



# Council Agenda

Council Chambers  
Windsor Town Hall  
October 3, 2022



## Zoom Instructions

### Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **879 6932 2239**
2. You will then enter the meeting muted. During Public Comment if you wish to speak press \*9 to raise your hand.

### Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/87969322239>

When prompted for participant or meeting ID enter: **879 6932 2239**

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

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

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Eleveld
3. PLEDGE OF ALLEGIANCE – Councilor Eleveld
4. PROCLAMATIONS/AWARDS
  - a) Proclaiming the month of October 2022 as Fire Prevention Month
  - b) Proclamation designating October 2022 as Manufacturing Month
  - c) Proclamation designating October 2022 as Community Planning Month
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education
  - b) Town Planning & Zoning Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES



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10. ORDINANCES

11. UNFINISHED BUSINESS

- a) \*Approval of a resolution to name the Town Center River Trail in honor of former Mayor Brian Griffin (Mayor Trinks)

12. NEW BUSINESS

- a) \*Approve an appropriation of \$32,000 from the Capital Projects Fund for the design of the Sage Park Middle School Roof Design Project – Phase II (Town Manager)
- b) \*Approve an appropriation of \$25,000 from the Capital Projects Fund for the design of the Poquonock Elementary School Roof Design Project (Town Manager)
- c) \*Approve an appropriation of \$70,000 in American Rescue Funds for community mental health clinician services through the Police Department (Town Manager)
- d) \*Approve an appropriation of \$88,000 from the General Fund Unassigned Fund Balance for Wilson Firehouse generator replacement (Town Manager)
- e) \*Approve an appropriation of \$110,000 in American Rescue Funds for Community Health and Fitness Initiatives (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the September 19, 2022 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations regarding possible sale, lease or purchase of real property
- b) Discussion concerning the appointment, employment, performance, health or dismissal of a public officer or employee (Town Manager evaluation)

17. ADJOURNMENT

★Back-up included

# PROCLAMATION

## *Designating October 2022 as Fire Prevention Month*

**WHEREAS,** the Town of Windsor is committed to ensuring the safety and security of all those living in and visiting Windsor; and

**WHEREAS,** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS,** smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

**WHEREAS,** working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS,** Windsor residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

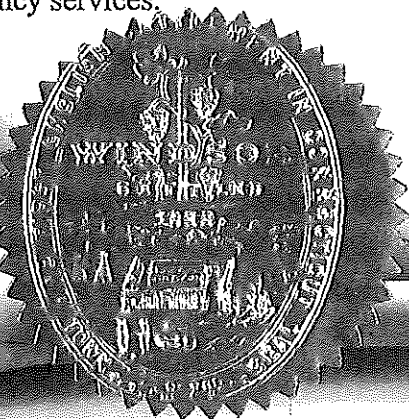
**WHEREAS,** Windsor's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS,** Windsor's residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

**WHEREAS,** the 2022 Fire Prevention week theme™, "Fire Won't Wait. Plan Your escape!!" effectively serves to remind Windsor it is important to have a home fire escape plan.

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

October 2022, is designated as Fire Prevention Month throughout this town, and we urge all the people of Windsor to plan and practice a home fire escape for Fire Prevention Month and to support the many public safety activities and efforts of Windsor's fire and emergency services.



Donald S. Trinks  
Mayor of Windsor  
October 3, 2022

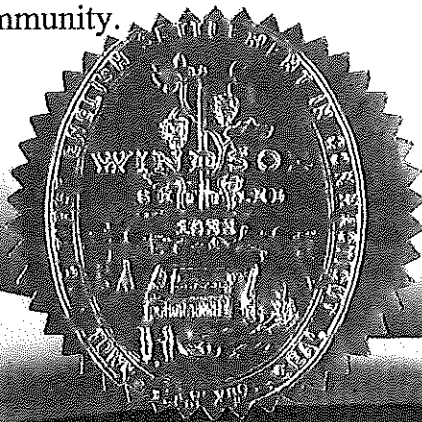
# PROCLAMATION

## *Designating October 2022 as Manufacturing Month in the Town of Windsor*

- WHEREAS,** Connecticut has more than 154,710 employees working in manufacturing companies and Connecticut manufacturers boost the state's economic growth, provide jobs for skilled workers and link to innovation in other sectors; and,
- WHEREAS,** manufacturers contribute to the economic health of Windsor, employ more than 2,600 individuals in Windsor and comprise 9% of Windsor's total population; and,
- WHEREAS,** Windsor is a place where invention thrives, making the community one of the nation's top regions for business and careers and a great place for long-term investment; and,
- WHEREAS,** Windsor has an innovation economy with manufacturing playing a critical role in the diverse economic base of Windsor; and,
- WHEREAS,** Windsor manufacturers and Windsor High School are cooperating in a number of initiatives to help prepare students for careers in manufacturing; and,
- WHEREAS,** Windsor manufacturers produce everything from medical devices to roasted coffee to building curtain wall panels to airplane components; and,
- WHEREAS,** manufacturing is vital to a strong Connecticut economy.

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

The month of October 2022 be designated as Manufacturing Month in Windsor. We call upon all citizens to recognize the special contributions of Windsor manufacturers, which continue to help foster a vibrant economy in our community.



Donald S. Trinks  
Mayor of Windsor  
October 3, 2022

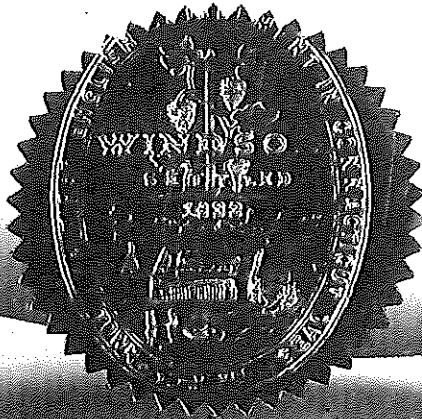
# Proclamation

## *Designating October 2022 as "Community Planning Month"*

- WHEREAS,** change is constant and affects all cities and towns, and community planning can help manage change in a way that provides better choices for how people live, work, and play; and,
- WHEREAS,** community planning allows all residents to be meaningfully involved in making choices that determine the future of their community; and,
- WHEREAS,** the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and,
- WHEREAS,** the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to recovery and how planners can led communities to equitable, resilient and long-lasting recovery; and,
- WHEREAS,** we recognize the many valuable contributions made by the professional community and regional planners, the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Windsor, and we extend our thanks for their continued commitment to public service.

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

The month of October 2022 is hereby designated as **Community Planning Month** in the Town of Windsor in conjunction with the celebration of National Community Planning Month.



A handwritten signature in black ink, appearing to read 'Donald S. Trinks', is written over a horizontal line.


Donald S. Trinks  
Mayor of Windsor  
October 3, 2022

## Agenda Item Summary

Date: October 3, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Enita Jubrey, Assistant to the Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Naming of the Windsor Center River Trail

### Background

In June 2019, the Town Council unanimously adopted a naming policy for public property, buildings and parks.

