



# Council Agenda

Council Chambers  
Windsor Town Hall  
May 16, 2022



## Zoom Instructions

### Dialing in by Phone Only:

Please call: **312 626 6799 or 646 558 8656**

1. When prompted for participant or meeting ID enter: **868 6774 3616**
2. You will then enter the meeting muted. During Public Comment if you wish to speak press \*9 to raise your hand.

### Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/86867743616>

1. When prompted for participant or meeting ID enter: **868 6774 3616**
2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature

## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Gluck Hoffman
3. PLEDGE OF ALLEGIANCE – Councilor Gluck Hoffman
4. PROCLAMATIONS/AWARDS
  - a) Proclamation recognizing Edward Samolyk for his 36 years of service on the Insurance Commission
  - b) Recognizing Robert and Dorothy McAllister for donation to Police K-9 program
  - c) Proclamation declaring May as Historic Preservation Month
  - d) Proclamation recognizing May 15-21, 2022 as Public Works Week
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
8. TOWN MANAGER'S REPORT



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9. REPORTS OF STANDING COMMITTEES
  10. ORDINANCES
  11. UNFINISHED BUSINESS
  12. NEW BUSINESS
    - a) \*Set mill rate for FY 23 budget (Town Manager)
    - b) \*Approve Tax Suspense List (Town Manager)
    - c) \*Approve an appropriation of \$35,000 from the Capital Projects Fund Assigned Fund Balance for the design and alternative energy analysis of the Milo Peck Child Development Center and Montessori School HVAC Project (Town Manager)
    - d) \*Approve an appropriation of \$165,000 in American Rescue Funds for the establishment of a Small Business Incubator and Support Center (Town Manager)
    - e) Approve settlement in Cigna vs Town of Windsor (Town Manager)
  13. \*RESIGNATIONS AND APPOINTMENTS
  14. MINUTES OF PRECEDING MEETINGS
    - a) \*Minutes of the April 25, 2022 Special Town Council Meeting
    - b) \*Minutes of the April 27, 2022 Special Town Council Meeting
    - c) \*Minutes of the May 2, 2022 Public Hearing (CDBG)
    - d) \*Minutes of the May 2, 2022 Public Hearing (20 William Street)
    - e) \*Minutes of the May 2, 2022 Regular 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 (CIGNA vs Town of Windsor)
  17. ADJOURNMENT

★Back-up included

# Proclamation

## *Honoring Edward Samolyk*

*On his dedicated service to the Insurance Commission*

**WHEREAS**, *Edward Samolyk* was appointed to the Insurance Commission in 1986 and appointed as Commission Chair in 1996; and,

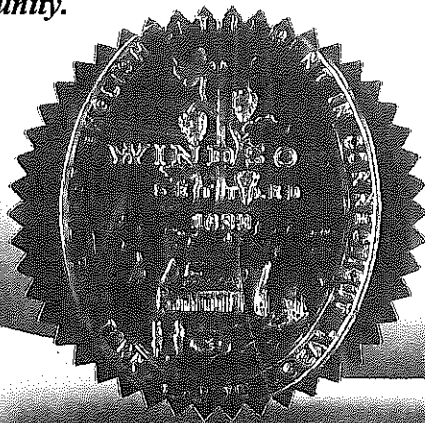
**WHEREAS**, During his tenure as Chair of the Commission, both he and the commission helped save Windsor tax payers hundreds of thousands of dollars in premiums as a result of the town becoming self-insured for workers compensation in 1993; and,

**WHEREAS**, During his years on the Commission, he was involved with the selection process of the third party administrators and brokers of record which provided the town with the best choices for its operations and savings; and,

**WHEREAS**, In addition, Edward provided leadership to the Commission and guidance to the Risk Management Department using new and innovative insurance products to protect the town. Edward also chaired the Commission through very turbulent times for insurance just after the events of 9/11 and during the COVID-19 pandemic.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE TOWN OF WINDSOR THAT:**

*Edward Samolyk be congratulated for his 36 years of service and be commended for his outstanding dedication and community service to the Windsor community.*



Donald S. Trinks  
Mayor of Windsor  
May 3, 2022



ON BEHALF OF THE TOWN OF WINDSOR,  
THE WINDSOR POLICE DEPARTMENT  
RECOGNIZES THE GENEROUS DONATION OF  
ROBERT AND DOROTHY McALLISTER  
TO SUPPORT OUR POLICE K-9 PROGRAM.

THANK YOU FOR HELPING US PROVIDE  
THIS LIFESAVING PROGRAM.

# PROCLAMATION

## *Declaring May as Historic Preservation Month*

**WHEREAS,** The National Trust for Historic Preservation established May as Historic Preservation Month in 1973 as a way to promote historic places for the purpose of instilling national and community pride, promoting heritage tourism, and showing the social and economic benefits of historic preservation; and,

**WHEREAS,** it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and,

**WHEREAS,** as Connecticut's First Town, Windsor is rich in history and historic buildings and is designated by the National Park Service as a Certified Local Government demonstrating Windsor's commitment to local preservation and saving the past for future generations; and,

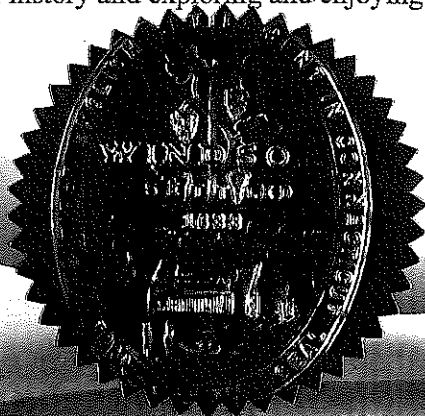
**WHEREAS,** Windsor maintains a Historic Resource Inventory and has dozens of properties listed in the National Register of Historic Places, including the Oliver Ellsworth Homestead, a National Historic Landmark; and,

**WHEREAS,** the Windsor Historic District Commission is an appointed commission charged with the preservation and protection of the historic character of the Windsor Historic District along Palisado Avenue, between the Farmington River and Bissell's Ferry Road; and,

**WHEREAS,** the Windsor Historical Society, founded in 1921, preserves and interprets nearly 400 years of Windsor's history through exhibitions, education programs, publications, active collecting, and research.

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

The month of May 2022 is proclaimed as Historic Preservation Month in the Town of Windsor and that all citizens are encouraged to join in this special observance by learning about local Windsor history and exploring and enjoying the town's many historic assets.



Donald S. Trinks  
Mayor of Windsor  
May 16, 2022

# PROCLAMATION

## Designating May 15, 2022 through May 21, 2022 as National Public Works Week

**WHEREAS,** the public works services provided in our community are an integral part of our citizens' everyday lives; and,

**WHEREAS,** support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as street maintenance, the operation of a landfill, public building maintenance, public grounds beautification, snow removal, and community event support; and,

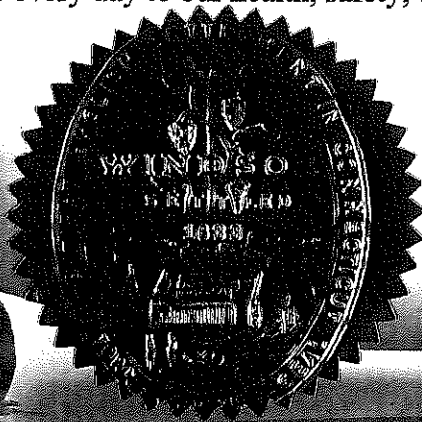
**WHEREAS,** the health, safety and comfort of this community greatly depends on these facilities and services; and

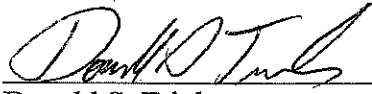
**WHEREAS,** the quality and effectiveness of these facilities, as well as their planning, design, and construction, is dependent upon the efforts and skill of public works officials; and,

**WHEREAS,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's attitude and understanding of the importance of the work they perform.

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

May 15, 2022 through May 21, 2022 be declared as National Public Works Week in the Town of Windsor, and that the citizens and civic organizations of the Town of Windsor acquaint themselves with the issues involved in providing our public works support, and to recognize the contributions which public works personnel make every day to our health, safety, comfort, and quality of life.




  
Donald S. Trinks  
Mayor of Windsor  
May 16, 2022

## Agenda Item Summary

Date: May 16, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Approved By: Peter Souza, Town Manager 

Subject: Setting Mill Rate for FY 2023

### Discussion/Analysis

The voters adopted the FY 2023 General Fund budget of \$129,894,300 on May 10, 2022. The adopted budget requires a tax rate of 33.27 mills for real estate and personal property and a separate tax rate of 32.46 mills for motor vehicles per the recently approved State of Connecticut's motor vehicle mill rate cap. 33.27 mills is the same tax rate as the current fiscal year.

### Financial Impact

Based on the adopted budget, property owners will not see a tax increase on real estate unless the property was altered in some fashion resulting in a change in assessed value. Individual property assessments are determined by the Town Assessor's Office per the October 1, 2021 valuation.

Please note that the valuation of the majority of vehicles increased between October 2020 and October 2021, therefore the actual tax impact could be greater year over year for those vehicles. The State of Connecticut's adopted budget provides a reimbursement grant in the amount of approximately \$205,000 to reimburse the town for revenue lost as a result of the cap on the motor vehicle mill rate being lower than 33.27.

### Other Board Action

None

### Recommendations


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

**“MOVE that the mill rate for the fiscal year beginning July 1, 2022 be set at 33.27 mills for real estate and personal property and 32.46 mills for motor vehicles, which reflects the October 2021 property valuation with a total estimated net taxable grand list for FY 2023 of \$3,316,231,394.”**

### Attachments

None

## Agenda Item Summary

Date: May 16, 2022  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Cathleen Elliot, CCMC, Tax Collector  
Reviewed By: Peter Souza, Town Manager   
Subject: Suspense List

### Background

In accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2018 Grand List that are considered not collectable. I have also included one account from the 2017 Grand List which was added on after that list had been suspended and is still showing as an active account.

### Discussion/Analysis

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean we cannot collect if the taxpayer appears or is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

### Financial Impact

The accounts receivable will be \$193,182.95 less.

### Recommendations

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

**“MOVE that \$ 193,182.95 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.”**

<b>OCTOBER 1, 2017</b>	<b>-</b>	<b>\$</b>	<b>309.00</b>
<b>OCTOBER 1, 2018</b>	<b>-</b>	<b>\$</b>	<b>192,873.95</b>

### Attachments

Suspense List Recap.



SUSPENSE LIST RECAP


OCTOBER 1, 2017	PERSONAL PROPERTY 1 ACCOUNT	\$ 309.00
OCTOBER 1, 2018	PERSONAL PROPERTY 25 ACCOUNTS	\$ 6,823.22
OCTOBER 1, 2018	MOTOR VEHICLE 753 ACCOUNTS	\$ 151,435.90
OCTOBER 1, 2018	SUPPLEMENTAL MV 241 ACCOUNTS	\$ 34,614.83
	TOTAL 1,020 ACCOUNTS	\$ 193,182.95

## Agenda Item Summary

Date: May 16, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, Director of Public Works

Reviewed By: Peter Souza, Town Manager 

Subject: Design and Alternative Energy Analysis for HVAC System at Milo Peck Child Development Center and Montessori School

### Background

The original portion of the Milo Peck Child Development Center and Montessori School was originally constructed in 1947. The existing HVAC systems (boiler, steam heat exchangers, circulating pumps and valves) have been in service for well over fifty years and routinely break down. The existing heating system is a combination of hot water radiation and steam radiators. Classrooms are currently cooled with through the wall air conditioning units. The current HVAC systems do not provide any building ventilation.

The proposed bond ordinance for the originally designed construction project was not approved at the February 22, 2022 Special Town Meeting, as concerns were raised relative to the use of fossil fuel for the heating portion of the new HVAC system. Comments and input from Town Council members, Clean and Sustainable Energy Task Force members and others have included suggestions to conduct a comparative analysis of a non-fossil fuel option with the original design.

To that end, staff has received a proposal to provide an alternative design option and a comparative analysis. Such a design and cost analysis will provide additional information to facilitate the project evaluation and decision making process going forward. At this time, staff is respectfully requesting the appropriation of \$35,000 for professional services.

### Discussion/Analysis

The new design will include the consideration and integration of energy efficient alternative heating, ventilating, and air conditioning equipment for the facility. The new design alternative will include complete removal of all existing HVAC systems and installation of all new fossil free energy efficient HVAC systems. The scope of work will include a comparative analysis of the original proposed HVAC system and a non-fossil fuel alternative (all electric option). The evaluation will address estimated project costs, energy consumption, life cycle costs and carbon dioxide emissions for both alternative designs.

### Financial Impact

Design costs are estimated to be \$35,000 with a 10% contingency. If authorized, design and the cost analysis would begin within a few weeks. It is anticipated this work would take ninety days to complete.

### Other Board Action

The Public Building Commission (PBC) would continue to oversee and manage this project.

Recommendations

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

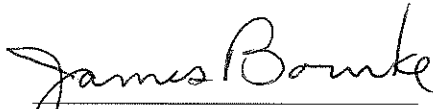
**“MOVE to approve an appropriation of \$35,000 from the Capital Projects Fund Assigned Fund Balance for the design and alternative energy analysis of the Milo Peck Child Development Center and Montessori School HVAC Project.”**

Attachments

None

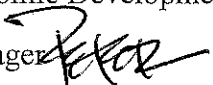
Certification

I hereby certify that \$35,000 is available in the Capital Projects Fund Assigned Fund Balance to fund the above appropriation.

A handwritten signature in cursive script that reads "James Bourke". The signature is written in black ink and is positioned above a horizontal line.

James Bourke  
Finance Director

## Agenda Item Summary

Date: May 16, 2022  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Patrick McMahon, Economic Development Director  
Reviewed By: Peter Souza, Town Manager   
Subject: Windsor Small Business Incubator & Support Center

### Background

The Town Council previously approved a general framework for the use of American Rescue Funds (ARF), with one of the focus areas being Competitive and Sustainable Economy. This focus area included the Small Business and Nonprofit Recovery Grant Program (previously authorized by the Council), as well as the School to Business Career Connection, a Municipal Apprenticeship Program and the Small Business Incubator & Support Center.

Staff is respectfully requesting that the Town Council allocate \$165,000 in American Rescue Funds to establish Windsor Worx, a new co-work space, small business incubator and resource center in Windsor Center. Grant funds are proposed to be used to support establishing the shared work and collaboration spaces, write-down a portion of start-up costs, as well as provide resources for technical support and education programs geared to existing small businesses across town and those aspiring to start or grow a new venture. Use of ARF resources in this fashion would provide new resources to existing small businesses to facilitate growth and success and to launch new entrepreneurial enterprises in the community and bring increased energy to the town center.

### Discussion/Analysis

Windsor Worx, a social enterprise entity focused on providing shared or co-work space, small business collaborations and technical / professional assistance to small businesses and start-ups, is interested in locating in the vacant former Bank of America building at 208 Broad Street which is owned by Loomis Chaffee School. This type of shared work space combined with programs, seminars and workshops will bring new entrepreneurial activity and increased energy to the town center and assist businesses and business start-ups across the community.

A task team was established to develop a recommendation to the Town Council, which included: Ojala Naeem, Windsor Economic Development Commission; Gaye Rizzo, Library Director, Windsor Public Library; and Gloria Wellington, Windsor High School Business Teacher; Jane Garibay, Executive Director, First Town Downtown; Adam Gutcheon, President and CEO, Chamber of Commerce, and Lance Hall, Director of Physical Plant, Loomis Chaffee School.

Windsor Worx would have three primary components: 1) physical meeting and networking spaces; 2) professional services and 3) community programming and events.

The facility would offer a range of space rental options including ‘hot desks’ that can be rented by the day, dedicated work stations and a handful of private office spaces. There would also be a conference room that could be rented.

Windsor Worx will partner with small business technical assistance providers such as the CT Small Business Development Center and other entities to provide assistance to individual businesses and start-ups on marketing, sales, legal, bookkeeping, and other important topics. Windsor Worx is committed to tapping into local resources who have subject matter expertise to help provide these technical services.

The facility would also host seminars, workshops, webinars and working groups that would be open to the community beyond those who rent space. It is anticipated that Windsor Worx would work closely with the Windsor Public Library, Windsor High School, Loomis Chaffee School, First Town Downtown and the Chamber of Commerce on educational programming and events.

Windsor Worx would be a subsidiary of Bromleigh Enterprises which is a non-profit organization focused on supporting small business growth throughout Greater Hartford. Annisa Teich, who has run the successful West Hartford Coworking, established Bromleigh Enterprises and is now in active negotiations with Loomis Chaffee on the fit-out and rental of the former Bank of America building. The building is part of the Loomis family history so the school’s interest is to preserve the building and utilize it in a way that adds value to the greater community and vitality to the town center. The expected lease term would be three years with two one-year renewal terms. Loomis Chaffee would be making an estimated investment of \$150,000 to improve the space for occupancy. The lease amount would be below current market rates and Loomis Chaffee is structuring the agreement to help recapture its fit-out costs over time. Loomis will be providing in-kind services such as landscape maintenance, snow removal and insurance at no cost to the tenant.

Windsor Worx has a business model that is expected to be cash flow positive once the building has been fitted-out and fully leased. However, seed capital is required at the start-up phase and in the first eighteen months thereafter to stabilize the finances. Bromleigh Enterprises is expected to fundraise and/or seek small business loan proceeds to help finance the start-up. An allocation of ARF resources is necessary to make the start-up phase viable and to sustain the enterprise until the facility is stabilized with full rental income. ARPA funding would be utilized to assist in the costs of furniture, fixtures and equipment, fit-out costs specific to the co-work operation, as well as programming costs. It would be very difficult for Bromleigh Enterprises to launch Windsor Worx without an infusion of ARPA funding.

Town financial assistance is proposed in three phases:

Start-up Phase:	\$55,000 for FF&E, Technology, Programming
Year 1 Operations:	\$70,000 for Programming & working capital
Year 2 Operations:	<u>\$40,000</u> for Programming
TOTAL	\$165,000

As a condition of the town’s financial participation, Windsor Worx will provide certain technical assistance, educational programming and other deliverables described herein.

**Start-up Phase (approximately 2.5 to 3 months):**

Demonstration of \$110,000 in match funding from grants, sponsorships, financing or equity.

Signed lease with Loomis Chaffee School for three year term with two one-year extensions Presale of hot desks, dedicated desks, private offices and conference room.

Collaboration with Windsor Economic Development, First Town Downtown and Windsor Chamber of Commerce in marketing the availability of space rentals.

*Town funds would be provided when demonstration of match funds and signed lease are in place.*

**Year 1 Operations:**

Bi-monthly Business Networking Events. These are free events.

Quarterly Small Business “Round Tables” with expert moderation on a range of topics that impact small businesses. These are free events.

Provide weekly office hours for on-site free business technical assistance sessions provided by Small Business Collective and/or small business technical assistance partners. 4-5 sessions per month.

