



# Council Agenda

Council Chambers  
Windsor Town Hall  
January 17, 2023



## 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: **838 1975 5070** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press \*9 to raise your hand. Please give your name and address prior to voicing your comments.

### Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/83819755070>

When prompted for participant or meeting ID enter: **838 1975 5070**

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
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
  - b) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS



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12. NEW BUSINESS

- a) \*Approve an appropriation of \$75,000 from the General Fund Unassigned Fund Balance to fund purchase of Building Permit Software System (Town Manager)
- b) \*Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$260,000 FOR COSTS IN CONNECTION WITH TOWN AND SCHOOL FACILITY PAVING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$260,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- c) \*Set a Public Hearing for 7:15 p.m. on February 6, 2023 for a bond ordinance entitled "AN ORDINANCE APPROPRIATING \$260,000 FOR COSTS IN CONNECTION WITH TOWN AND SCHOOL FACILITY PAVING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$260,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the January 3, 2023 Public Hearing
- b) \*Minutes of the January 3, 2023 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT


★Back-up included

## Agenda Item Summary

Date: January 17, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott W. Colby, Jr., Assistant Town Manager  
Dave Langworthy, Building Official

Reviewed By: Peter Souza, Town Manager 

Subject: Acquisition of Online Building Permit Software

### Background

The evaluation and implementation of a new building permit software system is a 2022-2023 Town Council goal. The Building Department has used Muncity software since 2016 for building permits, fire permits, inspection documentation and development records. This is a heavily relied upon software tool with the number of building permits processed / tracked through Muncity reaching 2,344 in FY 22. Muncity was acquired within the last year by a larger software company. Since that time, we have experienced diminished customer service, product support and challenges with reliability of the software. A number of the Connecticut communities have moved away from the Muncity platform.

As part of staff's evaluation, we received feedback and in-put gathered from other building departments, permit applicants, as well as completing in-depth reviews of several systems. Staff also reviewed a regional software procurement process previously conducted by the Capital Region Council of Governments. The software company OpenGov was the preferred vendor through that competitive Request for Proposal process. At this time, staff proposes to utilize OpenGov's cloud-based permitting software product as well as to acquire desktop technology and hardware to enhance digital plan review capabilities.

### Discussion/Analysis

Staff is requesting the Town Council authorize funding for the purchase and implementation of the OpenGov permitting software system. This building permit software provides an upgrade over the current software in the areas of functionality, service delivery, reliability and product support. Below are some more specific benefits of using OpenGov:

- Streamline the overall permit application process;
  - Applicants would be able to apply 24/7 365 days a year through a computer or mobile device
  - Enhance review time and permit approval time
  - Inspection reports and sign off can be completed in the field
  - Permit closeouts after the final inspection occur automatically with the applicant having access to the permit immediately following
- Record inspection notes and pictures in the field via mobile devices;
- Issue permits and other orders in the field in electronic format;
- Inspection appointments logged into OpenGov would flow onto staff's Outlook calendars;
- Open permits would be viewable to several departments concurrently;
- Zoning issues would be recorded /tracked electronically instead of in paper format;

- Payments could be made online;
- Applicants will be able to see where in the process the application is;
- Applicants will be able to use a tool to communicate with staff from within their permit and can add any additional documents for review.

A 'customer kiosk' is planned to be placed at the Building Department counter for those who need assistance with completing the permit application in person.

OpenGov would convert our historical data from the current Municipality system into its program. The proposed system will interface with the Assessor's Office software and other department's such as the Fire Marshal's Office will be able to download data from the building permit system.

Financial Impact

The one-time cost of purchasing and installing the OpenGov software (including initial online setup, training, and historical data conversion) is \$51,000. With respect to annual maintenance costs, per the CRCOG negotiated contract, annual maintenance costs for OpenGov would be \$24,000. This would be offset by the savings from Municipality which is budgeted at approximately \$7,000. Staff is planning to negotiate a license agreement to keep the annual license costs flat over a three year period. The appropriation request also includes \$7,000 for hardware. The recommended funding source is the General Fund Unassigned Fund Balance.