Mayor Trinks has requested the Town Council consider a resolution that would recognize the contributions of former Windsor Mayor Brian T. Griffin by naming the Windsor Center River Trail the *Brian T. Griffin Trail*. Brian served as a town council member from 1987 - 1991 and as Mayor from 1991 until he was elected as Windsor Probate Judge in 1994. He served as Probate Judge until his passing in 2012. Brian also served on the Windsor Board of Education from 1985 to 1987.

During his years of service, Brian was a staunch advocate of outdoor multi-use trails, especially the development of the current Windsor Center River Trail. He recognized the need for a centrally located trail in town that would help draw residents and visitors to the town center. When the Windsor Center River Trail was complete, he frequently traversed the winding trail with his wife Mary.

### Discussion/Analysis

While Mayor, Brian did not back down from the challenges in making a multi-seasonal trail along a portion of the Farmington River a reality. At the time, the idea of the trail was met with some skepticism. What about the flood plain? Who will use it? Where will the funding come from? All questions he graciously facilitated until the Windsor Center River Trail was complete. He preserved his reputation of being non-confrontational and patient, reaching across the aisle to work in unison with all council members and welcoming citizen input.

The development of the Windsor Center River Trail began on July 27, 1993 with a grant under the Surface Transportation Program Enhancements (STP-E) via the Capital Region Council of Governments (CRCOG). In August of 1993, Town Council approved the allocation of \$61,160, or 20% of the expected project cost, as the town's share of the project.

Multiple Town Improvement Committee meetings, public information meetings and hearings ensued until the project was passed at a Special Town Meeting held on September 5, 1995. The trail was completed in the fall of 1996.

Today the multi-use trail is a vibrant hub of activity for runners, walkers, cyclists, cross country skiers, snow shoe enthusiasts and even horseback riding. Its meandering paths provide respite and breathtaking views of the Farmington River each spring, summer, fall and winter for thousands of Windsor residents and visitors.

This proposal aligns with the town's policy regarding the naming of town property, buildings, and parks. The policy allows for naming facilities after geographical, neighborhood, and historic elements, as well as to recognize and acknowledge the activities and significant contributions made by individuals to the town.

This item was introduced at the Town Council's September 19, 2022 meeting and a motion was unanimously adopted to place a proposed resolution on the Town Council's October 3, 2022 meeting agenda. Please note the naming policy requires a two-thirds affirmative vote by the Town Council.

#### Financial Impact

Estimated cost for the production and installation of trailhead signs is \$3,000. Funds are available in a special revenue fund entitled "River Walkways" project #4022.

#### Other Board Action

None

#### Recommendations

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

**"MOVE that the Windsor Center River Trail be designated the *Brian T. Griffin Trail* in memory of former Mayor and Probate Judge Brian Griffin in recognition of his commitment to the project and service to the Windsor community."**

#### Attachments

Naming of Town Property, Buildings, and Parks Policy

## NAMING OF TOWN PROPERTY, BUILDINGS AND PARKS

### Section I - Policy Statement

It is the policy of the Town of Windsor that the Town Council shall approve the naming of all municipal property, buildings and parks. The Board of Education shall be responsible for approving the naming of interior spaces and amenities within public school buildings.

Preference shall be given to naming facilities after significant geographical, neighborhood and historical elements. On occasion, the Town Council and/or Board of Education may wish to acknowledge the activities and significant contributions made by individuals to the town through the use of various naming options.

Municipal property and buildings means: all real property including unimproved lands, buildings and structures owned by the Town--including but not limited to--dedicated parkland, open space, recreational facilities, operations facilities and administrative office buildings and school buildings.

Names should give a sense of place, continuity, belonging and celebrate distinguishing characteristics and uniqueness of Windsor. Names should maintain a long-standing identification with the residents of Windsor. Names shall be understandable to the majority of Windsor residents. Names shall not be discriminatory, derogatory or political in nature.

Section II - Naming Principles. It is the policy of the Town of Windsor to choose names for municipal property, buildings, and parks based upon the facility's relationship to the following:

- A) The area or neighborhood in which the property or building is located;
- B) natural or geological feature;
- C) an historical name related to Windsor's heritage and/or historical folklore;
- D) a person of international, national or state significance; or
- E) an individual to recognize:
  - 1) particular activities and significant contributions to the Windsor community and/or
  - 2) outstanding financial contributions made toward the development and/or enhancement of a property or building. (minimum 35% of total project value)

Section III - Designation of Name by Town Council. The Town Council shall designate by resolution the names of town facilities and require a two-thirds majority vote. The process for naming or renaming a town building or facility may be initiated by submitting a written proposal to the Town Manager stating how the proposed name(s) meet the criteria in Section II. The Town Manager shall transmit the request to the Town Council, which upon receipt may be referred to an approved Town Council Committee for review and recommendation. Such recommendation shall state how the proposed name(s) meets



the criteria in Section II. Public input shall be sought during the review process. If a contest or competition is to be held to determine the name of a building, park or facility the Town Manager or their designee shall recommend to the Town Council guidelines and rules for the contest.

Section IV - Naming of Interior Features or Facilities. The interior features, amenities and/or facilities of a building or park may have names other than that of the entire building or park. These names are subject to the criteria designated in Section II and the selection process outlined in Section III

Section V – Naming Options for Recognition of Donations. In addition to the option of naming an entire building or facility, other appropriate ways of recognizing donations include but are not limited to the following: internal facility/room naming, outdoor plaza, the dedication of plaques at a facility such as the use of donor plaque boards or the purchase of park features such as trees, benches and picnic tables. Recognition methods will be consistent with the significance of the contribution and the following guidelines

- 5% of project cost - Donor Plaque Board
- 10% of project cost - Naming of an interior or exterior feature/amenity
- 20% of project cost - Naming of room
- 35% of project cost – Naming of entire building/facility

Section VI - Renaming Procedure.

Options to re-naming of an entire building or property could include: adding another new name to the existing name; or sub-dividing or portioning off a particular property or feature to be given a new name or sub name; or placing the names of an organization or individuals on a plaque to recognize their contributions if it is found that it is inappropriate to name a particular property or building in its entirety.

If at any time after a facility or any portion thereof has been named on behalf of an individual and that individual is convicted of a felony or brings ill repute on the community, the facility or portion thereof may be renamed utilizing the procedures set in this policy. All Town Council renaming resolutions will require a two-thirds majority vote.


Section VII – Corporate Sponsorships. Corporate sponsorship or naming rights may be considered when a corporation or business contributes either financially or in-kind to town programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. The town reserves the right to reject offers of corporate sponsorship and or naming rights. Corporate sponsorships or naming rights require a signed agreement which includes a sunset clause and specific parameters as to how the sponsor may utilize the Town of Windsor's name and/or logo as well as how the corporate name or advertising brand will be used.

