



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
August 1, 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 Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova and Councilor Lenworth Walker

**2) PRAYER OR REFLECTION**

Councilor Walker led the group in prayer.

**3) PLEDGE OF ALLEGIANCE**

Councilor Walker led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS – None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Margaret Essex, 95 Lighthouse Hill Road, spoke on behalf of the Windsor Water Rats Express swim team. She shared that they had their end of season celebration last weekend at Welch Park and five cars had their windows smashed out and items were stolen from vehicles. She and her husband coach Little League as well and spend a great deal of time at the park. She urged Council to consider installing cameras or surveillance at our town parks to avoid this from happening in the future.

Shane Ciccarelli, 5 Fox Meadow Lane, shared that he and his family are involved with Little League and the Windsor Water Rats Express swim team and were present last weekend for the celebration. He urged Council to look at ensuring and protecting the safety of our children and families.

**6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Dobler thanked the residents who spoke during public comment and commended the 10 and under Little League softball team for all their accomplishments as they placed 3<sup>rd</sup> at the State tournament.

Councilor Eleveld – None

Councilor Walker stated that he attended the Puerto Rico flag raising at the State Capitol where Windsor resident Nancy Serrano was honored with a proclamation for her service at the Capitol. Last Friday, he attended the community gathering at Lancaster Park and commended the Windsor Police Department for a wonderful event. He also attended the Trinity Health Stadium for Caribbean soccer night which was organized by the efforts of those from the Hartford Athletics Soccer Team, Hartford Lions Soccer Academy, West Indian Social Club and those in the greater Hartford area that wanted to help and promote this event. He reported that they are still looking for donations and volunteers and he encouraged people to talk to him if they are interested. He stated the Governor was there to show his support and he thanked him for attending.

Councilor Terranova reminded everyone that COVID numbers are going up and urged everyone to take precautions, get vaccinated, get a booster and wear a mask.

Councilor Gluck Hoffman shared that she has spent a lot of time walking around downtown recently and was almost hit by a car today. She urged everyone to take their time and to slow down when driving.

Councilor Black-Burke thanked those who spoke during public comment. She also urged residents to slow down. She shared concerns with lighting at Welch Park and welcomed a future conversation about cameras and lighting for Welch Park. She shared that National Night out is on August 2 and encouraged residents to attend from 5:30 p.m. - 8:30 p.m. She mentioned that August 6<sup>th</sup> is Independence Day for Jamaica and encouraged people to attend the Jerk Fest on Saturday.

Councilor Smith reminded everyone about upcoming primaries and encouraged everyone to vote. He stated that absentee ballots are available in the Town Clerk's Office.

Deputy Mayor Rampulla Bress thanked the speakers who spoke during public comment and was sorry to hear that their celebration was marred by the acts of others. She congratulated all of our athletes in Windsor and acknowledged what an incredible season it has been. She encouraged residents to look online for activities in Windsor as there is so much going on.

Mayor Trinks reminded everyone that First Town Downtown is continuing their Thursday night concert series and on August 18<sup>th</sup> there will be Motown music.

## **7) REPORT OF APPOINTED BOARDS AND COMMISSIONS**

### **a) Board of Education**

David Furie, Board of Education, reported the following:

- The first day of school for all Windsor Public Schools' students for the 2022-2023 school year will be Monday, August 29, 2022.

- Windsor Public Schools is pleased to announce the appointment of Tricia Lee as Principal of Clover Street School. Ms. Lee is a resident of Windsor and comes to the district from LEARN Magnet School - The Friendship School in Waterford, CT where she served as their principal. She has been an educator for over 20 years. She earned her Bachelor of Arts in Sociology and Applied Social Relations from Eastern Connecticut State University, her Master of Science in Elementary Education from the University of New Haven and her 6th Year Certification from the University of Connecticut.
- Windsor High School has three new assistant principals joining their staff for the 2022-2023 school year. Ms. Ericka Fanguillo, Ms. Darry Thomas, and Mr. Christopher Loureiro are getting acclimated to the district and their new roles. They are all eager to meet and work with the Windsor High School students and their families.
- Mr. Joe Serfass, WHS Physical Education teacher and Head Coach for the WHS Varsity Boys Baseball team, has been named a 2022 ABCA/ATEC High School Division I Regional Coach of the Year. Mr. Serfass led the varsity team to the CIAC Class L baseball title this spring, the first time since 1991. Congratulations, Coach Serfass!
- The Windsor Public Schools Summer Enrichment program concluded on Thursday, July 28. We had a great turn out at both our grades 1-5 program at Oliver Ellsworth and our 6-12 program at Windsor High School (WHS). Students and teachers were excited and enjoyed every minute of it. Parents expressed their thankfulness for such an enriching experience. The district offered over 30 different courses with over 400 students attending on a daily basis. The students are learning life skills such as cooking and financial literacy, as well as other creative skills such as drumming, graphic designs and robotics. One of the second graders at Oliver Ellsworth was quoted, "This engineering course is the best," referring to the young engineer course in which Dr. Williams took students through the engineering design process to solve real world problems. The district is proud that some of our WHS alumni came back from college and are teaching and/or helping with some of our courses. WHS grad, now college student, Cameron Abbot, taught our grade 6-12 robotics enrichment course. We also had about 40 current WHS students volunteering at Oliver Ellsworth to help support our teachers and students during our enrichment program. The summer enrichment program was a great success!
- Superintendent Dr. Hill recently attended the NCERT (National Center for Education and Research Technology) Summer Leadership Summit in Chicago, IL. While there, Dr. Hill was a part of a national leadership panel addressing the issue of "Education for a Rapidly Changing World." He highlighted district wide efforts including, Social Emotional Learning, Tech Courses and Programs, and "skills & values" being a focus in humanities.
- The first regular Board of Education meeting for the 2022-2023 school year will be on Tuesday, September 20, 2022 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.

Deputy Mayor Rampulla Bress commended Mr. Furie on the enrichment programs and hopes that it will continue. Mr. Furie said he attended the program on the last day and that there were lots of

arts and crafts. He noted the culinary arts class was very popular. Deputy Mayor Rampulla Bress suggested that maybe once students finish their summer school classes that they are given the opportunity to take an enrichment class as well.

Councilor Black-Burke shared that her son loved his graphics enrichment class and encouraged any parent whose child attended an enrichment class to fill out the survey and get it back to the school district. She thanked Mr. Furie and hoped that additional slots could be made available to more students next year.

#### b) Inland Wetlands & Watercourses Commission

Louis Morando, Chair, reported the following:

During the fiscal year of 2022, 50 applications were reviewed for activities in the wetlands, watercourses or the 150' regulated upland review area. The applications reviewed included:

- 14 commercial industrial approvals
- 36 residential approvals

The most notable projects were the Great Pond subdivision and associated infrastructure and the Amazon River Street stream restoration. There was one permit issued for a 10-lot single family home subdivision on Cook Hill Road and Capen Street. No permits were modified or renewed.

The Commission had nine regularly scheduled meetings, five special meetings and three meetings were cancelled due to lack of a quorum. Due to COVID-19, meetings were held in a hybrid format, allowing commissioners and residents to attend both virtually via Zoom or in-person. Applications have continued to be processed in a timely manner with the same continued level of detailed review despite the challenges the virus has presented.

The goals remain erosion protection, minimizing pollution runoff in stormwater, minimizing encroachment, protecting watercourses and wetland habitat quality, wetland linkages, conservation easements, and promoting the use of Best Management Practices.

Deputy Mayor Rampulla Bress thanked Mr. Morando and told him that another member is on the way. Mr. Morando stated that they were down to six members and it was hard to get a quorum for meetings. Deputy Mayor Rampulla Bress reminded everyone that there are still openings on boards and commissions and encouraged residents to go to the Town's website to apply.

## 8) TOWN MANAGER'S REPORT

### National Night Out

On Tuesday, August 2<sup>nd</sup> from 5:00 PM to 8:00 PM, our Police Department will be hosting National Night Out at the Sage Park Middle School. National Night Out is an annual community building event that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods a safer, more caring place to live. It provides a great opportunity to bring police

and neighbors together under positive circumstances and bolsters relationships between residents, businesses, police, and other emergency services. There will be an assortment of fun filled activities along with food and beverages. Don't miss this opportunity to meet some of the wonderful officers in Windsor that serve our community!

### **Citizen's Academy Registration**

Would you like to learn more about the wide range of services your local government provides? If so, please join the 2022 Citizen's Academy where you will get to meet town staff and learn more about the town and school district. This 8 session series starts on September 22 and you can register by contacting Enita Jubrey at 860-285-1835 or [jubrey@townofwindsorct.com](mailto:jubrey@townofwindsorct.com) or by going to the town's website at [www.townofwindsorct.com](http://www.townofwindsorct.com).

### **Community Block Party**

On August 12<sup>th</sup>, there will be a community block party at Deerfield Park from 4:30 PM – 7:30 PM. Admission is a snack donation for the Weekend Wheels program which is geared to school age children. Enjoy games, arts and crafts, face painting, music, bounce house, food and more! This event is created by youth in the Summer Teen Employment program (STEP) to promote family fund and community spirit in a substance-free environment. For more information, call 860-285-1946.

### **Vietnam Veterans Awards Ceremony**

A Vietnam Veterans Awards Ceremony, sponsored by the Lieutenant Governor, State of CT and the Town of Windsor, will take place on August 2, 2022 at the Windsor High School auditorium at 1:00 PM. Over 100 Vietnam veterans will be honored.

### **August 9<sup>th</sup> State Primary**

The 2022 State Democratic and Republican Primaries will be held on Tuesday, August 9<sup>th</sup>. All polling locations will be open from 6:00 a.m. to 8:00 p.m. To participate in the primary, you must be an enrolled party member of either the Democratic or Republican party. The deadline for new or unaffiliated voters to enroll in a party is August 4<sup>th</sup> by mail or August 8<sup>th</sup> by 12 noon for in person party enrollment at Town Hall. Absentee ballots are now available in the Windsor Town Clerk's office. Applications for an absentee ballot may be obtained by calling 860-285-1902 or by downloading the application from the town's website. Those eligible for absentee ballots include: military personnel; anyone who will be absent from Windsor on Primary Day; anyone who is unable to get to the polls on Primary Day due to illness or physical disability; anyone whose religious beliefs forbid them from voting on Primary Day; or, anyone who is working at a polling place other than their own district. The Town Clerk's office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

### **988 Suicide and Crisis Lifeline Activated Nationwide**

Effective in July, **988**, has been designated as the new 3-digit nationwide number for mental health suicide crisis. Anyone experiencing a mental health, substance use, or suicide crisis can call or text 988 or chat with the 988 Suicide and Crisis Lifeline at [988lifeline.org](http://988lifeline.org). This support is available to people in crisis or their loved ones, and it is free, confidential and available 24 hours a day year round. When someone calls 988, a trained crisis counselor will answer the phone, listen to the

caller, understand how their problem is affecting them, provide support, and share resources, as needed.

### **Rainbow Reservoir Blue-Green Algae Bloom**

Similar to other bodies of waters in the state, the Rainbow Reservoir is currently experiencing a blue green algae bloom that was identified by the health department last week. The health department has posted advisory signage at the reservoir's boat launch as well as along the trails in Northwest Park that run along the reservoir. The Recreation and Leisure Department has adjusted any camp related activities as needed on the reservoir. Camp Shalom has also been alerted of the conditions and provided information on best practices with dealing with the blue green algae bloom.

Some of the symptoms that are experienced by contact with the blue green algae bloom include but are not politer to skin irritation, upset stomach and respiratory issues.

### **Funding for Replacement of Route 159 Medians in Wilson**

I am pleased to let you know that the State DOT is planning to reconstruct the center medians along Route 159 in Wilson. The State Bond Commission has authorized up to \$2M for this project. The project area is roughly from Route 291 overpass to the Hartford city line. The DOT plans to remove the existing medians and block pavers and construct new asphalt curbs and install red colored stamped concrete for the median surface. The new medians will be the same size as what is currently in place. There will be no alternations to the sidewalks or street curb line.

Town staff has stressed the importance of needing to have landscaped planters as well as street trees similar to what currently exists. We will continue to work with DOT on the final project scope. There may be a need for local funds to be appropriated for the cost of the planting structures and materials. There is a possibility this work could be initiated this construction season.

Councilor Black-Burke thanked Town Manager Souza for the update about the medians on Route 159 and is really excited about the work that is going to be done there.

Councilor Dobler asked if there was an update on the funding that was appropriated for updating the lights in the parks and asked if there have been any discussions about putting in cameras. Town Manager Souza stated that there were discussions of installing cameras at Welch Park and there were concerns around the internet connection to the park and stated he would re-examine that possibility with staff. In terms of the lights, the funds the Council approved were for the field lights and not for specifically for the parking area. When they renovate the pool house, there will be an opportunity to look at the lighting as part of that project. He noted that the field lights are on hold as there have been significant issues related to the engineering of the current poles based on the weight of the new light fixtures. He stated he would have a conversation with the Recreation Director and the Police Department regarding cameras at Welch Park as well as a few other locations where concerns have been raised.

Councilor Smith believed the parks traditionally closed at dusk and asked for confirmation. Town Manager Souza stated yes, other than when there is an event at Welch Park.

Councilor Black-Burke stated that Councilor Smith raised a great question and asked about signage and better ways to assist residents. Town Manager Souza stated that they would look at signage and any areas that may need better lighting, particularly around the building.

## **9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler reported the Committee met on July 19 to review the CIP from 2023-2028 and he provided highlights. The Committee proposed two changes and one change was to change replacement of fire engine one to replacement of engine eight which is approaching 30 years old. The second change was in FY 23 with the Wilson Gateway Park where the estimated cost has increased.

Finance Committee – Councilor Terranova – None

Health and Safety Committee – Council Black-Burke – None

Personnel Committee – Deputy Mayor Rampulla Bress noted that there are appointments and reappointments to vote on this evening.

## **10) ORDINANCES – None**

## **11) UNFINISHED BUSINESS**

- a) Approve proposed FY 2023 to FY 2028 Capital Improvements Program

MOVED by Councilor Dobler, seconded by Councilor Eleveld, to approve the proposed FY 2023 – FY 2028 CIP as recommended by the Town Improvements Committee.

Councilor Dobler reviewed the Capital Improvements Program highlights discussed during the Town Improvements Committee report. He noted there were two changes that were recommended by the Committee. In FY 24, it was recommended to change replacement of fire engine one to replacement of fire engine eight which is approaching 30 years old. Replacement of engine one, a 2006 model, will be replaced sometime in the future. He noted the second change was in FY 23 with the Wilson Gateway Park where the estimated cost has increased.

Town Manager Souza asked Fire Chief Lewis to speak to the Council regarding the switch in replacement of the fire engines. Chief Lewis explained that engine eight is a 1993 Pierce with 50,991 miles on it and was built as an engine rescue. Chief Lewis stated that maintenance and parts availability are becoming an issue. It is located at Poquonock Station at Company 3. They would like to make a lighter duty rescue truck that can arrive first until the heavy duty truck gets there.

No questions were raised by the Town Council.

Motion Passed 9-0-0

**12) NEW BUSINESS**

- a) Authorize acceptance of a grant for the Caring Connection

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to authorize the acceptance of grant funds for the Caring Connection in the amount of \$4,918.84.

Town Manager Souza gave a brief overview and stated that to help support the viability and sustainability of home and community based services and supports in Connecticut such as the Caring Connection, the State has appropriated a one-time stabilization payment using American Rescue Plan Act funding. The Connecticut Home and Community-Based American Rescue Plan Act program aims to support a value-based, fee-for-service delivery by providing payments to home and community based providers.

Town Manager Souza shared that the grant allocated to the Caring Connection totals \$4,918.84, which is a combination of approximately 1% of revenues received from Connecticut Community Care (a nonprofit organization that provides case management services for seniors and persons with disabilities on behalf of the State) between July 1, 2021 through February 28, 2022, and approximately 5% of claims paid July 1, 2020 through June 30, 2021. This grant has been allocated to the Caring Connection to help address operational costs including increased expenses related to COVID-19 protocols and procedures.

Cheryl Rosenbaum, Coordinator at the Caring Connection Adult Day Health Center, was present to answer any questions.

Town Councilors did not have any questions.

Motion Passed 9-0-0

- b) Authorize acceptance of a grant from the Office of Early Childhood Child Care Program Stabilization Funding Grant

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke, to authorize the acceptance of the Office of Early Childhood Child Care Program Stabilization Funding Grant in the amount of \$34,104.

Town Manager Souza gave a brief summary and stated that Laura Casey, Early Childhood Director, was present to answer any questions. He explained that a component of the Connecticut Office of Early Childhood's (OEC) *Ready – Set – Rebuild CT Child Care Recovery Plan* is a distribution of funding to support child care providers in CT to help them recover and rebuild after COVID-19. The Windsor Discovery Center and Montessori School continues to operate under COVID-19 licensing guidelines. The school had received funding in FY 22 and has been allocated additional funding in the amount of \$34,104.

## Grant Highlights:

- the grant helps programs address general operational costs including increased expenses during COVID-19
- funding needs to be utilized by September 2023
- it does not allow for the restoration of lost revenues
- the town received an additional payment in May 2022

Town Manager Souza stated the additional grant funds will be used to pay part-time staff salaries to maintain cohorts without crossing teaching staff. Any remaining portion of the grant allocation will be used to offset energy and utility costs.

Town Councilors did not have any questions.

Motion Passed 9-0-0

- c) Approve submittal of State LoCIP grant reimbursement request

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Walker that town staff is authorized to execute and submit an application to the State of Connecticut for a Local Capital Improvement Program (LoCIP) grant to perform pavement management and other eligible work, and that when received, the LoCIP funds will reimburse Capital Project Account No. 9041 "LoCIP Program."

Robert Jarvis, Director of Public Works/Town Engineer, stated the Local Capital Improvement Program (LoCIP) is an entitlement grant allocated to each municipality in the State for certain types of Town Capital Improvement projects. The procedure to secure this funding from the State is to complete a qualifying project and then apply for reimbursement from the State.

Mr. Jarvis stated the staff respectfully requests that the Town Council authorize that the following road rehabilitation projects be submitted for reimbursement under LoCIP:

- Indian Hill Road
- Somerset Drive
- Oxford Lane
- Hampden Place
- Settlement Hill

The streets listed above will be completed during the second phase of this year's pavement management operations, currently scheduled to be completed the first week of August. We anticipate an application for reimbursement under LoCIP will be made in early August.

Mr. Jarvis explained that the LoCIP grant amount for this year is \$183,799. The project cost for the work on the identified streets is estimated to be approximately \$244,800. The difference between the grant amount and the final cost for the identified streets will be funded using either

the General Fund Capital Project for pavement management fund or the Town Aid for Roads grant from the State.

Town Councilors did not have any questions.

Motion Passed 9-0-0

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

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Gluck Hoffman, to:

- a) APPOINT William Pelkey as a Republican (At Large) member to the Capital Improvements Committee for a three year term to expire May 5, 2024 or until a successor is appointed.
- b) APPOINT Kevin Washington as an Unaffiliated member (tenant) to the Fair Rent Commission for a three year unexpired term to expire March 31, 2023 or until a successor is appointed.
- c) REAPPOINT Joyce Armstrong as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2025 or until a successor is appointed.
- d) APPOINT Carol Elkins as a Republican member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2024 or until a successor is appointed.
- e) APPOINT Christian Rivas Plata as an Unaffiliated Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2023 or until a successor is appointed.

Motion Passed 9-0-0

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

- a) Minutes of the July 5, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Rampulla Bress, seconded by Councilor Black-Burke to approve the unapproved minutes of the July 5, 2022 Regular Council meeting as presented.

Motion Passed 9-0-0

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

### **16) EXECUTIVE SESSION – None**

### **17) ADJOURNMENT**



MOVED by Councilor Gluck Hoffman, seconded by Councilor Eleveld to adjourn the meeting at 8:38 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Andrea D. Marcavitch  
Recording Secretary