Establishment of an on-line Small Biz Resource Center. Free for 25 participants, based on need and application process reviewed and approved by Bromleigh Enterprises Board.

Establishment of The Content Lab – podcast production studio with a goal of 5 new podcast series in the first 18 months of operation

Begin discussions with Windsor Public Schools and Loomis Chaffee School on ways to incorporate student entrepreneurial learning.

*Town funds would be provided at the beginning of Year 1 Operations in order to provide the seed money for programming and to ensure cash flow during space rental stabilization. Windsor Worx will meet, or exceed, the deliverables outlined above and track metrics and attendance for all actions.*

**Year 2 Operations:**

Bi-monthly Business Networking Events. These events are free.

Monthly Small Business “Round Tables” with expert moderation on a range of topics that impact small businesses. These are free events.

Provide weekly office hours for on-site free business technical assistance sessions provided by Small Business Collective and/or small business technical assistance partners. 5 sessions per month.

Establishment of the Neighborhood Small Business Incubator to assist in the launch of 10 new Windsor-area businesses in two cohorts of five entrepreneurs.

Continuation of Small Biz Resource Center and The Content Lab

Implementation of Internship & Entrepreneurship programs with Windsor Public Schools and Loomis Chaffee School.

*Town funds would be provided at the beginning of Year 2 Operations in order to provide continued seed money for programming as other sources of on-going funding are identified and secured. Windsor Worx will meet, or exceed, the deliverables outlined above and track metrics and attendance for all actions.*

#### Financial Impact

It is proposed that the Town Council approve a total of \$165,000 in American Rescue Funds for this project, with \$70,000 from the previously approved but unused Small Business and Non-Profit Grant program and \$95,000 in new ARF allocation. There is no impact to the Town general fund budget.

#### Other Board Action

At its March 16, 2022 meeting, the Economic Development Commission voted to endorse the use of ARPA funds for the establishment of a Small Business Incubator and Resource Center in the community. We have confirmed with the Town Planner that the proposed use is in keeping with local zoning.

#### Recommendations

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

**“MOVE to authorize the use of \$165,000 in American Rescue Plan Act funds for the purpose of establishing a business incubator and small business support center in Windsor Center, with \$70,000 of the total being from the unused authorization for the Small Business and Nonprofit Recovery Grant Program.”**

#### Attachments

Windsor Worx PowerPoint Presentation

# Windsor Worx

AN ECONOMIC DEVELOPMENT HUB





# Windsor\*Worx

## SERVICE + SUPPORT THAT BRINGS A COMMUNITY TO LIFE

### PHYSICAL MEETING + NETWORKING SPACES

A place to get productive, collaborate, and connect. Our flexible and varied membership options are developed to fit the needs of today's remote workers, entrepreneurs and small businesses. We provide the backdrop and amenities for a better workday.

### PROFESSIONAL SERVICES

In partnership with local experts and service providers, we'll provide free and paid opportunities to launch and strengthen local businesses. Everything from Marketing, Sales, Legal and Bookkeeping can be accessed through our physical and online hubs.

### COMMUNITY PROGRAMMING + EVENTS

In our mission to drive economic development in the community, we'll produce our flagship programs, create and host seminars, workshops, webinars and working groups, all with the goal of launching and supporting more small businesses in Greater Windsor.

# FLAGSHIP PROGRAMMING @ Windsor\*Worx



**Small Biz Resource Center** - Not all small businesses need the physical support of our Community Hubs (Windsor Worx) but they surely need everyday support to better run and grow their business. This Slack-based, online support program will provide Windsor area small businesses with the expertise, resources and community connections they need to launch a new business, scale their business and hit those important 5 and 10 year milestones – together.



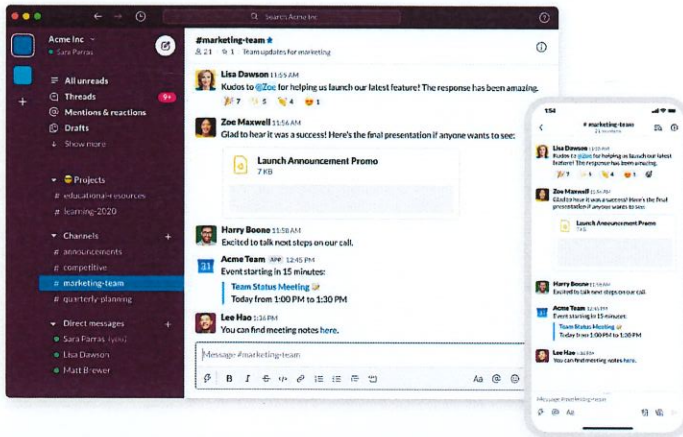
**The Neighborhood** – Bromleigh's unique incubator program, pairing hands on training and workshops with expert advice in legal, marketing, sales, insurance, and community development, allowing businesses to launch sooner and stronger than typical *advice-only* incubator programs. We plan to run two cohorts in year one, supporting approximately ten, well-vetted and nominated entrepreneurs.



**The Content Lab** – Where local stories come to life. This podcast production studio and production program will allow local entrepreneurs, leaders, artists and storytellers to share their unique perspectives and expertise with the Greater Windsor community and beyond. Equipped with microphones, mixing board, headphones, sound dampening, and more, each guest is paired with an expert sound engineer and branding coach to create a content, marketing and distribution plan to launch and grow their podcast.

# Windsor Worx

## SMALL BIZ *Resource Center*



## ONLINE SUPPORT

Our team will build, market and staff an online, Slack-based hub to provide live support for local small businesses in various categories, including: marketing, sales, finance, insurance, and more. Participants in this online hub will also benefit from the comradery gained by interacting with other small businesses.

## IN-PERSON SUPPORT

Access 1:1 small business support at Windsor Worx. Weekly office hours will be open for self-booking through both the Slack hub and direct communication channels, also allowing for walk-in advice and support

FLAGSHIP PROGRAMMING @ *Windsor*Worx  
COMMUNITY IMPACT

25

**WINDSOR-BASED SMALL  
BUSINESSES SUPPORTED**

In our first 18 months, we'll open this Slack-based resource center to 50 existing businesses where they can find daily support, guidance and expertise on all things marketing, sales, operations, technology, legal and more.

\$0

**COST TO PARTICIPATE**

Existing Windsor-based businesses can apply to be a part of the program and we'll accept 25 at NO COST to the business for the first year of their involvement. The costs associated with running the portal and stocking it with experts will be subsidized by community partnership and grants – as well as the paid subscriptions from other citizens outside this core group of 25.



25

**MORE MAJOR  
MILESTONES**

The goal of this program is to help guide existing businesses through challenging times, much needed modernization, to mitigate feelings of isolation entrepreneurs feel in working so hard IN their business ever day, and to help they reach those important 5 and 10-year milestones.

These efforts will greatly strengthen Windsor's economic fabric, by allowing existing businesses to dig into the community, expand their real estate or service footprint, and give back in greater ways to the small business community, creating a cycle of support that will benefit the town for decades to come.

We'll work closely with the Windsor Chamber to promote, launch and support this program.

FLAGSHIP PROGRAMMING @ *Windsor*✿*Worx*  
COMMUNITY IMPACT

5

**WINDSOR-BASED PODCASTS**

In our first 18-months, we'll cultivate and launch 5 new podcasts featuring stories and perspectives from Windsor-area citizens, leaders, artists and storytellers.

\$0

**COST TO PARTICIPATE**

We'll open a submission period where those interested can vie for 5 spots, outlining the focus of their podcast and its impact on the community.

Submissions will be reviewed, and 5 spots awarded by the Bromleigh Enterprises Board. The winning storytellers will benefit from free support in branding, production, editing, and promotion.

*the content lab*

100%

**MORE LOCAL VISIBILITY**

In launching these stories to the world, we'll further the visibility of Greater Hartford, its history and its future. Podcasting is an important promotional tool at both a macro and micro-level, helping entrepreneurs and organizations further their work, while letting the world know what Greater Hartford has to offer.

Ideas for in-house podcasts include:

- [Stories from First Town Downtown](#)
- ["What's Happening in Windsor?" - Windsor Chamber Member Features](#)

# DRIVING #WORKLIFE DOWNTOWN

Our goal is to become a fixture in the local community, creating opportunities for collaboration and enhancing the visibility and activity of all our neighbor businesses – those existing and those yet to come to market. As our first step in doing so, we'll work with First Town Downtown, the Chamber and other businesses downtown to develop a "membership card" that provides various benefits to Windsor Worx members, encouraging them to get out and frequent our fellow businesses.



# ECOSYSTEM PARTNERSHIPS + COLLABORATIONS

We'll collaborate with local, regional and state-wide organizations to bring opportunity to those surrounding Windsor Worx both within the physical space and via the online community. We'll curate partnerships with programs offered through the public library, business consultants available through SCORE and SBA, Chambers of Commerce programming and professionals, state groups such as CT Paid Family Leave, and the like, to create programming that helps inform and drive growth in the community.

## Collaborative Programming Ideas Include:

- **Monthly Small Business "Round Tables"**, with expert moderation on specific topics
- **#MakeItInCT** – Bromleigh is reviving its popular pre-COVID interactive panel series run through WHCwork and seek to spread it across the two hubs, expanding attendance and visibility of local experts and ideas.
- **Internship + Entrepreneurship Programs with Windsor Public Schools + Loomis Chaffee** – Students learn the ins and outs of running, marketing and selling a business; they are also paired with local experts and mentors to learn more about their businesses and work, providing a comprehensive understanding of the local entrepreneurial ecosystem.



Loomis Chaffee

A STRONGER WINDSOR

# COMMUNITY IMPACT

Windsor Worx is so much more than space. It is a community hub where local entrepreneurs can collaborate and thrive alongside the support of fellow professionals, including remote workers and regional teams, and veteran small business owners. We know that Post-COVID, communities are struggling to get back on their feet. Citizens are looking to find work or build a business, and new businesses are seeking resources to grow, and veteran businesses are in need of modernization.

This unique mix of service and space is aligned to support this entire local, small business ecosystem. Simply put – our goal is to help MORE small businesses launch and support their journey to the 5- and 10-year major milestones, making them strong and sustainable contributors to the local economy.

## OUR GOALS

Increase in Small  
Businesses Launched in  
Windsor and  
Neighboring Towns

Increase Local  
Business Patronage  
and Traffic in  
Downtown Windsor  
on Weekdays

Build and Enhance  
Local Connections +  
Collaborations

Increase in Citizen  
Support for Windsor  
Area Businesses



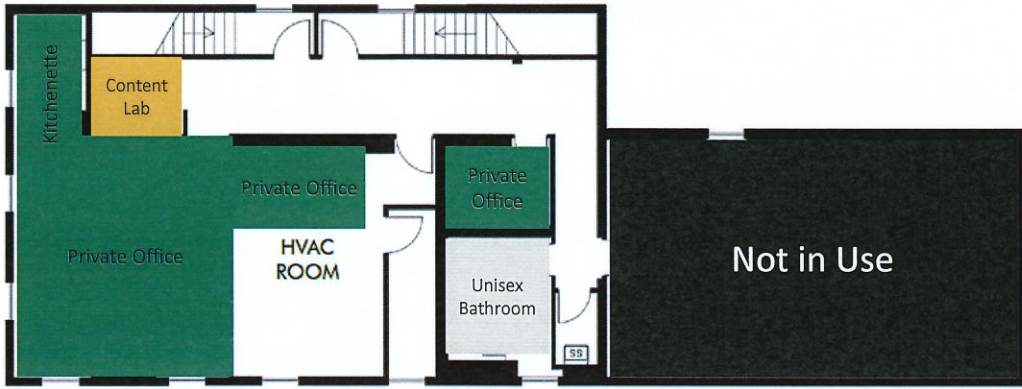
# THE DESIGN PLAN

## A Nod to History with a Modern Twist

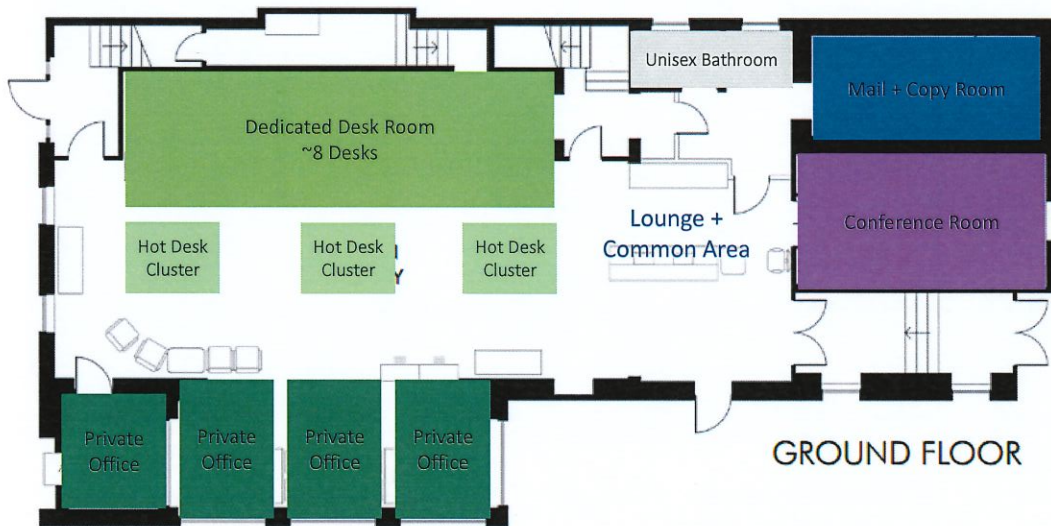
Unlike other area coworking facilities that boast a more modern and often sterile design, our design plan is focused on comfort without sacrificing style. Think of a beautifully designed living room, home office or kitchen, furnished with soft, colorful fabrics, local art, and layers of lighting.

And, of course, none of our workspaces would be complete without a ton of plant life.





SECOND FLOOR

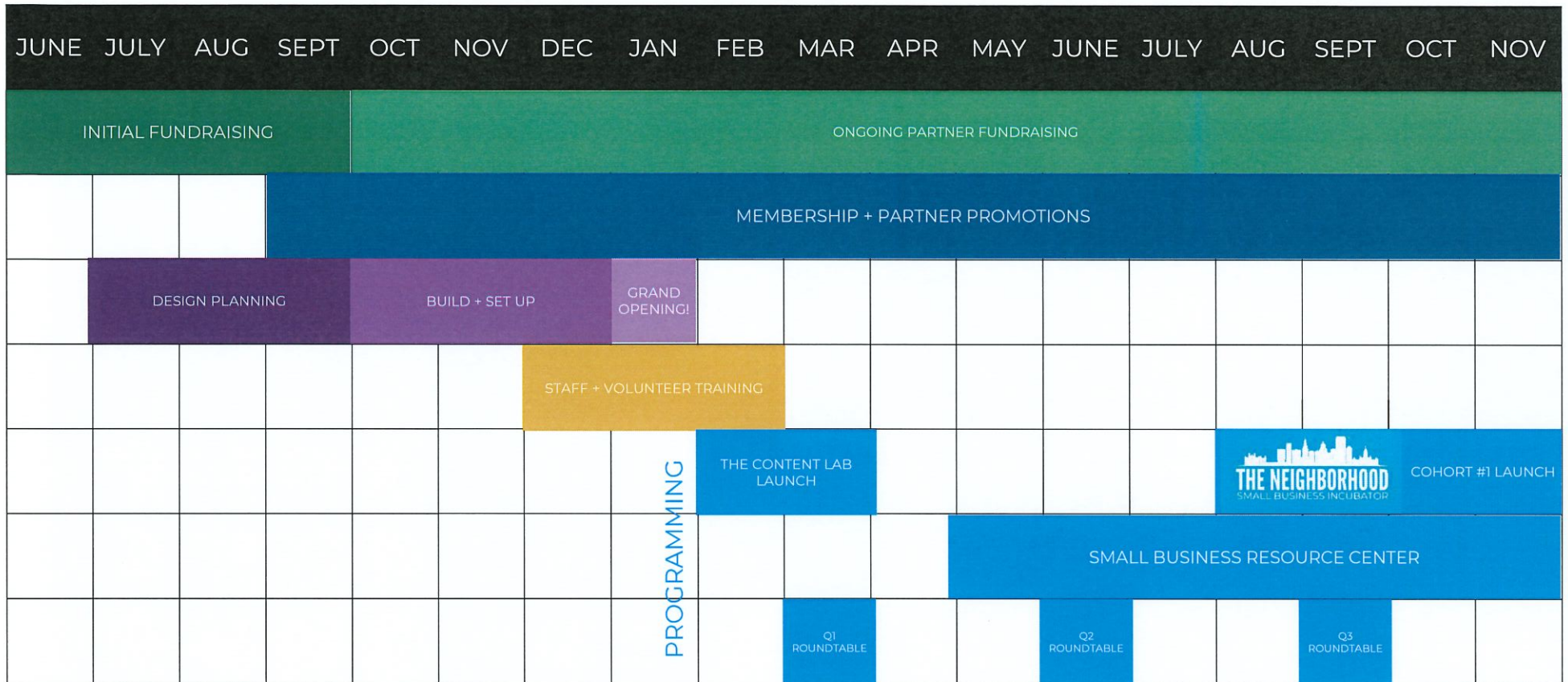


GROUND FLOOR

# THE FLOORPLAN

# PROPOSED PROJECT TIMELINE

Below is an illustration of the activities and actions necessary to fund, build and launch Windsor Worx. The numbers reflect months in the project and programming timeline.



# NEXT STEPS

Lease Review + Approval  
with Date Contingencies  
Based on Town Funding  
+ Fundraising

Secure Town  
Funding

Begin Grassroots +  
Business Community  
Outreach Fundraising

Survey Area  
Businesses (with help  
of Chamber) on What  
Support They Need  
Most

## FUNDING + PARTNERSHIP CONVERSATIONS ALREADY IN PROGRESS

- CT Next
- Various Angel Investors + Investment Groups
  - Key Bank
  - Peoples Bank
- Corporate and Small Business Partners
  - Potential Anchor Members

# Windsor Worx

A MODERN COMMUNITY HUB





**Town Council**  
**Resignations/Appointments/Reappointments**  
**May 16, 2022**

**Resignations**

None

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

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.”**

**Names submitted for consideration of appointment**

**None**





**TOWN COUNCIL  
COUNCIL CHAMBERS  
Virtual Meeting  
SPECIAL MEETING  
APRIL 25, 2022  
UNAPPROVED MINUTES**

**CALL TO ORDER**

Mayor Trinks called the meeting to order at 6:31 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

**1) PUBLIC COMMENT**

Alan Bellefleur, 427 Tributary Lane, spoke of his concerns about the disparities and services at River Town Village. He asked the Council to amend the proposed budget. He has spoken several times about the 55+ communities in town. Mr. Bellefleur stated that he is asking for fairness for the services they pay, but do not receive.

Marilyn Adamo, 453 Tributary Lane, spoke about some of the Council members who requested additional information about the services provided by the different towns to community associations. She gave examples of what the other towns offered to the Council. Ms. Adamo asked for the Council to review the budget for fairness to all.

Richard Oulahan, 31 Elm Street, spoke about preschool and what an investment preschool brings. He stated that there is nothing in the budget for preschool and asked if the Board of Education (BOE) did a study to look into more detail to get our children ready for school and if the cost is not much why has it not been on the agenda. He said that taxes for investment would bring money and children's education to Windsor. Hopefully next year, the Council would give this more thought.

**2) PRICE GUIDE**

Town Manager Souza stated that annually the Town Council receives a price guide to review. There are a variety of changes proposed this year by various departments.

Councilor Eleveld stated that the Building Department application for the second thousand-dollar has not changed since 1999, but the first did in 2018. Why hasn't that changed? Town Manager Souza said that over the years the value of construction has increased and that is why it hasn't changed. Town Manager Souza stated that Windsor is not the highest in fees as other neighboring communities, but we are within reason. Councilor Eleveld stated that since 2003, the cost per square footage for a new home and re-inspection fee hasn't changed. Councilor Eleveld said that it is a little on the low side. Town Manager Souza said that it's based on the cost of doing the inspection services. Town Manager Souza stated that the town generates approximately \$650,000 to \$700,000 on an annual basis which is above and beyond the cost of our inspection services. There are larger industrial projects that may demand more inspections



Town Council Special meeting  
April 25, 2022

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because they have a longer construction period. Councilor Eleveld stated that once every decade we should review these costs and adjust the number closer to the current costs. We should be reasonable in making adjustments to some of these fees. The cost of living and everything has gone up.

Councilor Smith asked how Windsor compares with other towns. Town Manager Souza stated that each year staff is asked to do a comparison. He said that the town is in the middle range. Some fees are set by state law and sometimes the State law does not change for a while.

Mayor Trinks stated that recreation issues seem to be centered on the increasing cost of labor. Town Manager Souza said that labor costs particularly in the last two years with minimum wage increases have gone up as well as the cost of commodities and supplies. Mayor Trinks stated that it's the cost of doing business.

Councilor Eleveld asked Town Manager Souza about the recreation and leisure increase and if it is primarily due to the higher cost of labor. Town Manager Souza stated that it's due to the ratios of the programs. Recreation is planning on a larger number of participants and additional program offerings. Councilor Eleveld asked if the prices have increased across all of the programs due to the underlying cost. Mr. Henderson, Assistant Recreation Director, said that the increase in the minimum wage and the cost of materials and supplies have been a factor. Councilor Eleveld asked if the increase to \$732,000 is majorly due from price hikes. Mr. Henderson said that a little of it is, but it is also due to covid. Councilor Eleveld asked about the American Rescue Fund and would any of that apply to this. Town Manager Souza said that staff is working on allocating funds for the wellness health and fitness initiative.

Councilor Smith asked about Town Hall room rentals and he assumed there are other places that are rented in town. Is there any anticipation of raising the fee? Town Manager Souza stated that in terms of Town Hall, there are very few requests to use it. Mr. Henderson said that the fee for the parks is in the medium range with surrounding towns that have rental pavilions. Councilor Smith asked if the users are required to remove their own trash. Mr. Henderson said that there are trash barrels and they are required to clean up after themselves. There is a rental fee of \$25 for four hours.

### **3) PRELIMINARY DELIBERATIONS**

Councilor Terranova spoke on behalf of her colleagues and stated that they would really like to see no tax increase this year for the taxpayers. It's still been a challenging year for many people. She said that we are very fortunate to have a well-managed town and a healthy reserve fund. To avoid a tax increase, the budget would need to be reduced by almost \$2.6 million. Councilor Terranova stated that one of the Council's priorities is to always maintain services in the town and to not cut any. Councilor Terranova said that not having a cost to taxpayers is a challenge, but the town is in a good position right now and they are proposing a three-pronged approach.

1. Use opening cash to reduce the tax levy;
2. Use some of the American Rescue Funds in places that are appropriate to provide funding for qualifying expenditures and to fit in with some of our long-term strategic planning;



Town Council Special meeting  
April 25, 2022

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3. To find ways to use some of our cash reserve funds to fund one-time expenditures instead of coming out of the general fund.

Councilor Eleveld stated that his colleagues discussed finding a responsible way to a zero increase. One idea discussed was moving some capital expenditures off to pay as you go. The Caring Connection has been losing money for five years. The childcare was profitable for two years, but covid caused issues that the American Rescue Fund would help with. Councilor Eleveld said that as far as the Caring Connection, we can fund it for the next two years, but if it's not profitable it needs to go. Councilor Eleveld said that the town received money for the Caring Connection from the State, but it's not enough. Councilor Eleveld said he would reduce the budget for the BOE and Town Council to use funds from open cash to make it work. In two years, there would be a revaluation of properties which may cause funding issues.

Deputy Mayor Rampulla Bress said that she fully supported the three-pronged approach. She stated that she is very proud of the town for its fiscal management. She is glad we are able to pass on these savings to our citizens. Economic Development has brought in the past few years Amazon and some warehouses along with some challenges. The challenge they don't present is the money they bring to the town that allows our taxes to be low. Deputy Mayor Rampulla Bress stated that she is really hopeful about using the three-pronged approach with the Council to continue to assist our citizens in the coming year without having to eliminate services.

Councilor Walker said that he is in total agreement. He stated that wages have increased a lot of time because the labor force is short. We earn more but we spend even more now. Whatever we can do to retain the services and give the residents of Windsor a break would be great. Councilor Walker is all for it.

Councilor Black-Burke stated that we are all in agreement here. Many citizens are really still in a difficult place. Anything to offset and reduce wherever can be found helps. Hopefully we can get to zero to help the residents.

Councilor Smith stated that he is on the same page as everyone else.

Councilor Dobler said that he is also in agreement. The ideas are good on how to get there. He stated that he would rather find a way to not cut services. Councilor Dobler said that any cutting should be addressed next year.

Mayor Trinks stated that we all know where we want to be. He stated that on Wednesday night, we would have a budget that all nine Town Council members can stand behind. Let's give the taxpayers as much of a break before heading into that.

Councilor Smith stated that to hold it to a zero increase is a monumental task, especially with inflation running at 11.5%. Councilor Smith said that he knows the Council is going to work hard and he knows we would get through it together.



Town Council Special meeting  
April 25, 2022

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Mayor Trinks encouraged everyone to come back and work together to get the best for our taxpayers.

Councilor Walker asked if there is a plan in place to assist the 55+ community and the tax burdens they have. Town Manager Souza said that he would be updating information that was provided to the Town Council approximately eight years ago when the budget process is over. Not just the age-restricted communities, but the private roads in town. Town Manager Souza suggested that once the budget has totally been done, this could be talked about at a Finance Committee meeting.

**4) ADJOURNMENT**

MOVED by Councilor Gluck Hoffman and seconded by Councilor Eleveld to adjourn the meeting at 7:18 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary



**TOWN COUNCIL  
COUNCIL CHAMBERS  
SPECIAL HYBRID MEETING  
APRIL 27, 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) PUBLIC COMMENT**

George Slate, 74 Ethan Drive, stated that if a surplus of \$2 million is projected, the Council should recycle it and use it as the opening cash balance. He reported that he does not know the status of Chewy and its \$1 million revenue potential. He'd like to hear if the money came in this year or will come in this year and why the town will or will not budget for that. Mr. Slate also stated that he doesn't know how the town budgeted for only a 3.4% budget increase in expenditures when he's seeing projections for social security increases up to 8.5% in the next year and others talking about raging inflation. He suggested adding to expenditure levels between \$1-2 million and call it inflation reserves. He suggested taking another \$1-2 million out of the rainy day fund and adding that to the opening balance and hopefully the town won't need to use it. After the last fiscal year concluded with a \$6 million surplus, he thought it was the least the town could do for the tax payers of this town.

David Furie, 37 Lighthouse Hill Road, spoke of supporting the Board of Education (BOE) budget. He stated that he supported both the budget for the town and BOE. It was a difficult year. Luckily, we had federal funds that were used for necessary items and for taking care of our staff and students. He hoped there would be no tax increase this year.

**3) FINAL DELIBERATIONS AND VOTE – None**

**EXPENDITURES**

**Board of Education**

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to accept the proposed budget for the Board of Education of \$76,484,440.

Motion Passed 9-0-0

**Town Support for Education**

MOVED by Councilor Black-Burke, seconded by Councilor Eleveld to accept the proposed budget for the Town Support for Education of \$5,814,980.



Motion Passed 9-0-0

**Safety Services**

MOVED by Councilor Terranova, seconded by Councilor Walker to amend the proposed budget for Safety Services of \$12,114,540 to \$12,064,540 through reducing the Windsor Volunteer Ambulance contribution by \$50,000, and furthermore approve an appropriation of \$150,000 in the American Rescue Funds (ARF) to Windsor Volunteer Ambulance.

Councilor Terranova explained that this motion reduces the General Fund transfer to the Windsor Volunteer Ambulance by \$50,000 and approves \$150,000 in ARF for operations and principal retirement.

Motion Passed 9-0-0

**Recreation & Leisure Services**

MOVED by Councilor Dobler, seconded by Councilor Smith to accept the proposed budget for Recreation & Leisure Services of \$2,297,220.

Motion Passed 9-0-0

**Human Services**

MOVED by Councilor Walker, seconded by Deputy Mayor Rampulla Bress to accept the proposed budget for Human Services of \$516,110.

Motion Passed 9-0-0

**Health Services**

MOVED by Councilor Gluck Hoffman, seconded by Councilor Walker to accept the proposed budget for Health Services of \$581,980.

Motion Passed 9-0-0

**Library Services**

MOVED by Councilor Eleveld, seconded by Councilor Black-Burke to accept the proposed budget for Library Services of \$1,849,810.

Motion Passed 9-0-0

**Development Services**

MOVED by Councilor Smith, seconded by Deputy Mayor Rampulla Bress to accept the proposed budget for Development Services of \$1,502,270.

Motion Passed 9-0-0



Town Council Special meeting  
April 27, 2022

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**Community Development**

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke to accept the proposed budget for Community Development of \$104,820.

Motion Passed 9-0-0

**Public Works & Engineering**

MOVED by Councilor Black-Burke, seconded by Councilor Walker to accept the proposed budget for Public Works and Engineering of \$7,106,290.

Motion Passed 9-0-0

**Information Services**

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress to accept the proposed budget for Information Services of \$620,440.

Motion Passed 9-0-0

**Administrative Services**

MOVED by Councilor Dobler, seconded by Councilor Eleveld to accept the proposed budget for Administrative Services of \$2,795,110.

Motion Passed 9-0-0

**General Government**

MOVED by Councilor Walker, seconded by Councilor Black-Burke to accept the proposed budget for General Government of \$1,219,070.

Motion Passed 9-0-0

**General Services**

MOVED by Councilor Gluck Hoffman, seconded by Deputy Mayor Rampulla Bress to amend the proposed budget for General Services of \$17,152,220 to \$16,937,220 by reducing funding for Capital Projects by \$175,000 and the contribution to the Caring Connection Enterprise Fund by \$40,000; furthermore, approve the use of \$100,000 in ARF funds for the Caring Connection Enterprise Fund.

Councilor Terranova stated that this motion reduces the General Fund transfer to the Caring Connection by \$40,000 and approves \$100,000 in ARF funds for use over the upcoming two fiscal years. Councilor Terranova said that this motion reduces Capital Project funding by \$175,000 with the intent to use the General Fund Unassigned Fund Balance in FY 23.

Motion Passed 9-0-0



Town Council Special meeting  
April 27, 2022

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**Expenditure Totals**

MOVED by Councilor Eleveld, seconded by Councilor Smith to amend the total proposed General Fund expenditures for the FY 2023 budget of \$130,159,300 by \$265,000 to \$129,894,300 based on the motions discussed.

Motion Passed 9-0-0

**REVENUES**

MOVED by Councilor Smith, seconded by Deputy Mayor Rampulla Bress to increase Unrestricted Interest Revenue by \$200,000, from \$458,000 to \$658,000, and increase Opening Cash from \$0 to \$1,800,000.

Motion Passed 9-0-0

MOVED by Councilor Smith, seconded by Deputy Mayor Rampulla Bress to decrease Current Levy by \$2,265,000 from \$110,453,290 to \$108,188,290 to balance revenues with expenditures.

Motion Passed 9-0-0

MOVED by Councilor Smith, seconded by Deputy Mayor Rampulla Bress to reduce the proposed budget for Revenues of \$130,159,300 by \$265,000 to \$129,894,300.

Motion Passed 9-0-0

Councilor Terranova stated that the Council took a look at the revenue projection for the interest that we earn on our reserve funds and with the interest rate rising, she thought it was appropriate to increase our prediction for the revenue we would gain from that. Councilor Terranova stated that we would use the opening cash to reduce the tax levy.

Councilor Eleveld explained the ARF to the public.

**TAX COLLECTION RATE**

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Walker to accept the FY 2023 proposed tax collection rate of 98.80%.

Councilor Eleveld said that the town has been very fortunate with our Tax Collector who does a fantastic job.

Motion Passed 9-0-0

**SENIOR TAX RELIEF**

MOVED by Councilor Black-Burke, seconded by Councilor Eleveld to accept the amount FY 23 proposed for senior tax relief of \$130,000.

Motion Passed 9-0-0





**ENTERPRISE FUNDS**

**Landfill Enterprise Fund**

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress to accept the proposed budget for the Landfill Enterprise Fund of \$2,874,240.

Motion Passed 9-0-0

**Resident Transfer Station Enterprise Fund**

MOVED by Councilor Dobler, seconded by Deputy Mayor Rampulla Bress to accept the proposed budget for the Resident Transfer Station Enterprise Fund of \$439,940.

Motion Passed 9-0-0

**Caring Connection Adult Day Care Center**

MOVED by Deputy Mayor Rampulla Bress seconded by Councilor Terranova to accept the proposed budget for the Caring Connection Adult Day Care Center of \$419,780.

Motion Passed 7-1-1 (Councilor Smith opposed and Councilor Gluck Hoffman abstained).

**Windsor Child Development Enterprise Fund**

MOVED by Councilor Walker, seconded by Councilor Black-Burke to accept the proposed budget for the Windsor Child Development Enterprise Fund of \$1,333,340.

Motion Passed 8-1-0 (Councilor Smith opposed).

**OTHER FINAL MOTIONS**

**Price Guide**

MOVED by Councilor Gluck Hoffman, seconded by Councilor Dobler to accept the proposed Price Guide.

Motion Passed 9-0-0

**4) SET DATE FOR ANNUAL VOTE ON BUDGET REFERENDUM**

MOVED by Councilor Eleveld, seconded by Councilor Gluck-Hoffman that the annual vote on the budget be held on Tuesday, May 10, 2022, between the hours of 6 a.m. and 8 p.m. at all 7 polling places.

Councilor Eleveld asked if the voters would be using the new voting district. Town Manager Souza stated yes. Councilor Eleveld stated that the public should check where their voting place is located.



Town Council Special meeting

April 27, 2022

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Motion Passed 9-0-0

Councilor Terranova stated that the Town Council all worked together to prevent a tax increase for our residents. The mill rate would be 33.27%. The car tax may come into play at the State level, if they actually limit that. The Town Council did a great job to keep this budget to zero.

Councilor Eleveld stated that both sides negotiated on this budget. There will be no change in the tax bill, however, there might be a change with automobiles if the State changes that.

Deputy Mayor Rampulla Bress thanked Councilor Terranova for her leadership.

Mayor Trinks said that Town Manager Souza and town staff made the budget a lot easier on the Council. We all worked together. Mayor Trinks thanked both parties in working together. Tell all your friends to get out to support the budget.

**5) ADJOURNMENT**

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to adjourn the meeting at 7:12 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary

**TOWN OF WINDSOR  
TOWN COUNCIL  
HYBRID MEETING  
May 2, 2022  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:22 p.m. by Mayor Trinks.

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova, and Councilor Len Walker

Absent: Councilor Nuchette Black-Burke

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

“2022 SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION.”

**2) PUBLIC COMMENT – None**

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:45 p.m.

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary

**TOWN OF WINDSOR  
TOWN COUNCIL  
HYBRID MEETING  
May 2, 2022  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:22 p.m. by Mayor Trinks.

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova, and Councilor Len Walker

Not Present: Councilor Nuchette Black-Burke

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

“POSSIBLE SALE OR LEASE OF TOWN-OWNED REAL PROPERTY LOCATED AT 20 WILLIAM STREET.”

**2) PUBLIC COMMENT**

Susan Miller, 130 Palisado Ave, spoke in support of authorizing Team Paragon using 20 William Street. She said that Team Paragon is an awesome group and we should do everything to promote this program.

Peter Moore, 941 Thompsonville Road, Suffield, is a teacher at Windsor High School and spoke in support of Team Paragon. He stated that he has been helping with Team Paragon for several years and that the Town Council has done great work in supporting this team for over twenty years. It's a great program that he has spent a lot of his time on.

Brian Abbot, 53 Strawberry Hill, is the Team President of Team Paragon and he spoke in support of Team Paragon. He thanked the Town of Windsor for supporting Team Paragon and Blazing Spirits. Mr. Abbot said that this is fully supported by volunteers and donations and stated that he thrives on watching the students join the program. He stated that students gain great experience in communication and volunteerism through fundraising, community service and presentation skills. Mr. Abbot thanked the Town Council for their support and looks forward to many more years of the program.

Chris Koenig, 5 Ridgeview Drive, Bloomfield, spoke in support of Team Paragon. He stated that he is a long-time mentor and supporter of Team Paragon and that the team is trying hard to bring students to the best they can be and teach all kinds of skills like

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how to survive in life and form relationships. Mr. Koenig thanked the Town Council for their support all these past years.

David Furie, 37 Lighthouse Hill Road, spoke in favor of Team Paragon and stated that he has mentored Team Paragon for over fifteen years. He said that they teach the students time and project management and that they learn many life skills like problem-solving, communication and critical thinking. Team Paragon also gives back through community service. Mr. Furie thanked the town for past support and any continued support.

Elise Nelson Carroll, 45 Portman Street, spoke in favor of Team Paragon and stated that she is the lead mentor for Team Blazing Spirits. She thanked the Council for all their support and stated that the building has been great for the program.

Diondrea Vanhouten, 31 Bend Road, spoke in favor of Team Paragon and stated that she is a parent to three children that have gone through Team Paragon. She said that some of the shy kids have learned to develop within the Team Paragon community in learning to better communicate. Mrs. Vanhouten also commented that there have been blurred lines between the Town of Windsor Recreation and the Board of Education (BOE) with an issue with the new O95 team. The O95 team has recently been setup and canceled out the freshman football team because the Athletic Director and Coach of the football team have taken it over. Mrs. Vanhouten said that now the people who can't afford football have to pay to play football.

Greg Vanhouten, 31 Bend Road, spoke in favor of Team Paragon and said that he is an Engineer. He stated that he loves how the students take over the program. All the teams help each other and then compete. Kids are getting advantages out of this and Team Paragon is providing students with great scholarships. He said that there needs to be a place to build, store and play. Mr. Vanhouten stated that he really appreciates the effort to move to William Street.

### **3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:45 p.m.

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
May 2, 2022  
Regular Town Council Meeting  
Council Chambers**

**REVISED UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:45 p.m.

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova, and Councilor Len Walker

Absent: Councilor Nuchette Black-Burke

**2) PRAYER OR REFLECTION**

Councilor Eleveld led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Eleveld led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation recognizing May 2022 as Older Americans Month

Deputy Mayor Rampulla Bress read the proclamation designating May 2022 as Older Americans Month.

- b) Proclamation recognizing May 2022 as Lyme Awareness Month

Councilor Terranova read the proclamation designating May 2022 as Lyme Awareness Month.

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Leroy Smith, 531 Edgewood, spoke about the town budget conversation he heard a few weeks ago regarding the Montessori School and Caring Connection. He heard that the town may study the number of residents they are serving because they might not be serving enough Windsor residents. Mr. Smith thought it was hypocritical of the town when there are huge corporations in town that have received millions of dollars in tax abatements from the town and no one is asking them how many residents they serve. He doesn't think there should be any committee to study



this issue with the Montessori School or Caring Connection. Mr. Smith also said that he is having an issue with the Tradeport Drive warehouse which is causing his house to vibrate. Mr. Smith stated that South Windsor is doing a moratorium on the number of warehouses and Windsor should look into that too.

David Furie, 37 Lighthouse Hill Road, spoke about the rehabilitation loan fund for the Community Development Block Grant (CDBG). If we were a larger town or city we would be entitled to a certain amount. The revolving loan programs are great where people have rehabilitation and people have access to 0% forgivable loans. Mr. Furie said that we need people to go out into the community and explain it to them.

Bill Simmons, 33 Capen Street, spoke in support of Team Paragon. It's a very successful robotics team. Mr. Simmons stated that Live Green Connecticut is an environmental organization that's promoting the Clean School Bus program. Mr. Simmons stated that in eight years there would be a mandate that 30% of buses have to be electric. Mr. Simmons is asking the Town of Windsor to get behind this by putting the word into the renewal contract for buses. The EPA Clean Bus program is available. Mr. Simmons stated that he would share any news with the Council. He added Middletown was the first town in CT to sign on.

Robin Lancaster, 418 Pike Place, spoke of the landscape on the center islands and where sections have not been maintained. The neighbors said that it's the town's responsibility to maintain them. She is hoping that the town can come to fix them.

## **6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Dobler – None

Councilor Walker spoke about attending the 72<sup>nd</sup> anniversary of the West Indian Social Club on Saturday, April 23, 2022. He stated that the club was presented with a proclamation from Town Council. Councilor Walker said that he met a lot of Windsor residents. Councilor Walker wanted to congratulate the Chair of the organization Beverly Redd, all the honorees, and its officers. Councilor Walker also stated that he supported Team Paragon and it's the kind of thing we need to teach children to compete in the global marketplace.

Councilor Terranova stated that the COVID-19 numbers are going up. Just remember to stay home if you are not feeling well. Wear your mask, wash your hands and get vaccinated.

Councilor Gluck Hoffman – None

Councilor Black-Burke – None

Deputy Mayor Rampulla Bress thanked everyone for coming out to speak tonight and stated that she attended the dedication of the Firehouse and EMS Station this weekend. She wanted to wish all the teachers a Happy Teachers Appreciation Week. May is a very special month for

Older Americans, Lyme Disease Awareness, Jewish American Heritage Month and National Mental Health Awareness Month. She wished all those who are celebrating a happy Ramadan.

Councilor Eleveld stated that the robotics team is like running a mini corporation. The team gives children a real opportunity to experience all aspects of things. It's a very important program. He also said that he was at the opening of the Firehouse and EMS building dedication.

Councilor Smith stated that he was at the Firehouse and EMS dedication as well.

Mayor Trinks said that the Firehouse and EMS dedication was amazing and a fitting tribute to all the people who work in our town. Mayor Trinks thanked the entire Council for working together on the budget.

Councilor Gluck Hoffman said that all the thanks goes to the town staff for the budget.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Board of Education

David Furie, Board of Education, gave the following report:

- Teacher Appreciation Week is May 2-6, 2022. Please thank a teacher for their service to our district.
- The Mini-SEL showcase held on Wednesday, April 21 at WHS was a great success. The district has received many positive comments. The CT SDE will be making various policy moves around SEL and Windsor will be the model for some of those policies. Thank you to Dr. Michael Mallery (SEL Coordinator) and his team of specialists for the great work.
- The WHS National Honor Society Induction Ceremony was held on Thursday, April 21. President Furie gave encouraging comments to the new inductees. Dr. Hill was pleased to announce the three superintendent awards given in honor of three previous superintendents: the Daniel Howard Scholar award goes to Ryan Giannetti, the Dr. Earle S. Russell Scholar award goes to Araya Miller and the Paul J. Sorbo Scholar award goes to Taylor Falotico.
- After two years of not competing due to the pandemic, our award-winning WHS Music Department successfully participated in the Music in the Parks Adjudication Festival in Agawam, MA on April 22. The Gospel Choir, the Jazz Ensemble, and the Honors Chorale all came in 1st place with a rating of Excellent. The Honors Chorale also received the Overall Choir Award. The Symphonic Band received 2nd Place with a rating of Excellent and Strings came in 2nd Place with a rating of Excellent. Student Aaron White received the Outstanding Jazz Soloist Award on Trombone. Congratulations to all our students and to our amazing staff, Dr. Tracee White, Mr. Brandon Monroe, and Dr. Paul Pierce.



- Our WHS Baseball Team is currently 8-0 for the season. Come show your support at an upcoming game. The schedule is posted on the [district website](#).
- Congratulations to our following seniors who have signed to play athletics at a college/university next fall:
  - Nason Busca, Elms College, Baseball
  - Emma Butterick, Smith College, Lacrosse
  - Mason Glickman, University of New Haven, Baseball
  - Jonathan Lattimer, Worcester Polytechnic Institute, Baseball
  - Alexzander McCoy, CCSU, Football
  - Adriana Mieses-Sanchez, University of West Florida, Diving
  - Avery Overstreet, Bryant University, Soccer
  - Breon Parker, Jr., UMASS, Boston, Baseball
  - Prince Samuels, UCONN, Football
  - Ainsely Sasportas, Olivet Nazarene University, Swimming
  - Marlon Welsh, SCSU, Football
- Dr. Hill's next Coffee Talk will be on Monday, May 23 at 6 p.m. in the LPW Courtyard. Please RSVP to Gianna Gill at [ggill@windsorct.org](mailto:ggill@windsorct.org) or by calling 860-687-2000 x 1292.
- Graduation for the Class of 2022 is scheduled for Monday, June 6, 2022, at the Bushnell in Hartford.
- The last day of school for students Pre-K to grade 11 is Monday, June 13, 2022 (early dismissal).

Deputy Mayor Rampulla Bress thanked Mr. Furie for this uplifting report and stated that between the robotics club, the information about students and the music department, our students are shining.

b) Economic Development Commission

Randall Graff, Chair, reported that the Economic Development Commission was established for the promotion and development of the business and industrial resources of the Town of Windsor. The Commission advises and recommends actions to the Town Council and Town Manager regarding economic development matters, guided by the economic development policies developed by the Town Council. The Commission consists of nine voting members and also has ex officio members representing the Chamber of Commerce and First Town Downtown. Economic development incentive applications have been reviewed and they have recommended two requests for fixed assessments since the last report. The first one that was recommended was MBS associates, LLC for a proposed expansion for a data mail facility at 1010 Day Hill Road. It would result in an additional 30 people being hired with a focus on hiring locally. This application has not been presented before the Council yet. The Commission also recommended the application for Chewy, Inc. which provides pet supplies. The project qualified under the policies and therefore was recommended. However at this time, Chewy, Inc. has pulled back its plans citing global economic conditions.

Mr. Graff reported that the Commission also reviews the priority redevelopment properties. They conducted their annual review in February and based on the status report by staff and the discussion of the Commission, it was determined that the former Roger Walcott School at 451 New Windsor Avenue should be removed from the list as the property is being transferred to Capitol Region Education Council (CREC). The Commission also recommended that the Windsor Center Plaza be added to the list in order to encourage mixed use transit development on the site. This should be brought to the Council at a future meeting.

Mr. Graff stated that the Commission had a discussion about the Windsor Center transit orient development (TOD) master plan and implementation. The Commission was in favor of moving forward with TOD initiatives and with the redefining of the tax abatement and tax increment financing (TIF) policies. The Commission also discussed the town's increment finance policy and what it changes to state law in 2015 that increases the flexibility of this economic and community development tool.

The Commission voted to endorse Windsor Works, a small business incubator and resource center, to be placed in the former Bank of America building. The Commission is also looking to hold their annual business breakfast which had been canceled the last two years due to the pandemic. The topic of workforce development is being considered at this time for the next breakfast. They will inform the Council as soon as they have more information and encouraged the Council to attend.

Mr. Graff reviewed some of the key economic development activity for the year which included the Amazon fulfillment center; Day Hill Dome Soccer on Day Hill Road; BDL Logistic Center on Kennedy Road; Baker Hollow Logistic Center; 110 Tradeport Drive for a flex industrial building for UPS; OSF Flavors for an addition for lab and production for flavors and lastly, Dudley Town Brewing for a brew pub at 1001 Day Hill Road.

c) Board of Assessment Appeals

Milo Peck, Chair, stated he was there to discuss the results of the appeals which have an impact on the mill rate. The Board did not have a robust number of appeals this year. Five meetings were held with 28 appeals. We divide our categories into five categories: 1) residential real estate, 2) commercial real estate, 3) personal property, 4) equipment and 5) motor vehicle. The total of appeals came to approximately \$201,961,000 million. He added that because staff is very good and realistic in their valuations, there were only 28 appeals and he was thankful for that.

## 8) TOWN MANAGER'S REPORT

### Budget Referendum

The budget referendum will be held on Tuesday, May 10<sup>th</sup> with all seven polling locations open from 6 a.m. – 8 p.m. Voters' polling locations may have changed due to recent redistricting, so please check your polling location by going to <https://townofwindsorct.com/registrar-of-voters/voter-locations/>



Absentee Ballots are available in the Windsor Town Clerk's office during regular business hours on Monday - Friday from 8 a.m. – 5 p.m. State law prohibits the Town Clerk from mailing absentee ballots for Referendums with less than three weeks' notice; as a result, voters are required to apply in person at the Town Clerk's Office. If you are unable to come to Town Clerk's office during regular business hours, you may designate someone to hand carry your application and ballot. For additional information please call 860-285-1902.

Anyone who is not a registered voter, but is a U.S. Citizen, 18 years or older and owns property assessed at \$1,000 or more on the last completed Grand List, may vote on the annual budget at Town Hall. For more information about the referendum please go to the town's website at: [townofwindsorct.com](http://townofwindsorct.com)

### **Community Budget Forums**

Two more community budget forums, sponsored by CT Votes and the Windsor League of Women Voters, will be taking place with the Town Manager Peter Souza, and the Superintendent of Schools Terrell Hill this week. During the forums, the proposed FY 23 budget will be discussed and questions from residents will be answered. The forums will take place on:

- Tuesday, May 3, 2022 at 6:30 p.m. at town hall
- Thursday, May 5, 2022 at 6:30 p.m. at Poquonock School

For more information on the budget, please visit the town's website at [www.townofwindsorct.com](http://www.townofwindsorct.com).

### **Street repaving**

Our annual street repaving program is slated to start the week of May 9<sup>th</sup>. As in past years there will be 3 phases. In phase 1 we are utilizing a new paving method referred to as micro-surfacing. This is a pavement preservation technique that prolongs the life of the wearing surface that addresses moisture intrusion, surface raveling, minor rutting and overall appearance. This will also help to extend the service life of roads before more serious deterioration occurs. Streets to be micro-surfaced in May include:

- Herbert Lane
- Lincoln Way (Windbrook Drive to #52)
- Lincoln Way (Windbrook Drive to Circle)
- Pierce Boulevard
- Walden Meadow
- Windbrook Drive

Phase 2 and 3 will be scheduled mid-summer and the fall. These phases will utilize milling and paving.

### **Win Wag Photo Contest Begins May 4<sup>th</sup>**

To help promote annual dog licensing efforts the annual Win Wag Photo Contest begins May 4<sup>th</sup>.



The photo contest is free and open to Windsor residents. The entry period for the contest begins at May 4<sup>th</sup> and ends at noon on May 17<sup>th</sup>. The winning entry, determined by online public voting, will be awarded with the #1 dog license tag for the current year and a PETCO gift card. See contest details on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

### **Community Litter Clean Up – THANK YOU**

On April 23<sup>rd</sup> nearly 30 volunteers helped to pick up trash and litter in several locations across town. Volunteers and town staff focused on areas in town center, Wilson, Goodwin Drive, Poquonock Ave near Exit 38 and Kennedy Road at I-91. Approximately ½ ton of materials were collected in the course of 2 hours.

Thank you to all that volunteered, our public works crew and Flavia Rey de Castro of our Community Development Office for coordinating and publicizing this community event.

### **Wilson Community Tree Planting Event**

Come join us on Saturday, May 14<sup>th</sup> from 9–11 a.m. We will be meeting at Sharshon Park on Skitchewaugh Street (at the pavilion) to plant trees in the Wilson neighborhood. Tools, materials and water for volunteers will be provided. Please bring gloves if possible. This event was made possible by the grant provided by the CT Department of Energy and Environmental Protection Division of Forestry and funded by the Regional Greenhouse Gas Initiative. Rain Date is June 4<sup>th</sup> from 9-11 a.m. We look forward to seeing you there. For questions, please contact Flavia Rey de Castro via phone at 860-285-1985 or via email at [reydecastro@townofwindsorct.com](mailto:reydecastro@townofwindsorct.com). Additional information can also be found on the town's website at [www.townofwindsorct.com](http://www.townofwindsorct.com).

### **Public Service Recognition Week**

May 1-7, 2022 has been designated as Public Service Recognition Week, honoring federal, state, and local government employees.

Town Manager Souza recognized the efforts of approximately 190 full-time town employees plus the dozens of part-time employees and volunteers whose work throughout the year helped to, provide public safety, protect our environment, maintain our buildings, parks and roadways, support the business community, preserve our history and provide programs and services for residents young and old.

The past two years have been challenging to say the least, and Town Manager Souza wanted to recognize the tireless efforts of all our employees, as well as, the hardworking members of the Windsor Public Schools. Town of Windsor employees always are, and will continue to be on the front lines, providing essential services to the residents of Windsor. He thanked them for their dedication, and it is his sincere pleasure to work with them each and every day.

Deputy Mayor Rampulla Bress thanked the town employees for their services and stated we should be very proud of them to keep everything running.

**9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler – None

Finance Committee – Councilor Terranova stated that they would meet later this month to discuss the tax increment finance policy that was referred to us. Also, the Committee will continue their work and discussions on the undersigned fund policy and the tax abatement policies.

Health & Safety Committee – Councilor Black-Burke – None

Personnel Committee – Deputy Mayor Rampulla Bress stated that the Committee met on April 26 and the next meeting would be in June. She thanked Assistant Town Manager Colby with providing background information and for continued help with Zoom. The Committee is working on adding additional information on the website for further communication.

**10) ORDINANCES** – None

**11) UNFINISHED BUSINESS** – None

**12) NEW BUSINESS**

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

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, 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.

Town Manager Souza reported that 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.

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."

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.

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. 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.

Councilor Eleveld stated that he is very much in favor of this. The meeting space would be on an appointment basis.

Deputy Mayor Rampulla Bress thanked Mr. Moore for his years of dedication to this program. This group introduced Lego Robotics to the elementary students and they were able to bring that program to other schools. She stated that she is very much in support of this.

Councilor Eleveld said that the amount of community service this group does should be recognized.

Councilor Terranova said that she would be abstaining from the vote due to a personal connection.

Councilor Walker said that he supports this entire program.

Motion Passed 7-0-1 (Councilor Black-Burke absent and Councilor Terranova abstained)

- 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

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Walker, 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 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.

Patrick McMahon, Economic Development Director, reported that the Community Development Block Grant (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 that 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.

Mr. McMahon stated that 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, and 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).

Mr. McMahon said the Housing Rehabilitation program offers zero percent amortizing loans to homeowners whose household income falls between 60% and 80% of the 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.

Mr. McMahon reported that 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 statutes and regulations require that a plan is 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. A copy of the town's 2022 Program Income Reuse Plan that confirms CDBG program guidelines was included in the agenda packet. Staff recommends that the town applies for \$400,000 to re-capitalize its Housing Rehabilitation program. The proposed application will have no impact on the town's FY 23 General Fund budget.

Deputy Mayor Rampulla Bress asked who determines the fair market value for rents. Mr. McMahon stated that they use the Department of Housing and Urban Development (HUD) guidelines. Deputy Mayor Rampulla Bress asked if the fair market rent would be more reasonable and not inflated. Mr. McMahon stated that is correct.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

- 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

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld 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.

Flavia Rey de Castro, Community Development Specialist, reported that 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.

Ms. Rey de Castro stated that the 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.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

MOVED by Deputy Mayor Rampulla Bress seconded by Councilor Eleveld, to move item 12D to the bottom of the agenda after Item 16 (Executive Session).

Motion Passed 8-0-0 (Councilor Black-Burke absent)

### **13) RESIGNATIONS AND APPOINTMENTS**

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, to accept the resignation of Sharon Gauthier from the Commission on Aging and Persons with Disabilities.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

### **14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the April 6, 2022 Special Town Council Meeting





MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld to approve the unapproved minutes of the April 6, 2022 Special Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

b) Minutes of the April 18, 2022 Special Town Council Meeting

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

Motion Passed 8-0-0 (Councilor Black-Burke absent)

c) Minutes of the April 20, 2022 Special Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to approve the unapproved minutes of the April 20, 2022 Special Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

**15) PUBLIC COMMUNICATIONS AND PETITIONS – None**

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Gluck Hoffman, to enter Executive Session at 9:05 p.m. for the purpose of:

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

Motion Passed 8-0-0 (Councilor Black-Burke absent)

**16) EXECUTIVE SESSION**

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova, and Councilor Len Walker

Absent: Councilor Nuchette Black-Burke

Staff: Town Manager Peter Souza and Larry LaBarbera, Town Assessor

Guests: Cori-Lynn Webber of the Law Office of Cori-Lynn Webber

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Terranova to exit Executive Session at 9:12 p.m. and re-enter the Regular Town Council meeting.



Motion Passed 8-0-0 (Councilor Black-Burke absent)

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

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

Motion Passed 8-0-0 (Councilor Black-Burke absent)

**17) ADJOURNMENT**

MOVED by Councilor Smith, seconded by Councilor Deputy Mayor Rampulla Bress, to adjourn the meeting at 9:13 p.m.

Motion Passed 8-0-0 (Councilor Black-Burke absent)

Respectfully Submitted,

Lisa Ozaki  
Recording Secretary