



Council Agenda

Council Chambers
Windsor Town Hall
February 6, 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 0796 0879** 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/83807960879>

When prompted for participant or meeting ID enter: **838 0796 0879**

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.

7:15 PM Public Hearing

To hear public comment on:

- Fiscal Year 2024 budget development
- 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

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Gluck Hoffman
3. PLEDGE OF ALLEGIANCE – Councilor Gluck Hoffman
4. PROCLAMATIONS/AWARDS
 - a) Proclamation declaring February 2023 as Black History Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education



8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
 - a) *Approve 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." (Town Manager)
12. NEW BUSINESS
 - a) *Presentation of October 2022 Grand List (Town Manager)
 - b) *Authorize \$800,000 in American Rescue Funds for the L.P. Wilson Pickleball and Tennis Court Project (Town Manager)
 - c) *Approve submittal of LOTCIP Grant Application for International Drive Pavement Rehabilitation - Phase 2 (Town Manager)
 - d) *Approve an appropriation of \$140,000 from the General Fund Unassigned Fund Balance for design of Sage Park Middle School Floor Moisture Mitigation Project (Town Manager)
 - e) *Authorize the JFK School HVAC Project in the amount of \$770,000 utilizing \$500,000 in Board of Education ESSER III grant funds and \$270,000 in American Rescue Funds (Town Manager)
 - f) *Reapprove FY 2022 Purchase Order (Town Manager)
13. *RESIGNATIONS AND APPOINTMENTS
14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the January 17, 2023 Regular Town Council Meeting
15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
16. EXECUTIVE SESSION
17. ADJOURNMENT

★Back-up included

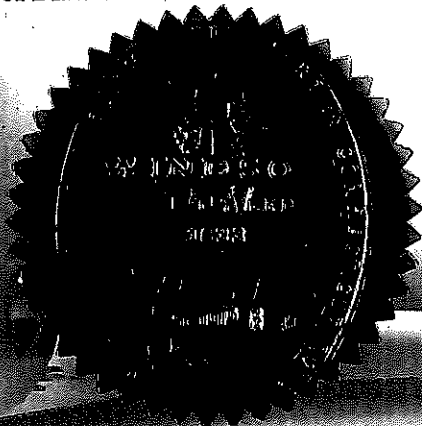
Proclamation

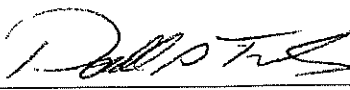
Honoring Black History Month

- WHEREAS,** the 2023 national theme for the observance of Black History Month is “*Black Resistance*”; and,
- WHEREAS,** African Americans have resisted historic and ongoing oppression, in all forms, especially the racial terrorism of lynching and racial pogroms since the nation’s earliest days. These efforts have been to advocate for a dignified self-determined life in a just democratic society; and,
- WHEREAS,** by resisting, black people have achieved triumphs, successes and progress as seen in the end of slavery, dismantling of Jim and Jane Crow segregations in the South, increased political representation at all levels of government, and desegregation of educational institutions amongst many more; and,
- WHEREAS,** Black faith institutions were places where Black communities met to organize resistance efforts, inspire individuals to participate in the movements, and offer sanctuary during times of crisis; and,
- WHEREAS,** throughout our nation’s history, and that of our town, Black Americans have continued to demonstrate the strength of their beliefs and the wealth of their abilities. The lives and careers of Joseph Rainey, the first Black member of the House of Representatives, Dr. Primus Manumit, Windsor’s first Black doctor, and Dr. Ethna Beulah Winston, academic, teacher and protégée of Mary McLeod Bethune, stand as examples of the extraordinary achievements of Black Americans in Windsor, as well as throughout the nation; and,
- WHEREAS,** the Town of Windsor is proud to honor the history and contributions of Black Americans in our community, throughout our state and our nation.

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

February be proclaimed Black History Month in recognition of the remarkable achievements of Black Americans and the contributions they have made to our nation’s heritage.





Donald Trinks
Mayor of Windsor
February 6, 2023

Agenda Item Summary

Date: February 6, 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) Approve an Ordinance

“MOVE to approve 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.’

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	_____ 1/17/23
Public Hearing Advertised	_____ 1/20/23
Public Hearing	_____ 2/6/23
Adopted	_____
Advertised	_____
Effective Date	_____

Agenda Item Summary

Date: February 6, 2023
To: Honorable Mayor and Members of the Town Council
Prepared By: Peter Souza, Town Manager 
Subject: October 2022 Grand List Report

Background

As required by State Statute, the Town Assessor has completed the October 2022 Grand List. The Grand List is comprised of real property (land and improvements), commercial personal property and motor vehicles.

Discussion/Analysis

The overall net taxable Grand List is increasing by \$246.25 million over October 1, 2021. The October 1, 2022 Net Taxable Grand List totals \$3,557,606,126 which is 7.44% greater than last year. This increase is significant and largely related to investments regarding the Amazon facility on Kennedy Road. By comparison, the past two years of the Grand List experienced the following changes:

- October 2021 GL increased \$104M or 3.24% over October 2020
- October 2020 GL increased \$58.4M or 1.85% over October 2019

Below is a recap of changes by property category compared to the October 2021 Grand List.

- Real Estate – increase of \$93,050,888 or 3.62%
- Personal Property – increase of \$136,986,786 or 30.17%
- Vehicles – increase of \$16,214,463 or 5.61%

The real estate category increase is largely related to the incremental phase-out of the tax agreement at the Amazon facility on Kennedy Road (\$31.8M) as well as new construction of several flex industrial buildings, improvements to Travelers' University on Lambertson Road and new homes at Poquonock Village Commons (\$1.8M).

Personal Property reflects a very substantial net increase of nearly \$137 million or 30.17%. While various manufacturing, telecommunications and financial related companies made reinvestments in equipment, computer / data information systems, the installation of equipment at the Kennedy Road Amazon facility was responsible for the vast majority of the new assessed valuation in Personal Property.

The Motor Vehicle portion of the Grand List increased by nearly \$16.2 million or 5.61% over October 1, 2021. This is due to increased market value as well as the addition of vehicles registered. According to data provided by the CT Department of Motor Vehicles, the number of registered vehicles as of October 2022 was 27,153. This is up from 26,585 vehicles one year ago. The increase in registered vehicles is partially due to increases in commercial fleet vehicles. Vehicle values are determined using *JD Power* pricing guides which reflect an overall increase and/or maintaining of values.

Please note that the Grand List value used for preparing the FY 24 proposed operating budget will be adjusted to account for potential adjustments by the Board of Assessment Appeals, outstanding assessment appeals at Superior Court, elderly exemptions, as well as adjustments to or sales of motor vehicles prior to billing in late spring.

Attached is a memo from the Town Assessor which highlights major changes by category as well as the list of top assessments sorted by net value after exemptions.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for informational purposes only. No action is requested.

Attachments

October 2022 Grand List Report



To: Peter Souza, Town Manager
James Bourke, Finance Director

From: Lawrence LaBarbera, Town Assessor, CCMA II, ASA

Date: January 31, 2023

Subject: October 1, 2022 Grand List

The October 1, 2022 Net Taxable Grand List totals **\$3,557,606,126** which is an increase of **\$246,252,317** or **7.44%** compared to last year's total. Real Property increased due to new construction and the reductions in tax abatements. Personal Property increased primarily due to the new equipment installed at the Amazon facility on Kennedy Road. The Motor Vehicle Grand List increased compared to 2021 both in value and number of vehicles.

I. REAL ESTATE

The Real Estate portion of the October 1, 2022 Grand List totals **\$2,661,077,056** which is an increase of **\$93,050,888** or **3.62%** over last year. This increase is primarily due to several new distribution warehouses and additional construction at Poquonock Commons. The phase-out of the tax agreement on Amazon's Kennedy Road warehouse also contributed to the increase. The three reductions are a Superior Court assessment appeal and building use changes.

The major changes to this year's Grand List are shown below:

<u>Property Address</u>	<u>Owner Name</u>	<u>Grand List Change</u>
1215 Kennedy Rd	Amazon.com Services LLC	\$31,807,410
1190 Kennedy Rd	Scannell Properties #545 LLC	\$25,661,370
110 Tradeport Dr.	Tradeport Development VII LLC	\$10,946,320
105 Baker Hollow Rd	105 Baker Hollow Investors LLC	\$7,422,450
99 Lamberton Rd	Travelers Indemnity Company	\$2,065,700
903 Day Hill Rd	Two Mile Rd Realty Associates	\$1,933,960
Poquonock Village	Various	\$1,879,220
44 Baker Hollow Rd	Lifetree Realty LLC	\$832,790
3 Waterside Crossing	COF Real Estate Investments	(\$2,039,170)
770 Marshall Phelps Rd	Luzern Windsor LLC	(\$961,730)
995 Day Hill Rd	995 Day Hill Road LLC	(\$770,140)

II. PERSONAL PROPERTY

The Personal Property portion of the October 1, 2022 Grand List totals **\$591,041,367** which is an increase of **\$136,986,786** or **30.17%** above last year. The vast majority of this increase is due to the fitting-out of equipment at the Kennedy Rd Amazon Facility. There are 1,282 accounts, down from last year's 1,311. The top 50 accounts comprise 86% of the Personal Property Grand List.

The major changes to this year's Grand List are shown below:

<u>Company</u>	<u>Description of Property</u>	<u>Grand List Change</u>
Amazon.com LLC	Warehouse/Distribution	\$131,584,888
IBM Credit LLC	Leasing Company	\$6,783,868
Eversource Energy Service Co	Public Utility	\$5,039,047
Cigna Health & Life Insurance Co	Financial Services	\$4,891,980
Connecticut Light & Power	Public Utility	\$2,751,208
EMC Corporation	Leasing Company	\$1,976,897
Dell Equipment Funding	Leasing Company	\$1,879,553
Data Graphics Incorporated	Financial Services	\$1,062,235
Aetna Life Insurance Company	Financial Services	(\$5,174,017)
CELLCO Partnership	Telecommunications	(\$4,444,837)
IBM Credit Corporation	Leasing Company	(\$3,095,624)
Triumph Actuation Systems	Manufacturing Facility	(\$2,749,169)
Barnes Aerospace	Manufacturing Facility	(\$2,206,637)

III. MOTOR VEHICLES

The Motor Vehicle portion of the October 1, 2022 Grand List totals **\$305,487,703** which is an increase of **\$16,214,643** or **5.61%** from last year. This year, according to information provided to us by the Connecticut Department of Motor Vehicles, there are 27,153 registered motor vehicles in Windsor, up from last year's 26,585. The increase in the number of vehicles is partially due to commercial fleet vehicles being located in town. The increased assessment is the result of revised JD Power pricing guides which reflect the higher cost of both new vehicles and used vehicles. The used vehicles have increased mostly due to the shortage of new vehicles.

**Windsor's Top Assessments
October 1, 2022 Grand List**

Sorted by Net Value


<u>#</u>	<u>Taxpayer</u>	<u>2021</u>	<u>Real Estate</u>	<u>Motor Vehicle</u>	<u>Pers. Prop</u>	<u>Total</u>	<u>Exemption</u>	<u>Net Value</u>	<u>% of GL</u>
1	Amazon Companies	1	219,917,880	1,207,920	178,914,977	400,040,777	75,136,772	324,904,005	9.13%
2	Northeast Utilities & Affiliates	2	11,291,700	0	89,369,575	100,661,275	0	100,661,275	2.83%
3	Indus RT Limited & Affiliates	4	90,666,450	0	0	90,666,450	4,462,920	86,203,530	2.42%
4	Walgreen Eastern	3	42,700,000	0	35,389,116	78,089,116	0	78,089,116	2.19%
5	CIGNA	8	18,380,880	0	38,136,072	56,516,952	0	56,516,952	1.59%
6	Voya Retirement Insurance	5	48,058,290	0	7,852,850	55,911,140	0	55,911,140	1.57%
7	Dollar Tree Distribution Inc	6	43,750,000	0	10,949,990	54,699,990	0	54,699,990	1.54%
8	Hartford Financial Corp	7	44,301,740	0	6,930,462	51,232,202	0	51,232,202	1.44%
9	Cellco/Verizon Wireless	9	14,245,490	0	25,671,999	39,917,489	0	39,917,489	1.12%
10	Addison Property Owner LLC	10	31,111,150	0	53,335	31,164,485	0	31,164,485	0.88%
11	Rivers Bend Acquisition LLC (Condos)	12	31,101,666	0	49,546	31,151,212	0	31,151,212	0.88%
12	Scannell Properties #545	n/a	25,689,090	0	0	25,689,090	0	25,689,090	0.72%
13	Aetna Life Insurance	11	10,144,330	0	13,741,222	23,885,552	103,393	23,782,159	0.67%
14	Preserve Ventures (Great Pond Apartments)	14	23,101,400	0	140,548	23,241,948	0	23,241,948	0.65%
15	Travelers Insurance	15	16,276,610	0	6,387,998	22,664,608	0	22,664,608	0.64%
16	IBM & Affiliates	17	0	0	20,027,047	20,027,047	0	20,027,047	0.56%
17	Windsor Marriott	16	17,423,070	0	2,479,926	19,902,996	0	19,902,996	0.56%
18	Iron Mountain Records	18	11,092,060	0	4,688,664	15,780,724	269,134	15,511,590	0.44%
19	Olde Windsor Station	19	12,161,100	0	45,605	12,206,705	0	12,206,705	0.34%
20	KRE HIP Garden Hartford LLC (Hilton Garden)	20	11,752,400	0	358,931	12,111,331	0	12,111,331	0.34%
TOTALS:			\$723,165,306	\$1,207,920	\$441,187,863	\$1,165,561,089	\$79,972,219	\$1,085,588,870	30.51%

Agenda Item Summary

Date: February 6, 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: L.P. Wilson Pickleball/Tennis Court Project

Background

There are currently five tennis courts at the L.P. Wilson Community Center situated to the north of the building. There are three pickleball courts with portable nets that share the tennis court area. The facility has light poles that illuminate the courts and a 10' high, chain-link fence surrounding the perimeter of the courts. The current courts were reconstructed in 1997 and cracks in the playing surface were repaired eight years ago. The playing surface has continued to deteriorate and is beginning to impact usability of the courts. The surrounding chain link fencing is showing signs of rusting and curling of the mesh chain link fabric. This project calls for the reconstruction of the facility to provide for six dedicated pickleball courts and two tennis courts.

Discussion/Analysis

The FY 23 CIP includes the reconstruction of the existing tennis courts and having them lined for both tennis and pickleball. The adopted CIP called for designing the project in FY 23 and to then request construction funding in FY 24 with construction in summer or fall of 2024. Preliminary cost estimates in the adopted CIP total \$762,000.

Based on community input and the continued growth in popularity of pickleball, the proposed project scope has been modified to include six dedicated pickleball courts two tennis courts and a shade structure. The project approach and timing has been adjusted to utilize a design – build contract similar to what was used when rebuilding the High School tennis courts in 2020. This approach allows the project to be constructed this calendar versus in 2024.

The existing courts will be replaced with a post-tension concrete foundation and surface. New netting posts, perimeter chain link fencing and sound/wind screens will be installed. It is planned to reuse the current lighting system. Post-tensioned concrete courts can more readily accommodate the inherent inconsistencies in subsoils without settling and heaving, providing a better uniformity of play, have lower maintenance costs and a longer life span without structural cracking.

It is recommended the project be cash funded with American Rescue Fund resources versus bonding. This would mitigate overall long-term debt service burden and save an estimated \$320,000 in interest costs over a 15 year period. The expected construction timeframe is up to 90 days depending on weather conditions.

Financial Impact

The estimated costs for the project are as follows:

Construction	\$695,000
Testing/Inspection	35,000
Contingency	<u>70,000</u>
Total	\$800,000

Other Board Action

None

Recommendations

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

“MOVE that \$800,000 in American Rescue Funds be authorized to fund the LP Wilson Pickleball and Tennis Court project.”

Attachments

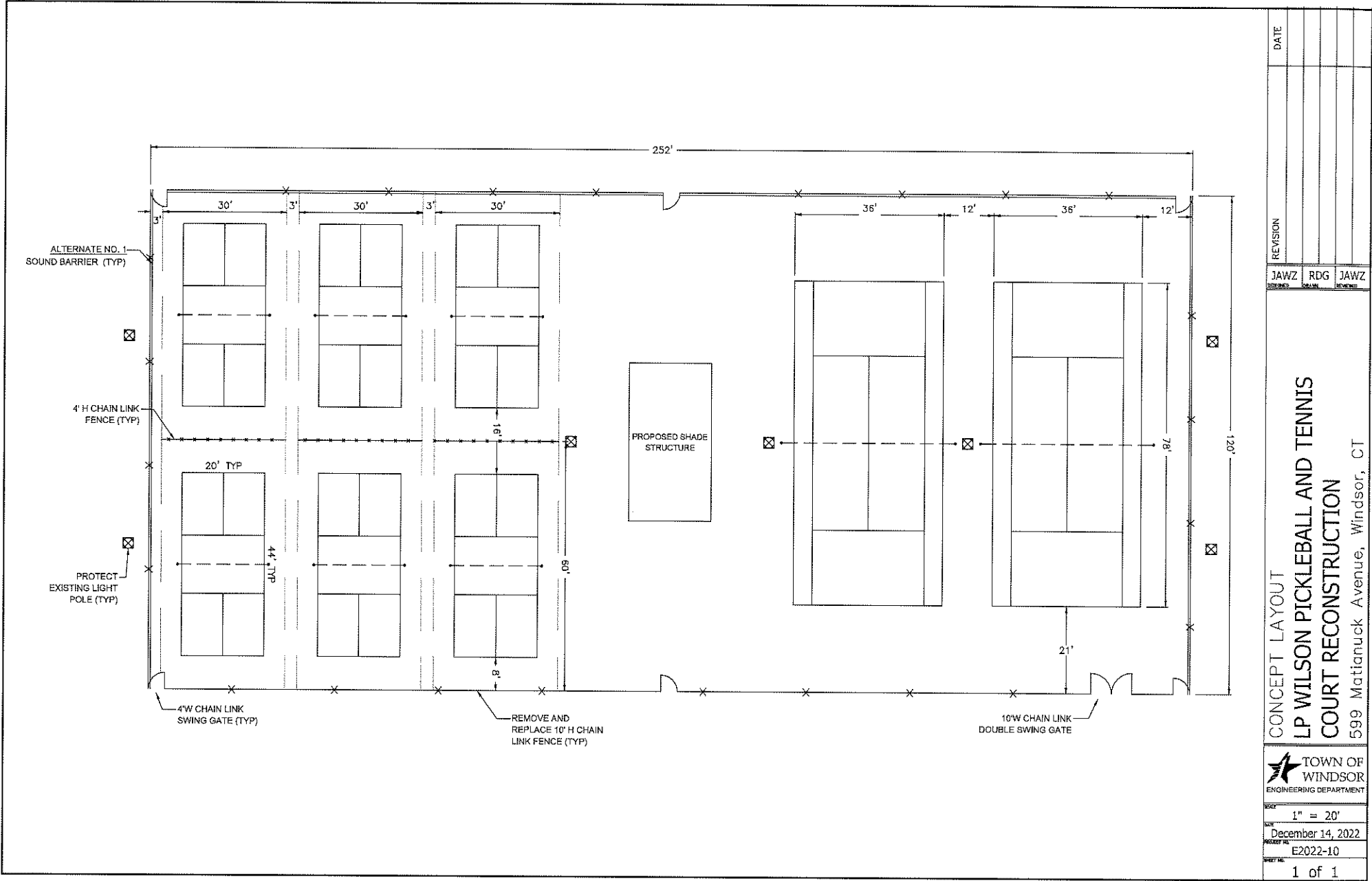
Conceptual Court Layout

Certification

I hereby certify that \$800,000 is available in American Rescue Funds to fund the above appropriation.



Linda Collins
Assistant Finance Director



REVISION	DATE

JAWZ RDG JAWZ
DESIGNED DRAWN CHECKED

CONCEPT LAYOUT
LP WILSON PICKLEBALL AND TENNIS COURT RECONSTRUCTION
 599 Mattanuck Avenue, Windsor, CT




SCALE: 1" = 20'
 DATE: December 14, 2022
 PROJECT NO: E2022-10
 SHEET NO: 1 of 1

Agenda Item Summary

Date: February 6, 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: Local Transportation Capital Improvement Program Applications

Background

The Capital Region Council of Governments (CRCOG) is soliciting proposals from member towns for transportation projects to be funded under the Connecticut Department of Transportation's (CT DOT) 2023 Local Transportation Capital Improvement Program (LOTICIP). Funds are available to all 38 CRCOG member towns. One of the goals of LOTICIP is to fund capital improvement projects that will substantially improve the condition of our transportation system. Each municipality may submit up to two (2) proposals from a combination of any of the following categories: Reconstruction (roadway and bridge) projects, Bicycle/Pedestrian projects, Pavement Rehabilitation projects and Stand-Alone Sidewalk projects. There is a maximum award of \$3.2 million per municipality. Projects are rated on a competitive basis by CRCOG and there is no guarantee that any of Windsor's projects will be selected. Applications are due February 23, 2023.

Discussion/Analysis

In 2020, the Town submitted applications for state funding, through LOTICIP, for the pavement rehabilitation of International Drive. Due to maximum grant award limits, the project was split into two phases; northbound and southbound. Phase 1 (Northbound) was selected for funding under the 2020 LOTICIP solicitation. Phase 2 (Southbound) was submitted for consideration under the 2022 LOTICIP solicitation and was not selected for funding. We are proposing to submit another funding application during the current round of solicitations. We are optimistic that the second phase of the International Drive pavement rehabilitation project will be awarded a LOTICIP grant for construction under the 2023 LOTICIP solicitation.

The LOTICIP program is structured such that the town is financially responsible for the design of the work. The state then funds 100% of the construction phase of the project. Town Council appropriated funding for the design of Phase 1 and Phase 2 at their November 2, 2020 and June 7, 2021 meetings. The designs of Phase 1 and Phase 2 have been completed. Phase 1 was bid recently and construction of that phase is expected to commence this spring.

Town staff is preparing the grant application for International Drive Roadway Improvements - Phase 2 (Southbound). The proposed project will remove all asphalt and place 8" of new bituminous concrete along the Southbound Lanes of International Drive. In areas of less than 6" of granular base, additional processed aggregate will be placed and compacted.

The project limits begin at the intersection of Rainbow Road and end at Route 20 in East Granby. The project length is approximately 4,800', including the 1,000' of International Drive located in East Granby. The submittal would be a joint application with the Town of East Granby

Financial Impact

If awarded funding, the town would be responsible for 100% of the costs related to the design for the selected project with 100% of the construction phase to be funded by the State. A significant portion of the design of Phase 2 improvements were completed during the Phase 1 design effort. If the grant application is successful and CT DOT has further design comments, additional design funds (estimated not to exceed \$20,000) may be needed to update design and construction bid documents.

The preliminary project costs (not including design) are being formulated; but, they are expected to be approximately \$2,400,000.

Grant awards are expected to be determined in spring of 2023.

Other Board Action

None

Recommendations

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

“RESOLVED, that staff is authorized to submit a grant application to the Capital Region Council of Governments for the following project under the Local Transportation Capital Improvement Program “International Drive, Southbound Reconstruction.”

Attachments


None

Agenda Item Summary

Date: February 6, 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: Design Services for Sage Park Middle School Slab Moisture Mitigation Project

Background

The Sage Park Middle School was built in 1968. The original building was 116,500 sq. ft. In 1992 an addition of 60,000 sq. ft. was added to the building. The floor slab has exhibited moisture issues in several large locations of the 1992 addition. Those areas include classrooms, hallways, nurse's office, and the gymnasium. Moisture is seeping up through the concrete slab compromising or negatively impacting vinyl flooring and the gymnasium's wood flooring. A study was completed in 2021 that investigated the causes of the water seepage. At this time, funding is being requested to complete an additional field investigation of the cause(s) and complete a full design of corrective measures.

Discussion/Analysis

The current moisture content of the concrete slab is recorded at 98%. Poor moisture prevention under the concrete slab is the main cause of the seepage through the slab, along with a high water table. The water seepage continues to compromise the VCT tile in affected rooms, the wood flooring in the small gymnasium, and it also presents potential mold issues.

The design services for this project will include further field investigation of the causes and will also include the design of corrective measures. Further coring and testing of the slab and subsurface conditions, at select locations, will provide additional understanding of the rate at which moisture vapor is emitted from the existing slab. The scope of the design work will address the select removal of existing flooring and adhesives, preparation of existing concrete slab, treatment of slab joints and interconnections, and application of a vapor control system. Evaluations of problematic conditions, based on a certified moisture test report, and recommendations of corrective actions to be taken, will also be included.

Financial Impact

The Public Building Commission has bid and approved this project. An appropriation in the amount of \$140,000 including hazardous materials testing and contingency is respectively requested from the General Fund Unassigned Fund Balance. This project is in the Capital Improvements Program (CIP) for the current fiscal year. If authorized, design would start in May and be completed by August 2023.

Other Board Action

It is requested the Public Building Commission (PBC) be assigned to oversee and manage this project, should funding receive approval.

Recommendations

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

“MOVE that \$140,000 be appropriated from the General Fund Unassigned Fund Balance for the Sage Park Middle School Slab Moisture Mitigation Design Project; and the project be referred to the Public Building Commission for project oversight.”

Attachments

None

Certification

I hereby certify that \$140,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.



Linda Collins


Assistant Finance Director

Agenda Item Summary

Date: February 6, 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: JFK Elementary School HVAC Project.

Background

The JFK Elementary School was built in 1965. The original building is 41,000 sq. ft. In 2018 a HVAC project was bid and the resulting bids received exceeded the estimated costs resulting in several project components being deferred to reduce the project scope. The current proposed project is to address the items removed from the 2018 project. It is recommended the project be funded using a combination of Board of Education Elementary and Secondary School Emergency Relief Fund III (ESSER III) grant funds and the town's American Rescue Funds.

Discussion/Analysis

The construction services proposed for the project include; replacement of the original gymnasium HVAC units with air conditioning units, complete air conditioning of hallways, replacement of unit wall heaters, and replacement of fresh air make-up unit in the kitchen. The new equipment will be connected to existing Building Energy Management System to control and conserve energy usage.

If authorized, construction would start in May 2023 and be substantially completed in November 2023.

Financial Impact

The Public Building Commission has bid and approved this project. The estimated costs for the project are as follows:

Construction	\$645,000
Clerk of Works	25,000
HazMat	30,000
Contingency	<u>70,000</u>
Total	\$770,000

It is recommended this project be funded utilizing the following grant sources:

Board of Education ESSER III grant funds	\$500,000
Town American Rescue Funds	\$270,000

The Board of Education's Director of Business Services & Human Resources, Danielle Batchelder has confirmed the availability of ESSER III grant funds in the amount of \$500,000 for this project.

Other Board Action

It is recommended the Public Building Commission (PBC) would be assigned to oversee and manage this project, should funding receive approval.

Recommendations

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

“MOVE to authorize the JFK School HVAC System Project – Phase II in the amount of \$770,000 and it be funded through \$500,000 in Board of Education ESSER III grant funds and \$270,000 in Town American Rescue Funds; and that the project be referred to the Public Building Commission for project oversight.”

Attachments

None

Certification

I hereby certify that \$270,000 is available in the American Rescue Funds to fund the above appropriation.



Linda Collins

Assistant Finance Director

Attachments


None

Agenda Item Summary

Date: February 6, 2023

To: Members of the Town Council

Prepared by: Jim Bourke, Finance Director

Reviewed by: Peter Souza, Town Manager 

Subject: Approval of FY 22 Year-End General Fund Purchase Order

Background

When goods and services are received and paid for in the next fiscal year, a purchase order must be opened to encumber the funds. By encumbering the funds, the Town Council is formally extending budgetary authority into the next fiscal year for that line item.

Discussion/Analysis

On June 20, 2022 the Town Council reviewed and approved extending sixteen FY 22 outstanding year-end General Fund purchase orders through October 17, 2022. On October 17, 2022, the Town Council reviewed and approved extending seven of the original sixteen outstanding year-end General Fund purchase orders through February 6, 2023.

Presently there is one FY 22 General Fund open purchase order in the amount of \$5,940 that is requested to remain encumbered. This item remains on back-order due to supply chain logistics.

Town of Windsor FY 22 Year-End General Fund Open Purchase Orders As of February 6, 2023						
Department	P.O. #	Req. Date	Quote Date	Vendor Name	Product / Service Description	Open Amount
<i>Safety Services - Police Uniformed Patrol</i>						
Other Capital Equipment	22251	3/3/2022	2/14/2022	Stryker Sales Corporation	Lifepak 1000 AED w/ graphical display	\$5,940

Recommendations

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

“MOVE that FY 22 General Fund open purchase order #22251 by re-approved until June 30, 2023.”

Attachment

None



Town Council
Resignations/Appointments/Reappointments
February 6, 2023

Resignations

- A. Accept the resignation of Rebecca Jacobsen from the Human Relations Commission**
- B. Accept the resignation of Linda Massa from the Human Relations Commission**

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

None

Names submitted for consideration of appointment

None



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
January 17, 2023
Regular Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

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

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova and Councilor Lenworth Walker

Absent: Councilor Nuchette Black-Burke and Councilor James Dobler

2) PRAYER OR REFLECTION

Councilor Eleveld led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Eleveld led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

Michelle Vanelli, 1152 Poquonok Avenue, stated that they should ditch the road diet project. The creation of single lanes is a recipe for disaster in the form of traffic jam nightmares. Poor decisions have extraordinarily long-term and costly ramifications. Will the road diet truly attract patrons and businesses to Windsor's center or ultimately drive them away? Federal money for the road diet is attractive. However, everyone likes the words 'free money' but they never want to hear the untold future cost. Looking at the big picture, once the Arthur Drug apartments are fully rented, the town will have increased traffic. Why are we contemplating a roadway design that will make it difficult to navigate to the very businesses you intend us to attract and support? We are at a crossroads of creating a downtown that can look successful or be a huge failure. A failure that can plague the taxpayers forever in untold costs. That's why it is so important to get our roadway design right even if it means walking away from this 'free' money. Regarding the Arthur Drug development, it's a definite improvement over the site that currently exists as it will fill a need for affordable housing while also aesthetically fitting our downtown architectural styles. She is not convinced adequate parking spots exist to

support patrons, tenants, and staff, not to mention moving days with vans and trucks which will constrict the flow as furnishing and supplies are offloaded. She feels the development's entrance and egress has the potential for backups when too many vehicles are seeking entry/exit to Poquonock Avenue at the same time. She added that too many financing entities run the risk that they will run out of money. Now, is the time to iron out all the financial kinks and remain vigilant of pitfalls and distracted spending. Finance approval presentations should be few. The presentations should be clear and concise with every dime being accounted for prior to a vote.

Coralee Jones, 1171 Matianuck Avenue, stated regarding the road diet, she urges that it is tried out first. She gave the example of when the schools started with a new bus company, they did not anticipate what was going to happen and they had a mess with busses being late and kids being late for school. You will not know what is going to happen, unless you try it out first. Secondly, she does want development in town but what concerns her is density. We're tearing down apartments in Hartford because of density. She does not want to see that happen here in town and she is very concerned about the project and how many apartments will be erected in this small area.

William Pelkey, 133 Portman Street, congratulated Councilor Eleveld on being a Bridge Builder recipient. He stated that he recently received an email from the town that he found offensive. This email was sent to all members on a board or commission in town. He read the email aloud. He asked when did we start valuing demographics instead of people? Why are we going to be looking at it? He said that we should just be looking to see if an individual has the qualifications for a role on a board or commission. There should not be any kind of distinction solely on some characteristic such as skin color, etc. Your skin color does not define who you are. It is offensive to him that the town is more concerned with some demographic check mark than him or anyone else as an individual. He feels the survey is government sponsored bigotry and he is asking that the Council get rid of the survey.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Dobler – absent

Councilor Walker stated he has nothing to report this evening.

Councilor Terranova stated that it is respiratory season, so if you are sick and want to go out, please wear a mask. We are in the red zone for high transmission in Hartford county and we should be wearing masks in public spaces. She shared that this evening was her last Town Council meeting. She is stepping down to take an opportunity that opened in Governor Lamont's administration. She truly enjoyed serving the residents of Windsor and looks forward to continuing as a public servant for all of Connecticut citizens in her new role. She thanked her fellow councilors for their hard work and support as well as the Town Manager, Peter Souza, and Assistant Town Manager, Scott Colby, and all the town employees that really work hard to make Windsor the wonderful town that it is.

Councilor Gluck Hoffman wanted to recognize Councilor Eleveld and all the other recipients that received an award at the Bridge Builder's event.

Councilor Black-Burke – absent

Councilor Eleveld thanked the Human Relations Commission for the honor of being named a Bridge Builder and he congratulated all the other honorees. It is nice to be recognized for the work you do in the community.

Deputy Mayor Bress wanted to thank all the people that came out tonight to speak, especially during the Special Town meeting. She was able to attend the Bridge Builder's ceremony and congratulated her fellow councilor and others who were recognized at the ceremony. She did not get a chance to attend any of the Dr. Martin Luther King events in town, but she heard they were well attended and that they were beautifully done. She wanted to thank all the citizens that were involved in those activities. Thank you for giving your time to make Windsor special.

Councilor Smith stated he attended the 27th Human Relations Commission Bridge Builder's awards ceremony with the Honorable Kevin Washington presiding over a celebration of some of Windsor's finest citizens. He also attended the Archer Memorial AME Zion Church's Martin Luther King celebration which included presentations by three students and a keynote speaker Leonard Lockhart with his personal experiences. It was a very moving ceremony.

Mayor Trinks stated he has nothing to add.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Richard Hazelton, Public Building Commission, gave the following report:

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project Phase 2 & 3– 9519

Due to logistics delaying equipment delivery until spring 2023, the phase two project is now on hold until summer 2023. The PBC now has a signed contract with Action Air of Manchester, CT for phase three. The approvals of submittals has begun to get equipment ordered as soon as possible for summer 2023 deliveries.

Aquatic Facilities Improvements Gosslee Pool Houses Renovations –9564

The PBC now has a signed contract with Connecticut Carpentry Corporation of Rocky Hill, CT. The submittal approval process has begun for equipment and material purchases. Construction work is scheduled to begin in March 2023 and to be completed in mid-June 2023.

Milo Peck School HVAC Construction – 9538

The PBC at a recent meeting moved to unanimously keep the project as originally designed. We believe since this project is a retrofit into an existing older building, newer and untested technologies would not be the correct application for this project. We await further directions from Town Council regarding this project's progression.

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

This project went out to bid with all bids being due on January 3, 2023. The PBC will review the bids and schedule interviews with contractors. The PBC expects to potentially award this project in January 2023.

330 Windsor Ave. Community Center Gym HVAC Renovations - 9550

The contractor has ordered all new equipment, but current logistics have the new equipment arriving now in January 2023. The contractor completed most of the interior work and 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

This project is scheduled to be completed in early January 2023. Social Services department is scheduled to be relocated into this renovated area in mid-January 2023.

O'Brien Field House Renovation Design Project – 9546

The PBC received the final draft of the Feasibility Study at their meeting last week. The PBC has turned this study over to the Town Manager's Office for further direction regarding this project.

Sage Park Middle School Roof Design Project – 9541

The PBC reviewed completed drawings at our meeting last week. The architect and Board of Education staff have started the process to file for a grant with the state OSCG&R. Construction is scheduled for FY2024.

Poquonock Elementary School Roof Design Project – 9558

The awarded architect has started the process of designing construction drawings for this project. The PBC expects to receive completed drawings at one of its March 2023 meetings.

JFK Elementary School HVAC System Upgrades Phase III Project

The PBC has received and reviewed the bids at their meeting last week. The PBC awarded this project to Action Air of Manchester, CT for \$645,100. The PBC understands the Windsor Board of Education has received a grant which funds a large portion of this project's costs. The PBC awaits further direction from Town Council on this project.

Sage Park Middle School Slab Moisture Mitigation Project

At their last meeting, the PBC reviewed and awarded this project to Hoffman Architects of New Haven, CT for \$111,450. This project is for the investigation, diagnosing, and resolving the moisture floor slab issues in areas of this buildings 1994 additions.

b) Metropolitan District Commission (MDC)

John Avedisian, Metropolitan District Commission, gave the following report:

- Water costs have decreased by 7%.
- The ad valorem is \$50,000 less. He said that MDC is working diligently to try to get the \$20 million from the State of Connecticut. That \$20 million will assist all 8 towns with the ad valorem to help it go down by a lot more than \$50,000.
- There is a summary presentation of a 2003 management study that was presented to the District Board. Virtual meetings have been set for the Strategic Planning Committee for January 24th and then another will be on February 8th. If you want to hear what MDC is doing in regards to this plan, please join us.
- MDC is working on enhancing the experience for MDC customers.
- The new rates will be identified in January's 2023 bill with an insert.
- In 2022, for funded positions there were 438 filled and 403 being actively recruited.
- 2022 shut off summary – currently the accounts that are on the shut off list are 80. Six accounts being shut off equates to \$266,000. Some of this has been collected and it's now at \$8,250. Water cannot be shut off in the winter time as pipes might burst.
- Retail Cash Payments – Payments can be made at CVS, 711, Dollar Store, and via Apple Pay and Google Pay. MDC is trying to make it easier for customers to pay their bills from home if they cannot make it to MDC.
- Operation Fuel program – Windsor had, as of the end of 2022, 30 individuals that were helped with this program at a cost of \$11,778.

- Today's story in the Hartford Courant stated that it was sewage, but it was overflowing water that went into customers' basements. That has been established and the MDC was there and did what they could do.
- The Chairman of the Board has been requested by the Audit Committee to come and talk to them. So far he has not said yes or no. MDC will get back to the bottom of the \$88,000 that they did not and will not pay. The lawyer has rescinded those invoices at this time.
- If you listen to Channel 3, they talked about PFAS, clean water and fish. It's coming. They are going to make us take that PFAS out of the water. At this time, DEEP doesn't really care. They conducted a three day test with filters. They took the PFAS from the water (and water from the dumps are the worst) and took it down below the requirements of the state and government. For DEEP's three days of service, it cost \$30 million. The problem is that the Health Department has now said the people that produce the PFAS should be the ones that take it out of the water. He believes this will fall on the eight towns to take care of.

Deputy Mayor Bress asked for those who are in danger of having their water shut off, does MDC do anything in terms of informing them or connecting them to Operation fuel or is that something they have to do on their own? Mr. Avedisian responded that MDC does tell them about it and they also talk to them about possible payment plans.

Deputy Mayor Bress said that in the communications that customers receive from MDC, does it have any information about Operation Fuel? Mr. Avedisian stated customer service talks to them and gives them alternatives.

Mayor Trinks asked if the number is higher than usual for this time of year. Mr. Avedisian stated that we are in the medium range as compared to other towns. From what he's seen, it has stayed about the same.

Councilor Eleveld said thank you to Mr. Avedisian for representing the MDC and giving the Council a report at their meetings.

8) TOWN MANAGER'S REPORT

Town Manager Souza stated that in regards to PFAS, it is not an immediate legislative or regulatory act, but it is something that the town continues to monitor at the state and federal level. We're pretty sure there will be additional regulations that will fall to the municipalities through MDC or some other form.

Town Manager Souza gave the following report:

Food Scrap Drop-off Program

The Town of Windsor now offers a residential food waste drop-off program. This drop-off program is voluntary and available for free to all residents. Transfer Station permits are not required to participate in this program.

Food scraps collected at home are brought to a designated location at the Windsor Transfer Station and then hauled to a commercial composting facility to be turned into nutrient-rich compost.

A dedicated container is available at the Transfer Station for residents to discard food scraps and leftovers such as produce, dairy, meats, coffee grounds & filters, tea bags, egg shells, breads, sauces, and fats.

For more information on this program, go to <https://townofwindsorct.com/public-works/residential-food-waste-drop-off/>, or contact the Transfer Station at (860) 285-1833.

Main Library Offering Free Income Tax Assistance

The Main Library will be partnering with the IRS in offering free basic tax assistance to qualified individuals through its Volunteer Income Tax Assistance (VITA) program. In operation for over 50 years, VITA sites offer free help to taxpayers who make \$60,000 or less per year, are disabled or have difficulty speaking English.

The program will run on Monday evenings, by appointment, starting February 6 through April 17 from 5:00 to 8:00 PM. Space will be available for 18 appointments per session. Sign up for an appointment at www.windsorpl.librarycalendar.com or by calling the Reference Desk at 860-285-1918.

Mental Health First Aid Certification

Registration is open to Windsor residents for a two-part community mental health first aid (MHFA) certification course sponsored by Windsor Social Services, Youth Services Bureau and CHR. This free course for participants 18 years and older will be held on March 18th and April 1st from 10:00 AM to 1:00 PM at the Mill Brook Clubhouse, 147 Pigeon Hill Road. Lunch will be provided.

The CHR instructor will share how to identify, understand and respond to signs of mental health and substance use challenges among adults. Also, participants will build skills and the confidence that is needed to reach out and provide initial support to those who are struggling and how to help connect them to appropriate support.

To register call 860-285-1946.

COVID-19 Vaccine Clinics

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 with them.

Northwest Park Land Management

Visitors to Northwest Park may have noticed some land management work in progress this January. The park's fields and thickets are cut every 1-5 years during the winter to remove tree saplings that would eventually take over through a natural process of succession. Cutting woody growth does not disturb the underground roots or seeds of native grasses and wildflowers, which will sprout again in the spring.

This year, the West Field thicket will be cleared. A number of larger trees have spread into the south end of the field and will be removed as well. Some individual trees will be intentionally left in the West Field, providing shelter and shade for wildlife and visual interest for hikers. By following a thoughtful land management regimen, Northwest Park's rich diversity of habitats is maintained for native plants and wildlife, protecting Windsor's natural heritage for all to enjoy.

Multifamily Rehabilitation Grant Program

The Community Development Office has been preparing to launch its new, ARF funded *Multifamily Rehabilitation Grant Program*. This program will be available to all landlords who own two to four unit buildings in Windsor and who rent to low and moderate income households as defined by the Housing and Urban Development Department. Grant funds will be utilized to address code correction needs.

Currently the Community Development Office is working with the following schedule:

- Late January publicity of the program through various means such as postcards mailed, social media, and website.
- Mid February there will be an application workshop for property owners to learn more about the program.
- Early March applications from property owners will be accepted. Applications will be available online applications and hard copy.

Veteran's Rally on January 19th

On Thursday, January 19th from 4:00 PM to 7:00 PM all veterans of any age and their families are encouraged to stop in at the L.P. Wilson Community Center for the first Veteran's Rally. This free event will feature food, games, camaraderie, important & helpful information for veterans and their families. This event is a collaborative effort of several town departments in partnership with the newly created Great Windsor Veteran's Council. The Veterans Council's mission is to be a resource for all who have or are serving in our military. The Veterans Council, meets monthly with the goal of creating social

opportunities and increasing awareness of resources available to local veterans of all ages.

FY 2024 Budget Hearing

On February 6th at 7:15 PM, the Town Council will hold a public hearing to gather public input as part of the FY 2024 budget development process. Residents may provide their initial thoughts, ideas and suggestions concerning the upcoming budget which runs from July 1, 2023 through June 30, 2024.

Councilor Smith asked about the land management at Northwest Park and if there will be land management at Millbrook? Town Manager Souza stated we presently do periodic cutting of fields. We are reviewing a proposal for developing a more formal land management plan like we did at Northwest Park. Several years ago, we brought in a land management consultant which would develop a more detailed plan for that area. We have money available in the dedicated 03 account for Millbrook. We are hoping to use those funds to get something happening in late Spring or into the Summer.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Eleveld stated the Town Improvements Committee is working on setting a date to convene.

Finance Committee – Councilor Terranova - nothing

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

Personnel Committee – Deputy Mayor Bress stated that the Personnel Committee is trying to set up a meeting for the end of January or beginning of February.

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Approve an appropriation of \$75,000 from the General Fund Unassigned Fund Balance to fund a purchase of Building Permit Software System

MOVED by Deputy Mayor Bress seconded by Councilor Smith 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.

Scott Colby, Assistant Town Manager, and David Langworthy, Building Official, stated that 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.

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 Muncipity 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.

Councilor Gluck Hoffman asked how many licenses will there be? Assistant Town Manager Colby responded that it would be for all departments that play a part in the Building Department permitting process. So that would include the Planning Department, Fire Department, and Health Department.

Councilor Gluck Hoffman asked if there is room for growth to add more licenses? Assistant Town Manager Colby said there are costs for different components of the OpenGov software. They do have various elements of their product which can be anything from land use, asset management, and budgeting. All of those are components to the platform.

Councilor Gluck Hoffman asked if the fees are going to be different as compared to what they are now for the building permits. Would they go up? Assistant Town Manager Colby stated that there will be no increase at this time based upon this request.

Councilor Gluck Hoffman asked if we are looking to raise fees in the future. Town Manager Souza responded that each year, we do price guide revisions that are part of the budget process. We ask departments to do benchmarking with other communities. Right now, we are and have been historically lagging in our building permit fees on a per thousand basis. We feel that we do get adequate revenue from our building fees and that it covers our costs of the Building Department.

Motion Passed 7-0-0 (Councilor Black-Burke and Dobler absent)

- 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."

MOVED by Councilor Terranova, seconded by Councilor Smith 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.

Motion Passed 7-0-0 (Councilor Black-Burke and Dobler absent)

MOVED by Councilor Terranova, seconded by Councilor Smith 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.'

Bob Jarvis, Director of Public Works/Town Engineer stated that 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.

Motion Passed 7-0-0 (Councilor Black-Burke and Dobler absent)

- 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 FINACE THE APPROPRIATION."

MOVED by Councilor Terranova, seconded by Councilor Smith, 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.

Motion Passed 7-0-0 (Councilor Black-Burke and Dobler absent)

13) RESIGNATIONS AND APPOINTMENTS

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the January 3, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to accept the minutes of the January 3, 2023 Public Hearing as presented.

Motion Passed 7-0-0 (Councilor Black-Burke and Dobler absent)

- b) Minutes of the January 3, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to accept the minutes of the January 3, 2023 Regular Town Council Meeting as presented.

Motion Passed 7-0-0 (Councilor Black-Burke and Dobler absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

Councilor Eleveld stated that the Council should acknowledge the departure of one of the councilors with regret. He wanted to thank Council Terranova for her service to the Town, for being on the Town Council once again and to thank her for her time with us. He wishes her the best in her future endeavors of working with the state.

Deputy Mayor Bress wanted to say it was an absolute joy to serve with Councilor Terranova. She's been an inspiration to the women in the community in terms of seeing her at Council meetings and her being an example which may have given others the urge, information or knowledge they need to be a part of the Town Council body. She is one of the hardest working councilors she's ever seen. She has learned from her and is grateful to have served with her. She'll miss her.

Councilor Smith stated that it's always painful when you lose the sharpest knife out of the drawer. It will be a great loss. Congratulations and we will miss you.

Councilor Gluck Hoffman concurred with what Councilor Smith stated, it will be a great loss.

Councilor Walker agreed with what everyone else had said.

Mayor Trinks thanked Councilor Terranova for all of her years of service to the town. For many of us who know you, we always got a kick out of the press conferences—you were the face of COVID for the medical world. He thinks he speaks for everyone when he says how proud they were that she was out there doing that. He knows it's a battle that she has been championing from day one and he wishes her the best of luck. While Windsor may take a loss by losing you, the State of Connecticut will get the gain.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Terranova, seconded by Councilor Gluck Hoffman to adjourn the meeting at 8:46 p.m.

Motion Passed 7-0-0 (Councilor Black-Burke and Dobler absent)

Respectfully Submitted,

Helene Albert
Recording Secretary