activities. All PI derived from CDBG-R shall be utilized for additional redevelopment activities.

Funds shall not be transferred between RLAs or to an open grant activity without conducting a properly noticed CDBG Citizen Participation public hearing and receiving approval from the Connecticut Department of Housing.

V. Reporting and Federal Overlay Compliance.

The Town shall comply with all State CDBG reporting requirements, including submittal of a Semi Annual Report on all PI. The Town shall ensure that the use of PI under this PI Reuse Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, procurement and property management, and maintenance of adequate accounting and record keeping systems. To ensure ongoing compliance with CDBG requirements, the Town shall utilize the latest

available State CDBG Program Grant Management Manual for guidance on compliance procedures and polices. The Town shall obtain written approval from the Department before proceeding with any PI-funded activity.

VI. Maximum Funds in Revolving Loan Accounts.

PI received by the RLA during the program year (July 1 through June 30) shall be substantially expended by the end of the program year (June 30). It is the goal of the Town that at any given time, the funding balance for the RLA not exceed $35,000; exceptions to this include the receipt of unanticipated loan repayments that cause the PI balance to exceed $35,000, in which case eligible projects will be planned to expend the funds as soon as practicable.

VII. Revolving Loan Accounts.

The purposes and allowed uses of funds under these RLAs are, as follows:

A. Housing Rehabilitation Revolving Loan Account.

This account will be principally used for the purpose of making loans to rehabilitate residential units occupied by households which have an annual income which is eighty (80) percent or less of the area's median income. At least fifty-one (51) percent of the funds expended for the activity funded under this RLA during the program year shall be used on revolving activities (i.e., loans).

No more than forty-nine (49) percent of the PI funds actually expended during the program year under this RLA shall be expended for housing rehabilitation grants. No more than up to eight (8%) percent of the total PI expended during the program year may be used for CDBG general administration expenses and no more than twelve (12) percent of the total PI expended during a program year may be used for program costs. In any event, the total expended for non-revolving activities (grants, program costs, and general administration) shall not exceed forty-nine (49) percent of the total funds actually expended during the program year (July 1 thru June 30).

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the Housing Rehabilitation Program Guidelines that have been adopted by the Town. All assistance provided to activities under this RLA shall be made for activities that are located within the Town's jurisdiction.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be expended prior to drawing down funds from the State CDBG program.

B. Business Expansion and Retention RLA

This fund will be used to provide "gap" financing for businesses that can document the need for CDBG assistance and that will create or retain qualifying permanent jobs that will be principally filled by members of households which have an annual income that is 80 percent or less than the area's median household income, adjusted for size. The funds used under this RLA, outside of general administration and program costs, will be utilized for small business financial assistance.

No more than 8 percent of the total PI expended during a Program Year may be used for CDBG General Administration (GA) expenses and no more than 12 percent may be used for program costs.

If the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be actually expended prior to drawing down funds from the State CDBG program.

The review and funding of requests for CDBG loan or grant assistance under this RLA shall be conducted under the federal underwriting guidelines specified at 24 CFR 570.482 (e).Small Business Revolving Loan guidelines will ensure that the amount and terms of the CDBG assistance are appropriate given the documented needs of the business and given the amount of public benefit (job creation/retention) that will result from the CDBG-assisted project. All assistance provided to activities under this RLA shall be made for activities that are located within the Town's jurisdiction.

C. Community Development Block Grant – Recovery (CDBG-R) RLA
This account will be utilized on eligible recovery and redevelopment opportunities in the community.

VIII. Revising this Plan.

The Town has the authority to amend this plan with a properly noticed meeting of the Town Council and approval by the State Department of Housing.

Peter P. Souza, Town Manager

Date

Agenda Item Summary

Date: May 2, 2022

To: Honorable Mayor and Members of the Town Council

Prepared by: Flavia Rey de Castro, Community Development Specialist

Reviewed by: Peter Souza, Town Manager

Subject: 2022 Neighborhood Assistance Act (NAA) Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn a 100% tax credit.

A municipality's role in the program is limited to: 1) marketing the program, 2) holding a public hearing to allow for comment on all applications, 3) having the town's governing body act upon all applications, and 4) submitting all approved applications to the Department of Revenue Services.

Discussion/Analysis

Organizations that have participated in the recent past include CRIS Radio, Windsor Police Cadets, Saint Gabriel School and Madina Academy.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2022 application round must be submitted to the Office of Community Development by close of business on May 26, 2022. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting that the required public hearing be set for the evening of June 6, 2022 and that the list of submitted and eligible applicants be placed on the Council agenda for consideration on the same evening. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2022.

Financial Impact

The cost to the Town of Windsor to participate in the NAA program is minimal. Costs are limited to mailings, copies, a legal notice and minimal staff time.

Recommendation

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

"MOVE that a Public Hearing be set for June 6, 2022 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services."

TOWN OF WINDSOR
First in Connecticut. First for its citizens.

Town Council
Resignations/Appointments/Reappointments
May 2, 2022

Resignations

A. Accept the resignation of Sharon Gauthier from the Commission on Aging and Persons with Disabilities

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

None

Names submitted for consideration of appointment

A. One ***Republican Alternate*** Member
Human Relations Commission
Three year unexpired term to expire May 31, 2024 or until a successor is appointed
(Linda Massa – resigned)

"MOVE to APPOINT James Madison as a Republican Alternate member to the Human Relations Commission for a three year unexpired term to expire May 31, 2024 or until a successor is appointed."

B. One ***Republican*** Member
Human Relations Commission
Three year unexpired term to expire March 31, 2024 or until a successor is appointed
(Desiree Primus – resigned)

"MOVE to APPOINT Lisette LaTorre as a Republican member to the Human Relations Commission for a three year unexpired term to expire March 31, 2024 or until a successor is appointed."

C. One ***Democratic*** Member
Public Building Commission
Three year term to expire November 30, 2024 or until a successor is appointed
(Gary Johnson – reappointment)

"MOVE to REAPPOINT Gary Johnson as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2024 or until a successor is appointed."

D. One ***Unaffiliated*** Member
Commission on Aging & Persons with Disabilities
Three year unexpired term to expire January 31, 2023 or until a successor is appointed
(Sharon Gauthier – resigned)

"MOVE to APPOINT Linda Massa as an Unaffiliated member to the Commission on Aging & Persons with Disabilities for a three year unexpired term to expire January 31, 2023 or until a successor is appointed."

E. One ***Republican*** Member
Human Relations Commission
Three year unexpired term to expire May 31, 2023 or until a successor is appointed
(Joshua Amaro – resigned)

"MOVE to APPOINT Thomas Hayes as a Republican member to the Human Relations Commission for a three year unexpired term to expire May 31, 2023 or until a successor is appointed."

F. One ***Republican*** Member
Hartford Area Cable Television Advisory Committee
Two year term to expire December 31, 2023 or until a successor is appointed
(David Raney – reappointment)

"MOVE to REAPPOINT David Raney as a Republican member to the Hartford Area Cable Television Advisory Committee for a two year term to expire December 31, 2023 or until a successor is appointed."

G. One ***Unaffiliated*** Member
Youth Commission
Three year term to expire January 30, 2025 or until a successor is appointed
(Pamela Cook – reappointment)

"MOVE to REAPPOINT Pamela Cook as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2025 or until a successor is appointed."

H. One ***Republican*** Member
Conservation Commission
Five year term to expire November 30, 2026 or until a successor is appointed
(Collette Yeich – reappointment)

"MOVE to REAPPOINT Collette Yeich as a Republican member to the Conservation Commission for a five year term to expire November 30, 2026 or until a successor is appointed."

TOWN OF WINDSOR
First in Connecticut. First for its citizens.

TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL HYBRID MEETING
APRIL 6, 2022
UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:35 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) BOARD OF EDUCATION

Board of Education (BOE) President, Leonard Lockhart; Vice President, David Furie; Superintendent of Schools, Dr. Terrell Hill; and BOE Business Manager, Danielle Batchelder presented the proposed budget for Fiscal Year 2023.

Mr. Furie stated that there was a BOE budget increase of 3.91% or $2,947,322.

Superintendent Dr. Hill explained that even though this is a COVID-19 year, he is feeling better about this year going forward. He broke down the costs as follows:

- Contractual Obligations - 2.07% or $1,538,896
- Transportation & Fuel - 0.41% or $312,890
- Physical Plant Services - 0.44% or $333,000
- Technology Budget - 0.23% or $174,157
- Special Education OOD Tuition - 0.35% or $265,947
- Employee Benefits - 0.42% or $322,432

Ms. Batchelder explained that Dattco became unionized and now has a five-year contract.

Estimated Revenues to the Town:
- Educational Cost Sharing (ECS) - $11,547,663
- Health Services - $43,545
- Special Education Excess Cost - $1,000,000
- Special Education Tuition - $185,000

Staffing Reductions:
- 1.0 WHS Math Teacher (no fill)
- 1.0 WHS Latin Teacher
- 1.0 Technology staff

Contracted Services Adjustments:

- Reduce Contracted Services: $250,000
- Add Staffing for Physical Plant & Services:
  - Add 1.0 Building & Grounds Supervisor: $85,000
  - Add 1.0 HVAC Maintenance: $60,000
- Savings of $105,000

BOE 2022-2023 Budget:

- Total operating costs for 2021-2022 was $74,366,385
- The dollar increase to the budget = 2.85% or $2,118,051
- Total operating costs for the 2022-2023 school year will be $76,484,436

Elementary & Secondary School Emergency Relief Funding (ESSER) Initiatives FY 2021/2022 & FY 2022/2023:

- Elementary & Secondary School Emergency Relief Fund (ESSER II Grant) - $2,121,339
- American Rescue Plan Act (ARP) of 2021 Elementary & Secondary School Emergency Relief Fund (ARP ESSER) - $4,767,569

Total Relief Funds - $6,888,908

ESSER Funding Initiatives FY 2021/2022 & FY 2022/2023 Additional Staffing Initiative:

- 4.0 FTE – Math Interventionist
- 1.0 FTE – Literacy Interventionist
- 1.0 FTE – English Language Learner Teacher
- 3.0 FTE – Special Education Teacher
- 1.0 FTE – Social Worker
- 1.0 FTE – Spanish Teacher
- 1.0 FTE – Math Teacher
- 1.0 FTE – PE/Health Teacher
- 1.0 FTE – School/Community Resource Coordinator
- 7.0 FTE – Full Time Tutors
- 9.0 FTE – Social Emotional Learning Specialist
- 1.0 FTE – Nurse
- 1.0 FTE – Adult Ed Program Assistant
- 0.5 FTE – Mentoring Coordinator
- 1.0 FTE – Custodian

Program Initiatives:

- Summer Enrichment Program
- Afterschool Academy
- Overage/Under Credited Programs

Equipment & Contracted Service Initiatives:

- Culinary Classroom Upgrade – SPMS
- Playground Upgrades – OE, CLO, JFK
- Radio Upgrade
- HVAC Upgrade – LPW

Technology Initiatives:

- Graphic Lab Upgrade
- Mac Lab Upgrade

Mr. Lockhart stated that he wanted the budget to be under 3%. Technology was looked at again. Mr. Lockhart said that Dr. Hill cut more than he gave him credit for.

Councilor Eleveld asked Ms. Batchelder to clarify the Special Education expense. Ms. Batchelder explained the amount. Councilor Eleveld asked about the excess cost. Ms. Batchelder stated that a million is what is expected back.

Council Eleveld asked if the reduction of HVAC for $250,000 is because of new equipment. Ms. Batchelder stated that is exactly why.

Councilor Eleveld asked what is going to happen when there are no more ESSER funds available. Dr. Hill said that there would be no more FTEs. If the position could be absorbed somewhere else, that is what would happen to not increase the budget.

Council Eleveld asked if the technical program and the Goodman program were still up and running. Dr. Hill said that no programs have been cut. Dr. Hill stated that he wants to see more internships with companies in town.

Councilor Eleveld said that the BOE had a great presentation. He asked Ms. Batchelder how much the gas was this year. Mr. Bourke said that it was $1.91 per gallon.

Council Eleveld said that the town spent $3 million on a new radio system that was supposed to include the BOE and the BOE had to spend money on upgrades. Ms. Batchelder said that the upgrade was mainly for the fire and police. The BOE piggybacked off of the town doing their upgrade which meant the BOE did not receive the same service as fire and police.

Deputy Mayor Bress thanked the BOE for their presentation. She stated that she is hearing from everyone that the ESSER funds providing student support is the biggest need right now. Students need to shore up and receive emotional and educational support from everything that has happened in the past two years. She loved hearing about Dr. Hill's plans for enrichment.

Deputy Mayor Bress asked about the eliminated Latin class and if there was still the online option. Dr. Hill said that there is still an online option.

Deputy Mayor Bress stated that the playgrounds are great for students to get outside. She asked about the process when you use the ESSER playground funds. Ms. Batchelder explained that the Poquonock PTO did it themselves.

Councilor Dobler asked about the contract with Dattco. Was there any sort of rebate or refund? Ms. Batchelder said that it is not off the table and is in discussions right now. Ms. Batchelder said there would be more to come on that.

Councilor Dobler asked about the ESSER funds. He stated it's very challenging to get people in the door then out the door. Do you know how much of the 6.9% relief goes to the staffing? Ms. Batchelder responded roughly $4.2 million of it. Councilor Dobler said that is less than he thought.

Councilor Dobler asked about page 9 regarding non-instructional supplies. Why was the comment 'includes copy paper added?' Ms. Batchelder said the BOE members ask what it is so she included it for them. Councilor Dobler asked that next year it be stricken from the budget.

Councilor Gluck-Hoffman asked about the enrichment program. Her concern is regarding the kids who can't pass. How that is handled? Dr. Hill stated that the afternoon program starts now for elementary and junior high school kids. Kids have gotten used to staying back. They get not only the 180 days, but after school time to pass the class before the year ends.

Councilor Gluck Hoffman said that she is sorry to hear about the elimination of the Latin class but is glad it is still available online.

Mr. Furie explained what the kids were going through these past two years. Kids that never struggled are now completely disengaged. They are not coming to school and not turning anything in. We need to help our kids and let them know that they are supported. The SELs are really skillsets to learn about self-awareness, social management, empathy and learning about yourself. Mr. Furie said a couple of years ago, the district went to building subs who know the students and can be hired later on. Dr. Hill said that with the ESSER fund, we can use the funds to get these subs certified.

Deputy Mayor Bress stated that there is a huge teacher shortage right now. For whatever time you can be with Windsor, we need you and appreciate you.

Councilor Walker stated that the BOE did a terrific job. He was pleased to hear about Dr. Hill's phycology on a well-rounded education. The idea of bringing in the trades is a wonderful idea.

Councilor Walker asked about the bus service and the domino effect of time so parents can get to work on time.

Mr. Lockhart said that they are looking at military and emergency services that are equally noble to include in our school district.

Councilor Gluck Hoffman said that there is an incredible ROTC program at Windsor High School. She said that she knows a lot of girls that went through the program.

Mayor Trinks thanked the BOE for their presentation.

3) REVENUES

Town Manager Souza stated that the Grand List has grown approximately 3.3% compared to the October 2020 Grand List. When you apply that with a 33.97% mill rate, that generates approximately $3.6 million in revenue.

Jim Bourke, Finance Director, provided a brief overview of the current fiscal year revenue projections and the proposed FY 23 revenue budget.

For Fiscal Year 2022, the adopted budget totals $125,787,620. At this point, we are estimating revenues for this year to be approximately $130,000 more than what was budgeted (returning $2 million opening cash and receiving an additional $130,000.)

- We expect to achieve favorable results in the overall general property tax category due to favorable collections from supplemental motor vehicle taxes as well as prior years' collections and interest.
- Building permit fees are expected to provide additional revenue due to the new Amazon facility on Kennedy Road and projects on Tradeport Drive and on the Loomis Chaffee campus.
- Interest income is projected to come in under budget this year by approximately $25,000 and this is due to economic conditions and interest rate environments over the past 12 months.
- State Aid for Schools is expected to come in under budget by $300,000, however, this is more than offset by additional funds anticipated from the Municipal Revenue Sharing grant.
- Conveyance fees are seeing positive results. We are expecting to collect approximately $400,000 more than budgeted.
- Most of our other revenue categories are relatively stable and are expected to come in slightly over or slightly under budget.

For Fiscal Year 2023, the proposed General Fund revenue budget totals $130,159,300. Most of the town's revenue will come from two main sources. General Property Taxes are expected to contribute approximately 86% and State Aid is expected to contribute 10%.

- Interest income is projected to increase approximately $360,000 as compared to the FY 22 budgeted level, as we are expecting modest improvements in interest rates over the next 12-18 months.
- State Aid is based on the Governor's budget that was presented in February.

- Most other non-tax revenue categories are level funded to FY 22 budgeted amounts or seeing small to moderate increases.

Deputy Mayor Bress thanked Mr. Bourke for this report.

Councilor Eleveld asked about the Chewy warehouse abatement. Town Manager Souza stated that it should come on the first of the year if it is met.

Councilor Eleveld asked Town Manager Souza if the mill rate for the vehicle is going to be capped at 29%. Town Manager Souza said that the Governor proposed and capped at 29% and is still under discussion with the general assembly.

Councilor Eleveld asked why the Windsor Housing Authority is budget at $11,000. Mr. Bourke said that they are assessed at a reduced amount. It's a long-standing prior agreement. The fixed mill rate has been in place for some time. Town Manager Souza said residents themselves do not see the benefits, but the overall agency of the Housing and Urban development does.

4) PUBLIC WORKS

Bob Jarvis, Director of Public Works/Town Engineer, Adam Kessler, Assistant Town Engineer and Whit Przech, Building & Facilities Manager presented the proposed FY 23 budget for the Public Works fund as follows:

Department of Public Works

FY 22 Budget and Estimate

The FY 2022 General Fund expenditures are expected to be under budget by approximately $135,000 (or 2%). This is primarily due to savings in Personal Services. We had position vacancies, employees receiving workman's compensations, retirements, and hiring of new employees, all of which contributed to the Personal Services savings.

FY 23 Proposed Budget

The overall FY 2023 budget reflects an increase of approximately $355,000, or 4.4% when compared to the FY 2022 budget. This is mostly due to increases in Personal Services and can be partially attributed to increasing the number of Seasonal Maintainers we employ and the addition of one full-time Maintainer.

In FY 2023, we anticipate the following:

- Completing construction of the first phase of the International Drive Road Rehabilitation project, which is yet another project funded through the Local Transportation Capital Improvement Grant Program.
- Installation of the Day Hill Road Adaptive Traffic Signal System, funded by a Congestion Mitigation and Air Quality grant.

- We will be working with the Public Building Commission and the board of Education to continue the installation of air conditioning and other HVAC improvements at Sage Park Middle School.

Deputy Mayor Bress thanked Public Works. She stated they do a great job and are appreciated.

Councilor Smith asked if the extra employee was because of extra roads added on from Poquonock Village and Great Pond Village. Mr. Jarvis said that is part of it and we have not had an extra employee in a long time.

5) LANDFILL ENTERPRISE FUND

Bob Jarvis, Director of Public Works/Town Engineer, and Mark Goossens, Solid Waste Manager were present to answer questions regarding the Landfill Enterprise Fund.