## Agenda Item Summary

Date: October 3, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works/Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Partial Roof Replacement at Sage Park Middle School – Request for Funding for Design Services

### Background

During the summer of 2021, 50,000 square feet of aging roof was replaced at the Sage Park Middle School. The current project would replace all of the remaining 93,000 sq. ft. of roof sections on this building. These sections were installed in 1995 and are currently out of warranty.

### Discussion/Analysis

The existing roof is a Siplast type, consisting of built up bituminous asphalt membrane. Board of Education staff has reported small leaks in various areas of these sections.

The scope of the construction work will involve the removal of the layers of existing roofing materials, metal edging and flashing. The new roof will have tapered insulation, overflow drains, and be a built-up multi-layer bituminous type with a white top layer. The new insulation will reduce the building's energy usage, as well as increase water drainage and will comply with State of Connecticut requirements for minimum slopes on school facilities.

Design work will include preparation of demolition and installation details, material specifications and hazardous materials testing as required.

The FY 23 Capital Improvements Program (CIP) includes funding of \$80,000 for this design project, with construction scheduled in the FY 25 CIP. The CIP's preliminary design estimate was based on a percentage of the estimated construction cost.

The overall project is potentially eligible for a partial reimbursement grant from the State of Connecticut. Once the design is complete, a grant application to the State of Connecticut will be prepared following authorization from the Town Council.

### Financial Impact

The design scope of work has been bid and the responsive cost proposal is \$24,500. The estimated costs for the design project are as follows:

Design	\$ 24,500
<u>Contingency and HazMat Testing</u>	<u>7,500</u>
Total	\$ 32,000

Other Board Action

The Public Building Commission has reviewed the design proposals. The Town Council is requested to refer the project to the Public Building Commission for oversight.

Recommendations

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

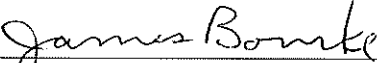
**“MOVE that \$32,000 be appropriated from the Capital Projects Fund, Assigned Fund Balance to fund the preparation of design documents for the Sage Park Middle School Partial Roof Replacement project; and that the project be referred to the Public Building Commission for oversight.”**

Attachments

None

Certification

I hereby certify that there is \$32,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.


  
\_\_\_\_\_  
James Bourke  
Finance Director

## Agenda Item Summary

Date: October 3, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Robert A. Jarvis, P.E., Director of Public Works/Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Roof Replacement at Poquonock School – Request for Funding for Design Services

### Background

This project would include the design for the complete replacement of all flat roofs and asphalt shingled roof sections of Poquonock School. There are 40,726 square feet of flat roof areas and 26,574 square feet of pitched asphalt shingles, totaling 67,300 square feet. These sections were all installed in 1995 and are currently out of warranty.

### Discussion/Analysis

The existing roof is a Siplast type, consisting of built up bituminous asphalt membrane and pitched roof sections which are asphalt shingles. Board of Education staff has reported small leaks in various areas of these sections.

The scope of the construction work will involve the removal of the layers of existing roofing materials, metal edging and flashing. The new roof will have tapered insulation, overflow drains, and be a built-up multi-layer bituminous type with a white top layer. Existing asphalt shingles will be replaced with similar style color. The new insulation will reduce the building's energy usage, as well as increase water drainage and will comply with State of Connecticut requirements for minimum slopes on school facilities.

Design work will include preparation of demolition and installation details, material specifications and hazardous materials testing as required.

The FY 23 Capital Improvements Program (CIP) includes funding of \$75,000 for this design project, with construction scheduled in the FY 25 CIP. The CIP's preliminary design estimate was based on a percentage of the estimated construction cost.

### Financial Impact

The design scope of work has been bid and the responsive cost proposal is \$17,200. The estimated costs for the design project are as follows:

Design	\$ 17,200
<u>Contingency and HazMat Testing</u>	<u>7,800</u>
Total	\$ 25,000

The project is potentially eligible for a partial reimbursement grant from the State of Connecticut. Once the design is complete, a grant application to the State of Connecticut will be prepared following authorization from the Town Council.

Other Board Action

The Public Building Commission has reviewed the design proposals. The Town Council is requested to refer the project to the Public Building Commission for oversight.

Recommendations

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

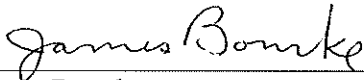
**“MOVE that \$25,000 be appropriated from the Capital Projects Fund, Assigned Fund Balance to fund the preparation of design documents for the Poquonock School Roof Replacement project; and that the project be referred to the Public Building Commission for oversight.”**

Attachments

None

Certification

I hereby certify that there is \$25,000 in the Capital Projects Fund, Assigned Fund balance to fund the above appropriation.




\_\_\_\_\_  
James Bourke  
Finance Director

## Agenda Item Summary

Date: October 3, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Donald Melanson, Chief of Police

Reviewed By: Peter Souza, Town Manager 

Subject: Funding for Crisis Intervention Team Clinician

### Background

For well over a decade, the Police Department has worked diligently to enhance police response to persons experiencing mental health emergencies. Starting in 2005, officers were trained in the Crisis Intervention Team (CIT) model and in 2008 the department developed a collaborative approach with the local behavioral health agency, Community Health Resources (CHR).

In late 2015, the Police Department received a grant through the US Department of Justice Bureau of Justice Assistance to improve the response to mental health crises. Funds were used to provide additional Crisis Intervention Team training for officers and an embedded mental health clinician through CHR. The goal of the embedded mental health clinician has been to assist in follow up to crises calls, focusing on diversion from the criminal justice system as well as linkage to needed services.

In FY20, upon expiration of the U.S. DOJ grant, funding for the part-time embedded mental health clinician was included in the Police Department's general fund budget.

The Town Council previously approved a general framework for the use of American Rescue Funds (ARF), with one of the focus areas being Community Health & Awareness. This focus area included a funding allocation over several years to increase the embedded mental health clinician at the Police Department from 20 hours a week to 40 hours a week.

### Discussion/Analysis

The embedded clinician receives case reports from officers who respond to mental health crisis calls for review and follow up. The clinician also provides follow-up visits with high risk individuals and those who have had repeated police contacts. These follow up visits provide an avenue of support for these individuals. In turn, this continued contact and follow-up can help reduce the frequency these individuals experience a crisis, reducing demands on police services. Often the follow-up visits have been with a police officer allowing officers to build a rapport with the resident and gain additional insights from working with the clinician.

Since the implementation of an embedded clinician in 2016, the Police Department has seen a steady increase in calls for service where the services of an embedded clinician are beneficial. On average, the department responds to 350 to 400 mental health calls for service per year. This number does not include other calls for service, such as domestic or drug/alcohol related incidents where mental health may play a significant role.

Input from police officers and supervisors indicate the implementation of an embedded mental health clinician with the Police Department has been a valuable resource. Similar feedback has been received from our Social Services staff. Increasing the availability of the mental health clinician from 20 hours to 40 hours per week would provide much needed additional resources for residents in need.

Financial Impact

The FY 23 budget includes \$48,000 for the part-time embedded clinician (20 hours/week), which is provided by contract through Community Health Resources (CHR). CHR has provided a proposal to increase hours for this position to full-time, or 40 hours per week. The 12 month cost for the full-time position is expected to be approximately \$98,000 (this figure includes salary, benefits, supervision.)

It is proposed the Town Council approve \$70,000 in American Rescue Funds to support increasing the hours of the embedded mental health clinician from 20 hours a week to 40 hours a week in FY 23 and FY 24. Approximately \$34,000 would be used in FY 23 and \$37,000 in FY 24. Use of American Rescue Funds will allow for incremental increases in the General Fund over the next several fiscal years.

Other Board Action

None

Recommendations

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

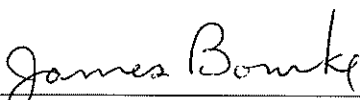
**“MOVE to authorize the use of \$70,000 in American Rescue Plan Act funds during fiscal years 2023 and 2024 for the purpose of increasing the hours of the embedded mental health clinician at the Police Department and authorize the Town Manager to enter into an agreement with Community Health Resources for said services.”**

Attachments

None

Certification

I hereby certify that \$70,000 is available in the American Rescue Plan Act Fund balance to fund the above appropriation.




James Bourke  
Finance Director

## Agenda Item Summary

Date: October 3, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Department Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Wilson Firehouse Replacement Generator

### Background

Each of the firehouses have emergency generators to provide electricity in the case of power outages. The Wilson Firehouse's generator is over 25 years old. The adopted Capital Improvements Plan includes, in the outer years, a generator replacement project at town facilities, including the Wilson Firehouse. Unfortunately the generator at the firehouse became disabled earlier this month. This agenda item respectfully requests the Town Council to approve an appropriation to replace the generator and associated equipment as well as the cost of a temporary generator.

### Discussion/Analysis

The emergency backup generator provides power for the full building and allows operation of the facility to continue during times when the utility company is unable to provide electric power. The generator is original to the facility and, given its age, there are not replacement parts available to make repairs. The projected cost of a new 60kW generator and associated equipment, along with installation, is \$67,500. Rental of a temporary generator is \$2,500 per month. Estimated delivery and installation time is between 4 and 5 months.

Generator equipment and installation	\$67,500
Temporary Generator	\$12,500
Contingency	<u>\$8,000</u>
Total	\$88,000

### Financial Impact

It is requested that \$88,000 be appropriated from the General Fund Unassigned Fund Balance. We are working with our insurance carrier to determine if all or a portion of the replacement cost and rental expense will be reimbursed. Any insurance funds would be returned to the General Fund Unassigned Fund Balance.

The adopted Capital Improvements Plan includes, in the outer years, a generator replacement project at town facilities, including the Wilson Firehouse.



Other Board Action

None

Recommendations

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

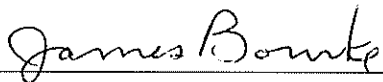
**“MOVE to approve an appropriation of \$88,000 from the General Fund Unassigned Fund Balance for the replacement of the Wilson Firehouse Emergency Generator.”**

Attachments

None

Certification

I hereby certify that \$88,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.




James Bourke  
Finance Director

## Agenda Item Summary

Date: October 3, 2022

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation and Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: Town-Wide Health and Wellness Initiative

### Background

Earlier this year staff presented an overall framework along with a potential allocation plan for the American Rescue Funds (ARF). One of the areas of focus relates to community health and wellness. Resources would be used to help address our residents' emotional, mental, and physical health needs.

It is the goal of the initiative to have a positive impact on participants' health and quality of life through encouraging them to engage in a range of educational, social, and leisure activities.

### Discussion / Analysis

Town staff from Recreation & Leisure Services, Senior Center, Library Services, and the Health Department have worked together on developing a community-wide wellness program. The program will consist of an array of offerings across all age groups and neighborhoods to build community health, wellness, and togetherness. Programs will range from stress management, financial planning, inter-generational pickle ball events to seminars on healthy cooking, nutrition to walking and hiking clubs, contests and more.

The program incorporates incentives for Windsor residents to participate in a wide array of programs and services across all age groups. Programs and services will be offered through various town departments, including Recreation and Leisure Services, Human Services, Library Services, and the Health Department.

A portion of the funds will be used to provide additional program scholarships for families and individuals in need, including seniors.

It is planned to launch the program this fall with a naming contest to build community engagement and excitement. New programs would start before the end of this calendar year.

### Financial Impact

It is requested that \$110,000 in American Rescue Funds be approved to support the planning and implementation of a town-wide Health and Wellness Initiative over the next three years. It is anticipated that approximately \$30,000 will be used in FY 23, \$50,000 in FY 24 and \$30,000 in FY 25.

The proposed funding will provide for the collaboration of departments and agencies to expand existing programs and initiate new offerings through the purchase of materials and supplies, contract instructors and staffing for the delivery of programs and services, community outreach,

and financial assistance to individuals and families. Below is a table showing preliminary uses of the funding.

	<b>Year I FY 23</b>	<b>Year II FY 24</b>	<b>Year III FY 25</b>	<b>Project Total</b>
<b>Program Development</b>	\$3,000	\$1,000	\$1,000	\$5,000
<b>Program Materials and Supplies</b>	\$12,000	\$26,000	\$5,000	\$43,000
<b>Contract Services</b>	\$10,000	\$12,000	\$14,000	\$36,000
<b>Program Scholarships</b>	\$5,000	\$11,000	\$10,000	\$26,000
	<b>\$30,000</b>	<b>\$50,000</b>	<b>\$30,000</b>	<b>\$110,000</b>

Other Board Action

None

Recommendations

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

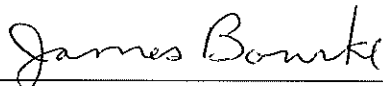
**“MOVE to authorize the use of \$110,000 in American Rescue Plan Act funds for the purpose of planning and implementing a town-wide health and wellness initiative.”**

Attachments

None

Certification

I hereby certify that \$110,000 is available in American Rescue Plan funds to fund the above appropriation.



\_\_\_\_\_  
James Bourke  
Finance Director



**Town Council**  
**Resignations/Appointments/Reappointments**  
**October 3, 2022**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

A. One Democratic Member

Lower Farmington River & Salmon Brook Wild & Scenic Committee  
Three Year Term to expire August 3, 2025 or until a successor is appointed  
(Charles Button - reappointment)

**“MOVE to REAPPOINT Charles Button as a Democratic member to the Lower Farmington River & Salmon Brook Wild & Scenic Committee for a three year term to expire August 3, 2025 or until a successor is appointment.”**

B. One Democratic Member

Windsor Housing Authority  
Five Year Term to expire July 31, 2027 or until a successor is appointed  
(Adam Gutcheon – resigned)

**“MOVE to APPOINT Ruth Jefferis as a Republican member to the Windsor Housing Authority for a five year term to expire July 31, 2027 or until a successor is appointed.”**

C. One Republican Alternate Member

Inland Wetlands and Watercourses Commission

Four Year Unexpired Term to expire March 31, 2025 or until a successor is appointed

(Dominic DeCarlo – resigned)

**“MOVE to APPOINT Jeffrey Adamson as a Republican Alternate member to Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2025 or until a successor is appointed.”**

D. One Democratic Alternate Member

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2026 or until a successor is appointed

(Kevin Washington – moved from alternate position to regular membership)

**“MOVE to APPOINT Meghan Cote as a Democratic Alternate member to Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2026 or until a successor is appointed.”**

E. One Unaffiliated Alternate Member

Lower Farmington River &amp; Salmon Brook Wild &amp; Scenic Committee

Three Year Term to expire August 3, 2025 or until a successor is appointed

(Jen Filer)

**“MOVE to APPOINT Meghan Cote as a Democratic Alternate member to Lower Farmington River and Salmon Brook Wild and Scenic Coordinating Committee for a three year term to expire August 3, 2025 or until a successor is appointed.”**

F. One Democratic Member

Human Relations Commission

Three Year Term to expire May 31, 2025 or until a successor is appointed

(Patricia Mack - reappointment)

**“MOVE to REAPPOINT Patrick Mack as a Democratic Alternate member to Human Relations Commission for a three year term to expire May 31, 2025 or until a successor is appointed.”**

G. One *Unaffiliated* Member

Library Advisory Board

Three Year Term to expire April 30, 2025 or until a successor is appointed

(Kevin Washington - reappointment)

**“MOVE to REAPPOINT Kevin Washington as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2025 or until a successor is appointed.”**

H. One *Democratic* Member

Board of Ethics

Five Year Term to expire July 31, 2027 or until a successor is appointed

(Sonia Worrell-Asare - reappointment)

**“MOVE to REAPPOINT Sonia Worrell-Asare as a Democratic member to Board of Ethics for a five year term to expire July 31, 2027 or until a successor is appointed.”**

I. One *Democratic* Member (Tenant)

Fair Rent Commission

Three Year Term to expire March 31, 2025 or until a successor is appointed

(Ikeshia Guy - reappointment)

**“MOVE to REAPPOINT Ikeshia Guy as a Democrat Member (Tenant) to the Fair Rent Commission for a three year term to expire March 31, 2025 or until a successor is appointed.”**

J. One *Green* Member

Conservation Commission

Five Year Term to expire November 30, 2026 or until a successor is appointed

(Nigel Pepin - reappointment)

**“MOVE to REAPPOINT Nigel Pepin as a Green member to Conservation Commission for a five year term to expire November 30, 2026 or until a successor is appointed.”**



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
September 19, 2022  
Regular Town Council Meeting  
Council Chambers**

**UNAPPROVED 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 James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova and Councilor Lenworth Walker

**2) PRAYER OR REFLECTION**

Councilor Dobler led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Dobler led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclaiming September 2022 as Hunger Action Month

Deputy Mayor Bliss read the proclamation designating September 2022 as Hunger Action month.

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Susan Miller, 130 Palidsdo Avenue, stated that on October 1<sup>st</sup> there will be the first ever Windsor Sustainability Fair on the Town Green from 11:00 AM – 4:00 PM. There will be many fun events happening on that day such as yoga, music, special magic show, etc. There will be lots of interactive exhibits. Please come and join us.

**6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Dobler wanted to thank Susan for reminding everyone about the October 1<sup>st</sup> event.

Councilor Eleveld stated that the Rotary Club in Windsor had 98 volunteers that packed up 20,000 meals of which 12,000 went to the Windsor Food Bank and some went back to Massachusetts, Enfield and the State Aerospace academy. Many volunteers helped to make the day a success.. It was a great day and people enjoyed themselves.

Councilor Walker stated he attended the Windsor Volunteer Fire Fighter reunion event this past Thursday at the new facility. It was quite impressive. He noticed that Alan from Rivertown Village is here again tonight and he urged his colleagues to do something about his tax request.

Councilor Terranova - none

Councilor Gluck Hoffman thanked Union Street Tavern for the Tavern Trot event. There was over 800 runners and they raised over \$60,000. It was nice to see town folks going out and supporting this type of event as well as the civic organizations volunteering and helping to make the event a success.

Councilor Black-Burke wished a Happy Hispanic Heritage month to all Latino constituents.

Councilor Smith - none

Deputy Mayor Bress thanked Mayor Trinks for his generosity, cooking skills and volunteer work this past weekend at the BBQ that was held for Windsor Housing Authority residents. She concurred with what Councilor Black-Burke said about letting everyone know that its Hispanic Heritage month. She asked that individuals keep Puerto Rico in their thoughts and prayers as there will be quite a bit of help needed there due to the hurricane. Last week was National Suicide Prevention Week. There is now a national suicide hotline that can be reached by dialing 9-8-8. She wished a Happy New Year to those in the Jewish community.

Mayor Trinks stated he had two events he attended this weekend. One was a reunion of the 82<sup>nd</sup> Airborne which is an annual event held at Northwest Park. This year there was a special request to secure the Fife & Drum Corps for the event. He thanked Enita Jubrey, Assistant to the Town Manager, for pulling that together, especially on such short notice. The 82<sup>nd</sup> Airborne was quite impressed by them. He also had the opportunity to meet a gentleman by the name of William Straight who was in the last glider class in WWII. It was fun to hear his stories. The other event he went to was the Volunteer Fire Department reunion event. It never ceases to amaze him how family lineage is in the fire departments. You get to see a father and son and sometimes a grandson in the department. We are blessed to have an all Volunteer Fire Department and thanking them once a year is appropriate.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Library Advisory Board

Cheryl Curtis, Chair Library Advisory Board, gave the following report:

The Advisory Board consists of nine members appointed by the Town Council. The Board advises town staff in formulating library policies, recommending new programs, promoting the library to the public, assisting with cultural programs and making recommendations regarding gifts and endowments.

This year the Advisory Board met three times and amended two polices.



The Collection Development policy's 'Donations and Memorials' section now indicates that "Donations not added to the collection may be sold to the public at a library book sale" and that as part of the Withdrawals and Replacements section, books may also be sold "through a vendor sponsored buy-back program". Some wording in the Meeting Room and Use of Public Space Policy was changed to clarify that library meeting rooms are free of charge only to nonprofit/not-for-profit Windsor organizations with Windsor members.

The Advisory Board moved from Zoom to in-person meetings and were no longer required to wear masks for much of the year. More than 2,400 meetings were held at the libraries this year that over 9,000 people attended. All programs, including the popular Wilson Branch Tutoring program resumed in-person participation as well. The libraries welcomed nearly 8,000 attendees to over 700 in-person programs this year.

A program worth noting was a visit last week from Windsor's own Kid Governor, Makhi Etienne-Modesto, who shared his Protecting our Pets platform. Six libraries throughout the state were selected for a visit from Makhi and Windsor Public Library was chosen to be one of them.

