



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
October 17, 2022
Regular Town Council Meeting
Council Chambers**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:45 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 Gluck Hoffman led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

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

4) PROCLAMATIONS AND AWARDS

- a) Proclaiming the month of October 2022 as Domestic Violence Awareness Month

Deputy Mayor Bress read the proclamation designating October 2022 as Domestic Violence Awareness month.

- b) Proclamation recognizing October 2022 as Disability Employment Awareness Month

Councilor Black-Burke read the proclamation recognizing October 2022 as Disability Employment Awareness month.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Marilyn Adamo, 453 Tributary Lane, stated that she has been pleading for the last nine months for tax fairness for her community, Rivertown Village. Mayor Trinks asked the Town Manager to look into their request and go back to 2014 to the original request. Thank you Town Manager and all the councilor members that have supported us. It was a great breakthrough that this was addressed. However, the request made in 2014 presented no facts and figures but spoke about elderly communities. One of the then council members was so rude to the speaker that several days after the meeting, Mayor Trinks called the Rivertown Village president to apologize. I was

there and I was appalled at the time. We are an over 55 community and many are not elderly but still working to be able to pay taxes on their homes. I worked for 8 years as a registered nurse after moving here and many in our community are still working. As I look at all of you. I see some over 55. Do you consider yourselves elderly? Do you receive services from the town such as street lighting, maintenance of road and storm drainage, because we do not. We pay taxes just as all of you do but do not receive any services except for Police and Fire. She was not aware of this caveat at the time she purchased her home and would never have moved to Windsor but rather to another community that respects tax fairness. At the last Town Council session Allen Bellefleur, 427 Tributary Lane, distributed to each councilor the costs of the services not provided by the town. If you have not looked at the material, she asked the Town Council to please do so. If the formula Allen has created is used as well as the sample reimbursement sheet each year, this would amount to approximately \$100,000 to the town for all 8 communities and would be a big step in creating tax fairness to all paying residents. If the Town of Windsor had a plan to build communities such as ours without services, it should have been stipulated to the builder that this arrangement be known to prospective buyers. Not only was the town and the builder negligent in doing this but there was little supervision of this building by the town. She pointed out some issues she had at her house and how the town responded to them. Since she moved here in 2008 she has paid approximately \$80,000 in taxes.

Coralee Jones, 1171 Matianuck Avenue, stated that she had a question about the TIF district plan. As stated before, on average there would be \$650,000 less per year for 20 years. She'd like to know how this loss of revenues would be handled. Regarding the road diet, FTDT had discussed this many years ago and it was decided that it would be done on a trial basis. If this does not work it would be a huge mistake. It would be a lot of money and would be devastating to the center of town to those living on the side streets and the businesses that are currently there. We need to tread very carefully on how we proceed with this road diet.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler stated with heavy hearts the men and women of the Windsor Police Department stand in unity with and support of the Bristol Police Department and the family and friends of Sargent Dustin Demonte and Officer Alex Hamzy over their senseless deaths. We also wish for a speedy recovery of Officer Alec Iurato. These heroes made the ultimate sacrifice while protecting and serving their community. In their memory, we along with police officers across the state, will continue to proudly serve our communities with honor and distinction. Our resolve to do good is strong and we appreciate the outpouring of support you have shown us.

Councilor Eleveld stated he didn't want to reiterate all that has already been said about the Bristol officers but he felt it is a tragedy for Bristol and the entire state that this happened. He also reminded individuals to drive slowly, especially with Halloween around the corner.

Councilor Walker echoed the sentiments of Councilor Dobler. He added that the Bristol police has set up donations on behalf of the two slain officers. There is another organization that has gathered enough funds to pay off the mortgages for both of these police officers houses. However, people can still continue to give. As of September 30th, there were 252 law enforcement officers that were shot in the line of duty. 50 of those were killed. These numbers

do not include the Bristol Police officers. There were 63 separate ambush style attacks. That indicates that the people committing these senseless acts are more brazen and have no fear of consequences for murdering police officers. Sometimes it takes elected individuals at different levels all the way up to the US Congress to speak up and start thinking positive thoughts instead of the negativity that has been out there attacking the police officers. He added that both he and Councilor Smith went to the 'Coffee with a Cop' event at the Senior Center. Chief Melanson along with other officers were there interacting with the seniors as well as two councilors who were there. It was a wonderful event. He wants to congratulate Charles Jackson on winning two prizes at the Chili Fest. He volunteered at Northwest Park this Saturday as well.

Councilor Terranova stated that tonight she and some of the councilors will be receiving their flu vaccine. She reminded everyone to get out there and get theirs as well along with getting their bivalent shot.

Councilor Gluck Hoffman - none

Councilor Black-Burke gave her condolences to the Bristol Police Department's police officer families. Her heart goes out to them. She wanted to reiterate that Councilor Gluck Hoffman and others will soon will be discussing the speeding issues during a Health & Safety Committee meeting. Please be sure to slow down while driving as it is getting dark earlier.

Councilor Smith reminded everyone that October is Breast Cancer Awareness month.

Deputy Mayor Bress concurred with the other councilors about the Bristol police officers. She stated there were some events on the town green this weekend that she attended including the Chili Fest, etc. It was very uplifting. She also attended the Northwest Park Country Fair which was held in honor of volunteer Roger Nolte who passed away this year. Also lost was Dave Gillette who along with Roger were both very active and dedicated volunteers for Northwest Park for many years.

Mayor Trinks encouraged individuals to go out and get their flu shots.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Gary Johnson, Public Building Commission, gave the following report:

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project Phase Two– 9519
Supply chain issues continue to slow progress. A shipment of the remaining interior cassette units has finally arrived. The exterior condensing units still have no delivery date. Work on this project is now scheduled to pause in November and restart in May 2023.

Aquatic Facilities Improvements Design –9536

This project is currently out to bid. Bids are due on November 17, 2023.

Milo Peck School HVAC Construction – 9538

A cost benefit life cycle analysis comparing the original design versus the new design was presented to the PBC at its August and September meetings. The PBC is scheduled to meet with the Clean Energy Task Force Committee at its October 25 meeting and discuss both options of design.

Clover Street School Roof Replacement Design Project – 9549

The project design architect, Hibbard & Rosa, has completed the construction and specification drawings. The PBC reviewed the completed drawings. Construction is scheduled for FY2026.

Design for LP Wilson Community Center HVAC Renovations - 9551

The PBC expects to review the completed drawings in a future meeting and motion to proceed to bidding by town staff. Due to the amount of new HVAC equipment, this project will have two phases, north and south sides of the building. The north side is scheduled for summer 2023 with north side summer 2024.

330 Windsor Ave. Community Center Gym HVAC Renovations -9550

The contractor has ordered all new equipment but current logistics have the new equipment arriving in March 2023. The contractor completed most of the interior work and is waiting on delivery of roof top units.

Design for Clover Street School Restroom ADA Code Compliances – 9552

The PBC reviewed completed drawings at their September 13, 2022 meeting. Construction is scheduled for FY2024.

Design for LP Wilson BOE Restroom Renovations- 9553

The PBC reviewed completed drawings at their September 13, 2022 meeting. Construction is scheduled for FY2025.

LP Wilson Social Services Relocation Project - 9545

The construction for this project is on schedule to be completed at the end of November.

O'Brien Field House Renovation Design Project - 9546

The architect, Kaestle Boos Associates, held meetings last week with the high school athletic department staff to discuss their program needs for the redesigned field house. The PBC expects KBA to complete their feasibility study in November 2022.

Sage Park Middle School Roof Design Project – 9541

The PBC has bid and awarded this project to Hibbard & Rosa Associates. The PBC expects this design to be completed at the end of December. Construction is scheduled in FY2024.

Poquonock Elementary School Roof Design Project - 9558

The PBC has bid and awarded this project to Hibbard & Rosa Associates. Construction is scheduled in FY2025.

b) Metropolitan District Commission

John Avedisian reported the following to the Town Council regarding the Metropolitan District Commission (MDC):

- Hiring for the MDC – there is funding for 438 positions and MDC has filled only 409 of those positions so far. This will help in keeping the number of employees reduced.
- The collective bargaining agreement with Local 184, 1026, 3713 will expire at the end of this year. The districts have completed negotiations with Local 1026 which was approved by the district board. The other two locals are working on consolidating the reconstruction of locals that includes multi-tasking which is helping to keep the amount of positions down so we don't have one person doing more than one particular job.
- Ad valorem – MDC is still working hard to get the money that is owed to them from the State of Connecticut. They are still pushing for that. This might end up being a court issue.
- Billing for MDC – there are over 54,533 individuals using the online billing payment system service which has helped MDC to get more payments.
- Operation Fuel received 315 donations, totaling \$594. In 2021, the Town of Windsor had 18 recipients. This year it looks like there will be 30 recipients at about \$11,778 to help with fuel costs.
- They are up a little bit on the daily water production. In 2021, they were at 47.83 MDG per day and we are up to 48.51 average for the last 5 months. So we are still conserving water.
- The drinking water supply is at 75% at Barkhamsted.

Recently, there was an article about MDC in the newspaper regarding the billing from the Sandler law firm. In 2021, the Board voted that MDC was not going to spend any more money on lawyers unless there was a budget approved. That has not yet happened. As the article said, the bills came in for \$16,000 for 2021 which was an approved expenditure and was paid. However, there was an error at the lawyer's office and someone sent another bill for \$80,000. MDC voted not to pay it. They noticed on the bill that there were many meetings on the south end with their chairman and other commissioners and staff. Everyone on that list, which MDC has spoken to, stated they were not at those meetings. MDC will not be paying the bills and they will not be using Sandler any longer as their lawyer. MDC will be hiring a forensic lawyer to get to the bottom of the issue. MDC is fully backing that decision. What it comes down to is that the MDC chairman has stated that he did not authorize those charges and the lawyer is stating that he did.

Mr. Avedisian's term on the MDC is coming to an end and he stated that he'd like to be reappointed to the MDC for another term. Councilor Terranova gave her thanks to Mr. Avedisian for all the information he has brought to the Town Council regarding the MDC and his passion in serving his role as a member on the commission. He would be a hard person to replace. She is in favor of reappointing him.

8) TOWN MANAGER'S REPORT

Chamber of Commerce Business After Hours

The Chamber of Commerce's Business After Hours will be held on October 19th from 5:30 PM – 7:00 PM at the town's new Fire and EMS facility on Bloomfield Avenue. This is a great opportunity for area businesses to get to network with other businesses in a social atmosphere and to build relationships. Refreshments will be served. Free to Windsor Chamber members and TVCA members, \$5.00 for non-Chamber members. For more information, call 860-688-5165.

COVID 19 Vaccination Clinic

The COVID-19 DPH/Griffin Hospital VAX Van will be at LP Wilson Community Center, 599 Matianuck Avenue, on Wednesday, October 19th from 4:00 PM -7:00 PM to administer COVID-19 vaccines to those 6 months and older. Eligible participants may start or complete their COVID-19 primary vaccine series. Persons who have completed the primary vaccine series are eligible to receive a bivalent booster 2 months following their last COVID vaccine: 5 years old+ may receive the Pfizer bivalent booster and those 6 years old+ may receive the Moderna bivalent booster. This clinic is a walk-in clinic and recipients should bring their vaccine & insurance cards and ID.

November 8 is Election Day

All Windsor polling locations will be open from 6:00 AM to 8:00 PM. Absentee ballots for the election are currently available in the Town Clerk's Office, Monday – Friday 8:00 AM to 5:00 PM. To request an absentee ballot, voters may visit the town website at www.townofwindsorct.com or by calling the Town Clerk's office at 860-285-1902.

Voters may return their voted ballot to the Windsor Town Clerk's Office by:

- Mail (It is recommended to mail your ballot as early as possible to insure delivery by November 8th)
- Depositing in the ballot into the secure absentee ballot box located behind Windsor Town Hall at 275 Broad Street no later than 8:00 PM on November 8th
- Or hand deliver the ballot to the Town Clerk's Office.

All absentee ballots must be returned by 8:00 PM on November 8th. Any ballot received after that time will not be counted.

Windsor's 2022 Leaf Collection Program

Windsor's 2022 leaf collection program begins on October 24th and will end on Friday, December 16th. During this eight-week period, your leaves will be picked up on the same day as your trash pick-up.

Residents must place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a “Leaves Only” sticker that can be easily identified by the driver (i.e., the sticker facing the road). Residents can obtain these stickers at the Town Hall or the Windsor Transfer Station.

In Windsor, the transfer station accepts residents’ leaves at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves, (no contaminants or plastic bags).

The transfer station accepts leaves Mondays and Fridays from 8:00 AM to 2:45 PM, Tuesdays and Wednesdays from 10:00 AM to 2:45 PM, and Saturdays from 8:00 AM to 3:45 PM. Residents should arrive at least 15 minutes prior to closing to allow sufficient time to unload their vehicles. The Windsor Transfer Station is closed on Thursday and Sunday. It is located at 500 Huckleberry Road in Windsor. If you have any questions regarding recycling or composting in Windsor, please call the Transfer Station at (860) 285-1833.

Nightmare on Broad Street

First Town Downtown and Windsor Federal Savings will once again be sponsoring Nightmare on Broad Street in Windsor Center on October 31, 2022 from 5:30 PM – 7:30 PM. Businesses will be giving out treats to the youngsters. There will be hay rides and more! Broad Street from Batchelder Road to Palisado and Poquonock Avenue will be closed to traffic. For more information call 860-247-8982 or go to www.firsttowndowntown.org.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – nothing to report.

Finance Committee – Councilor Terranova stated the Committee will be meeting next week.

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

Personnel Committee – Deputy Mayor Bress stated that the Personnel Committee has some volunteers looking for seats on a board or commission that the Town Council will be voting on tonight.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

- a) Approve Town Center Tax Increment Financing Master Plan

MOVED by Deputy Mayor Bress, seconded by Councilor Terranova, to approve the attached resolution authorizing the creation of the Windsor Center Tax Increment Financing District and adoption of the Windsor Center Tax Increment Financing District Master Plan.

RESOLUTION

AUTHORIZING THE CREATION OF THE WINDSOR CENTER TAX INCREMENT FINANCING DISTRICT AND ADOPTING THE WINDSOR CENTER TAX INCREMENT FINANCING DISTRICT MASTER PLAN

WHEREAS, Chapter 105b of the Connecticut General Statutes authorizes municipalities in Connecticut to create tax increment financing (“TIF”) districts for the purpose of incentivizing economic development and infrastructure, and supporting employment, housing, economic growth and other projects; and

WHEREAS, the proposed district, to be known as the Windsor Center Tax Increment Financing District (the “District”), will be created pursuant to the Act and the Windsor Center Tax Increment Financing District Master Plan attached hereto as Exhibit A (the “District Master Plan”), which details the creation, structure, development, financing, operation and maintenance of the District; and

WHEREAS, pursuant to the District Master Plan, the Town of Windsor (the “Town”) will capture seventy five percent (75%) of the future increased assessed property values within the District for an anticipated term of 20 years and utilize up to one hundred percent (100%) of the real property tax revenues generated from such increased property values, along with private funds, to fund infrastructure improvements, economic development programs, traffic and road improvements, streetscaping, branding and administrative costs; and

WHEREAS, the Town is in need of economic development and infrastructure improvements in the Windsor Center area; and

WHEREAS, there is a need to provide continuing employment opportunities for the citizens of Windsor and the surrounding region; to improve and broaden the tax base in the Town; and to improve the economy of the Town and the State of Connecticut; and

WHEREAS, a portion of the real property within the proposed District (i) is in a substandard, deteriorated, deteriorating or blighted area; (ii) is in need of rehabilitation, redevelopment or conservation work; or (iii) is suitable for commercial, residential, mixed-use or retail uses, downtown development or transit-oriented development; and

WHEREAS, as shown in Exhibit B of the District Master Plan, the original assessed value of the taxable property within the District does not exceed ten percent (10%) of the total value of taxable property within the Town as of October 1, 2021; and

WHEREAS, the creation of the District will help to provide continued employment for the citizens of the Town and the surrounding region; to improve and broaden the tax base in the Town; and to contribute to the economic growth and well-being of the Town and the State of Connecticut; and

WHEREAS, the establishment of the District would not be in conflict with the Town's Charter; and

WHEREAS, the District Master Plan was transmitted to, and a review of the District Master Plan and a written advisory opinion as required by the Act was requested from, the Town Planning and Zoning Commission to the authorization and the establishment of the District; and

WHEREAS, the Town Council has held a public hearing on the proposal to establish the District in accordance with the requirements of the Act, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and

WHEREAS, the Town Council has considered the comments provided at the public hearing, both for and against the District.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WINDSOR AS FOLLOWS:

Section 1. The Town Council of the Town of Windsor hereby authorizes creation of the Windsor Center Tax Increment Financing District, the boundaries of which are included in the District Master Plan, and adopts the Windsor Center Tax Increment Financing District Master Plan attached hereto.

Section 2. The Town Council of the Town of Windsor hereby authorizes that seventy-five percent (75%) of the future increased assessed property values within the District shall be retained as captured assessed value in accordance with the District Master Plan and up to one hundred percent (100%) of the real property tax revenues generated from such captured assessed value may be used to fund the various costs and improvements set forth in the District Master Plan.

Patrick McMahon, Director of Economic Development, gave an overview of the project as follows:

The Tax Increment Financing District Master Plan is a flexible Economic Development tool enabled by State Statute. The state outlined a process that needed to be followed to adopt a Tax Increment Financing District Master Plan which included:

1. Development of a TIF District Master Plan;
2. A written advisory opinion from the Planning and Zoning Commission that the District Master Plan is in keeping with the Plan of Conservation and Development;
3. Holding a public hearing;
4. Finding that a portion of the real property within the proposed District (i) is in a substandard, deteriorated, deteriorating or blighted area; (ii) is in need of rehabilitation, redevelopment or conservation work; or (iii) is suitable for commercial, residential, mixed-use or retail uses, downtown development or transit-oriented development; and
5. Adoption of the District and District Master Plan by the Town Council as the legislative body.

The Economic Development Commission (EDC) and the Windsor Center TIF Advisory Committee recommended to the Town Council and Town Manager the creation of the Windsor

Center Tax Increment Financing District and further recommended the adoption of the Windsor Center TIF District Master Plan. The EDC found that adoption of a TIF District for Windsor Center will assist in downtown and transit oriented development and enhance the physical and social environment of downtown.

The Finance Committee met on September 14th and recommended that the Town Council 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.

The Planning and Zoning Commission reviewed the Windsor Center Master Plan at its October 11, 2022 meeting and recommended approval of the Windsor Center Tax Increment Financing District and District Master Plan. The Commission found that the Windsor Center TIF District will further the community and economic development goals contained in the Town's Plan of Conservation and Development.

The Town Attorney provided a written opinion that the adoption of a TIF District for Windsor Center does not conflict with the *Town Charter*.

The Town Council now has to give its approval of the TIF District Master plan.

MOVED by Councilor Eleveld, seconded by Councilor Smith to modify the 20 year period for the Tax Increment Financing District Master Plan (TIF) to 10 years.

Councilor Terranova stated that she does not agree with changing it to 10 years. There has been much discussion regarding the 20 year period and its importance to recoup the money and then spend it. She is not in agreement with cutting back to 10 years.

Councilor Smith said that the theory is if it is working for 10 years, there's no reason why it can't be extended by another 10 years. If it's not working after 10 years, then it would need to be readjusted. Handcuffing the Council for 20 years is counterproductive and he is not in favor of it.

Councilor Walker asked about the voting procedures. The first time we had a vote on the Tax Increment Financing District Master Plan, the Mayor recused himself. Now that we are at this point again of voting, will he be recusing himself from this vote? Town Manager Souza explained that there was a written opinion from the Town Attorney's office that answered the question that the Mayor had about a potential conflict of interest. The opinion stated that by adopting the TIF District Master plan, there is no specific benefit to any one property owner. If the individual wanted to have a developer's agreement, that is a separate and distinct action by the Town Council body. That would most likely be a conflict of interest. That property owner, if they do sit on the board, would have to recuse themselves at that time.

Councilor Walker asked if the Town Council would get a copy of the letter from the town attorney as well instead of just hearing it verbally. Where does that document exist? Town Manager Souza stated that the document was provided to him and he conveyed it to the Mayor. Councilor

Walker stated that logically if a property has a potential of benefitting from this TIF district, and one of us up here that owns the property, that should be a legal question. He doesn't believe that it should be an opinion or that the Town Manager is just conveying it to the Town Council. He added that is just his personal opinion.

Councilor Dobler asked in regards to the inner workings and the power the Town Council has over the plan. Let's say in 10 years from now it is not working out, is there anything that would keep the Town Council from ending it? Mr. McMahon stated there is nothing stopping the Town Council from ending it.

Councilor Dobler stated that everything that comes to the Town Council he looks at separately. He thinks that we need some upgrade to the town green and surrounding area. The question is how do we get there? He likes the idea of a Tax Increment Financing District Master plan. He likes how the Town Council can use it at their discretion to assist the town to get from point A to point B. He went through the document twice and it was very transparent. The power to do whatever with the funds that come in rests in the control of the Town Council. After 20 years, if we think it's been going fantastic, we can continue with it. He takes a lot of solace in having that type of flexibility to address it at any given time, which makes him feel that while he's not against the 10 years, he's totally in favor of the 20 year increment because of the flexibility the Town Council has.

Deputy Mayor Bress stated that she is against the 10 year motion because there has been so much discussion and effort put into this decision. 20 years was somewhat of a compromise as other towns were doing 30 years. The Town Council has complete decision making powers. So if the evidence that we have tells us that 20 years is an average increment in something that will allow us to accrue the funds and possibly spend them, she would approve the 20 years.

Second Motion to modify the 20 year period for the Tax Increment Financing District Master Plan (TIF) to 10 years Failed 4-5-0 (Mayor Trink, Deputy Mayor Rampulla Bress, Councilors Black-Burke, Dobler and Terranova opposed)

Councilor Black-Burke stated that at the last Town Council meeting, she asked about implications and who this would impact. She asked Mr. McMahon if he could reiterate the explanation of the 75%-25% split. She has heard that in no way will the 75%-25% split impact general funds. We are not robbing Peter to pay Paul in other words and vice versa. Mr. McMahon stated that everything that is currently being produced by way of taxes in the district today continues to go to the general fund. We are not diverting any of the funding that currently exists away from the general fund. Any new development, or portion of it, you get to capture and reinvest into the district. We are proposing 75% into the district and 25% into the general fund. Actually with new development, there will be an allocation each year that goes into the general fund, so you are building up the general funds simultaneously with new development. The TIF encourages new development that will result in the new tax revenue, a portion of which will go into the general fund and help total services.

Councilor Black-Burke is really looking forward to seeing the town center come back to its old glory. Growing up in Windsor, she and her friends would go to the town center. It was walkable. That's what you did. She is hoping through this process, as we increase the value through this development, that we will be able to do this for her kids and other generations and that they will have a town center that is walkable and it can be a destination.

Councilor Smith asked what happens after revaluation. Isn't it artificially inflated - the difference between 2021 and after revaluation? Wouldn't that be subject to the TIF? Mr. McMahon responded that by establishing the TIF, the baseline will be October 2021. It would be a base line to the calculation as to how much TIF revenue is being generated. Once the revaluation occurs, depending on the shifts in values, it will not make a significant impact. So if properties are going to increase, it's just an allocation as to whether it is residential or commercial. That will not have any impact as to the base line and how much new incremental value has occurred in general and 75% of that will be captured into the district with 25% going into the general fund. If revaluation came back and the value of the district is less than 2021, then you wouldn't have any TIF revenue immediately to go into the TIF accounts. Once the new value occurs, then it would be allocated to the TIF account.

Councilor Smith added for clarification in dollars and cents the following example. In 2021 if a property is worth \$100,000 and after revaluation it's worth \$150,000. 75% of the \$50,000 difference would go into the TIF. Is that correct? Mr. McMahon stated that the \$50,000 is the increment and that 75% of that amount would go into the district and 25% would go into the general fund.

Councilor Smith asked who would be making up the difference in the money that goes into the TIF? Will all town residents have to pay more in taxes? Mr. McMahon stated that you are not supplanting any existing tax revenue from today, so that won't be any different. It's only the new generated taxes that are being segregated and reinvested into the district itself. Today, that money doesn't exist because you haven't had the new development.

Councilor Dobler said let's say that somewhere on Broad Street we create a Credit Enhancement Agreement (CEA) with a developer that is going to put in a two story building and is going to sell widgets. Without the CEA, he probably would not have come to Windsor in the first place so therefore, the town would not have received that benefit. This person comes in and puts in a building valued at \$100,000. So if it is valued at \$100,000, in the CEA that we have with this said developer, \$75,000 of the revenue or taxes that he is going to generate would go back into whatever agreement we have with him and \$25,000 would go into the general fund. Mr. McMahon stated that under the TIF policy you can give up to 100% of the 75% back as a rebate. \$75,000, a portion of that, you can rebate back to the developer.

Councilor Dobler stated if it wasn't for having the TIF agreement in place and forming a TIF agreement with this developer, they wouldn't have put the building up in the first place. Therefore, the intrinsic value that the town gets is exponentially higher than if we didn't have it there.

Deputy Mayor Bress wanted to clarify that there will be just certain properties that get a CEA in the community. The TIF will still benefit other businesses/projects that the Town Council wants to initiate in the center of town. That is totally separate than any CEA that we choose to have with any properties that are identified by this community and by this Council as priority properties. She also clarified that the TIF is for the town center because the town center was identified as a priority by this Town Council, previous Town Councils, the community, etc. We can create TIF districts in other areas of our town as a Council as needed. If the Town Council felt there was an area in Wilson that needs a TIF, it is the Town Council's prerogative and ability to create what is needed to make these marketing incentives and bring businesses in to revitalize our community. She just wanted to make sure that it's clear that not everybody can get a CEA that has to be agreed to by the Town Council but that TIF funds that are generated from this district can be used by this Town Council to help anyone from that district.

Councilor Eleveld stated that using John Smith as an example who has a house in the district and wants to replace all of his windows, he could go to the TIF district and ask for money from that TIF district to do that. Is that correct? Town Manager Souza stated that there are several threshold requirements for a CEA. That property would need to be on the Town Council's priority redevelopment list which is updated on an annual basis. The project also needs to have a minimum investment of \$500,000 and there must be a 10% equity contribution by that property owner/developer.

Councilor Eleveld stated a CEA would be tied to a specific property and a specific developer as would a Fixed Assessment Agreement. Would that agreement still have that 75% rule? Town Manager Souza stated the Fixed Assessment Agreement does not allow for multi-family projects to receive a Tax Abatement under the existing Council policy. If the Council wants to use the Fixed Assessment policy, they would have to modify that to include multi-family housing with whatever type of levels of parameters and levels that the Town Council wants to utilize.

Councilor Eleveld stated that he has an issue with the TIF money being used for the road diet, repairs to the town hall, Luddy House, Freight House and Library. Those are general fund expenditures as they should be and are not necessarily related to the TIF district because those are general to the entire town. Another area is in "Improvements to town properties, public spaces and parks. Physical improvements related to Windsor center and equipment related to maintenance and upkeep." Again, this doesn't seem like an appropriate TIF expenditure, but rather an appropriate general fund expenditure. Councilor Eleveld then outlined a few other areas where he felt TIF money should not be used. He finds the general approach as problematic. He stated that he will have to vote 'no' tonight.

Councilor Smith stated that there are five properties that would benefit significantly from this TIF. Is that correct? Mr. McMahon said there are five current properties that are within the proposed Windsor Center TIF district that are eligible for CEAs today. Councilor Smith asked if they will benefit significantly from the TIF? Mr. McMahon said the CEAs are going to be vetted by the EDC and then will be put forward to the Town Council for their review. Part of that criteria is the developer has to make a case that there is a gap in their financing that requires an allocation of TIF funds in order to make the project move forward. This should benefit the district and the community as a whole.

Councilor Terranova said that Councilor Eleveld had made a statement that an individual's tax dollars would go to a business and a CEA, but she believes that is not accurate. Rather, the CEA is the tax dollars that developer generates from their own development that they can recoup. They are not getting money from anywhere else. She asked Mr. McMahon if that was correct. Mr. McMahon stated yes.

Councilor Eleveld stated that one of the items in the TIF is the destruction or raising of existing buildings. Is that correct? Mr. McMahon stated it could be under State statutes. Councilor Eleveld then stated if a developer is going to raise a building and that building is a commercial space, then a residential payer of taxes potentially would be putting money towards that raising of the building correct. Mr. McMahon stated that if that was a determination by this Town Council as being an appropriate use of TIF revenue for a project like demolition and providing that benefit to a private property owner that is their prerogative.

Councilor Dobler stated that he thinks Councilor Smith raised a good point about the five properties that could benefit tremendously from this. He said everything comes back to the Town Council. If we want to say 'no' we can say 'no'.

Councilor Walker asked should the Town Council be ignoring the rules that are outlined in the TIF plan? He stated that is what he is understanding it to be since the Town Council can always make a decision that may override the rules outlined in the TIF as they have the ultimate decision on how to move forward with projects. If there is a business, property or entity that needs TIF funds then each application would come back to the Town Council is that correct? Mr. McMahon stated that under a CEA it would come back on each individual basis. The Town Council may decide to have a façade program and fund it utilizing TIF revenue. In that case, the Council would create some guidelines, that would probably be delegated to town staff to determine which facades will be completed. The Town Council will ultimately approve the guidelines of the programs, but they wouldn't necessarily take a vote on each and every one of those projects.

Councilor Walker is under the impression that the properties that will benefit from TIF funds in the district would be governed by the TIF Advisory Committee. What is the purpose of the Advisory Council if we will be governing them? Mr. McMahon stated that within the TIF policy, it was spelled out that the CEA would first get vetted by the Economic Development Commission (EDC) as the TIF Advisory body for recommendation to the Town Council.

Councilor Black-Burke wanted to confirm that the TIF Advisory Committee is the EDC? Mr. McMahon stated that under the TIF policy we established the EDC as the TIF Advisory Committee. It was asked that there be some representation by the residents or businesses in the district who are impacted by the district. In this particular case, Bill Davis, who is a resident of the Town center did sit with the EDC in making this recommendation to the Town Council.

Councilor Gluck Hoffman asked about the support of First Town Downtown. Under the proposed TIF Master Plan, annually they receive \$50,000 for downtown revitalization. Will this affect them when it comes to the budget? When we go forward with the budget would they be asking for funds or would they be removed? Town Manager Souza stated that is an annual budget decision

that would come to the Town Council via the Town Manager's proposed budget. We would have advisory input from the TIF Advisory Committee. That could be a possibility if once the fund had that much money that it could be taken out of the general fund. TIF funds could be a source. The projects in the proposed TIF plan as examples. Annually a budget would have to be presented as a part of the budget process for the Town Council to determine what gets funded or not from the eligible TIF funds.

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

12) NEW BUSINESS

a) Approve Fiscal Year 2022 Open Purchase Orders

MOVED by Councilor Terranova, seconded by Councilor Smith that the remaining FY 22 General Fund purchase orders as of October 17, 2022 totaling \$362,919 be re-approved until February 6, 2023.

Councilor Terranova stated that the Town Council approved sixteen FY 22 year-end encumbrances totaling \$485,211 on June 20, 2022. As of October 17th, there are seven remaining open purchase orders totaling \$362,919. Most of the open purchase orders are a result of delays associated with global and national supply chain issues.

Motion Passed 9-0-0

b) Approve \$100,000 in American Rescue Funds for Community and Neighborhood Enhancement Grant Program

Scott Colby, Assistant Town Manager, stated the proposed program is designed to provide financial assistance for community-led efforts such as small scale public improvements, public events / programs, neighborhood-wide activities, and community clean-ups. Proposals need to demonstrate a clear public benefit. Grants are not meant to provide funding for regular ongoing organizational operations or fundraising efforts.

It is envisioned grants could be up to \$5,000 and the applicant group would need to contribute a match valued at 50% or more of the grant award. The match could consist of donated professional services, donated materials or supplies, and volunteer labor or cash.

Applications to assist one-time community events or programs are eligible as are annual events or a specific program provided that the sponsoring organization is not otherwise receiving more than \$5,000 of financial assistance from the Town of Windsor for said annual event/specific program.

Grant requests may be submitted by any Windsor volunteer organization, neighborhood association, Town of Windsor Board or Commission, or a group – that does not need to be designated as a not for profit organization.

Councilor Gluck Hoffman asked if it has to be a 5013c? Mr. Colby responded that it does not have to be a 5013c designation.

Councilor Smith asked if this was a one or two year program. Mr. Colby responded that right now we are looking to see what we can do with applications and see how many we receive. As part of the program criteria, it's really looking to do a one time offense. As an example, if there was a fundraiser or an event on the town green, or if they were looking to spruce up the entrance of a park. We do not anticipate any time frames at this point. Again, we are waiting to see what we get back from applications.

Councilor Smith asked if the American Rescue Funds can go past a certain date? Town Manager Souza stated they would have to be expended by December of 2024. He added that we envision it as one round. If everyone was to apply for \$5,000 and they are eligible, we would be able to fund 19 or so of the programs. He's not quite sure if that would be one round or two rounds but we would definitely need to spend the money within that time period.

Deputy Mayor Bress asked about the suggestion of having a matching contribution from the organization. There might be some cases where some might not have the ability to match but might still want to go forward with the project and donate the labor in kind. Is in kind work considered or will there always have to be a monetary agreement? Mr. Colby stated it can be donated professional services, materials, supplies or volunteer labor (which is currently valued at \$15/hour).

Councilor Gluck Hoffman asked when it comes time for the budget and these non-profit organizations ask for funds will that affect this? Mr. Colby stated that yes, it does if they received more than \$5,000 of financial assistance from the Town for any specific event or program.

Deputy Mayor Bress referred this item to the Town Improvements Committee for their review.

- c) Approve an appropriation of \$375,000 in American Rescue Funds for Multi-Family Housing Rehabilitation program

Flavia Rey De Castro, Community Development Specialist, and Patrick McMahon, Economic Development Director gave an overview of the program as follows.

We are recommending the Town Council utilize American Rescue Funds (ARF) to initiate a Multi-family Housing Rehabilitation program. The program aims to stabilize and preserve the quality and availability of affordable rental housing throughout the Town of Windsor. Staff has been working with Windsor Federal Savings to develop a partnership to help provide access to additional funding resources. Proposed program guidelines have been developed and the Town Council is respectively asked to review and consider adopting them in the course of the next 30 to 45 days.

As envisioned, the program would offer grants of up to \$10,000 per unit to address various building and life safety code repairs in affordable rental properties that have two to four units.

Applicants need to match Town funds with a 75% match up to \$7,500 per unit. For applicant matching funds, applicants can utilize their own capital or apply to Windsor Federal Savings which has made available a Home Improvement Loan program for this purpose.

It is proposed that \$300,000 in American Rescue Funds (ARF) would be utilized for grant awards. This will be leveraged by up to \$225,000 in Windsor Federal loan funds or personal capital. \$75,000 (approximately 14% of the total estimated program costs) in American Rescue Plan Funds will be allocated to project management including retaining a contract housing rehabilitation inspector, community development staff time and a small contingency. It is estimated that 30 multi-family housing units will be rehabilitated under the program.

Councilor Walker asked if there is still a requirement that the properties be owner occupied. Ms. Rey De Castro stated it wouldn't be a requirement. Councilor Walker added that those individuals that have been buying up Windsor properties (LLC's) let's say they have a two family, they could dip into this fund? Ms. Rey De Castro stated that they could. Town Manager Souza stated that we are not restricting this to owner occupied, so that will be open to landlords or investors. Mr. McMahon added that the goal is to improve the units for the tenants that reside in them.

Deputy Mayor Bress referred this item to the Finance Committee for review.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Councilor Black-Burke, seconded by Councilor Terranova 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 appointed.
- 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.
- APPOINT Jeffrey Adamson as a Republican Alternate member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2025 or until a successor is appointed.
- APPOINT Meghan Cote as a Democratic Alternate member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2026 or until a successor is appointed.
- APPOINT Meghan Cote as a Democratic Alternate member to the 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.
- REAPPOINT Patricia Mack as a Democratic Alternate member to the Human Relations Commission for a three year term to expire May 31, 2025 or until a successor is appointed.
- 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.
- REAPPOINT Sonia Worrell-Asare as a Democratic member to the Board of Ethics for a five year term to expire July 31, 2027 or until a successor is appointed.

- REAPPOINT Ikesha 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.
- REAPPOINT Nigel Pepin as a Green member to the Conservation Commission for a five year term to expire November 30, 2026 or until a successor is appointed.

Councilor Smith wanted to thank Adam Gutcheon for all his service on the Windsor Housing Authority.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the October 3, 2022 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve the unapproved minutes of the October 3, 2022 Regular Council meeting as presented.

Motion Passed 8-0-1 (Councilor Dobler abstained)

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to enter into Executive session at 9:51 p.m. for the purpose of:

- a) Discussion concerning the appointment, employment, performance, health or dismissal of a public officer or employee (Town manager evaluation)

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 Councilor Dobler, seconded by Councilor Terranova to exit Executive Session at 10:34 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 Terranova to adjourn the meeting at 10:35 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary