



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
June 20, 2022
Regular Town Council Meeting
Council Chambers**

APPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 p.m.

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

Not Present: Councilor James Dobler and Councilor Len Walker

2) PRAYER OR REFLECTION

Councilor Smith led the group in reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Smith led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS – None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Kathy Carroll, 35 Parkwood Drive, spoke about pickle ball courts in Windsor and encouraged Council to make needed repairs.

John Kelling, 404 Candlemaker, gave a handout to Council with photos showing the current condition of pickle ball courts in Windsor. He reported they are in poor condition and asked for Council's attention in repairing them.

Chris Liquori, 32 Hampden Place, was present with his young son, Nico. They are avid pickle ball players and the game draws people from all ages. They would love to see more pickle ball in Windsor.

Dave Kaylee, 15C Harmon Drive, shared that he is a new pickle ball player and that the group is friendly, supportive and enjoyable. He hoped changes can come about to improve the courts in town.

George Slate, 74 Ethan Drive, learned in May that the John Mason statue is not going to be moved and he wanted to know if the town would be refunded the \$35,000 in grant money. He read in the May 16, 2022 Council minutes that a homeowner's association requested that the town help maintain their private roads. He did not support this. Lastly, he questioned why the town did a proclamation for Juneteenth as there is no proclamation for any other federal holiday.

Coralee Jones, 1171 Matianuck Avenue, read an article in the Journal Inquirer which reported that Windsor qualifies as a "distressed" town and stated that if this is so, we should not consider establishing a marijuana store. She communicated that she doesn't want a marijuana store in Windsor and would like the question to go to a vote. She also questioned why we are pushing for more affordable housing and is concerned with the use of town resources.

Paul Poirier, 77 Mack Street, is a long-time resident and would like to see pickle ball courts in Windsor like those in South Windsor, Bloomfield and Enfield. He would support the effort for new or improved courts.

William Pelkey, 133 Portman Street, reported police vehicles speeding on his street without their lights on. He also shared that a radar speed sign went up recently which was placed two houses from a stop sign. He asked for better placement in the future of these signs.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Terranova – None

Councilor Gluck Hoffman – None

Councilor Black-Burke thanked everyone for coming to the meeting. She also thanked those involved with the Trucks, Traffic and Trash forum. Last Saturday morning, she marched in Bloomfield's Juneteenth parade along with Town Manager Souza and Councilor Walker. Windsor's Human Relations Commission collaborated with Bloomfield and hosted many events. She thanked them for all of the programs that were offered over the last weekend.

Councilor Eleveld – None

Deputy Mayor Rampulla Bress attended the open mic night for Juneteenth at the Windsor Arts Center. She thanked the Human Relations Commission who set up four days of exciting events in collaboration with Bloomfield to commemorate Juneteenth. She also wanted residents to know that there are new videos on the town's website and the Facebook page that have been produced by our staff that show stories of non-profits and small businesses in Windsor that were helped by the American Rescue Funds grants that were approved by the Council. She encouraged everyone to watch them and see how those funds made an impact.

Councilor Smith attended an awards ceremony where 17 fire fighters received promotions and years of service awards ranging from 5-55 years of service. He thanked them for their service.

Mayor Trinks asked Town Manager Souza to see what could be done about improving the pickle ball courts in town.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Commissioner Gary Johnson reviewed the following projects:

1. Fire and EMS Station Design Project – 9912

The general contractor has completed the apparatus bay epoxy floor coating repairs. Town staff is still in the process of receiving all closeout documentations from the general contractor. The PBC is holding \$276,000 in retainage until project documentations are completed.

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

The contractor Sav-Mor Cooling of Southington, CT has started project work. Presently available first floor classroom heat pumps are being installed. Due to current supply chain logistical issues; the first floor heat pump equipment has been delayed until end of August. This will delay completion of first floor classroom air conditioning. This project is now scheduled to be completed into 2023 because of equipment delays.

3. Aquatic Facilities Improvements Design

The PBC is expecting the architect to present the completed construction drawings to the Commission at its next meeting. Upon review and approval, the project will be available for town staff to bid according to the town Capital Improvements Projects schedule.