To help make registration for library programs even easier for patrons, a new online system was introduced on September 1st. The Library Calendar invites patrons to make reservations for events or meeting rooms, add events to their own digital calendars, get automated program reminders and manage all of their program registrations by simply accessing it through the library website at [www.windsorlibrary.com](http://www.windsorlibrary.com).

Thanks to help from nearly a dozen Windsor Library Association volunteers, the main library surveyed 210 adults, seniors and teens about their ease of finding what they were looking for as they exited the building on three separate days in August. Feedback was positive and included several insightful suggestions that staff looks forward to implementing.

The Windsor Health Department continued to sponsor drop-in COVID-19 vaccination clinics at both libraries throughout the year. A scheduled clinic at the main library on July 12 drew unprecedented numbers of parents with young children as it also coincided with approval of the Pfizer vaccine for children under age 5. Kidspace programmer, Victoria Huertas, jumped into action by engaging little ones (whose parents didn't want to lose their places in the long line outside) with an array of interactive songs and stories. After receiving their vaccine, children were then able to move into Kidspace to play during the recommended 15 minute wait time.

The Library Director also reported that a full-day staff training Palooza which grew out of feedback from the town's 2020 employee engagement survey was a huge success. Designed to build connection among the talented library staff, the Palooza invited both full and part time employees to offer short conference-style presentations on topics that ranged from book repair to meditation to backyard birds.

Staff changes at the library this year included Alex Remy's shift from Teen Services to Children's Services and Cailey Klasson being hired to move into her spot. Interviews will be conducted tomorrow to fill the upcoming Head of Reference and Technical Services vacancy left by Andrea O'Shea, who, after 12 years at the library, has decided to spend more time with her young family.

On a sadder note, staff and patrons of the library continue to mourn the loss of long-time employee, Mercedes Talmadge, who began working part-time at the library after retirement and continued serving the public for the next 32 years! She will be remembered for her generosity, her delicious Italian cookies and uplifting stories of all that she learned to appreciate after living through our country's Great Depression. Mercedes passed away on August 23, 2022 at the age of 98.

Each of our Advisory Board meetings includes a report from the Windsor Library Association on their activities. In addition to outlining projects that support the library, President Mike Zager kept us informed on their efforts to transfer ownership of the Wilson Memorial Library to the Town of Windsor. Mike shared news at our meeting earlier this month of the approval of the transfer and filing of all required legal documents and expects the actual transfer to take place in September or October.

b) Human Relations Commission

Kevin Washington, Chair, and Castella Copeland reported the following:

Mr. Washington thanked all the councilors that came out to the events that they have sponsored along with the Town Manager and Patrick McMahan for all their help.

Castella Copeland stated the Windsor Human Relations Commission was established to help with the promotion of better understanding and respect among racial, religious and ethnic groups and individuals in the town. It shall pursue a community-wide program of education to further inter-group understanding and to discourage and eliminate prejudice, intolerance, bigotry and discrimination. It shall concern itself with equal opportunities in housing and employment for all said groups and individuals and other areas where tensions between persons or groups exist or might exist.

Chair Washington worked with Ms. Dana Gillette to obtain the Commission's first ever Human Rights/Relations Grant for work toward educating a community in Social Justice and Human rights with the Hartford Foundation as the grant holder.

The "*Conversations on Race Series*" is a very well received program by the community, which many of our Town Council have participated in along with educating, discovering and exploring the difference of a population of almost 30,000 people. There was a variety of topics during these events. Programing will continue for this event.

Mr. Washington added that this year, their focus will be on youth in our community to let them know they are here for them. They will be talking about West Indian culture and history, as well as Indigenous people.

The commission continues to build relationships with community partners both new and seasoned. topics include Disability, Men's Health, Behavioral Health, and Life after Incarceration, Transgender, Back to School-students, Where are our Teachers, the most segregated day of the week-our churches and many other topics.

There are many scheduled trips coming up such as a trip to the Indigenous People Museum, United Nations, African American History Museum-Washington DC, International African American History-South Carolina and many others throughout the year.

The commission will continue to produce programming that the Community has expected from them such as the "Windsor Bridge Builder Awards". As an added component, we will have our Bridge Builder Award winners past present and future participate in a service event to the community starting this year. Some programs that will continue include:

- "One Book One Windsor" selected readings for adults and student readers
- Black History Jeopardy and Black History Month event
- Annual Juneteenth Events
- CVS window display case

Councilor Terranova thanked Mr. Washington and the commission for the work they do. She stated that some of the topics the committee brings up are difficult subjects to talk about and this gives an avenue for those individuals who do want to talk about these subjects.

Councilor Walker thanked Mr. Washington and the commission for all the work they do as well. He stated that he knows the commission has worked with Doug Shipman at the Windsor Historical Society to talk about the contributions of West Indians in the Windsor community. Most West Indians who reside in Windsor are descendants of the farmers who came to help with tobacco and other agricultural products. He also wanted to thank First Cathedral who provided their facilities for many of the events.

Councilor Black-Burke suggested that maybe we can consider hosting a Juneteenth parade in the Town of Windsor.

Deputy Mayor Bress reminded the public amount of time, dedication and effort this takes by the commission. She thanked them for their leadership. She feels the commission and library enrich the Windsor community immensely.

## **8) TOWN MANAGER'S REPORT**

Town Manager Souza stated a citizen had raised a concern about speeding and line of sight issues on Bloomfield Avenue and Sheffield Street at the last Town Council meeting. Since that time, the Department of Public Works staff has gone out to cut back what is causing line of sight issues and the Police Department has made contact with the resident in follow up to her concerns. We will be concentrating on directing speed enforcement along Bloomfield Avenue over the course of the fall.

Town Manager Souza added that Councilor Smith had brought to his attention some recent yard flooding in the vicinity of the 300 block of Rainbow Road. Town staff has been in communication with the State of CT Department of Transportation (DOT). There is a state-owned brook that runs parallel with the south side of Route 20 that appears to be part of the issue, if not the entire issue. The Public Works Director will be meeting with the DOT to assess the situation of the state-owned brook.

**Annual Windsor Freedom Trail Tour Walk**

The Annual Windsor Freedom Trail Tour/Walk will be held September 24<sup>th</sup> from 7:00 AM to 10:30 AM starting at Archer Memorial A.M.E. Zion Church, 320 Hayden Station Road.

**Household Hazardous Waste Day**

The MDC Household Hazardous Waste Collection event will be held on September 24<sup>th</sup> at the MDC Water Pollution Control Facility at 1222 Poquonock Avenue from 8:00 AM to 1:00 PM. Visit [themdc.com](http://themdc.com) for more information.

**First Town Downtown's Windsor Center Clean up**

Join us on Saturday, September 24<sup>th</sup> from 9:00 AM – 11:00 AM for a Windsor center clean up event! We'll meet at 9:00 am in front of the office at 161 Broad Street (parking across the street) and get started. Gloves and bags will be provided. Many hands make light work! Please RSVP by calling 860-247-8982.

**Block Party**

A Community Block Party is taking place on this Saturday, September 24<sup>th</sup> from noon to 2:00 PM at 458 Windsor Avenue, across from the former Roger Wolcott School. This event will feature a family fun atmosphere full of exciting activities like Kona Ice, yard games, arts and crafts, music, food, bounce-houses, and more. You will have the opportunity to give your feedback on the proposed plans for this future park.

Enjoy the afternoon with family, friends, and neighbors while giving your input to help us build an inclusive space that represents the needs of our residents.

**Senior Health & Wellness Fair – October 6<sup>th</sup>**

The Windsor Health Department will be holding a walk-in Flu Shot Clinic in conjunction with the Senior Health and Wellness Fair on Thursday, October 6, 2022 from 8:30 AM – 12:00 PM at the LP Wilson Center, 599 Matianuck Avenue.

Persons 18 years old and older are eligible to receive a flu shot and those 65 years old and older are eligible to receive the high dose flu shot at the Windsor Flu Shot Clinic.

Both the high dose and standard dose flu shots are quadrivalent vaccines which means that they provide protection for 2 influenza A viruses and 2 influenza B viruses. The high dose flu shot contains four times the amount of antigen which is the ingredient that prompts the body to make antibodies creating a stronger immune response. This year the CDC has recommended that those 65 years old and older receive the high dose influenza vaccine.

**Northwest Park Country Fair**

The Friends of Northwest Park 41<sup>st</sup> annual country fair is slated to take place on October 15<sup>th</sup> from 10:00 AM – 4:00 PM. There will be food, music, games and fun activities, and competitions during the event. Volunteers are needed to help out at this wonderful community tradition. For more information, visit [northwestpark.org](http://northwestpark.org) or go to the town website at [www.townofwindsorct.com](http://www.townofwindsorct.com).

Deputy Mayor Bress thanked the Town Manager for the immediate response on the brush cut back on Bloomfield Avenue. She added that coming out of Brewster Road and making a right is perfectly clear but she's not sure of the other direction and if that is under our purview. Town Manager Souza stated that the town is aware of the additional line of sight issue and they are working with the private owner to get permission to cut it back.

Councilor Black-Burke thanked the Town Manager for his quick response to the situation on Bloomfield Avenue. Regarding the September 24<sup>th</sup> block party event and the sharing of the plans for the proposed Wilson Park, in what other ways, outside of the social media blast, are constituents hearing about this? Town Manager Souza explained this is just one outreach event. Young residents that are in the 'Rise' program (which is an after school program at 330 Windsor Avenue) will have an opportunity to give their input on the park during one of their gatherings. We will also be developing an online opportunity for people to give their input. Other ways to be considered is to have 'drop' boxes at the Wilson Library, the Main Library and 330 Windsor Avenue for folks to be able to 'drop' in their suggestions.

Councilor Black-Burke added that maybe the town should consider a targeted strategy for individuals that live in that area, just for them to have some input and feedback.

Councilor Smith thanked the Town Manager for his prompt response to the Rainbow Road water issue.

## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – nothing to report.

Finance Committee – Councilor Terranova stated the Finance Committee met last week to discuss the Tax Increment Financing District Master plan that was referred to it. More specifics will be given when the agenda item is discussed.

Health and Safety Committee – Councilor Black-Burke – nothing to report.

Personnel Committee – Deputy Mayor Rampulla Bress stated the Personnel Committee will be meeting this Thursday, September 22, at 5:30 PM and will be conducting interviews for board/commission candidates. They'll also be discussing the arts commission. A possible voluntary survey to current board/commission members is being considered to see if volunteers would be interested in sharing some information about themselves to get some demographic information on who is serving on boards/commissions.

## 10) ORDINANCES – None

## 11) UNFINISHED BUSINESS

- a) Refer proposed Town Center Tax Increment Financing (TIF) District Master Plan program to the Town Planning & Zoning Commission and set a Public Hearing for October 17, 2022 at 7:20 PM

MOVED by Deputy Mayor Bress, seconded by Councilor Terranova, to refer the proposed Windsor Center Tax Increment Financing District Master Plan to the Town Planning and Zoning Commission for an advisory opinion and to set a Public Hearing on the proposed plan for October 17, 2022 at 7:20 p.m.

Councilor Terranova gave an overview of the item as follows:

The Tax Increment Financing (TIF) District Master plan was presented to the Council at their last meeting where it was referred to the Finance Committee for review.

The Council adopted the TIF policy earlier in June this year. This is the first district master plan to be presented to the Council. The Finance Committee met last Wednesday and had some good discussion about the master plan. Everyone seemed to have a good understanding of what is in the plan and the control that the Council has over it.

The Finance Committee discussed the overall benefits of adopting the plan, including increasing our competitiveness for grants and other financial opportunities and reassuring its commitment to the Plan of Conservation and Development and the Transit-Oriented Development master plan as well. This is not just a financial plan, but can also be used as a marketing tool that will help the town attract economic development to our town center and support additional housing and business development. The Committee made sure this plan met the requirements of the policy as well as State statute requirements, which it did including being less than 10% of our taxable grand list.

The proposal is for a 20 year term which the committee thought was reasonable since it will take time for money to build up in this fund. The proposed split of the taxes is 75% of the generated taxes will be captured within the district and 25% will go to the town's general fund.

The last piece that the Committee discussed is what control the Council has over the money that will be generated. Who decides where the money is spent as there are certain priorities regarding how this money can be spent. The TIF Advisory Committee (which is the Economic Development Commission and an individual from the community) can make suggestions, Council members can make suggestions, a member of the community can make a suggestion, town staff can make suggestions and it can be used for capital improvement projects. There are many ways in which the money can be used, but it still needs to come before the Council and the Council would allocate spending of that fund during that time.

Another question brought up during the Finance committee meeting was does the Council have the ability to change the proposed plan between now and 20 years from now. The majority of the Committee voted that the Council can make changes.

Also, Credit Enhancement Agreements (CEA) would need to go through their process where the developer would submit an application and it would go through the Advisory Committee and then to the Council for their review. So, there are quite a few steps along the way where the Council continues to have input so this money is not out of their control but it is something that would be used for planning, purposely using it to develop the center of town.

The next steps are to refer the TIF to the Town Planning & Zoning Commission for their review and then set the public hearing for October 17<sup>th</sup>.

Councilor Black-Burke asked if the 75% that is going to be kept within the district can be changed at any point? Councilor Terranova responded that yes that can be changed anywhere along the way.

Councilor Eleveld asked once the program is agreed to, can the Credit Enhancement Agreement be changed? Councilor Terranova stated that it would depend on how the agreement is worded. Councilor Eleveld added that it seems that it cannot be changed as it is a contractual obligation. Is that correct? Town Manager Souza stated that a Credit Enhancement Agreement with the developer would be a contractual obligation so it would depend on how the agreement is written.

Councilor Eleveld expressed that he is not a big fan on how the plan is written and that he has multiple issues with it. He was concerned about the fire districts taking on more taxes due to the plan. He explained the way the plan works. Councilor Eleveld is having issues with understanding the CEA. He asked why we are helping developers to develop in the town without the town receiving any benefit from it. He also is not liking the funding locations for the money written into the plan. He believes and hopes those are just examples.

Mayor Trinks explained that he did recuse himself last time from the meeting when this item was discussed. However, since this discussion tonight is basically to refer the item to the Town Planning & Zoning Commission, he feels it would be appropriate for him to sit in on this discussion.

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

## 12) NEW BUSINESS

- a) Acceptance of sidewalk easement along Cook Hill Road from 28 Cook Hill , LLC

MOVED by Deputy Mayor Bress, seconded by Councilor Terranova to accept the proposed sidewalk easement from 28 Cook Hill Road, LLC over the area shown as 'Sidewalk Easement in Favor of the Town of Windsor' on the attached map titled 'Plot Plan – The Hamlet at Cook Hill, prepared for 28 Cook Hill Road, LLC, 28 Cook Hill Road, Windsor, Connecticut, Scale 1"=40', Dated February 17, 2022', prepared by Barresi Associates, LLC.

Bob Jarvis, Department of Public Works Director/Town Engineer, stated as part of the approval for the subdivision at 28 Cook Hill Road, the development proposed the installation of a 5-foot wide sidewalk across the frontage of the property along Cook Hill Road.

Typically, sidewalks are constructed within the town's right-of-way along the roadway. This enables the town to perform any required maintenance without the need to obtain additional rights from adjacent property owners to do so. However, there is not enough area within the Cook Hill road right-of-way to accommodate both the 5-foot wide sidewalk and allow appropriate snow shelf

distance from the roadway. Consequently, an easement is required from the property developer along this section of Cook Hill Road to allow for future maintenance by the Town.

The sidewalk constructed within this easement will be considered a public walk governed by *Connecticut General Statutes* §13a-149. Snow and ice removal will remain the responsibility of 28 Cook Hill Road, LLC and its successors as governed in the *Windsor Code of Ordinances*, Section 15-3.

The Town Planning & Zoning Commission approved this easement at its regular meeting on September 13, 2022.

Councilor Eleveld asked why we are not doing this same project on Capen Street. Mr. Jarvis responded that he believes that there are sidewalks along the opposite side of Capen Street that might have been added to the Town Planning & Zoning Commission's decision but he was not privy to that information.

Motion Passed 9-0-0

b) Acceptance of sidewalk and traffic signal related easement for 1201 Kennedy Road

MOVED by Deputy Mayor Bress, seconded by Councilor Smith that the "PROPOSED SIDEWALK EASEMENT A", "PROPOSED TRAFFIC EASEMENT A", "PROPOSED SIDEWALK EASEMENT B", and "PROPOSED TRAFFIC EASEMENT B" (collectively, the "Easement Area") on that certain map entitled "EASEMENT PLAN, PROJECT WARRIOR, 1 Joseph Ln & 1201 Kennedy Road, WINDSOR, Connecticut" prepared by Langan CT, Inc. as Project No. 140207301 dated June 17, 2022, Drawing No. EA201, Sheet 1 of 1 (the "Map") be approved.

Bob Jarvis, Department of Public Works Director/Town Engineer stated the following:

Access to the site will be provided at three locations along Kennedy Road. One driveway is an unsignalized right-turn entrance only driveway just south of Joseph Lane. The second driveway aligns with the existing Hayden Station Road, on the westerly side of Kennedy Road creating a four-leg intersection with a traffic control signal. The third access is a signalized full access driveway on Kennedy Road, approximately 700' west of River Street.

In addition to the traffic signal installation and improvements within the public right-of-way, a 5' wide concrete sidewalk is installed along the Kennedy Road frontage of the property.

The sidewalk installed along Kennedy Road will be considered a public walk that shall be maintained and kept in repair by the town as governed by *Connecticut General Statutes* §13a-149. Snow and ice removal will remain the responsibility of the Grantor as governed in the *Windsor Code of Ordinances*, Section 15-3. The traffic signal equipment at the intersections of Kennedy Road/Hayden Station Road intersection, and the new traffic signal installation at the eastern site drive are also town-owned signals.

The Town Planning & Zoning Commission approved these easements at its regular meeting on September 13, 2022.



Motion Passed 9-0-0

- c) Introduction of a resolution to name the Town Center River Trail in honor of former Mayor Brian Griffin

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to introduce the following resolution for consideration at the Town Council's October 3, 2022 regular meeting: 'That the Windsor Center River Trail be designated the *Brian T. Griffin Trail* in memory of former Mayor and Probate Judge Brian Griffin in recognition of his commitment to the project and service to the Windsor community.

Enita Jubrey, Assistant to the Town Manager, stated the development of the Windsor Center River Trail began on July 27, 1993 with a grant under the Surface Transportation Program Enhancements (STP-E) via the Capital Region Council of Governments. In August of 1993, Town Council approved the allocation of \$61,160, or 20% of the expected project cost, as the town's share of the project.

Multiple Town Improvement Committee meetings, public information meetings and hearings ensued until the project was passed at a Special Town Meeting held on September 5, 1995. The trail was completed in the fall of 1996.

Today the multi-use trail is a vibrant hub of activity for runners, walkers, cyclists, cross country skiers, snow shoe enthusiasts and even horseback riding. Its meandering paths provide respite and breathtaking views of the Farmington River each spring, summer, fall and winter for thousands of Windsor residents and visitors.

This proposal aligns with the town's policy regarding the naming of town property, buildings, and parks. The policy allows for naming facilities after geographical, neighborhood, and historic elements, as well as to recognize and acknowledge the activities and significant contributions made by individuals to the town.

Mayor Trinks added that this item is extremely personal to him. He and Brian Griffin were good friends and he was his mentor. Mr. Griffin was an advocate for walking. He and his wife were often seen walking at Loomis Chaffee school. This idea has been in the back of his mind for years and it aligns with the policy that the town has therefore he is proposing this item tonight.

Councilor Eleveld said that Brian was respected on both sides of the aisles which says an awful lot about his character. This is a great way of honoring him and he looks forward to the trail coming to fruition.

Motion Passed 9-0-0

### 13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to accept the resignation of Edward Samolyk from the Insurance Commission.



Motion Passed 9-0-0

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the September 6, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve the unapproved minutes of the September 6, 2022 Regular Council meeting as presented.

Motion Passed 9-0-0

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

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to enter into Executive session at 8:57 p.m. for the purpose of:

- a) Strategy and negotiations regarding possible sale, lease or purchase of real property

Motion Passed 9-0-0

**16) EXECUTIVE SESSION**

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

MOVED by Deputy Mayor Bress, seconded by Councilor Terranova to exit Executive Session at 9:15 p.m. and to re-enter the regular Town Council meeting.

Motion Passed 9-0-0

**17) ADJOURNMENT**

MOVED by Councilor Gluck Hoffman, seconded by Councilor Smith to adjourn the meeting at 9:16 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary