



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
May 16, 2022
Regular Town Council Meeting
Council Chambers**

APPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:35 p.m.

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

2) PRAYER OR REFLECTION

Councilor Gluck Hoffman led the group in prayer.

3) PLEDGE OF ALLEGIANCE

Councilor Gluck Hoffman led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation recognizing Edward Samolyk for his 36 years of service on the Insurance Commission

Mayor Trinks read the 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

Police Chief Melanson presented a plaque to Robert and Dorothy McAllister for their donation to the Police K-9 program.

- c) Proclamation declaring May as Historic Preservation Month

Councilor Black-Burke read the proclamation declaring May as Historic Preservation Month.

- d) Proclamation recognizing May 15-21, 2022 as Public Works Week

Councilor Dobler read the proclamation recognizing May 15-21, 2022 as Public Works Week.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Marilyn Adamo, 453 Tributary Lane, is the President of Rivertown Village homeowner's association and she congratulated the Town Manager and the Town Council for a 0% tax increase this year while still accomplishing to maintain services and the quality of life that all have come to enjoy in this town. Representatives from Rivertown Village have attended meetings and spoken to Council several times this year and are here again to remind the Council that they are waiting for tax fairness in the form of rebates for services for their community because they pay over \$366,000 in taxes for 58 homes and receive no services or assistance from the town. The Rivertown Village community is 16 years old and has been maintaining it without any assistance from the town. She stated that soon they will have major expenses for roads and structures in the community. These expenses will come from the resident's pockets and reserve funds. She was thankful to Councilors who have taken the time to meet with them and listen to what other towns are doing in similar situations. She stated that it is time for some action and fairness from all the town Council members.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler – None

Councilor Walker stated that he wanted to remind Council and the Town Manager to put HACTAC (Hartford Area Cable Television Advisory Commission) on an upcoming agenda to present to town Council. He also stated that he admired the tenacity and perseverance of Marilyn and others from Rivertown Village. They have been to many meetings and he has spoken with them one on one. He echoes their sentiments and hopes we can come up with a plan.

Councilor Terranova gave a COVID-19 update. She reported that the town is in a high transmission level and the recommendations are that everyone indoors should be wearing masks to help protect those around them. She encouraged people to wear their masks and to get their vaccines or get their boosters. She also encouraged people to stay home if they are sick and to make sure to have home tests kits available if you are not feeling well so they can get tested before being around others.

Councilor Gluck Hoffman – None

Councilor Black-Burke acknowledged the town's police officers. In her neighborhood, they had to reach out recently to the Police Department to help with a situation. She stated per usual, the Windsor Police Department was there, they showed up and joined in and assisted. She commended them and stated they are always trying to do their best to help the community. She also reminded residents and those who drive through town to please slow down while driving.

Councilor Eleveld reminded everyone that the Shad Derby will take place this weekend. There will be a parade on Saturday, May 21 with festivities on the green. It is an event that has a long history in Windsor.

Deputy Mayor Rampulla Bress wished everyone a happy belated Mother's Day and hoped they had a wonderful day. She also mentioned Asian Pacific American Heritage Month celebrations this month. At UConn, they are having an official celebration on Thursday, May 26 from 6:30-8:30 p.m. Lastly, she sent her thoughts and prayers to the people in Buffalo, NY and wanted to let them know that we are thinking of them and send our condolences.

Councilor Smith reflected on the budget process that the Council just went through since it was his first time doing this as a Council member. It was a privilege to work with the Town Manager and the Finance Department. He thanked Councilor Eleveld for his expertise and guidance and also former Council member Donald Jepsen for his assistance as well. He stated it is on his radar to look into an abatement for the 55 and older communities of about \$500 but it would be up to the rest of the Council to decide.

Mayor Trinks offered his time to Councilor Hoffman to give an insight on the weekend plan with the Shad Derby. Councilor Hoffman stated that the Shad Derby will start at 9 a.m. this Saturday and the road race will begin at 10 a.m. so the roads will be closed between 9:15 and 9:30 a.m. She announced that two weeks ago, they did crown a queen and her court. She stated that she appreciated the courts hard work along with the sponsors and local businesses.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Chair Richard Hazelton gave a report on the following 11 projects:

1. Fire and EMS Station Design Project – 9912

The general contractor (GC) is scheduled to repair the apparatus bay epoxy floor coating this week. These repairs are under warranty with no costs to Windsor. This work will change the warranty date of this floor from January 1, 2022 to May 24, 2022. The PBC is holding \$276,000 in retainage fees until this floor is corrected to our satisfaction.