Project budget elements include:

Software	\$51,000
License Fee	\$17,000 (year 1 - net of current budget allocation)
Equipment	<u>\$ 7,000</u>
Total	\$75,000

Other Board/Commission Action

None

Recommendation

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

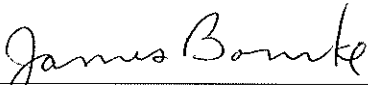
**“MOVE to approve an appropriation of \$75,000 from the General Fund Unassigned Fund Balance for the purchase and implementation of a building permit software system.”**

Attachments

None

Certification

I hereby certify that \$75,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.


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

## **Agenda Item Summary**

Date: January 17, 2023

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: Pavement Resurfacing at Town Facilities and Schools

### Background

The town's 6-year Capital Improvement Program (CIP) includes a multi-year project to address pavement conditions within the paved parking and driveway areas at town-owned facilities and schools. The pavement at several town and school facilities is in fair to poor condition. It continues to deteriorate and become a liability to the town.

### Discussion

The proposed pavement rehabilitation work will be similar to one of the rehabilitation methods done as part of the annual pavement management program. At this time, we propose the milling and paving of 2" of existing bituminous concrete pavement. Proposed paving activities will occur within the existing curb lines and limits of pavement.

Prior to paving operations, we will make any necessary drainage improvements. The project may also include the replacement of deteriorated curb and sidewalk at the facilities.

Improvements are proposed for portions of the Sage Park School, Oliver Ellsworth School and J.F. Kennedy School parking areas as well as Pleasant Street boat ramp, 330 Windsor Avenue Community Center, Rainbow Fire Station and Mill Brook parking areas.

Under this multi-year program, improvements have previously been made to parking areas, drives and walks at Oliver Ellsworth, Wilson Fire Station, Clover Street Elementary School, as well as Wilson Library, Stroh Park, Sharshon Park, Town Hall, and Milo Peck Center.

### Financial Impact

Bonding in the amount of \$260,000 is being requested at this time. The average annual debt service, based on a 20 year term and a 5% interest rate is \$20,000.

### Other Board Action

None

Recommendations

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

1) Waiving of the Reading

**“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$260,000 FOR COSTS IN CONNECTION WITH TOWN AND SCHOOL FACILITY PAVING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$260,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”**

2) Introduce an Ordinance

**“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$260,000 FOR COSTS IN CONNECTION WITH TOWN AND SCHOOL FACILITY PAVING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$260,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’**

3) Set a Public Hearing

**“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on February 6, 2023 at 7:15 PM (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$260,000 FOR COSTS IN CONNECTION WITH TOWN AND SCHOOL FACILITY PAVING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$260,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’**

**And**

**“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”**

Attachments

Bond Ordinance

**AN ORDINANCE APPROPRIATING \$260,000 FOR COSTS IN CONNECTION WITH TOWN AND SCHOOL FACILITY PAVING IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$260,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED SIXTY THOUSAND DOLLARS (\$260,000) for costs in connection with town facility paving improvements, comprised of pavement management improvements at various town facilities and schools, including milling and resurfacing of pavement at the facilities, as well as related pavement management activities including drainage improvements, line striping, sidewalk repairs, reconstruction, installation and other related improvements (the "Project"). The appropriation may be spent for design, construction and installation costs, demolition and removal of materials, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Public Building Commission is authorized to determine the scope and particulars of the Project and may reduce or modify the Project scope, and the entire appropriation may be expended on the Project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED SIXTY THOUSAND DOLLARS (\$260,000) to finance the appropriation for the Project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the Project and not separately appropriated to pay additional Project costs. The bonds or notes shall be issued pursuant to Sections 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed TWO HUNDRED SIXTY THOUSAND DOLLARS (\$260,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that Project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer, the Town Facilities Manager and the Recreation and Leisure Services Director, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to issue bonds or notes to finance the aforesaid appropriation.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council \_\_\_\_\_

Public Hearing Advertised \_\_\_\_\_

Public Hearing \_\_\_\_\_

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_

Effective Date \_\_\_\_\_





**Town Council**  
**Resignations/Appointments/Reappointments**  
**January 17, 2023**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

None



**TOWN OF WINDSOR  
TOWN COUNCIL  
HYBRID MEETING  
JANUARY 3, 2023  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:30 p.m. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

“AN ORDINANCE APPROPRIATING \$1,730,000 FOR COSTS IN CONNECTION WITH AQUATIC FACILITY IMPROVEMENTS - GOSLEE POOL HOUSE; AND AUTHORIZING THE ISSUE OF \$1,730,000 IN BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

**2) PUBLIC COMMENT**

William Pelkey, 133 Portman Street, stated that he is in favor of going forward with the improvements to this facility. He uses this facility and has noticed that in the summers, you can always see a variety of different aged individuals using it. He stated this facility is in need of repair and is well-used. He would also support using even more money to buy sunscreen for the lifeguards and/or a refrigerator for them. He hopes to see a 9-0 vote on this item tonight.

David Furie, 37 Lighthouse Hill, echoed Mr. Pelkey's statement. He hopes as well that the Town Council will support this item. This is an important facility and we need to keep up our facilities. It's important to not let things get so bad that we have to pour even more money into it.

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:40 p.m.

Respectfully Submitted,

Helene Albert  
Recording Secretary



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
January 3, 2023  
Regular Town Council Meeting  
Council Chambers**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:41 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 Black-Burke led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Boy Scout Troop 203 led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

Councilor Gluck Hoffman would like to recognize the winners of the Fire Prevention poster this evening.

Miss Lloyd, teacher at JFK school stated that in October, Fire and Safety Month, 4<sup>th</sup> and 5<sup>th</sup> graders across CT participated in an annual fire prevention poster design contest. Once the posters were complete, they were sent to each individual town's fire department. From there, a first and second place winner gets chosen from each school and each town. Those winners then go on to compete against the districts. She is here to recognize the first and second place winners for both 4<sup>th</sup> and 5<sup>th</sup> grade, all of whom are from JFK this year. In first place for 4<sup>th</sup> grade is Stella Moody and second place for 4<sup>th</sup> grade is Lilly McGuire. In first place for 5<sup>th</sup> grade is Jialing Bossard and second place for 5<sup>th</sup> graders is Reya Brooks.

**5) PUBLIC COMMUNICATIONS AND PETITIONS - None**

## 6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler stated that he wished everyone a Happy New Year and holiday.

Councilor Walker would like to echo the sentiments of Deputy Mayor Bress about his thanks to the fire department. Windsor is fortunate to have them. Without them, there would be a significant cost to Windsor. Day in and day out they do a great job. He wished everyone a Happy New Year. He'd like to thank his colleagues for their sentiments regarding the passing of his father.

Councilor Terranova – nothing this evening.

Councilor Gluck Hoffman echoed what Deputy Mayor Bress and Walker said. She has had the same experience with first responders. She is very grateful for their dedication and help to our community. She wished everyone a Happy New Year.

Councilor Black-Burke – nothing this evening.

Councilor Eleveld wished everyone a happy and prosperous New Year.

Deputy Mayor Bress wants to do a quick shout out to Windsor's first responders. There was a lot of activity this weekend that required their assistance. She'd like to thank them, especially the fire department, police department and the health department.

Councilor Smith stated that over a mile and a half of hose was laid out for the fire. The fire department responded at 4:15 PM and the fire was under control at about 5:00 PM or 6:00 PM. They all left the scene at 12:30 AM. He thanked the surrounding towns that provided manpower at the scene and was there in a backup capacity.

