



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
June 6, 2022
Regular Town Council Meeting
Council Chambers**

APPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:34 p.m.

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

Not Present: Councilor Kristin Gluck Hoffman

2) PRAYER OR REFLECTION

Deputy Mayor Rampulla Bress led the group in reflection.

3) PLEDGE OF ALLEGIANCE

Deputy Mayor Rampulla Bress led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation declaring June 19, 2022 as Juneteenth Day

Councilor Walker read the proclamation declaring June 19, 2022 as Juneteenth Day.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Michelle Vannelli, 1152 Poquonock Avenue, commented on the recent marijuana dispensary survey the town generated for resident feedback. She'd like to see two questions on an upcoming ballot. The first question on the survey would ask residents if they wanted a marijuana dispensary in town and if yes, would you prefer a medical or a recreational dispensary or both? She thought getting these two questions on the ballot would give an accurate assessment of how Windsor residents feel towards having a dispensary.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Walker shared a few observations. He marched with his fellow Councilors for the Memorial Day parade. It was a great day to reflect and the gathering was well done. He also

spoke about the marijuana dispensary survey and felt that the survey was slanted to some extent. He wanted to be sure that residents' voices are heard on this issue.

Councilor Dobler stated that it was an honor to walk with the Councilors and that it was a wonderful day.

Councilor Eleveld agreed with fellow Councilors on the Memorial Day parade. He also received several emails and phone calls regarding the survey. He also mentioned that he had the opportunity to go to the beginning of the high school graduation at the Bushnell. He congratulated the class of 2022.

Councilor Terranova extended her congratulations to the graduating high school class of 2022. She stated how very proud of them she is and wished them the best of luck in the future.

Councilor Smith agreed with everything Councilor Walker and other Councilors said about the Memorial Day observance ceremonies.

Deputy Mayor Rampulla Bress stated that she was there at the Memorial Day observance and agreed that it was beautifully done. She thanked Town Manager Souza and town staff. She asked if in the future if there could be a place on the town green where veterans could stand together so they could be recognized as a whole. She also said there is so much going on in Windsor and she encouraged everyone to go to the town's website and Facebook page. Coming up is Windsor's Historical Society House Tour, Juneteenth celebrations and this Thursday is Trucks, Traffic and Trash at town hall. At the Windsor Art's Center, they have a LGBTQ exhibit this month called "Acceptance Through the Ages" and she gave a shout out to the LGBTQ+ members in our community and honored them for pride month.

Mayor Trinks stated he had the opportunity to attend a sendoff event at Bradley Air National Guard base. It was a beautiful event and wished them all well and hoped all 150 of them come back when their tour is over. He also attended this month's Police Cadets meeting. He stated that it is extraordinary how many events these young people go to and attend. He said they provide a great service for all of us in town.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

There was no verbal report given. A hard copy of the report was given to the Town Council prior to the meeting which was as follows:

- This evening, Windsor High School Class of 2022 is graduating. Araya Miller is the Valedictorian for the Windsor High School Class of 2022. Araya will attend Yale University in the fall and plans to major in Political Science. Taylor Falotico is the Salutatorian for the Windsor High School Class of 2022. Taylor will attend Bates

College in the fall and plans to double major in Biology and Neuroscience. Taylor also served as the BOE student representative for the fall of 2021.

- On Tuesday, May 31, 2022, the Windsor Board of Education voted to appoint Mr. Breon Parker as the new principal for Windsor High School (WHS). Mr. Parker's professional experience as an educator has spanned over 17 years. Mr. Parker began his career in 2005 as a special education teacher, and in 2011, became an assistant principal within the Springfield, Massachusetts Public Schools. In 2017, the district welcomed Mr. Parker as an assistant principal at Windsor High School. Shortly thereafter, he and his family chose to move to Windsor, CT to become part of the town and school community. He has served as the WHS interim principal throughout the 2021-2022 school year.

Mr. Parker attended the University of Massachusetts Amherst, where he earned his Bachelor's in Educational Studies with a minor in African American Studies; his Master's in Educational Administration with a minor in Educational Policy Research and Administration; and is currently finishing his last semester of his Doctoral Program at the University of Hartford. Congratulations to Mr. Parker!

- A big thank you to our community scholarship sponsors. This year, more than \$130,000 was given to our graduating seniors at the Senior Scholarship and Awards Night on June 2.
- Congratulations to this year's Educator of the Year, Carrie Canoni, Poquonock School, and Paraeducator of the Year, Beth O'Shea, Oliver Ellsworth School. Ms. Canoni has been teaching for 25 years, 17 at Windsor Public Schools and 9 in her current position of STEM Coach. Ms. O'Shea has been with Windsor Public Schools for 21 years, 15 years as a paraeducator and in her current position for 7 years.
- Our Connecticut Association of Boards of Education (CABE) Student Award Recipients for 2021-2022 are Breon Parker, Jr. and Emma Butterick, Windsor High School and Maget-Ami Niang and James Wong, Sage Park Middle Schools. These outstanding students are selected for their exemplary leadership qualities as defined by a list of criteria developed by the CABE Board of Directors. The students were recognized at the May 17, 2022 BOE meeting.
- The WHS Juried Art and Fashion Show took place on May 18, 2022. The following students will receive \$150 each for their work, chosen as this year's purchase prizes. They are: Board of Education Purchase Prize to Ainsley Sasportas for "Counting Sheep"; Superintendent's Choice Purchase Prize to Aminah Aitazzi for "Woman", to Sage-Marie Desrosiers for "Solidarity"; and WHS Purchase Prize to Subha Kammili for "Start of Journey". Artwork will be framed and displayed at L.P. Wilson and WHS.
- The WPS Summer Reading program will soon be underway for students in all schools. Families and community members may visit the district website to view more information.

- The last day of school for students Pre-K to Grade 11 is Monday, June 13, 2022 (early dismissal).
 - The Board of Education will hold its last regular meeting of the 2021-2022 school year on Tuesday, June 21, 2022 at 7 p.m. in the Board Room at L.P. Wilson. The WHS Art Purchase Prize recipients will be honored that evening.
- b) Hartford Area Cable Television Advisory Council (HACTAC)

HACTAC Member, David Raney, stated that HACTAC is a volunteer board mandated by the State legislature whose mission is to advocate the best possible service for cable television customers within the six town Hartford franchise area which includes Bloomfield, Hartford, East Hartford, West Hartford, Simsbury and Windsor and to support the services of education and governmental access. The Council meets regularly to discuss with the providers items such as franchise renewal, service changes in addition to customer preferences and complaints. Each town has two members on the Council. Mr. Raney introduced Charles Jackson who is also on the Council representing Windsor and is their Treasurer. Both Mr. Raney and Mr. Jackson are on the WIN-TV board as well. During COVID, the Council went from meeting monthly to bimonthly and moved to Zoom only. Mr. Raney shared Hartford's website www.hactac.org which identifies enabling legislation, bylaws, minutes and agendas and ways for people to submit questions or suggestions.

Mr. Jackson stated that they need to hear from citizens on how they get their TV and cable. The definition of cable has changed but not legislatively. When it comes to funding, if you don't have a cable box, you are not being counted and funds aren't going to the cable access stations.

Councilor Walker asked with the reduction of people who aren't using cable services for their TV, how does HACTAC help push our government meetings if they don't have cable. Mr. Jackson responded that the town has addressed that by making meetings available on the town's website. He stated that they really need people to talk to them and hear from them.

Deputy Mayor Rampulla Bress thanked them for their report and information. She remembered that there was a discount for older people and those with a limited income. She asked if there were discounted services for those that might need it. Mr. Jackson stated that before COVID there was a program. Comcast was pushing for extremely discounted services. He wasn't sure if it included cable. It was primarily for students and those on assistance. There was also a rebate for purchasing computers. He stated that residents would need to inquire through their cable company to learn about discounted services.

Jenny Horan, Executive Director of Windsor Community Television (WIN-TV), gave a report. She reported that they are located at the L.P. Wilson community center and are celebrating their 40th anniversary this year. Their mission continues to be to protect and increase the freedom of expression, to provide local government transparency, to inform the community

of important and relevant resources available, to build communication and understanding between neighbors and to provide free training and equipment for our residents to express their constitutional right to freedom of speech. There are three channels: access, education and government which all run 24 hours a day on Comcast and Frontier channels. She gave a list of programs and classes they have provided over the last year.

Ms. Horan stated they are funded primarily by the cable companies. They are a small staff with no full-time employees. The continued loss in funds from the cable companies makes fulfilling their mission a challenge. She thanked the town for their continued support and for providing information during the pandemic of available recovery resources.

Councilor Eleveld stated that they provide a great service and that he is thankful for it. He asked if the Board of Education meetings could be included on the town's website. Ms. Horan stated that would be a decision for the town and the Board of Education to make. He also stated that he recently watched a Board of Education meeting and he wasn't able to hear any of the presenters or questions. Ms. Horan stated that she is aware of the meeting that he mentioned. There was a lack of microphones that evening and people don't always realize how important it is for them to speak into the microphones for everyone to hear. It is a learning process.

Deputy Mayor Rampulla Bress thanked Ms. Horan for all the contributions she's made to the community and for all the opportunities that have been given to students over the years.

Councilor Dobler asked if Ms. Horan had any basic numbers over the last 5 years of the percentage the funding has gone down. Ms. Horan stated that this year alone they are down by about \$6,000 which is a lot. They get about \$68,000 per year from the cable companies. It has been consistent over the last few years that they lose about \$2,000-\$4,000 every year. Councilor Dobler suggested that they have been losing about 5% every year and Ms. Horan agreed.

Councilor Walker thanked Ms. Horan for all she has done and encouraged her to talk with Town Manager Souza to see if the town can do anything to help with funding.

Deputy Mayor Rampulla Bress reminded everyone that they can support WIN-TV by signing up on Amazon Smile where a portion of their purchases could be donated to WIN-TV.

8) TOWN MANAGER'S REPORT

Community Investment Fund Grant Program

The State of Connecticut recently issued a Notice of Funding availability for their new Community Investment Fund Grant program. This competitive grant program is made available to approximately 55 municipalities that meet certain criteria as either a Public Investment Community or their school district is designated as an Alliance District. Grant applications are

to be submitted by no later than July 25th. Staff and I are reviewing the program guidelines and will be evaluating which projects or programs might compete well.

State Law Concerning Financial Incentives for Data Centers

In 2021, the General Assembly adopted legislation that provides for state and local tax incentives for data center facilities based on the level of overall investment in a 5 year period. Current law calls for a locality to provide local tax incentives through a negotiated 'host community' agreement if over \$200 M in investment is made in real or personal property over a 5 year period. Staff has begun to do more in depth research on the adopted law as we have recently fielded inquiries from developers and entities interested in data center development or investment. A 'host community' agreement would need to be considered and acted upon by the Town Council.

Unregistered and Junk Car Enforcement

We have increased enforcement of the town's Abandoned, Inoperable and Unregistered Vehicle ordinance. (Article VI). Currently we have 2 individuals working part-time to gain compliance. They have identified multiple locations across town where there appears to be violations of the ordinance provisions. Staff is in the process of making contact with the property owners to gain compliance. Per the ordinance, residents may apply for a temporary storage permit to keep the vehicle stored outside of an enclosed structure.

Juneteenth Celebrations

Windsor and Bloomfield are partnering to present numerous Juneteenth celebrations of Freedom Day. On Saturday, June 18th there will be two events taking place to honor Juneteenth.

- The first event will take place at the **Wilson Branch Library from 10:30 a.m. to 12:30 p.m.** The event will include a libation and African Drum & Dance performance, student performances, mask making, indoor activities for smaller children, vendor tables, snacks and more! This event is outdoors. Bring your own lawn chairs or blankets.
- The second event will be the **Juneteenth Community Parade** which will start at 11:00 AM from First Cathedral Church in Bloomfield and will march to the Blue Hills Fire Department in Bloomfield. If you'd like to be in the parade, please go to the town website at www.townofwindsorct.com to fill out an entry form and to get more information on the event.

On Sunday, June 19th there will be three events to celebrate Juneteenth.

- The first will be a **Community Church Service** at 10:00 AM at Hopewell Baptist Church with Reverend Dr. David Massey.
- The second event will be a **Picnic on the Windsor Town Green** from 1:00 PM – 4:00 PM. There will be entertainment, music, dancing and food. Lots of fun for everyone! To have a booth on the Town Green, please click on the following link and scroll down until you see this event. Instructions will be on the page. <https://lp.constantcontactpages.com/cu/U2idx1D>
- The third event will be a **Bloomfield Community Cookout** that will be held from 2:00 PM – 6:00 PM at the Blue Hills Fire Department, 1021 Blue Hills Avenue, Bloomfield. This will be another great opportunity to enjoy a day outside with the family. There will be various entertainment, music, kid's activities and a food truck!

Juneteenth Black History Jeopardy

Back once again is the famous Black History Jeopardy event on June 17th from 6:30 PM to 8:30 PM at town hall in the Council Chambers. Hosts of the event will include the Honorable Kevin Washington and Kevin Booker, Jr. This will be a fun spirited game amongst teams. Just think, if you win, you get bragging rights! There are currently 4 spots left. To register as a team, please go to: <https://lp.constantcontactpages.com/su/3KGyX5v> .

38th Annual Chamber of Commerce Auction

It's that time of the year. The annual Chamber of Commerce auction will be happening on June 10, 2022 from 6:00 PM – 9:00 PM at the Mill Brook Clubhouse, 147 Pigeon Hill Road. This event will be in-person and we'll be bringing back fun with a celebration of the 1980's. So be sure to bring your mullets, teased perms, and spandex leggings to the event. This year's auction proceeds will benefit the Shad Derby Festival and the Windsor Chamber of Commerce. Tickets are \$50 per person, or buy two for \$95. Buy your tickets soon at windsor2022.givesmart.com or call 860-688-5165 for more information.

'AAA' Credit Rating Reaffirmed

The town's AAA credit rating has been reaffirmed by Standard and Poor. This is the highest rating a municipality can attain. S&P stated that the rating and stable outlook reflects the town's:

- Stable tax base
- Strong management practices supported by a strong institutional framework
- Consistent surpluses which continue to support very strong fund balances; and
- Low carrying charges with predictable debt plans offset by rapid amortization, and limited pension pressures

This 'AAA' rating should help the town obtain competitive interest rates as we prepare to borrow approximately \$6.7M in bonds later this week.

Councilor Dobler asked about the unregistered vehicles. Would that include boats and trailers? He noted that he had seen some RVs that haven't moved for years and he assumed they are not registered. Town Manager Souza stated that he would have to look specifically at the ordinance but he believed the ordinance relates to motorized vehicles. We do have zoning regulations for placement of RVs, trailers and boats. If they do have concerns with that they can contact our building and zoning enforcement official.

Deputy Mayor Rampulla Bress congratulated Town Manager Souza and the staff on the AAA rating.

Councilor Eleveld asked if there would be the ability for town staff to see if the registration matches the car. Town Manager Souza stated yes, they do.

Mayor Trinks mentioned that during budget workshops Chief Lewis from the Fire Department had said there was a bill floating around the capital about reimbursement for state road call outs,

did that go anywhere? Town Manager Souza stated that he believed that legislation did get passed by the general assembly. It is a relatively small amount of dollars and he believed it was just for the Fire Department response and not for EMS. If his recollection is in error, he will let Council know.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – None

Finance Committee – Councilor Terranova reported that the Finance Committee met a couple of weeks ago. They reviewed the TIF policy which is on the agenda this evening. They also discussed the Fund Balance Policy and will bring that forward at a future Council meeting. The Committee did a little bit of work on the Tax Abatement Policy but they have more work to do until it is ready to bring back to the Council. They are meeting next week to review the end of year financials.

Personnel Committee – Deputy Mayor Rampulla Bress reported the Committee will meet next on June 29 at 5:30 p.m. They will be interviewing some candidates and looking for input from the community on the Council on the Arts. There are a few openings on boards and commissions and if anyone is interested in volunteering, go to the town's website and fill out an application.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

a) Approve Tax Increment Finance Policy

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Terranova, to approve the attached Tax Increment Financing Policy as presented.

Councilor Terranova gave an overview of the Policy.

The Tax Increment Financing (TIF) can be a useful tool to catalyze economic development. It uses anticipated future increases in property tax revenues to generate incremental tax revenues from a specific development project or projects across a designated district to help pay for current costs associated with development or enhancements to the district. These can be public and/or private costs. He stated the proposed TIF Policy was presented to the Town Council at its March 21, 2022 meeting and was referred to the Finance Committee for review. The Finance Committee provided feedback on the proposed policy update at its May 23, 2022 meeting. Based on committee input, the proposed policy has been adjusted.

The Finance Committee discussed several elements of the proposed TIF Policy during its meeting including:

Determining District Terms

Towns can establish TIF districts for up to 50 years but most communities that have designated districts have chosen periods of 20 or 30 years. The Finance Committee concurred with the Policy recommendation for terms up to 20 years with the ability of the Town Council to extend the term should there be a continued benefit from the District(s).

Determining Percent of Capture

Another consideration for communities is what percentage of Incremental Revenue will be captured for use within the TIF district. Communities that have designated districts have chosen between 50 and 100 percent capture. As the overall physical condition and market strength of the district can help inform what percentage of capture is most appropriate, the Finance Committee concurred that the percentage of capture would be determined as each TIF District Master Plan is approved.

TIF Advisory Committee

State law recommends, but does not require, a TIF Advisory Committee. The Policy calls for the Economic Development Commission to be charged with advising the Town Council and Town Manager on the creation and implementation of the District Master Plans. It was recommended by the Finance Committee to incorporate language into the Policy that the EDC would seek input from town staff, as well as residents within proposed or approved districts, in developing their recommendations.

Consideration of Credit Enhancement Agreements (CEAs)

CEAs are a mechanism for providing assistance to property owners or developers undertaking development projects in the TIF District. A CEA is a contractual agreement between the Town and Applicant that allows the Town to provide reimbursements of future incremental property tax revenues to the Applicant in exchange for development expenses incurred by the owners/developers for their project.

The Policy allows for CEAs to be up to the full term of the district and up to 100% of the TIF revenue produced from the particular property. This is in keeping with what other communities that have adopted TIF districts have done to date and was acceptable to the Finance Committee. When considering an application for a CEA, the Finance Committee also was in favor of requiring a minimum investment of five hundred thousand dollars (\$500,000) in development costs and a minimum applicant equity contribution of ten percent (10%) of the project.

It was recommended that the Finance Committee should have the opportunity to review applications for new TIF districts, as well as CEAs. The language to that effect was incorporated into the Policy.

Councilor Eleveld stated that when looking at the red-lined document, he sees very few real changes to this document. He asked what were the State mandated changes, if any. Town Manager Souza stated that the red-lined document in the agenda packet is an entirely reformatted and new policy based upon the 2015 state law. The town's existing policy was

created in 2002/2004 and was geared more towards using town dollars and revenues to advance a project. He stated that what is before Council this evening is a comprehensive re-write based upon the 2015 state law which modernized the enabling legislation. The red-lined document before Council are suggested edits from the Finance Committee.

Councilor Terranova added that the original policy was presented by Patrick McMahon earlier in March and was included in that agenda packet along with the new policy.

Deputy Mayor Rampulla Bress thanked the town for putting in the additions that were spoken about, especially the multi-family housing provision and the green technology as criteria. She stated she would be more comfortable if we had a citizen on the Advisory Committee when the TIF is created. She thought it was important to get buy in from the community and to make sure someone who is passionate in that particular TIF district, and who's not related to the EDC as it stands, be included on the Committee. She asked the Council to consider an idea the Finance Committee had that when a TIF district is about to be created, to invite a person or business owner from that district to attend a meeting.

Councilor Dobler stated that the Finance Committee is spot on and that we need to have the most flexibility as possible. One TIF district is going to be different than the next one. He thought that if we had the opportunity to address citizen perception, then we should explore it and what that would look like to address it.

Councilor Terranova stated she thought it would be beneficial to include an additional representative on the Committee to help address some of the feedback and perception Councilor Dobler mentioned. It would show that the Council has heard citizens. It will also make them feel like they are a part of something rather than having something done to them, which is language Council has heard from citizens. She thought this would go a long way in really showing inclusivity which is something we have really been trying to do. Council would need to figure out how to add that person. She suggested putting a call out to those living in a particular area and citizens could submit their names to the Town Manager since he appoints EDC folks to begin with. She stated if Council was in agreement, then they could work on changing the language in the Policy.

Councilor Smith agreed with the concept, but who would the appointing authority be and how would it be determined who is on the Commission if there was more than one applicant.

Councilor Terranova stated that Council could decide if it would fall to the Town Manager because he appoints the other members or they could say it would fall to Council.

Councilor Eleveld stated the purpose of the Committee would solely be for the advisement to the TIF district, however long that would take, and then they would disband. He also presumed that Council would not preclude someone who has an interest in multiple areas. He asked if his summary was correct.

Councilor Terranova responded that the advisory committee would be the length of the district term because it also includes recommending how to spend that revenue so it could be 20 years. It wouldn't necessarily be the same individual for the whole life of it, but someone that would be representative of the community. She responded to the second part of Councilor Eleveld's question by stating she didn't think we'd want the same person in multiple districts if they didn't have some connection to the district.

Councilor Eleveld stated that we would be looking for someone who has a nexus to the district. Councilor Terranova said yes.

Councilor Eleveld asked if it would just be one person. What if three people showed up? Councilor Terranova said that it is open for discussion. We know how hard it is to find volunteers, but we would want at least one person to participate and vote in the meeting which is really the goal.

Deputy Mayor Rampulla Bress shared that the EDC has a variety of people and representatives on it. They are a good commission. She stated that what we saw in other communities was when they did the TIF Advisory Board there was a smorgasbord of types of advisory boards. The Finance Committee primarily felt the EDC was the place where we wanted this to be, but we really felt we were missing that one community representative who had a stake in it. That's why we came up with this compromise. We didn't feel like we needed to reconstitute a whole new advisory for every TIF.

Council Dobler stated that he wasn't in favor of stating that we always have to have a representative from the district. He liked having the flexibility to say that we want five in a district or maybe we don't want any in another district.

Councilor Walker asked if the Finance Committee discussed everything that we are discussing tonight. Councilor Terranova replied yes. He asked if the Committee is ready to move forward as he was unclear. Councilor Terranova stated that at the Finance Committee meeting, they decided that they wanted to include a citizen representative but in the Policy that is here tonight, the language is not that specific and says the Committee would seek input. She wanted to see if people thought that language was enough or would they like something more specific like what was discussed during the Finance Committee meeting.

Councilor Eleveld asked Town Manager Souza if Great Pond Village is the only TIF district currently in Windsor. Town Manager Souza stated that it is modeled after a TIF district. It was done through a special act of the legislature and so it has a different governing structure than what is before you this evening.

Councilor Eleveld stated that Great Pond has a commission and he asked if it would be possible to set up that kind of commission or body related to any TIF district that would come along. Town Manager Souza stated that it is a possibility. They would have different roles and responsibilities but you could create that advisory committee for each district. District 1 could be comprised of three members of the EDC, two or four residents/property owners, so there is a tremendous

amount of flexibility by the State enabling legislation. It is a question for the Council to decide how to structure that input.

Councilor Eleveld said to take Town Center as an example. We have the Arthur Drug Plaza project that is being discussed and he recently was made aware that there is something going on with the old artery/Scranton dealership which is across from Jim's Pizza. Would we envision a singular commission to govern that whole area? Town Manager Souza stated yes. A town center TIF district would be larger than just one individual site or parcel although there is no prohibition in state law that says it has to be greater than one parcel.

Deputy Mayor Rampulla Bress stated that there was consensus on the Finance Committee that the EDC did have a variety of people who lived in different districts and expertise that would be important to this decision making. She didn't think there needed to be a new Advisory Committee for every TIF district. She thought we'd use the EDC as a base and we can expand as Councilor Dobler said or not, depending on the need.

Mayor Trinks asked if there was anything in the motion that needed to be changed before taking a vote.

Councilor Terranova stated the only piece that the Finance Committee was looking to change was the Advisory Committee section of the Policy. She proposed the following motion.

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress to amend the last sentence on page 3 under the "TIF Advisory Committee" header to read, "The EDC will solicit input from town staff, as well as residents and property owners within proposed or approved districts, including the opportunity for one or more citizen representatives with a connection to the district to be seated on the advisory committee during the development of its recommendations."

Motion Passed 8-0-0 (Gluck Hoffman absent)

12) NEW BUSINESS

a) Approve Priority Redevelopment List

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, that the attached Priority Redevelopment Properties List as amended, to remove the former Roger Wolcott School property and to add the Windsor Center Plaza property, be adopted as presented.

Patrick McMahon, Economic Development Director, reported that in December of 2002, the Town Council adopted a Tax Increment Financing Policy as one tool to encourage the redevelopment of key vacant or underutilized properties. As part of that policy, the Council approved a Priority Redevelopment Properties List to provide guidance regarding which sites should be eligible for Tax Increment Finance assistance. In recommending the initial list, the Economic Development Commission included a statement of its purpose and procedures and

criteria for updating properties. One of these provisions states that the Commission should review the list annually and report its recommendations for additions or deletions to the Town Council. This does not preclude the list being amended more frequently than annually.

Mr. McMahon stated the Economic Development Commission reviewed the Priority Redevelopment Properties List during a special meeting on February 2, 2022. A status report on each property was presented by staff and discussed by the Commission. A copy of the status report was distributed as part of the agenda packet. He stated following its review, the Commission voted to recommend that the former Roger Wolcott School property be deleted from the Priority Redevelopment Properties List due to its transfer to CREC.

Mr. McMahon shared that the Commission considered the addition of the Windsor Center Plaza in light of the criteria included in the Priority Redevelopment Properties Policy. The property meets a number of the criteria: the Plaza is very visible and located on heavily traveled roadways; there is an active redevelopment opportunity related to the site; the Windsor Center location and proximity to the train station provide potential multiplier effects; and the substantial costs to build new mixed-use structures, as well as demolish and/or renovate existing structures represent a major difficulty to redevelopment without assistance. Mr. McMahon stated that the Economic Development Commission recommends approval as presented.

Councilor Smith stated he could understand the development of brown fields or vacant lots but he didn't understand why a viable business is slated for this list. He asked Mr. McMahon to explain more in detail other than it is very visible. Mr. McMahon asked if he was referring to the Windsor Center Plaza property and Councilor Smith said yes, absolutely.

Mr. McMahon stated that whenever there is a major development, there is often different levels of financing that a developer has to look at. They have to look at the equity they are bringing to the table, any kind of clean up, construction costs, bank financing and grants and loans they can get. Often there is a gap in this day and age with construction costs and inflation rising. These projects will often not pencil out just on debt financing through a bank. There has to be some potential community participation by way of a tax agreement or identifying a grant through the State or federal funding sources. Those are the types of things that need to come into play to make these types of projects work. Bottom line is if the project doesn't pencil out, the project doesn't get done and you don't necessarily get the tax revenue being generated from that property. With Windsor Center Plaza, the intention is to build some new structures and move existing tenants forward into the front building. A few of the restaurants that exist today would remain on that site. He stated the businesses that are there are being listened to and heard and they are trying to work it into the overall program for that property.

Deputy Mayor Rampulla Bress asked Mr. McMahon to list a couple of the criteria that puts someone on this list. Mr. McMahon read the criteria from the Policy to the Council. She thanked him for that information.

Motion Passed 6-1-0 (Councilor Smith against, Councilor Black-Burke not present and Councilor Gluck Hoffman absent)

- b) Approve applications for submittal under the Neighborhood Assistance Act Tax Credit Program

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Dobler, that the attached resolution approving applications for participation in the 2022 Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services be approved.

Flavia Rey de Castro, Community Development Specialist, reported that the Neighborhood Assistance Act (NAA) Tax Credit Program, established by the Connecticut General Assembly, offers non-profit and municipal organizations an opportunity to enhance their fundraising capabilities by offering tax credits to eligible corporations. Corporate donors receive a tax credit against their state corporate tax liability in an amount equal to 60% of their contributions or, in the event the proposed activity is an eligible energy conservation project, equal to 100% of their contribution. All applications are subject to approval by the local governing body, subsequent to a requisite public hearing to allow for public comment. Applications are ultimately reviewed by the Connecticut Department of Revenue Services as well.

Ms. Rey de Castro stated that the program has several statutory limitations, including the following:

- Businesses are limited to a tax credit of \$150,000 annually
- Non-profits may receive up to \$150,000 in contributions annually
- The minimum contribution on which a tax credit may be granted is \$250
- The program has a \$5,000,000 overall cap, which if exceeded, results in proration of approved donations.

She stated they have received the following applications this year:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 8,000	2022 Program Sponsorship
Connecticut Radio Information System, Inc.	\$ 5,000	Audio Accessibility Program
St. Gabriel School	\$98,778	Energy Efficiency

Ms. Rey de Castro said the dollar amounts listed above for each applicant are essentially fundraising goals for participating organizations. It is up to the applicants to secure donations from corporate sponsors using the NAA Tax Credit program as a financial inducement.

Deputy Mayor Rampulla Bress asked if this is a common number of applicants and how can we get the word out so that more organizations take advantage of this opportunity. Ms. Rey de Castro stated that for the last couple of years that she has been involved with the process, there have been three or so agencies that have applied. For outreach, we send a few email blasts to civic organizations providing information and a link to apply. It's also on the town's website and we do a press release as well.

Motion Passed 7-0-0 (Councilor Black-Burke not present and Councilor Gluck Hoffman absent)

c) Approve amendments to Payroll and Benefits Assistant job description

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld that the job description for the Payroll & Benefits Assistant position be approved as presented.

Amelia Bliss, Human Resources Director, reported that the Finance and Accounting Department of the Administrative Services Unit includes the unaffiliated full-time positions of Finance Director, Assistant Finance Director, Accountant, and Payroll & Benefits Assistant. The payroll position will become vacant due to a retirement late this summer. It is customary for town staff to review job descriptions when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. The job description for the Payroll & Benefits Assistant position was reviewed by the Assistant Finance Director, Finance Director and the Human Resources Director. Some changes are necessary for it to reflect the current duties and minimum qualifications of the position.

Ms. Bliss stated that the Payroll & Benefit Assistant position is responsible for performing confidential technical and administrative work preparing and processing the Town's weekly payroll for approximately 300 employees, as well as managing employee and retiree benefit information including pension processing and benefit deductions. The Job Title for this position is proposed to be changed from "Assistant" to "Specialist" to better reflect the responsibilities of the position. Other proposed changes are intended to detail the duties of the position more accurately.

Councilor Eleveld stated there was recently a piece written by a former IBM CEO where they went through educational requirements in job descriptions of which the vast majority required a bachelor's degree and when they finished reevaluating those positions, they discovered that a third or less of those positions actually made sense to have a bachelor's degree. He asked if this is something Ms. Bliss is looking at when reviewing these job descriptions. Does the position really require a bachelor's degree or an associate's degree versus someone who has 10 years worth of experience under their belt? Ms. Bliss said yes, we do look at that and we always include any combination of education and experience that makes them qualified so we have that flexibility.

Motion Passed 7-0-0 (Councilors Black-Burke and Gluck Hoffman were absent)

d) Approve job descriptions for Budget Manager/Senior Accountant

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith that the Budget Manager/Senior Accountant job description be approved and the position be placed in pay grade 6 of the Administrative Pay.

Amelia Bliss, Human Resources Director, reported that the Finance and Accounting Department of the Administrative Services Unit includes the unaffiliated full-time positions of Finance Director, Assistant Finance Director, Accountant, and Payroll and Benefits Assistant. In addition to these full-time positions, the department also includes a part-time seasonal Accountant/Budget Analyst position which recently became vacant. It is customary for town staff to review job descriptions when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. The job description for this position was reviewed by the Assistant Finance Director, Finance Director and the Human Resources Director. Concurrently, department leadership reviewed their department structure to identify possible adjustments or realignments. It is recommended that making the part-time, seasonal Accountant/Budget Analyst position a full-time Budget Manager/Senior Accountant and to fill the Accountant position on a part-time basis which would best meet the needs of the Finance Department and organization at this time and going into the future.

Ms. Bliss stated that the preparation of the town's budget has been managed on a day to day basis by a part-time seasonal staff member. Based on the responsibilities, the year-round nature of budget management and monitoring, and the specific tasks required during the budget process, the Finance Director is proposing that the new full-time position of Budget Manager/Senior Accountant be approved. The main duties of this position would include preparation, analysis and development of the town's budget document; monitoring and analyzing department budgets throughout the year; and, preparing various budget forecasts, reports, schedules and recommendations. The position will also be responsible for senior accounting functions including managing general and subsidiary ledgers; overseeing financial system entries for accounts payable, receivable, payroll and accounting; and preparing financial statements, year-end reports and cost analysis for labor negotiations. A job analysis questionnaire and point factor evaluation were completed and the results indicate the position should be placed in pay grade 6 of the Administrative Pay Plan (\$61,020-\$85,425).

Town Manager Souza stated that part of this is looking to the future. We had a fabulous part-time budget analyst who had previously been a full-time accountant with us and she made a change recently. He said this provides some growth opportunity for our current incumbent in our accountant position to provide a more well-rounded involvement in our budget process. He stated he appreciated the Finance team evaluating their skill sets as part of their team and coming forward with a suggested change.

Councilor Walker stated that both of the job descriptions include that they must have a 10-key calculator. Our phones have calculators. Why include this requirement? Ms. Bliss stated that from her experience sitting in finance and working through things they actually have to have the tape and they save them.

Motion Passed 7-0-0 (Councilors Black-Burke and Gluck Hoffman were absent)

- e) Approve amendments to Accountant job description

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith that the Accountant job description be approved as presented.

See details from agenda item 12D.

Motion Passed 7-0-0 (Councilors Black-Burke and Gluck Hoffman were absent)

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, to accept the resignation of Kevin Washington from the Inland Wetlands and Watercourses Commission.

Motion Passed 7-0-0 (Councilors Black-Burke and Gluck Hoffman were absent)

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the May 16, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld to approve the unapproved minutes of the May 16, 2022 Regular Town Council meeting as presented.

Motion Passed 7-0-0 (Councilors Black-Burke and Gluck Hoffman were absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

16) EXECUTIVE SESSION – None

17) ADJOURNMENT

MOVED by Councilor Eleveld, seconded by Councilor Walker, to adjourn the meeting at 9:37 p.m.

Motion Passed 7-0-0 (Councilors Black-Burke and Gluck Hoffman were absent)

Respectfully Submitted,

Andrea D. Marcavitch
Recording Secretary