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

The contract has been signed with general contractor Sav-Mor Cooling of Southington, CT, town staff, the architect, and general contractor are scheduled to have a coordination meeting at end of this month. Due to the delays in this project's approval; the project's work is now scheduled to be completed in late November of this year. We still expect all of the remaining first floor classrooms air conditioning to be completed by first day of the fall school session.

3. Aquatic Facilities Improvements Design –

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

4. Milo Peck School HVAC Construction – 9538

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

5. Clover Street School Roof Replacement Design Project – 9549

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

6. Design for LP Wilson Community Center HVAC Renovations – 9551

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

7. Design for 330 Windsor Ave. Community Center Gym HVAC Renovations – 9550

The PBC has awarded this project to Action Air of Southington, CT. Submittals are in the process of being reviewed by town staff and the project architect. Due to current logistics issues, we expect this work to begin in plus or minus fourteen weeks.

8. Design for Clover Street School Restroom ADA Code Compliances – 9552

The architect, Russel & Dawson met with the BOE and town staff to review preliminary design drawings on May 9th. The PBC expects to review schematic design drawings at one of their upcoming meetings.

9. Design for LP Wilson BOE Restroom Renovations – 9553

The architect, Russel & Dawson met with the BOE and town staff to review preliminary design drawings on May 9th. The PBC expects to review schematic design drawings at one of their upcoming meetings.

10. LP Wilson Social Services Relocation Project

The PBC reviewed bids at its last meeting. The PBC has awarded this project to Frank Zinno and Associates. Town staff and the General Contractor will hold a coordination meeting to determine the project's schedule.

11. O'Brien Field House Renovation Design Project

The PBC reviewed qualification proposals from architects at its last meeting. They invited two firms to come in and meet for interviews with the PBC.

8) TOWN MANAGER'S REPORT

Memorial Day Observances and Parade Monday, May 30th

On Monday, May 30, 2022, the town will hold several ceremonies in observance of Memorial Day. The first will be held at the Elm Grove Cemetery located in Poquonock beginning at 8 a.m. followed by a ceremony at Veteran's Cemetery on East Street at 9 a.m. Following the ceremony at Veteran's Cemetery, the Memorial Day Parade will proceed to Windsor Town Hall via Poquonock Avenue. The parade usually arrives in the center of town between 9:45 a.m. and 10 a.m. The 10 a.m. ceremony at town hall will include a special flag ceremony performed by members of Windsor scouting.

This year's Parade Marshal is Windsor resident Steve Porcaro. Steve served in Navy Medicine as a Hospital Corpsman, Surgical Technologist, and First Assistant in the United States Navy from 1982 – 1988. During that time, he was stationed at Great Lakes, IL, Oakland, CA, and Groton, CT. He is originally from Medford MA and moved to Windsor after leaving the service. He lives in Windsor with his wife and his three sons who attended Windsor Public Schools before becoming active duty United States Marines. He volunteers in the community with Boy Scout Troop 203, the Windsor Historical Society, and with local veterans' groups including, Gray-Dickinson Post 59 - The American Legion, Peter P. Monaco Jr. Detachment 40, Marine Corps League, Open Doors Outdoors, and the Eastern Connecticut Veteran's Center. In addition, he serves on the Board of Directors for Windsor Community Television, and the Windsor Chamber of Commerce.

In case of rain, one single ceremony is held at 10:00 AM in the Town Hall Council Chambers. Contact 860-285-1835 with any other questions.

Dog License Renewals

The renewal Period is June 1 -30, 2022. The Town Clerk's office encourages all dog owners to renew their dog's license online or through the mail. For your convenience, you may also drop off your dog's license renewal payment in the Tax Collector's drop box conveniently located in our town hall parking lot. Dog licenses are required by state law for dogs six months or older. Newly obtained dogs must be licensed within 30 days of new ownership. There is a late fee for licenses renewed after June 30th.

Online Renewals – Online renewals will be available on our website at www.townofwindsorct.com beginning on June 1st.

Renew by mail or drop box – Enclose a check payable to the Town of Windsor and a self-addressed, stamped return envelope. Dog tags will be mailed to the owner in the self-address stamped envelope. Rabies vaccination certificates are required for any dog that had its rabies vaccination updated since last June.

Renew in-person: At the Town Clerk's office, Town Hall, 275 Broad Street. Office hours are Monday – Friday, 8 a.m. to 5 p.m.

Windsor Affordable Housing Survey Public Workshop

Just a reminder that a public workshop on the development of the town's Affordable Housing Plan will be held tomorrow evening (May 17th) at 7:00 p.m. at the Town Hall. Staff will present the results of the Windsor Affordable Housing online survey as well as review the draft plan. Public comments are welcome during the meeting. For more information, please go to the town's website at www.townofwindsorct.com or call 860-285-1980 with any questions.

Hypertension Workshop

The Windsor Health Department will be hosting a Hypertension Workshop via Zoom on May 23rd from 6:30 p.m. – 8:30 p.m. This is the fifth in a series of six Hypertension Workshops being held. The May 23rd workshop will discuss Adherence to High Blood Pressure Therapy and will be presented by Atique Mirza, MD. Please register online at www.townofwindsorct.com. There is no charge for participation. If you have questions, please call the Windsor Health Department at 860-285-1824.

Building Inspection Services

Town staff continues to explore the possibility of extending our temporary agreement with South Windsor for Building Inspection Services as the marketplace for certified and experienced Chief Building Officials is extremely tight.

We currently have two full-time assistant building officials with the South Windsor Chief Building Official providing 8 to 10 hours a week of assistance and oversight. As we enter into the more active construction season, there may be some scheduling delays on certain types of inspections. We appreciate our permit holders' patience.

CT DOT Construction Projects

Paving of Route 75

The contractor repaving Route 75 between River Street and High Street will be changing their work schedule so the milling and paving will occur during the day versus the overnight hours.

Town staff have reached out to the CT DOT to express concerns relative to traffic management especially given morning and afternoon rush hours and student drop off and pick up times at the Poquonock School. CT DOT states that through traffic will be allowed.

I-91 Bridge Repair Work

Staff has also contacted the DOT to express concerns regarding planning of day-time construction activities on I-91. This past weekend, work on I-91 northbound resulted in multiple lanes being closed. Motorists sought alternative routes which added significant amounts of traffic on local town and state routes. We have asked DOT not to schedule day time lane closures this Saturday as the Shad Derby is being held.

Healthy Minds, Healthy Windsor

The Social Services Department, in conjunction with the CT Department of Mental Health & Addiction Services, PGS (Problem Gambling Services) and Amplify, will be sponsoring a program 'Healthy Minds, Healthy Windsor' on May 24th. This event will have a community discussion on the stigmas associated with mental health. All ages are welcome to attend. This will be an in person event at the Windsor Public Library, 323 Broad Street, from 6-8 p.m. on Tuesday, May 24th. Child care will be provided.

National Public Works Week

I'd like to extend my thanks and appreciation to our Public Works and Engineering Department for all that they do to keep us safe, maintain our facilities and infrastructure, as well as work to beautify the community.

The men and women of these departments are on call 24 hours a day - year in and year out - no matter what the weather conditions.

They are responsible for a wide array of activities and services that touch our lives each and every day. Not only do they maintain well over 150 miles of roads ways, they also take care of:

- 87 miles of sidewalks
- 95 acres of grass turf
- 27 athletic fields and hundreds of acres of open space
- over 3,000 storm drains and 100 miles of drainage pipes

Our dedicated employees help support multitudes of community events such as setting up polling locations and maintaining community centers and buildings that range in age from 150 years old to newly renovated ones.

Thank you to each member of our public works and engineering team for working in partnership with all of our fellow departments. With you we are a much stronger and vibrant community.

Councilor Black-Burke thanked Town Manager Souza for his report and thanked him for reaching out to the State regarding the additional traffic that was seen in town last weekend because of construction on I-91. Knowing that the roadwork will continue this coming weekend, she asked if there was anything the Council could do. She asked how the town will notify residents that construction will be happening up on route 75 this weekend. Town Manager Souza responded that once we receive confirmation from DOT and their contractor, we will use social media to alert residents and consider potentially using our Everbridge Notification System.

Deputy Mayor Rampulla Bress thanked Town Manager Souza and wanted to echo his sentiments about the Public Works and Engineering Departments and to thank them for all they do. She also thanked him for the survey. She noted that the survey was up and gone pretty quickly and asked if there was a necessary time constraint for it to be gone so quickly. She asked if there is a possibility that residents might continue to participate. Town Manager Souza replied that we did have a little bit of a time restraint but he will check with staff. Deputy Mayor Rampulla

Bress thought it was a great survey and appreciated the social media push which is how she learned of the survey.

Mayor Trinks asked Town Manager Souza if the road construction would continue in the same location as last weekend. Councilor Black-Burke clarified that the construction was northbound on I-91 last weekend and this weekend it is proposed to be southbound.

Town Manager Souza stated that he is hopeful that traffic flow will improve with two travel lanes open on the southbound lane this coming weekend. There is the potential that if it backs up, that people will get off at the Windsor Locks exit and then use route 20 or 159.

Councilor Eleveld stated the issue is Waze, Google Maps and other GPS programs. They will figure out how to get you around traffic backups the fastest way. The problem is that drivers may get stuck in the town center on Saturday. Unfortunately, there isn't much we can do about it.

Deputy Mayor Rampulla Bress stated that she wanted the public to know that the Council, the Town Manager and town staff did not have anything to do with the scheduling of the construction work. She stated that it was totally out of our hands.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – None

Finance Committee – Councilor Terranova reported that the Committee will meet next week to discuss the Tax Increment Finance (TIF) policy that was referred to the Committee back in March. They will also continue working on the Unassigned Fund Balance policy and the Tax Abatement policy.

Health & Safety Committee – Councilor Black-Burke – None

Personnel Committee – Deputy Mayor Rampulla Bress reported they are scheduling a June meeting and they are working on a date. At that time, they would be interested in taking more input from the community for the Windsor Commission on the arts.

10) ORDINANCES – None

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Set mill rate for FY 23 budget

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, 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.

Jim Bourke, Finance Director, reported that 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.

Mr. Bourke stated that 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. He asked to 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.

Town Manager Souza stated that if the Council adopts this, the town would follow the same timeline in terms of billing as in year's past. In the 3rd or 4th week of July, tax bills would go out with taxes due by the 1st of August without any late penalties or fines.

Councilor Eleveld asked for clarification if Town Manager Souza meant the 3rd or 4th week of June, not July. Mr. Souza apologized and said yes, June is correct.

Motion Passed 9-0-0

b) Approve Tax Suspense List

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

October 1, 2017 – \$309.00
October 1, 2018 – 192,873.95

Cathleen Elliot, Tax Collector, reported that 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. She also included in the agenda item summary 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.

Ms. Elliot stated that 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. She reports that the financial impact on the accounts receivable will be \$193,182.95 less.

Motion Passed 9-0-0

- 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

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

Robert Jarvis, Director of Public Works, reported that 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. He stated the 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 respectively requesting the appropriation of \$35,000 for professional services.

Mr. Jarvis stated that 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. Mr. Jarvis said the 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 90 days to complete.

Councilor Eleveld asked if we are doing an evaluation of the original design versus an all-electric type design. Mr. Jarvis responded yes, that is correct. The existing design will remain as is and what we are doing is supplementing that with an all-electric system. Councilor Eleveld asked if we would be able to reasonably look at this project and its costs and be able to utilize that information in a simplistic analysis of other buildings that may need upgrades. Mr. Jarvis stated that each building is unique in its construction, so it is important to take that into account, but that premise is sound and we could use this as a basis going forward.

Councilor Eleveld stated that a Co2 analysis was mentioned and he's presuming that if they are going to do this that they are also going to review the Co2 output of electrical generation. He wanted to be sure the analysis included the carbon side of the electric generation. Mr. Jarvis stated that he understood his point.

Deputy Mayor Rampulla Bress asked about the timeline for this project and if Council adopts this process. Mr. Jarvis stated that it will depend on the result of the evaluation. If the evaluation yields the need to design the alternative, that could add many months to appropriate funding and conduct that design. Deputy Mayor Rampulla Bress stated this it is her understanding that part of the design will be moving forward. She asked if this is for part of the project or the whole project. Town Manager Souza responded this will get us 40-50% design with the alternative. Then there would be a decision point for the Council if they want to move forward with the all-electric or alternative option. If the Council wanted to revert back to the original design, we would be able to rebid and would be looking at a fall/early winter timeframe.

Deputy Mayor Rampulla Bress stated that her deepest concern is that the building needs the HVAC replaced and now students will be going back in the fall and they won't have the renewed HVAC. She stated as a retired educator, it is important to her that we work expeditiously so we can get the air moving in that building for the occupants. She is interested to see how things turn out because she is disappointed that we had to delay this project.

Motion Passed 8-1-0 (Councilor Smith against)

- d) Approve an appropriation of \$165,000 in American Rescue Funds for the establishment of a Small Business Incubator and Support Center

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke 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.

Patrick McMahon, Economic Development Director, reported that staff is respectively requesting that the Town Council allocate \$165,000 in American Rescue Funds (ARF) 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.

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

Mr. McMahon said 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. He also stated that as a condition of the town's financial participation, Windsor Worx will provide certain technical assistance, educational programming and other deliverables. 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.

Mr. McMahon reported that there is no financial impact to the Town's general fund budget. 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.

Mr. McMahon introduced Annisa Teich, Managing Director of West Hartford Coworking. Ms. Teich stated that West Hartford Coworking has been in business for 5 years. The shift to expand the business is based on the statistics that Mr. McMahon shared. They are seeing a trend here in the area. Coworking popularity is coming up in the suburb area because of the trend of small business ownership. She is seeing people take the big step to make second and third chapters of careers. Big moves and dreams are taking place in their Coworking facility and they are so thrilled to be a part of it. Ms. Teich stated they are only a small space in West Hartford and they're not really interested in growing to 10,000-20,000 square feet like the WeWorks of the world. She stated that they see value in digging into the community and that they see themselves populating other smaller town centers to help with the economic development of those areas. Ms. Teich said they are excited to provide both space and service to help businesses in the greater Windsor area to thrive and new ones.

Councilor Eleveld stated that he was disappointed that there were no financials included with the information. He stated that clearly they hope to be profitable and must have some sort of numbers that they are looking at. He would have expected to see those numbers. He stated he will have to vote no based on the lack of financial information.

Town Manager Souza apologized and stated that it was his decision not to provide detailed cost performers. He said it wasn't Ms. Teich's decision and that she has provided that information. He stated that we can provide those numbers to Council.

Councilor Eleveld accepted Town Manager Souza's apology, but his position hasn't changed. He recommended tabling this until the next meeting at which point once he sees those numbers he might change his mind.

Deputy Mayor Rampulla Bress stated she was in support of the project. She stated she didn't think people would come before Council without having a belief that this is going to be profitable and not have done their homework. She believed it is an appropriate use of funds. She would like to see the financials as well, but doesn't need to see them to make a decision. She stated that she is very excited about this project.

Councilor Gluck Hoffman stated that she doesn't disagree with Deputy Mayor Rampulla Bress. She agrees that she would like to see the financials and does think they did their due diligence, but the Council has to consciously vote for the constituents of the community. She's not against it, but would like to see the numbers.

Councilor Walker stated that this is the first time he has heard about this project. He would have liked to have some prior knowledge to look at this. He didn't think the town was ready to deal with this issue and he would vote no.

Town Manager Souza apologized and stated that this was not meant to be a contentious topic and it doesn't have to be approved this evening. He wanted Council to be comfortable with the numbers. If the Council wanted, we could move this to the next Council meeting. This is not meant to be rushed.

Councilor Eleveld stated he would amend the motion to delay consideration until the first meeting in June.

Mayor Trinks stated that he doesn't have any trouble with pushing it off. We could do it tonight, but we can wait and flush it out. He asked if a two week delay would be okay. Mr. McMahon stated that two weeks would be fine.

Councilor Black-Burke stated that she is prepared to vote. She is extremely excited about this coming to Windsor. She stated that the Council did have an opportunity to hear about this project at a previous Council meeting. She understood the need to see the numbers. She is prepared to vote because she is thinking about young people and young working folks who have an entrepreneurial mind. She stated this is the type of business we want to see in our downtown area. She doesn't need the two week delay. She stated that her vote is yes.

Councilor Gluck Hoffman asked how long it would take to get this started and would two weeks make an impact. Mr. McMahon stated that if the appropriation is approved then the clock starts running for Ms. Teich to secure some additional funding that they would be bringing to the table for this project. He stated they are hoping to have the word in time to start the construction during the summer months. The sooner they can set the wheels in motion the better, but he thought a two week delay, if it will build the support of the full Council, would be beneficial.

Councilor Smith stated the startup will require \$110,000 in grants and financing before the American Rescue Funds are committed, is that correct? Mr. McMahon said that was correct. Mr. Smith read several reviews online and they were all very positive. He stated that he can't vote in favor until he sees the numbers and is properly vetted. He said he would vote in the affirmative in two weeks and didn't think two weeks would make much of a difference to the timeline.

Councilor Dobler stated he can understand where some of his Council members are coming from and that it would be nice to see the numbers, however he has trust in our Town Manager and town staff that they have vetted this enough. He believed they wouldn't be before Council if the numbers didn't look good.

Mayor Trinks stated he agreed with Council Dobler. We trust what our Town Manager and staff do. The numbers can be given to Council in the next couple of days. It will take a few weeks for this to go through and if something jumps out then we can revisit this. He said let's move forward on this.

Councilor Gluck Hoffman asked if there would be further funding needed past this \$165,000 allocation. She also wanted to clarify that she doesn't not trust our Town Manager and that it is not that at all. She personally wanted to see the numbers.

Town Manager Souza stated that the recommendation at this point is not to make an additional request. It will be \$165,000 based upon the financials and the projections. If the Council wanted to continue to buy services that would be of free in nature or at a reduced cost to continue the development of that eco system, then that is a separate discussion but as envisioned right now this will be a two to three year effort where certain milestones have to be met before those additional phases would be released.

Mayor Trinks apologized that he didn't mean to insinuate that Council members didn't trust the Town Manager.

Councilor Smith asked what would happen in year six of the lease if Loomis wanted the space back. Would you find someplace else or is there a contingency in place? Ms. Teich stated that six years is a long time for a small business. They have every intention of staying in the building and if they had to leave they would figure out a way to stay in Windsor.

Motion Passed 5-4-0 (Councilors Eleveld, Hoffman, Smith and Walker against)

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

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith, to:

- a) 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) 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) 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) 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) 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) 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) 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) 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.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the April 25, 2022 Special Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld to approve the unapproved minutes of the April 25, 2022 Special Town Council meeting as presented.

Motion Passed 9-0-0

- b) Minutes of the April 27, 2022 Special Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, to approve the unapproved minutes of the April 27, 2022 Special Town Council meeting as presented.

Motion Passed 9-0-0

c) Minutes of the May 2, 2022 Public Hearing (CDBG)

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to approve the unapproved minutes of the May 2, 2022 Public Hearing (CDBG) meeting as presented.

Motion Passed 9-0-0

d) Minutes of the May 2, 2022 Public Hearing (20 William Street)

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to approve the unapproved minutes of the May 2, 2022 Public Hearing (20 William Street) meeting as presented.

Motion Passed 9-0-0

e) Minutes of the May 2, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to approve the unapproved minutes of the May 2, 2022 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to enter Executive Session at 9:17 p.m. for the purpose of:

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

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Town Manager Peter Souza and Larry Labarbera, Assessor

Guests: Kevin Deneen of the law office of O'Malley, Deneen, Leary, Messina and Oswecki



MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to exit Executive Session at 9:43 p.m. and re-enter the Regular Town Council meeting.

Motion Passed 9-0-0

- 12 f) Strategy and negotiations with respect to pending claims and litigation (CIGNA vs Town of Windsor)

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

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Dobler, seconded by Councilor Terranova, to adjourn the meeting at 9:44 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Andrea D. Marcavitch
Recording Secretary