Mayor Trinks echoed the same that the other councilors said about the fire department. Our fire department in Windsor are all volunteers. They went to the fire to protect the residents. There were no substantial injuries to the homeowners. He stated that the whole Town Council is grateful for what Councilor Smith, as a firefighter, did behind the scenes at headquarters at the command backup post.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Board of Education

Mr. Leonard Lockhart, Board of Education, gave the following report:

- The next regular meeting is Wednesday, January 18, 2023 at 6:30 PM in the LPW Board Room. The meeting will be held via Zoom and in person in the LPW Board Room. Superintendent Dr. Terrell Hill will present his 2023-2024 budget at 6:30 PM,

followed by a public forum on his budget with the regular meeting immediately following. The agenda will be posted on the district website.

- The BOE will hold Public Forums on the 2023-2024 proposed budget on Tuesday, January 24, Tuesday, January 31 and Tuesday, February 7 at 6:00 PM in the LPW Board Room and the public is invited to comment on the proposed budget at that time. At the conclusion of each public forum, the finance committee will meet to review the proposed budget. Community members will also have the opportunity to speak at the "Audience to Visitors" portion of all the finance committee meetings. All meetings will be aired on the WIN-TV Educational Channel, Comcast Channel 95 or Frontier Channel 6103. Please see the district website for meeting agendas which will include Zoom meeting links as well as other alternative ways to view or listen to these meetings.
- The WHS Choral Department had their Winter Choral Spectacular on December 8 directed by Dr. Tracee White. Here is the link to the concert online:  
<https://www.youtube.com/watch?v=CgadhRL1BuM>
- The WHS Winter Band Concert was held on Thursday, December 15. We are so impressed (and proud) with Brandon Monroe, a WHS alum, leading our band students. This is his second year and he has already made a community wide impact by the growth and skill of the students.
- The WHS Varsity Girls Basketball Team had its season opening victory against Newington on Tuesday, December 13. This was even more exciting as the new head coach Brittany Huggins is a WHS Alum, Class of 2007. It is wonderful that WHS alum are returning to the district for their careers. In addition to their win on December 13, they also won against Hartford Public High School (to stay undefeated at 4-0) on December 22. Coach Huggins is off to a great start!
- Windsor Public Schools and offices will be closed on Monday, January 16, 2023 in observance of Dr. Martin Luther King Jr. Day. The Archer Memorial A.M.E. Zion Church will be hosting the annual Dr. Martin Luther King, Jr. Community Celebration on Monday, January 16, 2023 from 2:00 p.m. - 3:30 p.m. at the Town Hall Council Chambers. The keynote speaker will be Mr. Leonard Lockhart, Vice President of the Windsor Board of Education. Their theme for this year is as follows: "Why They Matter - the Power of Youth and Young Adults in the Fight for Civil Rights and Social Justice."
- Dr. Hill's next Coffee Talk will be on Tuesday, January 17, 2023 at 5:30 PM in the LPW Auditorium. Please go to [www.windsorct.org](http://www.windsorct.org) to RSVP for the event.
- Please remember to check our website, [www.windsorct.org](http://www.windsorct.org), for the most updated information, athletic schedules and academic calendar. Snow day information will be located on a banner on the website as soon as possible if inclement weather should affect the school day. In addition, the district will send out a communication

about schools being closed, delayed or early dismissal through our notification system. Families should make sure their child's school has their most up-to-date contact information.

## 8) TOWN MANAGER'S REPORT

### **Dr. Martin Luther King, Jr. Celebration – January 16, 2023**

The Archer Memorial A.M.E. Zion Church is sponsoring its annual Dr. Martin Luther King, Jr. Celebration for the community on Monday, January 16, 2023, 2:00p.m.-3:30pm at the Windsor Town Hall Council Chambers, 275 Broad Street in Windsor, CT. The keynote speaker will be community leader Mr. Leonard Lockhart, Vice President of the Windsor Board of Education. He has served on the board for over 10 years. He is also the Vice President and Diversity, Equity & Inclusion Chair on the Connecticut Association of Board of Education (CABE) Board of Directors and he serves on the Connecticut Democratic State Central Committee representing the Second Senatorial District. Mr. Lockhart works professionally as District Manager of Johnson Controls with over 26 years of service with the company.

All are welcome as the community comes together in commemoration of Dr. Martin Luther King Jr.'s dream, life, and legacy. The program will also include a special tribute to the late U.S. Representative and civil rights icon, John Lewis. The event is free and is open to all. For questions, please contact the Archer Memorial A.M.E. Zion Church office at 860-688-5225 or [churchsec@archeramezchurch.com](mailto:churchsec@archeramezchurch.com)

### **There's a lot to do in Windsor**

The winter edition of *There's a lot to do in Windsor* is currently available on the town's website at [www.townofwindsorct.com](http://www.townofwindsorct.com) and was delivered to Windsor households and businesses last week together with the *Courant Community* newspaper. This edition includes information on programs and activities for the months of January 2023 through April 2023.

### **Veteran's Rally**

Come and join other veterans and veteran families at the L.P. Wilson Community Center on January 19<sup>th</sup> from 4:00 PM – 7:00 PM at the inaugural Greater Windsor Veteran's Council Veteran's Rally. Windsor Veterans both active and retired and their families are invited to attend this free event. Visit with vendors and organizations and learn about veteran's benefits, programs, and much more. Dinner, hot and cold beverages, and dessert will be served. Register by calling 860-285-1992.

### **2023 AARP Tax-Aide Program (for 2022 Tax Filing Season)**

AARP will again provide free tax preparation & electronic filing service for Federal & State 2022 tax year returns at the Windsor Senior Center. Appointments are required and available every Monday and Thursday between the hours of 8:45 AM - 11:00 AM.

Appointments can be made online by going to the Windsor Senior Center website at <https://townofwindsorct.com/senior-services/> or by calling the senior center at 860-285-1992.

**Boys Council**

Our Youth Services Bureau is offering a Winter session of the Boy's Council. Boy's Council engages youth with dynamic activities, dialogue, and self-expression to question stereotypical concepts and to increase boys' emotional, social, and cultural literacy. Space is limited to 12 boys in grades 4<sup>th</sup> and 5<sup>th</sup> grade. The program is held on Monday evenings from 6:00 PM to 7:30 PM beginning January 9<sup>th</sup> to March 30<sup>th</sup>. Dinner is provided at each session. For more information, call 860-285-1946.

**Social Services Outreach Program**

Today our social services caseworker staff began their *Lean on Me* program that will continue on the first Tuesday of each month from 1:00 PM to 3:00 PM at the main library at 323 Broad Street. *Lean on Me* is designed to provide an opportunity for residents to talk to our friendly and knowledgeable caseworkers to learn about a variety of programs you may qualify for including Medicare, energy assistance, food assistance and more. You can schedule an appointment by calling 860-285-1839 or stop by the main library on the first Tuesday of the month. All contacts are free and confidential.

**COVID-19 VAX VAN**

The Windsor Health Department will host COVID Vaccine Clinics in partnership with the DPH/Griffin Hospital VAX Van in January 2023. The dates include:

- Thursday, January 19, 2023, Windsor Library, 10:00 AM – 1:00 PM  
12 yrs and older
- Wednesday, January 25, 2023, LP Wilson Community Center,  
4:00 PM – 7:00 PM, 6 months and older

No appointment is needed. This clinic is a walk-in clinic and recipients should bring their vaccine & insurance cards and ID.

**Town Offices Closed**

All Town Offices will be closed on January 16, 2023 in observance of the Dr. Martin Luther King holiday.