4. Milo Peck School HVAC Construction – 9538

The PBC has authorized the architect, Salamone and Associates, to proceed with complete project redesign utilizing all available alternative energy equipment. Once they complete the new design, they will complete a cost benefit life cycle analysis comparing the original design versus the new design. This analysis is expected to be presented to the PBC at its August 2022 meeting.

5. Clover Street School Roof Replacement Design Project – 9549

The project design architect, Hibbard & Rosa, is working on completing the construction drawings. The PBC expects to review the completed drawings at one of its meetings in September 2022.

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

The PBC expects the architect to present the completed construction drawings at its meeting in July 2022. The PBC will review drawings and potentially proceed to bidding by town staff.

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

The contractor has ordered all new equipment but current logistics have the new equipment arriving in 12 weeks. Town staff and the contractor will coordinate with Parks and Recreation staff when the contractor can schedule all interior work before exterior equipment arrives.

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

The PBC expects to review schematic design drawings at their second June 2022 meeting.

9. Design for LP Wilson BOE Restroom Renovations – 9553

The PBC expects to review schematic design drawings at their second June 2022 meeting.

10. LP Wilson Social Services Relocation Project

The PBC has awarded this project to Frank Zaino Associates of North Stonington, CT. Abatement of HazMat is being coordinated by town staff. Once abatement is completed construction work will start. The PBC expects project work to be completed in September 2022.

11. O'Brien Field House Renovation Design Project

The PBC has awarded this project to Kaestle Boos Associates. The PBC expects KBA to complete the feasibility study in September 2022.

b) Housing Code Board of Appeals

Chair John Sasporatos reported that the Board hasn't meet in the last four years and that there haven't been any issues for them to address. The Board is comprised of four members and they currently have one democratic vacancy. He thanked staff for handling complaints and violations. He stated they are eager and willing to serve.

Deputy Mayor Rampulla Bress asked Mr. Sasporatos to share an example of what the Board mediates for new Council members. Mr. Sasporatos shared that four years ago, yard maintenance was a big complaint for properties going through foreclosure. If staff wasn't able to get the owner (bank) to comply then the owner (bank) would meet with the Housing Code Board of Appeals where they could enforce daily penalties to them until the work was done. If the owner (bank) still didn't do the work then the town would take care of it and lien the property for the work that had been done.

Deputy Mayor Rampulla Bress shared that any commissioner's term remains in place until a replacement is chosen or they resign. She informed Mr. Sasporatos that Ms. Orme still remains on the Board even though her term ended in 2018.

c) Historic District Commission

Chair Steve Rubino wasn't present at the meeting. Mayor Trinks asked the Commission to reschedule their report.

8) TOWN MANAGER'S REPORT**Police Cadet/CT Maher Promotions Solicitation Drive**

The Windsor Police Cadets, in conjunction with C.T. Maher Promotions, will be conducting a solicitation drive between July 1, 2022 and September 30, 2022.

Representatives of C.T. Maher Promotions will be contacting local businesses and residents, requesting donations. A portion of the proceeds will benefit the Windsor Police Cadets.

Anyone with questions or concerns should contact C.T. Maher Promotions @ (860) 657-9494 or Sergeant Bernard Petkis @ (860) 298-4322.

If you wish 100% of your donation to go towards the program, please mail it directly to the Windsor Police Cadets, c/o Sergeant Bernard Petkis, 110 Addison Road, Windsor, CT 06095. Do not use the envelope provided by C.T. Maher Promotions.

July is Parks and Recreation Month

Windsor Recreation and Leisure Services is celebrating Park and Recreation Month, an initiative of the National Recreation and Park Association (NRPA), this July. We are celebrating how the Town of Windsor is stronger, more vibrant, and more resilient because of parks and recreation. Our recreation staff has planned a variety of activities to celebrate the month with special events and programs for residents of all ages and abilities such as Movie Nights, Block Parties, Float Nights at the Pool, Theatre Performances, Senior Kayaking, Sunset Yoga and more! Our local parks are often our first experience in nature, our introduction to a favorite hobby or physical activity. They are places to gather with friends and family, spaces to celebrate life's special moments, spots of respite and healing. For more information, call 860-285-1990 or go to: <https://townofwindsorct.com/recreation/>

Milling/Paving operations

The second round of this year's milling/paving operations is anticipated to begin during the third week of July, weather permitting. We expect the work to be wrapped up by the second week of August. Streets currently scheduled for rehabilitation include Indian Hill Road, Somerset Drive, Oxford Drive, Hampden Place, Macktown Road (railroad crossing to the vicinity of 120 Basswood Road), Settlement Hill, Randall Circle, Holcomb Hill Road, Silliman Circle, Scott Lane, Pigeon Hill Road bridge deck over I-91, and Kennedy Road bridge deck over Amtrak rail lines. Public works staff will be completing repairs to drainage structures on those streets before paving work begins.

Department of Public Health VAX VAN

The DPH VAX van will be at the Windsor Main Library, located at 323 Broad Street, on Tuesday, June 21st from 10:00 AM – 2:00 PM. This will be for those aged 5+ and older. No appointment is needed. Ages 5-17 will receive Pfizer, and those 18 or older have the option of Janssen, Moderna or Pfizer.

Ages 5-11 are now eligible to receive the Pfizer booster vaccine 5 months after the primary series!

This clinic is a walk-in clinic and recipients should bring their vaccine card, insurance card and ID. You can get a jump on filling out the necessary forms by going to the town's website at www.townofwindsorct.com. Forms can be filled out at the event as well. For more information, call 860-285-1824.

Windsor's Longest Day Concert on the Green

Bring your chairs and join us tomorrow night (June 21st) at 6:30 PM for Windsor's Longest Day Concert on the Green at 275 Broad Street. Noah Lis, from NBC's television show 'The Voice', will be performing during the event.

This event is being hosted by the Caring Connection Adult Day Health Center and Windsor Senior Center to raise awareness and show support for caregivers and those living with Alzheimer's Disease and related cognitive disorders. For more information, call (860) 547-0251.

Concert on the Green

First Town Downtown invites you to its first of a series of concerts which will be held on the Town Green at 275 Broad Street on June 23rd from 6:30 PM – 8:30 PM. This event is sponsored by the First Town Downtown Board of Directors. At this concert, there will be a variety of jazz styles performed by the Doug Maher Quartet.

Additional concerts will be held every Thursday afternoon on the Town Green from 6:30 PM – 8:30 PM from June 23rd – August 18th. Free. For more information, call 860-247-8982 or go to: <https://www.firsttowndowntown.org/programs/summer-concerts/>.

Farmer's Market

Get ready! First Town Downtown's Farmers Market opening day is June 23rd! The market takes place every Thursday this summer and fall through October 20th from 3:00 PM – 6:30 PM at 240 Broad Street. Enjoy a variety of fresh, locally grown produce and specialty items and musical entertainment by our very own "Tomaca" on opening day, June 23rd.

Wilson Branch Library Listening Sessions

Staff at the Wilson branch library will be conducting three listening sessions to get community input on how the branch can strengthen their role in serving resident and business needs.

The sessions will be on:

- July 11, 2022 - 5:45 PM – 7:15 PM
- July 13, 2022 - 10:15 AM – 11:45 AM

- July 16, 2022 - 1:00 PM – 2:30 PM

Please contact the Wilson Branch Library at 860-247-8960 for further information.

9) REPORTS OF STANDING COMMITTEES

Finance Committee – Councilor Terranova reported they met last week and there are three items – 12 d, e and f – on the agenda this evening.

Personnel Committee – Deputy Mayor Rampulla Bress reported that the next meeting is on Wednesday, June 29, 2022 at 5:30 p.m. She mentioned that this would be the last opportunity for resident input regarding the Arts Council/Commission.

10) **ORDINANCES** – None

11) **UNFINISHED BUSINESS** – None

12) **NEW BUSINESS**

a) Approve Lease Agreement for Luddy Carriage House

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, that the Town Manager is authorized to sign the proposed lease with Ewe and You Fiber Arts, LLC for use of the town-owned Luddy Carriage House, located at 261 Broad Street.

Patrick McMahon, Economic Development Director, reported that in September 2018, the town entered a lease with Ewe and You Fiber Arts, LLC for the Luddy Carriage House at 261 Broad Street. Ewe and You Fiber Arts, LLC sells yarns and fiber art tools and provides knitting and crochet classes by appointment. Rachel Schuster, proprietor of Ewe and You Fiber Arts, LLC, is interested in continuing to lease the property. The shop has attracted a strong customer base - some of whom enjoy the outdoor 'knit lounge'. The lease commenced at \$690 per month and increased approximately 3% each subsequent year. The current lease term expires on August 31, 2022.

Mr. McMahon explained that the proposed lease is similar in terms to the current lease. Key elements of the lease include:

- A five-year term effective September 1, 2022. The lease may be extended for one additional year with town consent.
- Monthly rental payments starting at \$775 and increasing 3% each year.
- Lessee is responsible for housekeeping, rubbish, liability insurance and phone and cable utilities.

- Town is responsible for property insurance, utility (electricity, natural gas, and water) costs, grounds maintenance, snow removal and major maintenance.
- Either party may terminate the lease with 60 days written notice.

Mr. McMahon stated that rent payments are deposited into the Special Revenue Fund account which is used to pay utility and maintenance costs. The proposed rental payments for the first year of the lease (September 2022 through August 2023) would be \$9,300.

Councilor Eleveld asked why a triple net lease is not being used which is standard in business. Town Manager Souza responded that the utilities that serve the carriage house are not separately metered. They run from the Luddy House.

Councilor Eleveld asked what are the cost of utilities? Town Manager Souza stated that it is difficult to estimate that because it is a small space and the Chamber of Commerce usage is sporadic. He could get the information for Council, but it would be an estimate.

Councilor Eleveld asked if the lessee is responsible for liability insurance or renter's insurance for their contents. Town Manager Souza stated yes. He added that section four of the agreement addresses insurance.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

- b) Approve Host Community Agreement with Cigna relative to data center reinvestment

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, that the Town Manager is authorized to sign the Host Municipality Fee Agreement with Cigna Corporation as presented.

Patrick McMahon, Economic Development Director, stated Cigna is looking to ensure additional capacity in the near term in order to support projected company growth. To that end, Cigna intends to spend \$386 million over the next five years at the WDC. The projected software spend is \$100 million and tangible personal property projected expenditure equals \$286 million. Projected tangible personal property spend includes both the refresh of existing assets as well as new personal property to support growth plans of the WDC.

Per *Connecticut General Statutes* adopted in 2021, the company may qualify for state and local tax incentives for data center facilities based on the level of overall investment in a 5 year period.

Mr. McMahon reported that current law calls for a locality to negotiate a host municipality fee agreement if over \$200 million in investment is made in real or personal property over a 5 year period. After discussions with town staff, Cigna is agreeing to continue to pay local property taxes at the prevailing mill rate without any abatement. A host municipality fee agreement is still required to memorialize that intent as it is a prerequisite to Cigna securing the state tax benefits under the law. A proposed agreement, which has been reviewed by the town attorney and was included in

the Council packet. A proposed agreement, which has been reviewed by the town attorney, is attached for consideration.

Mr. McMahon stated that the new investments are estimated to generate from \$1.3 million in year one to \$3 million in year five (not accounting for mill rate change due to property revaluation.) Annual revenue would begin to decline starting in year six as the first investments will be fully depreciated. Absent additional investment beyond year five, estimated tax revenues in years six through eight are projected to range from \$1.9 million in year six to \$860,000 in year eight.

Town Manager Souza thanked Cigna for their continued reinvestment in the Windsor facility.

Councilor Eleveld thanked Cigna for moving forward in the way that they are.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

c) Approve amendments to Youth Services Coordinator job description

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke that the Youth Services Coordinator job description be approved as presented and the position be placed in Grade 7 of the Administrative Pay Plan.

Amelia Bliss, Human Resources Director, reported that in the past few years additional responsibilities have been added to the Youth Services Coordinator position due to state mandates and program growth, therefore, town staff has deemed it necessary to review and update the job description in order to keep it current and to reflect organizational needs and state requirements. The updates have been reviewed by the Recreation and Leisure Services Director and the Human Resources Director. Some changes are necessary for it to reflect the current duties and responsibilities of the position.

Ms. Bliss stated that this position performs supervisory, administrative and professional work to coordinate and implement the town's youth service programs and activities. Essential duties include developing, implementing and promoting programs and activities for youth and families including social and emotional development, education about preventing drug and alcohol use, violent behavior and other prevention education and activities. Based on the changes to the position, a job analysis questionnaire and point factor evaluation were completed and the results indicate the position should be moved from pay grade 6 to pay grade 7. As of the new fiscal year, pay grade 7 range is \$71,710 - \$98,988.

Ms. Bliss and Paul Norris, Director of Recreation and Leisure Services, were present to answer any Council questions.

Councilor Black-Burke asked if this position is more youth services, youth development or are we bringing them together. Mr. Norris responded that the two are being combined. They are taking the Juvenile Review Board (JRB) piece and the youth development piece and putting them together.

Councilor Black-Burke wanted to call out very specifically that the individual in this position would be working towards youth development, not just for the JRB, but comprehensively in the work that is being done. Town Manager Souza stated the first bullet under essential duties and responsibilities addressed Councilor Black-Burke's comments. Mr. Norris further clarified that the Youth Services Bureau's primary function is youth development in the community.

Deputy Mayor Rampulla Bress shared that she believed that the town recruits and retains the best people when we compensate for additional responsibilities. She stated that the Youth Services Bureau staff is phenomenal and she has seen a lot of programs offered on social media. She thanked them for their work.

Councilor Gluck Hoffman asked how the data is currently being collected. Mr. Norris stated that currently it is funneled through the Police Department and held there. However, now the Youth Services Bureau (YSB) Coordinator will be responsible for collecting that data and relaying that to the State and other agencies.

Councilor Eleveld asked if the Police Department is already collecting that information. Mr. Norris said yes they are but the police may not be reporting that they need to do a certain amount of volunteer hours or attend classes. The YSB Coordinator will be reporting that information along with numbers and demographics to the State.

Councilor Gluck Hoffman stated there are different metrics that are being chosen to build a database. Mr. Norris stated these metrics are being required by the State.

Councilor Eleveld ask if they are basically taking the information the Police Department has and then adding to it. Mr. Norris said yes.

Councilor Eleveld asked if we were taking two part-time positions and making it into one full-time position. Town Manager stated no, this is an existing full-time position and we are reclassifying it because of new responsibilities.

Councilor Black-Burke asked about the structure of the Youth Services Bureau Department. Mr. Norris said there is one full-time YSB Coordinator and part-time program directors that are specific to the different programs they have like the STEP program.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

d) Approve Fiscal Year 22 year end transfers

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit and approve a transfer of \$26,570 from Safety Services to General Government to cover the projected year-end deficit.

Councilor Terranova provided an overview of the item.

The Finance Committee and Town Council have traditionally granted the Finance Director the authority to transfer up to \$5,000 between service units at the end of the fiscal year (offsetting those that have gone over budget with those that have come in under budget). In addition, we are requesting the Town Council approve the transfer of funds to service units that have gone over the adopted budget by more than \$5,000.

The General Government service unit is projected to be over budget by \$26,570, which brings the FY 22 General Fund funding to the service unit to \$1,125,160 as opposed to the adopted budget of \$1,098,590. The main drivers for this are additional costs associated with a special election as well as legal fees for workers compensation cases. It is recommended a transfer of \$26,570 be made from the FY 22 Safety Services budget. Mr. Bourke reported the Finance Committee met on June 13th and they recommended this motion.

At this time, there are no service units that are projected to need a year-end transfer by the Finance Director. However, we respectfully request that the Town Council approve that the Finance Director be granted authorization to make year-end transfers of up to \$5,000 in the event a service unit exceeds that original budget authorization.

The Finance Committee met on June 13th and recommended that the Town Council grant authority to the Finance Director to make year-end transfers in the General Funds of not more than \$5,000 per service unit. They also recommend that the Town Council approve a transfer of \$26,570 from Safety Services to General Government to cover the projected year-end deficit.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

e) Approve Fiscal Year 22 Purchase Orders

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress that the FY 22 General Fund open purchase orders as of June 13, 2022 be submitted and approved by the Town Council until October 18, 2022.

Councilor Terranova provided a brief overview and noted that the total is slightly higher than in years past due in part to supply chain issues.

There are sixteen FY 22 General Fund open purchase orders as of June 13, 2022 totaling \$485,211 that are expected to be encumbered. The list of purchase orders were included with the Council packet. It is our overall objective and general practice to have purchase orders in place the first week or so of May. There are instances when the time frame is not met as the planning and procurement process for goods and services can often take 30 to 45 days or more prior to a purchase order being finalized.

The Finance Committee met on June 13th and recommended that the FY 22 General Fund open purchase orders as of June 13, 2022 be submitted and approved by the Town Council until October 18, 2022.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

f) Approve amended General Fund Reserve Policy

MOVED by Councilor Terranova, seconded by Deputy Mayor Rampulla Bress to amend section II (A) of the DEBT AND FUND BALANCE POLICY by adding the following language:

A surplus in the General Fund unassigned fund balance identified in the Town's audited financial statements that exceeds 20% maximum target may be available for possible appropriation. In making said allocation of funds, the Town Council shall give priority to the following activities:

- Transfer up to 40% to Tax Rate Stabilization Fund for use to reduce the tax rate in the subsequent year(s) provided that care is taken to avoid a major fluctuation in the tax rate in succeeding years
- Transfer up to 20% of excess to the Capital Projects Fund for capital projects
- Transfer up to 20% of excess to fund long term liabilities in Other Post Employment Benefit programs (OPEB) or defined benefit pension plan
- Transfer up to 20% of excess to Clean Energy & Sustainable Projects Fund.

Councilor Terranova gave an overview of the Policy as follows.

The Finance Committee met in February and May to review the potential revisions to the Town Council's General Fund Balance policy. The Committee is recommending new policy language to guide the use of the unassigned fund balance when it exceeds 20% of the operating budget.

Over the past several years, the town has experienced positive General Fund operating results in terms of surplus revenues and expenditure savings due to strong grand list growth, revenue from building permits, conveyance fees, grants, delinquent property tax collections, as well as vacancy savings and monitoring of expenditures. In the past the Town Council, on an annual basis, has approved use of the Unassigned Fund Balance for a range of projects and uses such as, capital projects, tax rate stabilization (opening cash), and open space preservation.

As a result, the Unassigned Fund Balance as of June 30, 2021 was 25% of the adopted FY 22 General Fund operating expenditures and is \$6.3M over the 20% policy amount. Current projections for the Unassigned Fund Balance as of June 30, 2022 is preliminarily estimated to be \$6.9M over the 20% policy amount. The policy currently provides guidance as to how the General Fund Unassigned Fund balance may be spent. The purpose of this agenda item is to identify potential policy language to guide the use of the unassigned reserves once the level of the fund balance has exceeded 20% of the operating budget.

Deputy Mayor Rampulla Bress thanked Councilor Terranova for her leadership and Councilor Smith for the collaborative discussion. She stated that this was an important thing to do and was pleased to be a part of that under Councilor Terranova's leadership.

Councilor Smith wanted to clarify that we are not restricted to these four "buckets" in these percentages.

Councilor Terranova stated that this is just a guide and we can decide how we move money.

Councilor Smith asked that if we wanted to put 50% of the surplus into the Tax Rate Stabilization Fund.