Revenues for the Enterprise Fund no longer include tipping fees for solid waste disposed at the Landfill. There are now two primary sources of revenues. One source is from interest earnings on the "fund balance" of the Enterprise Fund. Interest rates have remained low during FY 22, resulting in approximately $48,000 from this revenue source.

The other primary source is from reimbursements for the closure and capping work at the site, from a State Grant that has been designated for this purpose. Reimbursement for FY 22 is projected to be approximately $410,000, and the total of reimbursements received by the end of FY 22 are expected to be approximately $1.4 million.

Reimbursement for FY 23 is projected to be approximately $535,000 which will fully deplete the $2 million total grant.

The FY 23 budget includes expenditures for the continued application of additional capping materials. It also includes expenditures for the construction of a subsurface horizontal piping system in the adjacent wetlands area designed to improve the aesthetics condition within the wetlands.

Expenditures for both fiscal years are primarily related to the closure and capping work at the site. Net Operating expenses at the conclusion of FY 22 are expected to come in approximately 40% under budget due primarily to savings in the Services line item, caused by a delay in the permitting process for our wetlands project.

Town Manager Souza personally thanked Mr. Goossens for his leadership over the years where we are within a year to eighteen months of completely having a landfill capped, closed and meeting our EPA and CT DEEP regulations. Town Manager Souza stated that being able to do our work with our people has saved tens of millions of dollars for the Enterprise Fund. There is upwards of $18 million in the Reserve Fund for long-term monitoring which is a testament to Mr. Goossens' effort.

Councilor Eleveld asked what we are going to do with this piece of land when it is finished. Mr. Goossens stated that back in 2001 a committee was formed that came up with a layout. Mr. Goossens said that once you cap a landfill, you have to wait a couple of years.

Councilor Eleveld said that there would be $18 million in the Enterprise Fund and is monitoring going to be that expensive. Mr. Goossens said that the estimate right now is about $400,000 to $500,000 a year. The regulations could change from forty years to indefinitely. Town Manager Souza stated that the town has an obligation to the Federal government to show financial sureties for a thirty-year period. In reality, we are in a good position.

Councilor Eleveld stated that the flora has the ability to clean out pollutants in the water system. Mr. Goossens said that is correct. Town Manager Souza said that the iron staining is not a hazard.

Deputy Mayor Bress thanked the members of the community for bringing this to the attention of all of us. She thanked the staff and looks forward to seeing this move forward.

Councilor Dobler asked if we really know how long the landfill has to sit. Mr. Goossens said that every landfill is different, but his guess is five years.

Mayor Trinks stated that that they said to put the landfill near a river and now we are older, smarter and wiser. Mayor Trinks appreciated their conservative approach to this. He stated that they did an awesome job and thank you. On another night, we need to sit down and talk about trash and what to do with it in five to ten years.

6) RESIDENT TRANSFER STATION

Bob Jarvis, Director of Public Works/Town Engineer, and Mark Goossens, Solid Waste Manager, were present to answer questions in regards to the Resident Transfer Station.

In addition to the services provided in FY 22, the FY 23 Transfer Station budget proposes to begin an Organics Recycling pilot program where residents would drop their organic waste materials in a dedicated container which then would be mixed in with the leaves which are currently being composted on-site.

The Transfer Station operates as a separate "stand-alone" Enterprise Fund with the goal of being self-sufficient and operating without assistance from the General Fund. Based on current waste stream volumes, at the conclusion of FY 22, the fund expects to have realized a $16,760 net loss and will have to draw down from its retained earnings to fund operational expenses and will not have met that financial goal.

In our proposed budget, we have recommended that the cost of half-year and full-year permits be raised in FY 23 by $5 and $10 respectively and that the cost of side window transactions is raised from $7 to $8 per transaction. Single bags would each be increased from $3 to $4 as well.

The FY 23 proposed budget also includes price increases of $15 per ton for both bulky and yard wastes to account for increased costs for managing those materials as well.

Councilor Eleveld asked where we are sending our waste now. Mr. Goossens said that the curbside waste is going to Hartford. Town Manager Souza said that Windsor Sanitation collects that waste in town. Windsor Sanitation has to take it to a licensed facility. When Hartford closes, Windsor Sanitation needs to find another landfill to take the waste.

Councilor Eleveld asked if the State has anything to do with this. Town Manager Souza said the State does not contribute money to our town. The State needs to make a decision if they are going to finance in the State or pay for out of State.

Councilor Eleveld asked what we are doing with the bulky waste. Mr. Goossens said that it gets shipped out to a landfill in Ohio. Town Manager Souza said that this goes out to the bid.

Councilor Terranova asked how the fees compare to the other towns. Mr. Goossens said that we are a little higher but well aligned with most of them.

Councilor Terranova asked if the number of permits is 300 and if it has changed. Mr. Goossens said that it is creeping up slowly.

Councilor Walker said that there would be an increase from $52 a bag. Windsor Sanitation would go up more. The Transfer Station is much lower than Windsor Sanitation. Councilor Walker said to keep up the good work.

7) ADJOURNMENT

MOVED by Councilor Gluck Hoffman and seconded by Deputy Mayor Bress to adjourn the meeting at 8:54 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki
Recording Secretary

TOWN OF WINDSOR
First in Connecticut. First for its citizens.

TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL HYBRID MEETING
APRIL 18, 2022
UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:33 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) HEALTH SERVICES

Michael Pepe, Director of Health Services, and Jennifer Waldo, Public Health Nurse provided an overview of the proposed FY 23 budget. Highlights from the Health Services budget are as follows:

Synopsis of Budget Commentary from Page I-1

- For FY 22, overall expenditures are expected to come in over budget by $97,490 or 12.9% due to the cost of additional part-time temporary staff and contractual nursing services. These costs are offset by the receipt of grant funding related to the COVID-19 pandemic.

- FY 22 General Fund expenditures are expected to be under budget by $28,560 or 5.1% due to grant funding associated with the COVID-19 pandemic.

- The proposed FY 23 budget reflects an increase of $41,150 or 5.4% due primarily to Personal Services cost increases and well as COVID-19 pandemic-related funding.

- The proposed FY 23 General Fund portion of the budget shows an increase of $23,050 or 4.1% due primarily to Personal Services.

Councilor Dobler appreciated the work that has been done over the past two years. He asked about incorporating everything that the town has done in regards to COVID-19 and are planning on doing in the Emergency Operations Plan. Dr. Pepe said that yes some of that planning has been done through our Public Health Emergency Preparedness and this is an ongoing item. This is updated yearly, but during COVID-19, it was done more often.

Councilor Terranova thanked the Health Department for the COVID-19 vaccinations of children in the community. She asked about the increase in the bike helmet sales. Ms. Waldo said that most families had staycations this year.

Mayor Trinks asked about the mask dispensing event. Dr. Pepe stated that the town partnered with South Windsor for the last two years to do this event.

Councilor Black-Burke asked if the Department had what it needed in its budget to continue to educate the community the way they have been. Dr. Pepe stated that there would be a community health needs assessment done at some point this summer to determine the areas that need to be focused on. At this time, the Department has what they need. Councilor Black-Burke thanked the Health Department for all the team does and continues to do.

Town Manager Souza stated that the plan is to ask the Town Council to fund the needs assessment using America Rescue Funds (ARF). There was a request for proposals on a range of costs and there was allocated money using ARF for potential outreach and programming that would tell us what the community assessment tells us. He said he wanted everyone to understand that was not built into the General Fund portion of the Budget, but that money came from ARF.

3) INFORMATION SERVICES

Anna Posniak, Town Clerk, and Enita Jubrey, Assistant to the Town Manager, presented the Information Services budget as follows:

For the current fiscal year, both our department's overall and General Fund budget is estimated to come in under budget by $6,290 (1%) primarily due to savings in the Personal Services line related to staffing vacancies in the Town Clerk's office.

Our proposed FY 23 overall budget reflects an increase of $38,410 or 5.5% due to Personal Services, increased costs for election-related postage, and the printing of the magazine *There's a lot to do in Windsor.*

The Town Clerk's overall and General Fund FY 22 budget is expected to come in under budget with a savings of about $8,220 or 2% due to a staff member on disability. The FY 23 overall and General Fund budget reflects an increase of $18,810 or 5.3% due primarily to Personnel Services and 2022 State Election Postage costs.

The FY 22 General Fund Public Relations budget is expected to come in over budget by $1,900 due to an increase in printing costs for the *There's a lot to do in Windsor* magazine. That increase carries into the FY 23 proposed budget, and when coupled with additional increases in Personal Services, results in a $20,000 or 6.8% increase.

Councilor Eleveld stated that Public Relations outreach is great. He asked about the person on disability and if they came back. Ms. Posniak said that the employee on disability did not come back. The Recording Clerk was promoted to the Deputy Town Clerk position and a new Recording Clerk was hired from within the organization.

Councilor Terranova asked about the Citizens Academy and what are the plans for this. She stated that one of the things that were discussed with ARF money was to incorporate the students into the Citizens Academy program. Ms. Jubrey stated that the feedback was to try it

on another night. It was moved to Tuesday night but did not get enough registration for it. Ms. Jubrey said that a lot of ideas have been entertained and there are many challenges with this. Councilor Black-Burke asked with the FY 23 goals, is Public Relations able to share what communication methods are leading the work out of the public relations arm? Ms. Jubrey replied that they are what residents' preferences are and how they can reach them – print or digital. As far as social media, there is a Twitter, Instagram, YouTube and Facebook accounts. Councilor Black-Burke thanked them for their response.

4) LIBRARY SERVICES

Gaye Rizzo, Director of Library Services, and Gabbie Barnes, Wilson Branch Manager, were present and reported on the FY 23 budget as follows:

The FY 22 General Fund budget is expected to come in under budget by $19,610 or 1.1% due, in large part, to a partial year Children's Services Librarian vacancy and electricity savings from converting exit lighting to LED. The FY 23 General Fund budget reflects an increase of $48,300 or 2.7% due to personnel costs.

Library Services consists of a 32,620 sq. ft. main library in the town center that operates 61 non-summer hours per week and a 4,400 sq. ft. branch in Wilson that is open 44.5 hours per week year-round. The libraries employ 9 full-time and 36 part-time staff members.

Ms. Rizzo stated they are finally reaching a "new normal" after two long years of trying their best to both dodge and accommodate COVID-19. Foot traffic is increasing, masks are no longer required and meeting rooms are being used for their intended purpose again rather than as storerooms for much of the library's furniture. A goal for next year will be to survey patrons about other services the libraries offer and find out if there are ways to make them more accessible as well.

Each year, the Library is awarded a small grant from the State Library for participating in the Connecticard program which enables patrons from any public library in the state to borrow and return items to any other of the 192 public libraries in Connecticut. This past year, Windsor was awarded $17,800, a clear indication of just how busy our two fully open town libraries were compared to libraries in surrounding towns.

Councilor Eleveld thanked the library and his experience has always been incredible there. He asked how the library helps people with memory loss. Ms. Rizzo stated that Social Services has helped with resources to better reach these people.

Councilor Terranova stated that it's wonderful for doing this program with the students to help increase the pipeline for library sciences. She asked about the mobile app from last year. Ms. Rizzo said that it finally started last week.

Councilor Black-Burke thanked the library team. She asked about tutoring and if there is room to expand. Ms. Barnes stated that there are more tutors than students this year. In previous years there was a waitlist.

5) HUMAN SERVICES

Jasmine Hall, Social Services Coordinator, and Enita Jubrey, Assistant to the Town Manager, were present to discuss the budget and answer any questions from the Town Council. Ms. Hall reported on the following:
Our focus this evening is our proposed FY 23 budget. It includes increased use of grant funding and a request to move a part-time position to full-time. These two reasons account for more than half of the $62,000 increase to our overall FY 23 budget. The remaining increase is due to other personal services needs within the department.

To date in this fiscal year, our part-time energy caseworker has facilitated energy assistance for 205 households. This is already more than last year's total of 189 and we still have 10 weeks left to go. Our proposal to increase this position to full-time is directly correlated to that rising trend, coupled with the rising demands for relocation cases, renters' rebate program, housing assistance, and overall case management inquiries. In short, our department is handling increased service demands with a staffing level that is the same as it was ten years ago.

Councilor Walker said that the Social Services department has increased its contact with residents that need energy assistance, so how does that differ from what Eversource offers. Ms. Hall stated that Eversource offers assistance through matching payment programs. Ms. Hall stated that our services provide education to their clients on how to go about processes and where to find resources.

Councilor Walker asked about what percentage of interactions are with the residents living at the Windsor Housing Authority. Ms. Hall said that she does not have the percentage, but they do have clients from there. Councilor Walker asked about the relocation services. Ms. Hall stated that if it is triggered, then relocation would be considered.

Councilor Terranova stated that she is in full support of increasing the staff and hoped to fund this full-time position this year.

Councilor Eleveld asked if Eversource is doing as well of a job as it could. Ms. Hall said that providing more seminars for customers would be great and helpful.

6) SAFETY SERVICES

Fire Services

Bill Lewis, Fire Chief, Steve Bianchi, Assistant Fire Chief, and Paul Goldberg, Fire Administrator, presented the proposed FY 23 Budget for Safety Services as follows:

The 2021-2022 fiscal year budget expenditures are expected to come in under budget by $24,460 or 2.1% due to lower than expected Energy and Utility costs as a result of moving into the renovated Fire/EMS facility at 340 Bloomfield Ave. later than originally anticipated. The FY 22 General Fund expenditures are expected to come in at $46,740 or 3.9% under budget for the same reason.

Our FY 23 budget reflects an increase of $99,970 or 8.4% as compared to the FY 22 budget primarily due to Personal Services, increased funding for firefighter recruitment and retention efforts, and operational costs associated with the newly renovated facility at 340 Bloomfield Ave.

We are taking a look at cooperative efforts with our surrounding fire departments who are part of a Task Force that we belong to. This includes training, mutual aid responses, equipment purchases, and sharing of ideas. The utilization of regional activities is being studied.

New members – we have developed and implemented a department-wide Recruitment and Retention Committee. To keep the Department all volunteers, the goals and objectives of that committee are to:

(1) to discover and implement methods to recruit new volunteer members as firefighters and/or administrative assistants.

(2) to complement our Junior Firefighter Program in an effort to have them become valuable active members.

(3) to suggest and coordinate efforts to retain all present firefighters.

We are already experiencing some additional applications due to the efforts of this committee. This includes past members and new members alike. We have a total of 88 members with 62 active members and 6 junior firefighters. We remain one of the largest all-volunteer towns in the state.

It should also be noted that there is a House Bill #5213 in the State Legislature that is an act concerning payments to volunteer fire departments that respond to calls on limited-access highways. In our town, this includes I-91, Rt. 20, and Rt. 291. We are hoping that it becomes law and alleviates some costs associated with our highway responses.

Through the efforts of Assistant Chef Bianchi, the high school will be starting a firefighter elective course in the fall. Hopefully, this will help the kids to possibly decide on a career that they were not thinking about and to possibly get more volunteers for all departments.

Councilor Eleveld asked how many fire responses are there to the highway in a given year. Chief Lewis said that there has been approximately 125 responses.

Councilor Eleveld asked who provides reimbursement for that. Chief Lewis said that the State would reimburse $700 for every response on the highway.

Councilor Eleveld asked what the Town Council could do to try to help and attract more volunteer members. Chief Lewis stated that the biggest thing is recognition and replacement equipment as needed.

Councilor Walker stated that the taxpayers and residents in town owe the volunteer fire department a huge debt of gratitude.

Councilor Dobler stated that a class at the high school is a wonderful idea. How do we do it sooner than later? Assistant Chief Bianchi said that there are now three schools in the State of CT offering this class. He said that it has always been his goal to have a class. This would be a credited class of four blocks that would eventually do hands-on at the training facility on Bloomfield Avenue. Councilor Dobler asked when it would start. Assistant Chief Bianchi said it would start this September. Town Manager Souza said that this program would be called *Firefighter I.* Councilor Dobler asked if that counts towards their volunteer hours. Assistant Chief Bianchi said that it does.

Councilor Eleveld asked if there is still the Fire Juniors program. and would *Firefighter I* go in another direction. Assistant Chief Bianchi said that is correct.

Councilor Eleveld asked once they are done with the program, they would be a Firefighter I? Assistant Chief Bianchi said that they would be ready to take the class for state certification at the age of eighteen and hopefully pass the requirements for Firefighter I.

Mayor Trinks asked if there is any way to tap into the people who come to work in Windsor for firefighters. Assistant Chief Bianchi stated that they are starting that with recruiting.

Mayor Trinks asked if their own departments would want them to work in Windsor even though they are volunteering somewhere else.

Ambulance Services

Terrance Greaves, Ambulance Services, presented the proposed FY 23 budget for Safety Services as follows:

The FY 22 budget is expected to come in over budget by $103,609 or 5.8% due mostly to overtime related to not being able to fill open vacancies. We currently are understaffed by one full-time Paramedic and one full-time EMT. Personnel-related expenses account for 71% of our costs.

Medical supplies are expected to come in over budget by 18.75% due to increased costs of medical supplies due to lack of supply as an ongoing result of the COVID-19 Pandemic.

The FY 23 budget is expected to come in 7.7% or $138,610 above the FY 23 budget mainly to account for increased salaries to retain staff as other departments have raised the market rate

for entry-level Paramedics and EMTs making it hard to retain and recruit staff. Additionally, medical supply costs, especially medications, have increased due to supply chain issues resulting from the COVID-19 Pandemic.

Mr. Greaves would be remiss if he did not thank the members of the community that have donated as part of our current community fund drive. As we begin the final quarter of FY 22 and move towards FY 23, we will be increasing our fundraising through grants, community and corporate donations to improve services with upgraded equipment and vehicles.

Councilor Dobler stated that what this department does is so incredible. He asked how the collections are going. Mr. Greaves said that the Medicare rates are set by the Federal Government and we only receive 70% back. It comes down to the volume and doing a lot of calls which leads to burnout. Many commercial ambulance departments have increased their funding and have alternatives to doing this job in areas of services that we do not offer. Councilor Dobler said that unless something changes at the State or Federal government, the Council would see him again next year with the same problem.

Councilor Walker stated that he fully understood Mr. Greaves' statements of payment rate from the Federal government. Most of Windsor is elderly and will be getting progressively more ailments and will need more. Councilor Walker said that what is troubling is that a lot of the residents have worked their whole life, paid their taxes, and we really need to have a good understanding of what we are doing with the tax dollars. Councilor Walker said that he will see the same problem next year and it might be even worse. Councilor Walker thanked Mr. Greaves for all that his department does.

Councilor Black-Burke said that she has had to use safety services over the last year and would probably see them again. This is a needed service and we have to figure out how to assist your department more.

Councilor Eleveld said the typical charge is about $1,300 and the state only reimburses you about $300. The rate by Medicare and Medicaid is automatically enrolled. This is a no-win situation. Mr. Greaves said that private insurance pays about 9%. Councilor Eleveld thanked the ambulance services and it is truly appreciated and needed.

Mayor Trinks asked about mental health calls and if Social Services should also be involved. Mr. Greaves said that yes and some towns have community paramedics who do a follow-up after people leave the hospital. There is a model that we could follow and start to explore. Mayor Trinks stated that he would love to hear more about this.

Councilor Smith said that he used the Ambulance Services for a personal matter and was greatly appreciative of their services. Councilor Smith asked how many ambulances there are. Mr. Greaves said that there are five ambulances and four support vehicles. Councilor Smith asked where the fuel comes from. Mr. Greaves said that they use the town fuel from the Highway

Garage and pay for it. Councilor Smith asked about the utilities and cleaning costs at Bloomfield Avenue. Town Manager Souza said that is paid through the Fire Department budget.

Police Services

Donald Melanson, Chief of Police, Andrew Powers, Captain, and Suzanne Brannack, Executive Assistant, presented the proposed FY 23 budget for Safety Services as follows:

For the 2023 Fiscal Year, the Police Department's overall budget reflects an increase of $466,230, or 4.2% over the FY 22 budget.

The Police Department's General Fund budget, including Town Support for Education, is increasing by $431,170, or 4.1%.

Increases in both the overall and General Fund budgets are mostly due to costs associated with Personal Services related to wage and salary step increases and the addition of a new police officer position equivalent to .48 FTEs for the year and funding for .25 FTEs of a dispatcher position for a full fiscal year. Increases in the area of Maintenance and Repair include additional funding needed to pay the first full year of the public safety radio system maintenance contract and increases in software licensing fees. These two areas account for about 3.7% of the 4.1% increase in the FY 23 General Fund budget.

Councilor Dobler congratulated Chief Melanson for their first Arabic-speaking officer. Councilor Dobler asked if that was something they were actively looking for. Chief Melanson said that was a side benefit of their recruiting process. Councilor Dobler asked if the criteria has changed to include second language officers coming in. Chief Melanson said that they made it known through more colleges and diverse publications. Councilor Dobler stated that Windsor is a very diverse town and this would be a good thing. Councilor Dobler asked what getting accredited with the State entails. Chief Melanson said that a law was passed that requires all police departments in the state to receive accreditation by CLEA. There is also a State accreditation which the department is focusing on now. The State accreditation focuses on Connecticut law and the Connecticut requirements. Councilor Dobler asked about the amount of speeding in town. Chief Melanson stated that Windsor is two to three times higher at stops for speeding.

Councilor Black-Burke thanked them for the presentation. Councilor Black-Burke stated that she is looking forward to *National Night Out*. She asked about the Special Revenue funds and if the Social Work funds needed to be beefed up. Chief Melanson said that the Collaboration Federal Grant was from 2015 and was for two years. Some of the funds were offset by using the General Fund budget.

Town Manager Souza stated that as we move forward with our conservations with our Community Health resources through contractual agreements we would hopefully make this a full-time agreement by using the General Fund and the Community American Rescue funds.

Councilor Eleveld asked what the cost is for a new officer just starting their career with the department. Chief Melanson stated that once there is an application, testing is done right away, a physical agility test, and then an interview is completed. Once that is done, a background investigation is made, home visits and speaking with neighbors. Chief Melanson stated that there is then a psychology exam, a polygraph exam and a medical exam. At that time, the applicant is offered a seat at the academy. There are seven months of training at the academy and then four months of field training. Chief Melanson stated that we are paying for someone for a year and cannot use it until they complete the certification process of eleven-months to a year.

Councilor Walker asked about the Park Wood Drive issue with the aggressive dogs. He said that he spoke to the Town Manager Souza about another street. The Animal Control Officer isn't certified, so how are we addressing complaints and what is being done? Chief Melanson said that last fall, the Animal Control Officer retired. At this time, a retired police officer was brought in and had been issued a waiver to be the Animal Control Officer. The new Animal Control Officer is from out-of-state and has been issued a waiver until the class is offered again. Councilor Walker asked if he heard correctly, we are not ignoring the residents and have taken care of the issues? Chief Melanson stated that the issues were handled.

Deputy Mayor Rampulla Bress thanked the Department for the presentation. She asked about transparency and putting information on the website. Would more information be put up on the website? Chief Melanson said that we have the ability to put more information on the website, but what is the appropriate amount of information to put on there? Windsor is a very safe community. Chief Melanson said that they really look at the information that will jeopardize the public and that is when they really push to release information. Deputy Mayor Rampulla Bress said that truth is more important than rumors that are being spread.

Councilor Eleveld asked about the Animal Control Officer in Hebron helping out. Who pays for that? Chief Melanson said that it was not for enforcement but for animal placement and assistance. Chief Melanson said that we are being reimbursed every day by Hebron that we are there.

Councilor Smith asked about *Bullying, Gangs, and Drugs*. He asked about the catalytic converters being stolen and where do we stand with that. Chief Melanson said that it's a problem that is still occurring statewide. Windsor Detectives are working with a statewide task force. The task force has identified several key players. Once they are arrested, it should slow down.

7) RECREATION & LEISURE SERVICES

Paul Norris, Director of Recreation and Leisure Services; Rich Henderson, Recreation Assistant Director; Rebecca Joyce, Senior Services Coordinator; George Headley, Senior Transportation Coordinator; Marilyn Smith, Northwest Park Manager, and Sarah Maffiolini, Youth Services Bureau Coordinator, gave an overview of the Budget and were available for questions.

The FY 22 overall Recreation and Leisure Services expenditures will be under budget by approximately $93,750 or 3.0%. This is primarily due to reduced and canceled or lower program enrollments due to the continued COVID-19 pandemic. The FY 22 General Fund expenditures are also expected to be under budget by $41,430 or 1.9%.

The overall FY 23 budget reflects an increase of $185,220 or 5.9%. The General Fund Budget is expected to increase by $115,320. This is a reflection of an increase in Personal Services, Energy and Utilities. Driving forces with these increases include the effects of changes to the State minimum hourly wage, converting a part-time position into a full-time position in Senior Services.

Councilor Eleveld said that recently someone asked about animal care issues at Northwest Park. Mr. Norris stated that it was more about training for the animal feed volunteers before COVID-19.

Councilor Eleveld asked about the special revenue funds increase due to looking at the expansion of available programs. Councilor Eleveld said that they are looking into increasing one full-time staff this year. Mr. Norris said that seasonal workers are temporary and part-time employees. Councilor Eleveld asked if Mr. Norris is providing the necessary services to our seniors. Mr. Norris said that is correct and they are looking for more types of programs and staff.

Councilor Gluck Hoffman asked about the specific programs for the Senior Center. Mr. Norris said that they are looking for different types of programs for younger senior members such as health and fitness. Mr. Norris said that they are increasing their number of evening trips to attract the younger senior population. The Senior Center has always done an amazing job with the senior program Early bird suppers they love and want more of it. A lot of this is happening because of the superior staff we have in transportation.

Councilor Terranova asked about the increases in the price guide and the driver behind the increases. Mr. Norris said that driving increases are due to the cost of personnel services and the cost of supplies.

Councilor Black-Burke asked about a survey regarding the summer programming. What are the benchmarks that are in place for residents to utilize it? How would that impact what is before us? Mr. Norris said that they benchmark with other towns across the state. The program surveys are done after every program and the percentages are calculated from them. Annual surveys of the residents that have taken our programs are sent out to see what else the residents might want.

Mr. Norris stated that nothing beats networking. Mr. Norris said that they are constantly looking for programs to make them better.

Deputy Mayor Rampulla Bress thanked the different departments for their presentations. She encouraged everyone in town to join the Senior Center if they are of age. She also stated that the Department is doing an amazing job in advertising and promoting these programs. When

she is on Facebook, she sees posts regularly about what the students are doing, programs and trips. Mr. Norris and his department are doing a wonderful job informing the community. She added that the only request she has is if there are any scholarships for seniors to participate in programs. Mr. Norris said that the Senior Center has no required fee to join or participate in any of their programs. Mr. Norris said that there are no policies for scholarships and they do not turn away anyone who can't afford to participate.

Councilor Walker said that he noticed that the town has different publications for different areas. Mr. Norris said that their number one "go to" is the *There's A Lot to Do in Windsor* magazine, followed by the Town website.

Councilor Smith said that he has used the Senior Center and wanted to give Rebecca and Stephanie a shout-out for the job they do there. The website is confusing when you look up the Senior Center as it comes up as 330 Windsor Avenue where it's at L.P. Wilson. Mr. Norris said that he would look into that.

Councilor Eleveld asked about private contributions. Mr. Norris said that private contributions could be the Friends of Northwest Park or a Memorial fund.

8) CHILD AND ADULT DAY CARE ENTERPRISE FUNDS

Laura Casey, Discovery Center and Montessori School Director, and Cheryl Rosenbaum, Caring Connection Manager, were present to answer questions posed by the Town Council.

CHILD DAYCARE

Montessori School

Laura Casey, Discovery Center and Montessori School Director, stated the FY 22 budgeted loss was $144,360. The Office of Early Childhood increased their capacity to 100% in July of 2021, but there were still families that were anxious over the uncertainty of the COVID-19 virus for unvaccinated children. In addition to the uncertainty, families were working from home therefore they no longer needed before and after school care for their elementary-age students. The elementary program had 85% enrollment during the summer months and 40% during the academic year.

The Primary Montessori program averaged 93% capacity for the summer months and 83% during the academic year.

The infant and toddler programs have been at 100% capacity this entire fiscal year.

We are still rebuilding from the COVID-19 pandemic. As families are returning to the office, we've experienced an increase in inquiries.

As a result of the COVID-19 pandemic, the Child Development fund has an estimated loss of $233,990 for FY 22.

Child Development
Ms. Casey stated that an operating loss of $176,640 is projected for the Child Development Fund for FY 23. The FY 23 budget was developed with the assumption of returning to full capacity in most programs. It is anticipated that it will take at least one more year to return to full capacity in the elementary programs as families return to the office.

After $70,000 from the Office of Early Childhood Stabilization Grant is applied to the Child Development fund, we will have a net position of $79,920.

To date, we are implementing most of the Office of Early Childhood recommendations to mitigate the spread of the pandemic.

These mitigation practices require additional staff to maintain student cohorts. Due to these practices, we have been effective in reducing the spread of the COVID-19 virus within our school. By implementing these recommendations, we are beginning to build the trust that families need to enroll their children in a school setting.

We will continue to offer the full and half-day programs five days per week in the Primary and Toddler classroom, full-time infant care, and after-school care for the elementary groups plus summer programs for all ages. The FY 23 proposed revenues include a $25 increase for registration and a $100 per child activity fee. The FY 22 projected expenditures are based on current staffing.

Councilor Eleveld asked about the projected loss for this year and next year. Do we charge a level of tuition that is the same amount for private service? Ms. Casey said that we charge lower on Montessori services.

Councilor Eleveld asked what about the Daycare and younger child development areas charges. Ms. Casey said that they are comparable.

Councilor Eleveld asked why we are lower on Montessori than other communities. Ms. Casey stated that the school stays lower to attract the residents. She said that other schools have grants that help run their schools and that Windsor Montessori is solely operated by parent tuition.

Councilor Eleveld asked about what state grants Ms. Casey is expecting. Ms. Casey said that the school received money from the Office of Early Childhood in the Ready, Set, Rebuild grant where $73,000 would be spent this year. There would be approximately $100,000 left in grant money to be spent by September of 2023.

Councilor Eleveld said that we are competing with for-profit enterprises. What percentage of the people who participate are not from Windsor? Ms. Casey said that most of the people are Windsor residents. Councilor Eleveld said that we need to see if this is economically feasible and maybe start down a different path. Town Manager Souza stated that this has been a policy discussion in past years for previous Town Councils. Town Manager Souza said that unfortunately, the Discovery Center has had to tap into over $350,000 of its retained earnings. In general, it's been a positive growing concern and there have been ups and downs depending on the year. Town Manager Souza said that prior Councils have continued to believe it was an added value to the community as a whole.

Councilor Eleveld asked Town Manager Souza for the percentage of Windsor residents and also to take a look at data from five years ago. Town Manager Souza said that can be arranged.

Deputy Mayor Rampulla Bress appreciated Councilor Eleveld's questions. She stated this is a program that is not available everywhere and a benefit to children. She understands totally about COVID-19 and asked how many citizens we actually serve. What are other towns projecting if grants were taken away and are they seeing enrollment problems? Ms. Casey said that there is a total 94 students during school. There is 100% enrollment for the summertime. The Elementary Program should be growing soon. Ms. Casey said that the numbers are looking better now than before.

Deputy Mayor Rampulla Bress stated that there is a lack of daycare and this problem is happening everywhere. She asked when you think we would be back to normal. Ms. Casey stated that we are struggling to get qualified staff.

Councilor Black-Burke thanked Ms. Casey for her presentation. She said that this is a national problem. What consideration has been given to outreach for grant funding? Councilor Black-Burke said that she knows there are not as many grants for a Montessori program. Do you need assistance with this? Ms. Casey said that she has applied for a few grants and that the Office of Early Childhood did give them a grant. She looks for grants all the time and applies for them. Councilor Black-Burke said that she credits the staff's dedication and what they want to do for their students.

Councilor Gluck Hoffman asked about more people keeping their children home instead of coming there. Ms. Casey said that she has 57 students out of 60 for September and is confident what they are doing is working. There is a referral program. Ms. Casey stated that she is constantly conducting tours. Councilor Gluck Hoffman stated that she is a big supporter of Montessori.

CARING CONNECTION

Ms. Cheryl Rosenbaum stated that revenues and attendance are still being affected by the pandemic. We are just beginning to see some small increases in our numbers and I am thrilled. When we prepared the budget back in early March we were looking at needing a $30,000 end-

of-year transfer. However, tonight I am very happy to report that we received additional revenue as a result of the increased Medicaid reimbursement rate and recently received $4,272.00 in ARPA funds. The Caring Connection is trending toward a positive net position for FY 2022 but we may need to request a small end-of-year transfer out of an abundance of caution.

Adult Day Centers across the state together with our professional organization are currently lobbying for legislation that will avail perspective Medicaid clients more direct access to our program. A possible supplemental payment to assist with transportation costs is also included in the bill.

Ms. Rosenbaum is most excited about a couple of recent partnerships between the Caring Connection and two new referral sources working with us and promoting our services. The Caring Connection has also been working with Zen City, a marketing consulting firm that is helping us to look at outreach and marketing with a fresh perspective.

Deputy Mayor Rampulla Bress said that she loved the idea of using the marketing firm and finding new ideas through that avenue. She stated that she is very grateful for the Caring Connection keeping our seniors safe. She is happy they are working with the State Representatives to get more aid for this program.

Councilor Black-Burke thanked the Caring Connection for all that they are doing.

Councilor Eleveld asked for five years' worth of history of the Caring Connection. What percentage of your clients are Windsor residents? Mrs. Rosenbaum stated that at this time 50% are Windsor residents. Councilor Eleveld asked if there are other alternatives that offer similar services in the private sector. Ms. Rosenbaum stated that there are adult day centers across the state, but several of them close to Windsor have closed. Councilor Eleveld asked if they are charging an appropriate level for the services performed. Ms. Rosenbaum stated that yes they do.

Town Manager Souza asked Ms. Rosenbaum to expand on the reimbursement. Ms. Rosenbaum stated that the rate that is charged is the same as other centers. The Medicaid rate was just increased and moved this year from $74.74 to $81.50 a day. Councilor Eleveld said that is a 10% increase.

Councilor Eleveld asked where you are attracting people from. Ms. Rosenbaum said that she markets it, on Facebook, and receives calls from residents. This is a service that people do not always know about until they need it. Councilor Eleveld stated that it's not only a daycare but respite care. Ms. Rosenbaum stated that it's not always a parent, but spouses. She is seeing

Parkinson's patients and early-onset Alzheimers. Councilor Eleveld said that it's not fair that other towns are taking advantage of Windsor. Ms. Rosenbaum said that it's a valid program we provide. Councilor Eleveld asked for five years of the past year's data to look at. Councilor Eleveld thanked them for the services they provide.

Deputy Mayor Rampulla Bress said that military families don't have to travel to Newington and could be closer to Windsor and have this program be available to them. Deputy Mayor Rampulla Bress said that there are similar towns that provide this opportunity to us. Ms. Rosenbaum said that they are contracted with Veteran's Affairs (VA) and have VA clients in our programs.

Councilor Smith asked if Enfield closed their facility. Councilor Smith said that one town to support this is hard and it should be a county thing to bring in more people. Town Manager Souza said that he has had conversations with other communities about contributing. Councilor Smith asked if they are state-certified. Ms. Rosenbaum said that they are accredited and are a part of the CHCP.

9) APPROVAL OF MINUTES

a) April 4, 2022, Public Hearing (FY 23 proposed budget)

MOVED by Deputy Mayor Rampulla Bress seconded by Councilor Smith to approve the unapproved April 4, 2022 Public Hearing minutes (FY 23 proposed budget) as presented.

Motion Passed 9-0-0

b) April 4, 2022, Regular Town Council meeting

MOVED by Deputy Mayor Rampulla Bress seconded by Councilor Smith to approve the unapproved April 4, 2022 Regular Town Council meeting minutes as presented.

Motion Passed 9-0-0

10) ADJOURNMENT

MOVED by Councilor Eleveld and seconded by Deputy Mayor Rampulla Bress to adjourn the meeting at 9:15 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki, Recording Secretary

TOWN OF WINDSOR
First in Connecticut. First for its citizens.

TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL HYBRID MEETING
APRIL 20, 2022
UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 6:30 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) DEVELOPMENT SERVICES

Eric Barz, Town Planner, Lauri Volkert, Fire Inspector, and Patrick McMahon, Economic Development Director, were present to answer questions.

Mr. Barz reported that overall expenditures for FY 22 are expected to come in over budget by $545,160 or 37.9% primarily due to the use of American Rescue Funds (ARF) for the Small Business and Nonprofit Recovery Grant program. The General Fund expenditures for FY 22 are expected to be under budget by $7,090 or 0.5% due to Personal Services. The overall FY 23 budget reflects an increase of $65,120 or 4.5% as compared to the FY 22 budget mostly due to Personal Services.

Mr. Barz stated that in FY 22, several major projects, totaling over 1.4 million square feet were approved by the Town Planning and Zoning Commission (TPZC) or staff.

Other projects that are undergoing inspections or completed this year include the second Amazon Distribution Center, the Public Safety Complex, a warehouse flex building, and the Day Hill soccer dome, as well as renovations and additions for Traveler's Insurance, Loomis Chafee's NEO Theater, Data Mail's Day Hill location, and Millbrook Village.

The TPZC also approved several major zoning text amendments to accommodate transit-oriented and workforce housing in Windsor Center, affordable accessory apartments throughout town, and economic development in Great Pond.

Economic Development organized and hosted a successful job fair in partnership with the Chamber of Commerce to assist local businesses in recruiting employees with more than

35 businesses and 45 job seekers participating. They also facilitated three grant programs: a successful Small Business and Nonprofit Recovery Grant that provided over $520,000 to more than 55 businesses and nonprofits using American Rescue Funds (ARF), a pending application for a $2.5 million grant from the CT Communities Challenge Grant program in support of a key redevelopment project in Windsor Center, and a successful open space trail grant for designing a Connecticut River Trail extension connecting the Windsor Center Trail to the river trail at East Barber Street.

FY 23 Goals Highlights include:

The Building Safety team will be implementing new state fire and building codes proposed to be adopted in the fall of 2022.

Development Services will facilitate the implementation of the second phase of Great Pond Village, which will include a mix of housing styles.

The Planning Department will complete the state-mandated affordable housing plan and incorporate it into the residential development chapter of the Plan of Conservation and Development (POCD). Several new chapter updates will be launched, dealing with conservation and sustainability topics, moving towards the incremental completion of the entire POCD by 2025.

Economic and Community Development will promote new investment in the Wilson neighborhood by leveraging its status as a Federal Opportunity Zone and facilitating small business recovery assistance throughout the town in cooperation with local and regional partners seeking to link local businesses to resources and opportunities.

Planning and Economic and Community Development will facilitate planning for the development of the proposed Wilson Gateway Park on the former redevelopment parcel and pursue Windsor Center development projects in support of the Transit-Oriented Development (TOD) Plan.

Councilor Black-Burke asked if there were any dollars attached to the Wilson designation. Mr. McMahon stated yes, but it doesn't necessarily provide any grant money. He said that it's essentially a way for someone who has a high net worth to delay the impact of capital gains by investing their funds in a qualified opportunity zone. It's mostly a private sector activity that someone's net worth has to be tied in within that district. Mr. McMahon said that their role is to let people know that Wilson is an opportunity district and eventually investors would invest their money.

Deputy Mayor Rampulla Bress commented how very busy they were this year and congratulated them for all they have been doing and did. She truly appreciated how quickly the funds are given to assist people in the community.

Councilor Eleveld asked what an accessory apartment is. Mr. Barz explained that it is an apartment allowed in a single-family residence that is lesser than 1,000 sq. feet or 30% of the habitable floor area of the principal dwelling. Councilor Eleveld asked if all the money from the small business and non-profit recovery grant have been spoken for. Mr. McMahon said that there is a balance of approximately $700,000 to work with. Town Manager Souza stated that the application is closed for that. Town Manager Souza said that they have asked the Town Council to allocate that balance for the Small Center Support Center.

Mayor Trinks asked Town Manager Souza about the entry for the American Rescue Fund and is that going to appear in the budget book for only what we have allocated. Town Manager Souza said that it would show.

Councilor Smith asked about Great Pond Village and if the second phase would truly be using a business? Mr. Barz said that Great Pond was going to build a warehouse there that Chewy was supposed to go into. If not Chewy, another tenant could utilize it. Mr. Barz stated that they did create a new lot there called the Economic Development Zone.

Town Manager Souza said that on the south side of Day Hill Road that Great Pond owes, Verizon has purchased the property on Great Pond Drive. Verizon is planning on constructing in multiple phases a data center.

Councilor Eleveld asked Town Manager Souza if the money gets used there could be adding money into our budget book. Town Manager Souza stated no since Council appropriated those funds as they went along. Councilor Eleveld asked if it's going to be an addendum to the budget book and not part of the budget. Town Manager Souza said that it would be in the FY23 column and could carry over to multiple years. Town Manager Souza said that you can view it as a non-general fund dollar, but other sources.

Councilor Smith said that mirrors what Mayor Trinks said that technology that didn't go over budget but added in. Town Manager Souza said that is correct.

Mayor Trinks asked if the abatement went only for Chewy or the land. Town Manager Souza said it was with that particular tenant that Town Council approved. The abatement does not go with the property.

3) COMMUNITY DEVELOPMENT

Patrick McMahon, Director of Economic Development Director and Flavia Rey De Castro, Community Development Specialist, reported the following on FY 23 budget.

Mr. McMahon stated that for the current fiscal year, our overall expenditures are expected to come under budget by $13,920 or 3.6% with no changes to the General Fund portion.

This expenditure decrease is due to lengthier construction projects resulting in lower associated contractual services costs.

For FY 23, the proposed budget shows an overall decrease of $33,540 or 8.8%, with the General Fund portion increasing by $980 or 0.9% in comparison to the FY 22 budget. This decrease is driven by a projected decrease in loans and associated services.

The proposed budget assumes that Community Development will be awarded a Small Cities grant of $400,000 to be spent over the course of two years from the award signing date.

Ms. Rey De Castro reported that the primary goal of Community Development is neighborhood preservation. This is done through the housing rehabilitation program. This program has been funded primarily with grants and program income, which is the repayment of loans.

Goals for FY 23 include:

- Expand the program's ability to meet the need to rehabilitate housing stock by applying for additional grant funds from the Connecticut Department of Housing.

- Build relationships and seek partners to maximize Community Development Block Grant funds and to enhance the town's Housing Rehab. Program.

- Continue to work towards strengthening the community via the Human Relations Commission and the Wilson/Deerfield Advisory Committee.

Deputy Mayor Rampulla Bress thanked the Community Development Department. She stated that she had attended many Human Relations Workshops which were well attended and well done. She also thanked the Department for continuing to seek out grants for our communities. She stated that she and Councilor Smith have talked about safety issues in multi-family apartments.

Councilor Smith asked if they work with the Windsor Housing Authority at all. Ms. Rey De Castro said that last year the Department helped Windsor Housing Authority promote the Housing Choice Voucher Program and also communicated with them about funding.

Councilor Black-Burke stated that the Wilson Deerfield area appreciates all the work that has been done.

4) ADMINISTRATIVE SERVICES

Finance Department

Jim Bourke, Finance Director, was available to answer questions raised by the Town Council.

Human Resources

Amelia Bliss, Human Resources Director, was available to answer questions raised by the Town Council.

Information Technology

Frank Angelillo, Information Technology Director, was available to answer questions raised by the Town Council.

Risk Management

Marty Maynard, Risk Manager, was available to answer questions raised by the Town Council.

Assessor's office

Larry Labarbera, Town Assessor, was available to answer questions raised by the Town Council.

Tax Collector

Cathy Elliot, Tax Collector, was available to answer questions raised by the Town Council.

Administrative Services supports town operations by providing our other departments with financial, personnel, and information resources, so that they may deliver their products and services more effectively to the community.

We also provide property assessment and tax collections services, and we protect town and school assets and personnel from the risk of loss through our risk management services.

The overall FY 22 expenditures for Administrative Services are expected to come in under budget by approximately $7,000 or 0.2%. This is due to savings in Personal Services from part-time, partial-year vacancies in Human Resources, and the Tax Assessor and Tax Collector offices.

The overall FY 23 budget is expected to increase by approximately $188,000 or 6.8% due to Personal Services and use of special revenue funding for an anticipated delinquent property tax sale. The FY 23 General Fund budget reflects an increase of $160,000 or 6.1% primarily due to transitioning a part-time position into a full-time position in the Tax Assessors Office, equating to .75 FTE's for the year. This Assessment Technician will assume the duties of the current clerk and in addition will perform revaluation fieldwork. The Personal Services increase also includes funding for succession planning for a retirement in the Finance Department.

Deputy Mayor Rampulla Bress asked about new residents in town and how that impacts the assessments. Mr. Labarbera said they do not do that every year, but every five years. Deputy Major Rampulla Bress asked if he knew how many people have bought homes in Windsor. Mr. Labarbera said that he doesn't know the exact number, but he could get that information. Sales were stronger earlier, but have slowed down.

Councilor Smith asked about the anticipated property tax sale. Mr. Bourke said that every other year there is a tax sale for delinquent taxes which doesn't affect the general fund. Town Manager Souza said that is for legal notices for delinquent taxes that we receive back. Ms. Elliot said that every other year there is a tax auction for delinquent property taxes which is for three or more years of delinquent taxes or more than $20,000 total due to the town. There are numerous notices sent out so the owners can contact the Tax Collector to work out a payment plan with them. Ms. Elliot said there were 37 properties and when it came time there were only five properties auctioned off. Ms. Elliot said that she has a running tally of each property and any expenses that occur are charged back to the property. The minimum bid at the auction is everything that is owed in taxes, interest and reimbursed for all the costs. Councilor Smith asked how covid affected worker's comp figures. Mr. Maynard said that just before covid, there was a decline and during covid there have been fewer injuries. From a reporting standpoint, we increased by 300 for covid exposure claims, but there was no money attached to those claims.

Councilor Eleveld asked about the seventy public computers, is that computers or physical desks. Mr. Bourke said that it was computers at the library.

Deputy Mayor Rampulla Bress thanked Ms. Elliot for working with the public and reducing the number of suctioned properties. Town Manager Souza stated that Ms. Elliot puts together payment plans and appreciates her efforts. Mayor Trinks said that it is worth noting that during the last two years her collection rate has been spot on.

5) GENERAL GOVERNMENT

Linda Collins, Assistant Finance Director, gave the following report:

The General Government budget makes up approximately 1% of the entire town budget and is comprised of 10 diverse town functions. They include activities for the Town

Council and appointed Boards and Commissions as well as the operations of the Town Manager's Office. General Government also includes funding for, the Town Attorney, Treasurer, elections, the Greater Windsor Probate Court, Independent Audit, and Intergovernmental and Community Services.

The General Government general fund's Fiscal 2022 expenditures are estimated to come in over budget by $29,240 or 2.7%. This is mostly due to an increase in the Counsel & Legal Advice budget for worker's compensation litigation as well as an unanticipated special election for a State Representative seat in March of 2022 that wasn't budgeted for.

The Fiscal 2023 General Government's general fund proposed budget is $1,219,070 and reflects an increase of $120,480 or 11.0% as compared to the Fiscal 2022 budget. This increase is due to three elections budgeted in FY 23 versus two in FY 22, as well as added funding of approximately $38,690 for processing absentee ballots.

Councilor Eleveld said that he is glad to see that the Town Council budget is on par. The Probate Court has gone up almost 16% and asked if this is related to a rental agreement we have with South Windsor. Ms. Collins said that it's from increased fees for supplies and the percentage that we pay. Ms. Collins said that is prorated based on each town's grant list.

Councilor Black-Burke stated that there is an increase in estimated community expenditures. She asked if there is a cap on what can be awarded for community services. Town Manager Souza said that there is not a cap, but Council has established a setup overall. Project Ascend is level-funded. Earlier in the year, Town Council was approached by Caribbean Culture Alliance for $700,000 the only new program request this budget year.

Councilor Smith asked if these donations were vetted by balance sheet or performance sheet from the year before. Town Manager Souza said that this may be a two-year program, but not an ongoing one.

Councilor Walker said that the Caribbean Culture is a program that is supported by UConn and by the Historic Society. This is going back to the stories and history of farmworkers. There are traveling exhibitions of visuals with audio. Councilor Walker encouraged all Councilors to support this endeavor.

Deputy Mayor Rampulla Bress said that she believed this parallels the Windsor Story and does develop the Caribbean community more. Councilor Walker stated that it is and people will tell their stories.

Councilor Eleveld asked about the Community Health grant and if we are paying for a full-time person in the Police for that. Town Manager Souza stated that there is a contract that is budgeted in the Police department for a half-time clinician. They are hoping to move the position to full-time using the American Rescue Fund monies. Town Manager Souza said that these funds are more general for Community Health Services to provide services to our residents. Councilor Eleveld said that First Town Downtown is supported by the businesses in town so why is there funds for that. Town Manager Souza stated that this is a portion of their budget. Councilor Eleveld thought there was a requirement over a certain dollar amount that a copy of their budget was supposed to be made available to the Council. Town Manager Souza said that there is a budget sheet that is included in the packet. Town Manager Souza stated that First Town Downtown has taken on functions that the town used to do such as concerts on the green and Nightmare on Broad Street Halloween.

Councilor Walker asked if that was all the Police Cadets asked for. Ms. Collins said that they requested $11,000. Councilor Walker said that he would like to see them get $15,000.

Councilor Gluck Hoffman asked why the Network against Domestic Abuse was so low. Town Manager Souza said that he does not have that information and will follow up. Councilor Gluck Hoffman asked about the Volunteer Appreciation and who are the volunteers that get nominated. Town Manager Souza said that they are all the appointed members of the Town Council's advisory committee and volunteers from Social services, Senior Service, Senior Center, and Library. Town Manager Souza stated that they are in the planning stages to pull something together for this spring.

Deputy Mayor Rampulla Bress said that unfortunately in the last two years, we haven't had Volunteer Appreciation.

Councilor Eleveld asked about the special elections and cost expenditures. There was an $11,000 cost for only three districts. Ms. Collins said that the amount depends on the type of election.

6) GENERAL SERVICES/CAPITAL SPENDING

Jim Bourke, Finance Director, gave an overview of General Services/Capital Spending as follows:

General Services section of the budget, which begins on page Q-1. The FY 22 expenditures are expected to come in over budget by approximately $49,000. The FY 23 budget reflects an increase of approximately $435,000 over the FY 22 adopted budget, or about 2.6%

For debt service, we are proposing a 3% general fund increase over the FY 22 budgeted amount, which is consistent with the town council's policy target and long-term strategy over the past several years.

The general fund allocation for capital projects is proposed to increase by $166,000 and will fund pavement management projects, sidewalk repairs, and fleet replacements.

The MDC payment for sewer services will increase approx. $250,000 for FY 23 and this is based on the MDC's calendar year 2022 budget.

The FY 23 budget for Great Pond is increasing by $86,000 for a total of $488,000. This amount represents 50% of the taxes that will be collected from the parcels located at Great Pond. The increase for FY 23 is due to increased assessed value that resulted from the completion of the first phase of construction at Great Pond.

The general services component of the worker's compensation and liability Insurance budget is expected to increase by $53,000 as compared to the FY 22 budget. This increase is driven by incurred as well as anticipated claims, and also increases in the insurance markets nationwide.

The FY 23 funding for costs associated with the next revaluation is proposed at $10,000. The next revaluation will be for the grand list year 10/1/2023 and will be applicable to the FY 25 budget.

The FY 23 budget for the town's contribution to long-term retiree health costs (OPEB) reflects an increase of $25,000 ($25K in general services; TSE is not changing). FY 23 will be the ninth year the town has contributed towards funding the town's long-term other post-employment obligations. The balance in the OPEB trust fund is projected to be approximately $6 million on June 30, 2022. This amount consists of the town contributions and accumulated investment earnings.

And lastly, a transfer of $140,000 is proposed for FY 23 from the operating budget to the Caring Connection to address the projected operating loss in the upcoming fiscal year.

Councilor Eleveld asked about the Great Pond agreement, $78,000 is fixed regardless of the tax rate? Town Manager Souza said that is correct. Councilor Eleveld asked about an overview of retirement. Mr. Bourke said that is a reflection of claimed activities where we were experiencing less exposure than in previous years. Councilor Eleveld said that would be part of our self-insurance cost. Mr. Bourke said that is correct. Town Manager Souza said that this is flat-funded. Councilor Eleveld asked about a reduction from MDC. Town Manager Souza said that MDC used a fair amount of their cash reserve to achieve a lower assessment for FY 22 and is now not using much of the revenue.

7) INSURANCE INTERNAL SERVICE FUND

Amelia Bliss, Human Relations Director, and Marty Maynard, Risk Manager, gave an overview of the Insurance Internal Service fund.

Liability Insurance and the Worker Compensation Insurance sections of the Insurance Internal Service Fund

The forecast for this coming fiscal year is that we are continuing to be in a hard market where insurance carriers are increasing premiums in some areas as high as 75%. We are conducting a bid among the two or three carriers out there insuring municipalities in the State of CT. We are recommending an 8.9% increase this coming year for the liability, auto, and property insurance policies.

Nationwide, insurance carriers are raising rates among municipalities around all lines of coverage, especially in two distinct areas, cyber liability and excess worker compensation, Windsor is no exception. This past fiscal year our cyber liability rose approximately 15%, this coming FY 23 year we are expecting an 18% increase with much more stringent underwriting standards.

Our excess worker compensation premium rose over 48%, and although we are not expecting that type of increase this coming year, however, we do expect a single-digit increase in the excess, this is all due to market corrections nationally and the global insurance climate. The insurance world has not seen market corrections such as these since the events of 9/11.

Amelia Bliss presented the Health Insurance fund and was available for questions.

Councilor Dobler asked about cyber liability and if somehow we can hit a higher liability for a lessor fee. Mr. Maynard said that cyber liability is based on the number of records you produce and underwriters look at the controls the IT Department is using. Mr. Maynard stated that we could raise the deductible which might lower the premium, but it would not justify it. Councilor Dobler said that basically it is underwriter driven and it's reassessed annually. Mr. Maynard said that is correct.

Councilor Gluck Hoffman asked if there are only specific carriers. Mr. Maynard said that there are only three carriers in the State of CT. We are presently using the largest carrier, Travelers. Councilor Gluck Hoffman asked if the State legislature is affecting Windsor. Mr. Maynard said that we were with Travelers for several years and then left Travelers and returned back to them.

Councilor Eleveld asked about liability because car values have gone up. Mr. Maynard said that is correct. The liability is driven by what we have, what we are doing to mitigate, and other underwritings by the companies. Councilor Eleveld said that we all know that

the rate increases and decreases. He said that he spoke with another town and how their claims have changed. Ms. Bliss said that we limit the number of tests through Anthem.

Councilor Terranova asked Town Manager Souza about a number of years ago we joined a reinsurance collative. Town Manager Souza said that you are referring to CT Prime established five years ago. It was a self-funded pool and the capital was not able to build enough reserves. Increasing our buying power to cause the number of lives we're insuring. The rates have been small increases over the last three years. The underwriting for Windsor is not part of a pool, but using larger buying power. Ms. Bliss said that the increase is 15% which is $345,000. Town Manager Souza recommends staying with the cooperative.

Councilor Smith asked if the auto liability is based on fleet size. Mr. Maynard said it's based on fleet size, incidents, and claims paid out. Councilor Smith asked how big the fleet is. Mr. Maynard said that we have over 230 vehicles.

Mayor Trinks asked if the cyber policy covers the expenses and if the town ever has ransomware. Mr. Maynard said that our cyber liability covers and also pays for notification costs and credit issues. The insurance policy would take action against anything that comes from the breach.

Councilor Walker asked when the cyber attacks occur and we cannot function as a town government, will the insurance pay the ransom? Mr. Maynard said yes, up to a certain point.

Town Manager Souza said that we do have a number of training with employees which is annual. We are not just relying on insurance.

Councilor Gluck Hoffman said that it's required to take training to maintain a policy.

8) TOWN SUPPORT FOR EDUCATION

Linda Collins, Assistant Finance Director, was present to answer questions raised by the Town Council.

Expenditures in this section provide funds to meet the cost of services that the town provides for the schools.

These services include debt service, aid to private education, liability & worker's comp costs, a portion of the Risk Manager's position, retirement costs, and public work activities, and youth protection.

The FY 22 expenditures for Town Support for Education are expected to come in slightly under budget.

The FY 23 proposed budget reflects an increase of approximately $330,000 or 6% as compared to the FY 22 budget mostly due to debt financing for school-related capital projects and for costs associated with risk management.

Councilor Eleveld said that there are Errors and Omissions insurance and is that for the school board. Mr. Maynard said that is for the superintendent and his staff. Councilor Eleveld asked about the retirement expenses. Town Manager Souza said that as of 2014, all new employees are on the 401A Plan. The cost you are speaking of is for current employees and retirees. Councilor Eleveld asked about the 401A Plan the BOE currently has is that in their budget and is the other a pension in the past system. Town Manager Souza said that is correct. Councilor Eleveld asked if we are picking up the cost for the School Resource Officer. Town Manager Souza said that is correct. Councilor Eleveld asked what the town takes care of in the private schools. Ms. Collins said that we provide school nurses. We do get partially reimbursed from the State.

Councilor Gluck Hoffman asked about football and sports accidents. Mr. Maynard said that the number is going up.

9) ADJOURNMENT

MOVED by Councilor Dobler and seconded by Councilor Terranova to adjourn the meeting at 8:15 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki
Recording Secretary