



**TOWN COUNCIL  
COUNCIL CHAMBERS  
SPECIAL HYBRID MEETING  
APRIL 6, 2022  
APPROVED 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



Town Council Special meeting  
April 6, 2022

---

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



Town Council Special meeting  
April 6, 2022

---

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.



Town Council Special meeting  
April 6, 2022

---

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.





Town Council Special meeting  
April 6, 2022

---

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