Councilor Terranova stated absolutely, and at the time that it is brought forward to us, we'd be looking at all the other factors that are going on and make an informed decision based on the circumstances.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

g) Introduce 2023-2028 Capital Improvement Program

Town Manager Souza reported that the town's six year Capital Improvement Program (CIP) provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. FY 2023-FY 2028 includes project descriptions and projected costs by fiscal year.

Below are a few highlights of the proposed CIP:

- The CIP includes approximately \$8.8 million for street resurfacing, pavement reclamation, milling, lot repaving, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$21.3 million. Of the total \$30.1 million included for the asset management of town roadways, \$7.6 million is planned to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$20 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed out balances from completed projects.
- Outdoor Pool Facilities projects (Goslee and Welch) are in the final design phase currently and construction is proposed to be done in two phases. Funding for Goslee is slated for FY 23 followed by Welch in FY 24.
- The proposed CIP forecasts \$66.36 million in bonding authorization.

- The 6-year CIP cycle includes three projects that would require voter approval based on current estimated costs. These projects are:
 - Broad Street Road Diet
 - BOE – Windsor High School – Heating and Ventilation System Replacement
 - BOE – Windsor High School Roof Replacement
- There are several large projects between Sage Park Middle School and Windsor High School totaling \$17.24 million which are incorporated over the 6 year period. Projects range from roof replacement, heating and mechanical equipment replacements, floor replacements to the installation of air-conditioning systems.

Town Manager Souza stated that if funding were to be authorized for all projects listed in the CIP as proposed, annual debt service payments would be expected to increase from roughly \$9.1 million in FY 2023 to a peak of approximately \$10.5 million in FY 2028. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) would range from \$2.44 million to \$2.89 million per year during that period. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Town Manager Souza reported that the Capital Improvements Committee completed their review of the proposed CIP on May 25th. The Committee voted to recommend that the proposed FY 2023-FY 2028 CIP be approved with the suggestion that the Kennedy School HVAC Replacement project be placed in FY 24 versus FY 27.

Town Manager Souza noted that in FY 23 and FY 24 there is a design and reconstruction project planned for the courts at the L.P. Wilson Community Center. The pickle ball court concerns raised this evening could potentially be added to that project and its scope.

Mayor Trinks recommended that the proposed CIP be referred to the Town Improvements Committee for review prior to final consideration by the Town Council.

Deputy Mayor Rampulla Bress asked for a status on where the town is in replacing HVAC at the schools. Town Manager Souza reported that all the elementary schools have been replaced in the last six years, Sage Park is underway at this point and the high schools are slated for replacement.

Town Manager Souza added that the L.P. Wilson Community Center is in the CIP for two phases. Part of the north side of the building which houses the BOE administrative offices, as well as alternative education, is slated in FY 23 for potential funding.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld, to accept the resignation of Kereme Murrell from the Human Relations Commission.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the June 6, 2022 Public Hearing (NAA)

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Eleveld to approve the unapproved minutes of the June 6, 2022 Public Hearing (NAA) as presented.
Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

- b) Minutes of the June 6, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to approve the unapproved minutes of the June 6, 2022 Regular Council meeting as amended.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate, 74 Ethan Drive, mentioned that according to the town's website that the Great Pond Improvement District group hasn't met since 2020 and encouraged that the town follow up and see how they are spending funds. He also shared concerns that there isn't very much money in the rainy day fund with the social security COLA projections. He cautioned the Council to be careful with what they do with excess.

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Smith to enter Executive Session at 9:07 p.m. for the purpose of:

- a) Strategy and negotiations with respect to collective bargaining (Teamsters)

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

16) EXECUTIVE SESSION

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

Staff: Town Manager Peter Souza; Scott Colby, Assistant Town Manager and Amelia Bliss, Human Resources Director

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke to exit Executive Session at 9:30 p.m. and to re-enter the Regular Town Council meeting.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)



17) ADJOURNMENT

MOVED by Councilor Gluck Hoffman, seconded by Councilor Eleveld, to adjourn the meeting at 9:30 p.m.

Motion Passed 7-0-0 (Councilor Dobler and Councilor Walker absent)

Respectfully Submitted,

Andrea D. Marcavitch
Recording Secretary