Deputy Mayor Bress thanked the Town Manager for his report. She asked about the COVID shots. Do individuals need to schedule an appointment or are they walk-ins? If they are walk-ins, can they get a variety of booster shots, including the fourth booster or is there a particular shot that is being given out right now? Town Manager Souza responded that no appointments are needed, it's a walk in clinic. As far as which booster shots are available, he will have to get back to her on that as he does not have that information at the moment.

Deputy Mayor Bress encouraged those 65+ to get their fourth booster shot.

**9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler – nothing to report.

Finance Committee – Councilor Terranova – nothing to report.

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

Personnel Committee – Deputy Mayor Bress stated the Committee has not met since she last reported in November and will be meeting in February 2023 some time.

**10) ORDINANCES – None**

**11) UNFINISHED BUSINESS**

- a) Approve a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,730,000 FOR COSTS IN CONNECTION WITH AQUATIC FACILITY IMPROVEMENTS - GOSLEE POOL HOUSE; AND AUTHORIZING THE ISSUE OF \$1,730,000 IN BONDS AND NOTES TO FINANCE APPROPRIATION.”

MOVED by Deputy Mayor Bress, seconded by Councilor Smith, that the reading into the minutes of the text of a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,730,000 FOR COSTS IN CONNECTION WITH AQUATIC FACILITY IMPROVEMENTS - GOSLEE POOL HOUSE; AND AUTHORIZING THE ISSUE OF \$1,730,000 IN BONDS AND NOTES TO FINANCE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,730,000 FOR COSTS IN CONNECTION WITH AQUATIC FACILITY IMPROVEMENTS - GOSLEE POOL HOUSE; AND AUTHORIZING THE ISSUE OF \$1,730,000 IN BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Motion Passed 9-0-0

**12) NEW BUSINESS**

- a) Introduce and approve an ordinance authorizing the sale of town property adjacent to 144-152 Broad Street

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck-Hoffman that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROVING THE SALE OF 0.57 ACRES ADJACENT TO 144-152 BROAD STREET” is hereby waived, the





full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of the meeting.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler to introduce and approve an ordinance entitled, "AN ORDINANCE APPROVING THE SALE OF 0.57 ACRES ADJACENT TO 144-152 BROAD STREET." The full text of the ordinance is available in the Town Clerk's Office.

Patrick McMahon, Economic Development Director stated that GRAVA is pursuing the transfer of four adjoining land parcels in order to achieve the number of housing units it envisions and to provide a site plan with appropriate circulation, parking and public spaces.

The town has acquired two excess State ROW properties shown in green on the attached map. DOT Parcel 1 is 10,438+/- square feet and DOT Parcel 2 is 5,840+/- square feet. The fair market value has been established by the Department of Transportation taking the average of two appraisals. The sales price is \$92,600. The Department of Transportation recently conveyed the subject property to the town. Upon the town's future conveyance for economic development, the amount of \$92,600 must be remitted to the Department of Transportation.

There are also two strips of town controlled land that is shown in blue on the attached map. Town Parcel 3 is 6,079 square feet and is land that was deeded to the town by the previous owners of the Arthur's Plaza which allowed both pedestrians and vehicles to travel to and from the residences to the north. Town Parcel 4 is 2,476 square feet. Town staff has utilized the value placed on the State land to set the sales price for the town land which would equal a \$48,678 value.

The land under consideration for sale would have parking, sidewalks, landscaping and public gathering spaces on them. No permanent structures would be built on them. As noted previously, the adjoining property owner is Mastriani Realty, LLC. GRAVA has negotiated a long-term ground lease with Mastriani that allows GRAVA to pursue its planned redevelopment. The Purchase and Sale Agreement is a tri-party agreement with Mastriani Realty and GRAVA.

The Purchase and Sale Agreement does not include any incentives related to property taxes or building permit fees. Any future incentive package would be discussed during deliberations for a credit enhancement agreement under the town's tax increment financing policy.

Councilor Eleveld stated that he wanted to clarify that we are moving the property off of our rolls and plowing, etc. becomes the responsibility of the new property owners.

However, that does not happen until the new property owners close on the project. Is that correct? Mr. McMahon stated that is correct. He added they have agreed to continue do the snowplowing, etc. they currently do today until the closing.

Councilor Eleveld asked if they have or we have? Town Manager Souza clarified that there is a piece of sidewalk that for the last 30+ years is on one of the town's strips of land that runs North South facing the parking area next to the grass in front of the Blue Dragon. Mastriani's will continue to plow the sidewalk that is immediately adjacent to and on town property at Poqunock Avenue and that small section on Palisado Avenue as it goes down to the lower sidewalk along the retaining wall. That will stay in place but then upon closing of the property, the adjacent property owner will be responsible for everything except for the sidewalk that's along Palisado Avenue, the lower sidewalk at the bottom of the retaining wall.

Councilor Smith asked if the land purchase will go to Mastriani or Grava? Mr. McMahon responded that the conveyance will be to Mastriani.

Councilor Smith asked if the developer has been properly vetted by the town? Mr. McMahon said yes that we've been vetting the developer for the last year.

Deputy Mayor Bress is in favor of this sale. She added that Mr. McMahon has illustrated for us and responded quite well to some of the concerns that have been discussed over the last couple of meetings. She appreciates the length of detail that Mr. McMahon has gone to in order to help the Council understand the process. After hearing what the Town Manager has said, that this piece of land has been scoped out for a very long time and how difficult it is to put these situations together, along with the fact that the meetings that were held early on for Main Street and the town center, she can only see this as a positive step towards realizing the goals and dreams of many citizens. For her there's so many positives about this project and one positive is having the assurance that if things don't work out, we still have options. She is in favor of this project.

Councilor Walker stated the hesitation that he has concerns the entire budget, not just the transfer or sale of town land. Part of the trepidation that he has is that a lot of the financing, it's almost as if it's promised, but it hasn't been done. It would be fair to say that the town is floating this developer pending definite financing avenues. He doesn't think there is anyone who would purchase a property and plan any type of development that would actually see success unless the financing and the closing is mostly done. While he understands the goals of what needs to happen, he does have some concerns, which he's stated before. He will be voting 'no' tonight.

Motion Passed 7-2-0 (Councilors Smith and Walker opposed)

- b) Set a Special Town meeting for 7:00 p.m. on January 17, 2023 to approve an ordinance authorizing the sale of town property adjacent 144-152 Broad Street



RESOLVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman, that a Special Town Meeting be set for Tuesday, January 17, 2023 at 7:00 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to approve or disapprove an ordinance entitled, "AN ORDINANCE APPROVING THE SALE OF 0.57 ACRES ADJACENT TO 144-152 BROAD STREET" and be it further RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town Meeting.

Motion Passed 8-1-0 (Councilor Walker opposed)

- c) Authorize acceptance and expenditure of a \$200,000 Urban Action Grant for the design of Broad Street Road Diet project.

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler to approve the acceptance and expenditure of funds from the State of Connecticut for an Urban Action Grant in the amount of \$200,000 for the Broad Street Road Diet project.

Bob Jarvis, Director of Public Works/Town Engineer stated that the State of Connecticut, has awarded the town a \$200,000 grant for final design and construction administration. At this time staff is respectfully requesting authorization to approve the acceptance and expenditure of the grant for final design and associated services.

The Windsor Center TOD Master Plan recommended rebalancing the circulation patterns to better incorporate pedestrians and parking. One of the more substantial recommendations to improve Town Center included a variety of street, streetscape, and pedestrian improvements including the reduction of through lanes on Broad Street from four to two. This initiative has been referred to as a "road diet." The plan would also include the creation of designated on-street parking, left turn pockets, bump-outs to aid pedestrian crossing and traffic signal modifications.

The project limits include CT Route 159 (Broad Street), from the vicinity of Sycamore Street northerly to Palisado Avenue and the vicinity of the railroad overpass, a total distance of approximately 2,550 feet. The project will also include evaluation of the intersections and intersecting streets within the project corridor - Batchelder Road, Elm Street, Maple Avenue, Union Street, Prospect Street and CT Route 75 / Poquonock Avenue.

A traffic study was conducted in 2014, and updated in 2020, to confirm that the traffic assumptions made for the road diet are valid. The studies determined that the Broad Street corridor, within the project area, is expected to operate at acceptable levels of service (LOS) following the implementation of the proposed road diet. Vehicle queues will be accommodated within the available storage lengths. Additionally, the proposed road diet will enhance safety along Broad Street, improve mobility for pedestrians and transit users; and add parallel parking along both sides of the street. Discussions with the CT

Department of Transportation have been held and DOT agrees with the overall project concept.

In FY 2021, the Town Council authorized town staff to submit an Urban Action Grant Program application for the Broad Street Road Diet project. The State of Connecticut, Department of Economic Development has awarded the town a \$200,000 grant for final design and construction administration.

At this time, staff is requesting the Town Council authorize the acceptance and expenditure of the grant funding. This action will allow a grant agreement to be executed and design work to continue. Final design and construction documents are expected to be completed in fall 2023 with construction anticipated to begin in spring or summer 2024.

Councilor Eleveld asked if the money can be used only for the purposes of redesigning the roadway or can it be used for relining the road? Mr. Jarvis stated that the grant is for the design of the roadway and could be used for construction administration but would not be used for the construction improvements itself. Town Manager Souza stated that as part of the design, it will include redesigning the signals. That would include timing. Many of the signals are approaching 30 years in age if not already there. The Department of Transportation requires those to be redesigned including all the timing, which then dips into how those are lined together systematically. The challenge with doing a temporary intermediate fix with just the lining of the street is that it's hard to simply restripe the street without addressing the traffic signals.

Councilor Eleveld stated he knows that a majority of this project will be funded with state money. As he has indicated in the past, he has serious misgivings about this project. This is especially in light of some of the recent accidents on I-91 which forced a large amount of vehicles with tremendous wait times onto our local streets which will then feed into our local neighborhoods which will also end up becoming bumper-to-bumper traffic. His thinking is that we should try it for a couple of years, and then we can spend \$4 million to do the project. He is opposed to going forward with this project.

Councilor Terranova stated that she has concerns about the pedestrian safety in the center of town. Trying to cross four lanes of traffic is challenging and gets even more challenging when there are more people in the center. She feels if we can narrow down the road and work on safety for people when it's regular traffic or increased traffic, that should really be our focus and our priority. She supports this next step of working on the road diet.

Deputy Mayor Bress agrees with Councilor Terranova. She added that she's been seeing a lot of comments on community Facebook forums about the safety in the center, traffic issues and speeding issues. Being a person of a certain age, it can get very challenging in the center of town to cross the street or sometimes to drive and get through that intersection. She'd love to see the design and see how we can make things safer. She supports the road diet project.

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

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

MOVED by Deputy Mayor Bress with regret, and seconded with regret by Councilor Eleveld to accept the resignation of Charles Copeland from the Commission on Aging and Persons with Disabilities.

Motion Passed 9-0-0

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

- a) Minutes of the December 19, 2022 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve the unapproved minutes of the December 19, 2022 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the December 19, 2022 Regular Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve the unapproved minutes of the December 19, 2022 Regular Town Council meeting as presented.

Motion Passed 9-0-0

### **15) PUBLIC COMMUNICATIONS AND PETITIONS**

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to enter Executive Session at 8:32 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (Scribner vs Town of Windsor)

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

Guest: Kevin Deneen, Town Attorney



Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to exit Executive Session at 9:01 p.m.

Motion Passed 9-0-0

**17) ADJOURNMENT**

MOVED by Councilor Gluck Hoffman, seconded by Councilor Dobler to adjourn the meeting at 9:01 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary