



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
February 21, 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 Nuchette Black-Burke, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kenneth Smith Ojala Naeem and Councilor Lenworth Walker

Absent: Councilor Kristin Gluck Hoffman

2) PRAYER OR REFLECTION

Deputy Mayor Bress led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Deputy Mayor Bress led the group in the Pledge of Allegiance.

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to add the appointment of Ms. Ojala Naeem to the Town Council to fill an unexpired term to the agenda after Item 3.

Motion Passed 7-0-0 (Councilor Gluck Hoffman absent)

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to suspend the Town Council's Rules of Order to allow an appointment to fill the Town Council vacancy to be completed this evening.

Motion Passed 7-0-0 (Councilor Gluck Hoffman absent)

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to appoint Ms. Ojala Naeem to the Town Council to fill an unexpired term.

Motion Passed 7-0-0 (Councilor Gluck Hoffman absent)

Anna Posniak, Town Clerk, swore Ms. Ojala Naeem into office.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

Susan Miller, 130 Palisado Avenue congratulated Ojala on her new position on the Town Council. Regarding the facilities and building job description, she urged the Town Council to reject this job description until it has been updated to include specific requirements for expertise in energy efficiency and net zero building design, including retrofits. These are skills that are essential for the world that we are in now and will be more in demand in the future. She did not see this requirement in the job description.

Eric Weiner, 130 Palisado Avenue congratulated Ojala as well on her new position on the Town Council. He stated that at the last Town Council meeting, there was a resident from Deerfield that described a situation where she called for ambulance services for her son that was bleeding. After being on the phone with the dispatcher for 10 minutes, she was told there were no ambulances available and she needed to drive her son to the Emergency Department by herself. That could have had tragic consequences. He hopes that we can hear something from the Assistant Town Manager of what happened with that tonight. He suggested that as a Town Council, it would have been appropriate for the group to call a Special meeting 48 hours after hearing of the incident to get a full report to find out what happened. The Council has two primary responsibilities, education and life safety. He hopes the Council takes this with the upmost seriousness and will inform the public of the situation we have and if it requires a budgetary adjustment, so be it. This could have been avoided with an early warning system if there was more public information available in regards to response time. He can go onto the City of Hartford's website and pull up a report of every single check that's been cut by them. He can go on the State of Connecticut's website and get full payroll data. The town made a great step in the new town building permitting system called OpenGov.com. This was a great choice. He hopes we can hear quite soon on how we can curtail such a risk of life out there due to inadequate ambulance coverage.

Nathan Willison, 46 Berrios Hill Road, congratulated Councilor Naeem and is eager to hear her many ideas and perspectives she will have around development in keeping the under thirty club in Windsor. He is also looking forward to all ideas in making Windsor more friendly and accessible to those in his age range.

Leroy Smith, 531 Edgewood, stated his concerns about making a meaningful effort in the budget this year for small businesses of 50 or less employees. He has some ideas of tax incentives that can be implemented. He'd like to see the smaller business receive assistance as this will attract these small businesses to Windsor. He'd like to see an entertainment center that is used for shops, businesses and restaurants be erected in town. Mystic, CT has some of the best restaurants in the United States. He's wondering why Windsor can't even come close to that. He knows Windsor has the resources and knowledge to be able to pull that off. He'd like to see more focus on entertainment that will attract and keep all of us here in Windsor.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naaem said she is honored to serve the Town of Windsor residents. She's looking forward to continuing to build a great town into an even better and stronger town. She thanked Mayor Trinks and caucus members in welcoming her with warmth and support. She thanked her fellow council members from the other aisle who have been great to chat with. She is looking to getting to know them and work with them. She thanked her wonderful family – all who are here from CT and some from California and thanked her parents for raising her to fight for what is right, to do the right thing and to pursue all her dreams and passions. She thanked her husband who supports everything that she wants to do. She is a native of Waterbury, CT. Growing up she really wanted to do something where she made a global impact and changed lives. Through her under graduate career she learned there is a lot of work to do in our own backyards. She outlined some of her career moves that led her to the Town Council. She has served on the Board of Compass Youth Collaborative which focuses on youth violence prevention, served as a chair of Launch Hartford, which focuses on innovation and entrepreneurship in the Hartford region, served on the Social Equity Council for the State of CT which focuses on looking at how to make the cannabis market equitable and to try and fix the systemic issues that exist through the war on drugs. She likes to put her time and energy into making an impact in the state and now into the town that she loves. She's looking forward to getting to know all the residents.

Councilor Dobler congratulated Councilor Naeem on her position on the Town Council.

Councilor Walker welcomed the new councilor. He stated that on February 25th from 1:00 p.m – 4:00 p.m. there will be an exhibition opening at the Windsor Historical Society which will be all about the Windsor Afro-American Civic Association (WACA). The event will give a background on what WACA is about. He stated we have Afro-Americans in town keeping abreast of what was happening politically, socially and most importantly in our school systems, where we helped to support little black girls who didn't win the Shad Derby Queen event and we helped to uplift them and educate them about Afro-American culture. He encouraged everyone to go out and visit the Windsor Historical Society during this event. He stated that there is a shortage of teachers in the Hartford School system. There is an effort underway at the Hartford Public Schools to recruit teachers from the Caribbean. There's a large portion of our population here that are from the Caribbean. The City of Hartford is offering a lot of incentives for people to go to Hartford and to teach. There are bonuses being offered along with rental and certification assistance, and other incentives.

Councilor Black-Burke said thank you to the citizens that came out to share their thoughts, concerns and accolades. She congratulated Councilor Naeem on becoming a councilor for the Town Council. She continued what Councilor Walker mentioned and stated that the Hartford Public school system is actively looking for teachers. There is a teacher shortage across the country. If you know anyone from the Caribbean as well as the Latin America community, we are looking for cohorts. She mentioned that the Windsor Human Relations Commission has been doing a great job celebrating Black

History Month. They have a conversation series happening this Sunday, February 26th from 2:00 p.m. – 4:00 p.m., which is a Zoom session. You can register online and the topic is ‘Representation versus Appropriation.’ On March 1st at 6:00 p.m. in the Ludlow Room at town hall there will be a community conversation to hear from citizens any concerns, accolades or any applause you want to give in regards to health and safety in this town. All are welcome to attend the Health & Safety Committee that will be right after this informational session at 7:00 p.m.

Councilor Gluck Hoffman - absent

Councilor Eleveld congratulated Councilor Naeem on joining the Town Council.

Deputy Mayor Bress congratulated Councilor Naeem. She thanked the citizens that came out to speak tonight. She thinks it’s so important to hear their priorities. She hopes that Windsor will continue to be a vibrant community for people of all ages. On March 2nd, there will be a Windsor Works hard hat fundraiser. We are trying to have an old historical building turned into a wonderful opportunity for people in our community to use it as a startup, a workspace or for podcasts. If anyone is interested, please come on March 2nd, at 6:00 p.m. at 208 Broad Street to get more information.

Councilor Smith welcomed Councilor Naeem to the Town Council. He stated that during the discussion of the Republicans, they did unanimously nominate Ms. Naeem for the role on the Council but also had a few issues they’d like to see addressed. They would like to see the substitution role reviewed again, to have a discussion regarding the committee appointments by the Mayor in conjunction with the minority leader, and then a clarification on attendance and participation at board/commission meetings.

Mayor Trinks welcomed Councilor Naeem to the Town Council. The Town Council is looking forward to her input. He stated to Councilor Smith that he had a conversation with Councilor Eleveld and that at the next Town Council meeting, we will look at the concerns brought up by his caucus.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Gary Johnson, Public Building Commission gave a report on the Public Building Commission as follows:

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

The remaining phase two project work involves replacement of ventilation units which cannot be installed with students in the building. The phase three work will start in mid to late May when the heating season is over. Current project schedules are for phase two to be completed by the end of August 2023 and Phase three to be completed by the end of November 2023.

Aquatic Facilities Improvements Gosslee Pool Houses Renovations –9564

The mild winter has provided construction work for this project to begin early. Construction work began on Tuesday February 7th. To date there are no long lead time material or equipment issues. The construction is scheduled to be completed in mid-late June 2023.

Milo Peck School HVAC Construction – 9538

The PBC is waiting 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 FY 2026.

LP Wilson Community Center HVAC Renovations Project- 9551

The phase one bids were received on January 10, 2023. The bids received were higher than estimated. Town staff, mechanical engineer, and contractor held meetings to review and reduce the scope and costs for Phase one. The reduced scope and costs were presented to the PBC at their last meeting. The PBC reviewed these and motioned to approve the reduced scope and costs as presented. The redesigned Phase one construction is on your agenda this evening.

330 Windsor Avenue Community Center Gym HVAC Renovations -9550

The contractor and town staff have received information that roof top units are scheduled to be shipped in late March 2023. Once RTU'S are on site, it will take the contractor one week to install them.

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 FY 2024.

Design for LP Wilson BOE Restroom Renovations- 9553

The PBC reviewed completed drawings at their September 13, 2022 meeting. Construction is scheduled for FY 2025.

LP Wilson Social Services Relocation Project - 9545

This project is completed. The PBC expects to close this project in April 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.

Sage Park Middle School Roof Design Project – 9541

The PBC has been informed by the Town Manager's Office that this project has been delayed until summer of 2024.

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 April 2023 meetings.

JFK Elementary School HVAC System Upgrades Phase III Project

Town staff have received and approved equipment submittals for this project. The contractor has placed orders for the new equipment. Construction is scheduled to start in June 2023 and to be completed in October 2023.

Sage Park Middle School Slab Moisture Mitigation Project

Town staff and the architect are in process of reviewing contractual documents. Once completed and signed, we expect the investigative work to begin in June 2023. This project is for the investigation, diagnosing, and resolving the moisture floor slab issues in areas of this building's 1994 additions.

8) TOWN MANAGER'S REPORT

Free Marriage Licenses on Valentine's Day

The Town Clerk's office continued the long standing tradition of issuing couples free marriage licenses on Valentine's Day. This year five couples received a free marriage license and were joined in matrimony, in town hall, by Justice of the Peace Anita Mips. Additionally, one lucky couple won a raffle basket containing items donated by the following generous local merchants: Blue Dragonfly, Ewe & You, Marriott Hotel, Moneta Moments, Stop & Shop, Union Street Tavern and the Windsor Chamber of Commerce. The Town Clerk's office is grateful for the support of our local merchants in making this event extra special for the couples.

COVID-19 Vaccine Clinics

The Windsor Health Department will host COVID Vaccine Clinics in partnership with the DPH/Griffin Hospital VAX Van in February on:

- Wednesday, February 22, 2023, LP Wilson Community Center, 4 PM – 7 PM, and 6 months+
- Thursday, March 16, 2023, Windsor Library, 10 AM – 1 PM, 12 year old+

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

Tree Removal on Town Green

As you may have noticed in the past few years, a couple of trees on the Town Green have been in decline. Two trees, the large beech tree in front of the portico and the remaining sugar maple in front of the Luddy House are in need of removal due to their decline and increasingly hazardous condition. The beech has been a well-loved tree for over 5 decades but in the past few years, DPW has had to remove several large limbs due to their hazardous condition. This past summer the crown of the tree was clearly showing signs of distress. The maple tree has also had limbs removed in the past few

years. The plan is to replant two trees in front of the Luddy House as well as in the vicinity of the beech tree.

Because these trees are so prominent and their unfortunate removal will change the look and feel of the green, we will be taking extra steps to inform the community about our plans. We will use various social media avenues as well as send information to the Windsor Journal. At this time, I expect the tree removal will happen in March.

Community Conversation on Child & Adolescent Mental Health

Join Windsor Recreation & Hartford HealthCare's Institute of Living on Wednesday, February 22, 2023 from 6:30 PM to 7:30 PM at the Windsor Senior Center Cafe located inside the L.P. Wilson Community Center for a community conversation titled:

"Is that normal? Child and adolescent mental health and how to help them."

Join Dr. Rosemarie Coratola as she discusses

- Learning the early signs and symptoms of mental health disorders.
- Classifying mental health disorders such as emotional disorders, behavior disorders, and developmental disorders in children and adolescents.
- Recognizing the cultural issues and symptoms of commonly diagnosed mental health disorders in children and adolescents.
- Identifying ways to seek support, assessment, and treatment.

Registration is recommended, but not required. Please call (860) 285-1990 with any questions.

Windsor Community Listening Session – Health & Safety Services in town

On Wednesday, March 1st from 6:00 p.m. to 7:00 p.m. in the Ludlow Room at the Windsor Town Hall there will be a community listening session to come out and share thoughts, questions, and experiences regarding health and public safety services in town.

Councilor Black-Burke asked if Assistant Town Manager Colby can give an update on the ambulance situation. Assistant Town Manager Colby stated that he does not have an update on the individuals themselves. He understands they did follow the proper protocols and that it was a challenge to find a unit that was available at the time so we did have to look at another service outside of the community to help. There has been a staffing challenge across many of the emergency management services throughout the State of Connecticut. Staff is looking into this and it will be part of our discussions moving forward.

Councilor Black-Burke stated that Spring is coming around the corner and she thinks that a grant or some money was received this time in the past. She is thinking about the planters in the southern end of town. Looking at those planters and the medians, they are missing large chunks of curb and look dilapidated. Again, she thought that something had come up about rehabilitating that in some way. Hopefully, this will be addressed. Assistant Town Manager Colby stated he will make a note of it and look into the situation.

Councilor Walker stated the same that Councilor Black-Burke had asked about the ambulance. It is important. He also mentioned a constituent got in touch with him with

the same type of experience. It is alarming. When folks have a certain condition, there is a time frame of getting them to the appropriate care in time. Even if we can get an ambulance and it doesn't have to be an EMT, but someone who can do a little advanced care, that person has an opportunity of survival or the survival rate is a lot higher. There are too many people reporting issues with the ambulance company. He is urging the Assistant Town Manager Colby and Town Manager Souza ask that someone from the ambulance be at the next Health & Safety Committee meeting. Someone needs to be there to answer questions.

Councilor Black-Burke stated the speedometer on Route 75 heading towards Marshall Phelps is out and does not light up. It's been out for two weeks now. She asked that be addressed. Assistant Town Manager Colby stated he will look into the matter.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated there is nothing to report.

Finance Committee – Deputy Mayor Bress stated that absent Councilor Terranova she was temporary chair of the committee. She stated that she and Councilor Smith were at the meeting. We reviewed the 2nd quarter financials, discussed budget scenarios in light of the October 2023 property revaluation that will go into effect with the FY 25 budget. Also, discussions occurred regarding Property Tax Relief for Elderly and Disabled homeowners. There are two components to it—one is a dollar benefit and the second is an income level benefit. There was a consensus with Councilor Smith and herself around increasing the benefit program, which is the dollar amount for the local match and the flat amount, which are both based on a graduated income scale. The eligible income levels are tied to the Social Security index and are raised proportionally to that. Currently, the maximum income limit is \$55,400. This is an increase over 5.7% over the maximum income limit for last year. Town staff will prepare an amendment to the ordinance to present at a future Town Council meeting regarding increasing the dollar amount for the benefit program.

Health and Safety Committee – Councilor Black-Burke stated that on March 1st there will be an informational session at 6:00 p.m. and the Health & Safety Committee meeting will be on the same night at 7:00 p.m., following the information session.

Personnel Committee – the committee will be meeting on February 27th at 5:30 p.m.

10) ORDINANCES – None

11) UNFINISHED BUSINESS

12) NEW BUSINESS

a) Approve price guide changes for Caring Connection

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve the proposed price guide amendments, effective April 1, 2023 for The Caring Connection Adult Day Health Center private pay clients.

Cheryl Rosenbaum, Caring Connection Manager, stated the Caring Connection Adult Day Health Center charges a daily fee for private pay clients at a full day rate of \$90.00 per day and a half day rate of \$60.00 per day. The program also has clients that qualify for a state approved rate which is currently \$86.11.

Based on a recent cost/program analysis, it has been determined that the other programs in the area charge a higher fee.

- Hebrew Home in West Hartford: \$95/day with transportation
- All Care in East Hartford: \$100/full day \$65/half day
- Day Break in Hartford: \$95/full day plus \$15 transportation fee each way

The Caring Connection Adult Day Health Care Center is proposing a fee increase to our full day rate from \$90.00 to \$100.00, and half day private pay rate from \$60.00 to \$65.00. The daily rates at the Caring Connection include transportation to clients within our catchment area.

Councilor Eleveld stated we are currently at \$90 for a full day. This increase will put us on par with All Care in East Hartford at \$100/day, but it will also price us a little higher than the Hebrew Home and Day Break. Is there a belief that they will also be raising their rates? Ms. Rosenbaum answered yes and added that our rate does include transportation as does Hebrew, but Day Break adds \$15 onto that rate for transportation. So that individual client would be paying from \$110-\$125 for services as compared to our \$100.

Councilor Eleveld stated we are pricing ourselves with the competition so we are not ahead or behind correct? Ms. Rosenbaum responded that is right.

Councilor Dobler asked how often do we normally raise rates. Ms. Rosebaum responded it's done when needed and we haven't done it since 2020. Now with COVID and the recent increases in Medicaid State rate, it became evident that we needed to raise our rates. Councilor Dobler added that it looks like every couple of years it goes up a bit.

Councilor Black-Burke asked how this will be communicated to current families utilizing this service. Ms. Rosenbaum stated she has already been speaking with current clients and new clients telling them that there will be a possible increase to the rate they will be paying. We are fortunate to have some funds to assist some clients. In no way would we allow this to be a reason to turn someone away.

Deputy Mayor Bress stated that at the Capitol today there was supposed to be a meeting of the Aging Committee and they were going to discuss assistance to adult day centers. There was a glitch at the Capitol and that didn't happen. She asked Ms. Rosenbaum for

an update on the situation. Ms. Rosenbaum stated it was rescheduled to Thursday, February 23rd at 10:00 a.m. and she is on the list to testify.

Mayor Trinks asked about the timing of the increase. Is this something that could have waited until budget time? Assistant Town Manager Colby stated historically we make price guide changes during the budget process, but we are anticipating that the state rate will be approved. It's to insure that our rate does not fall below that during that time.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

b) Approve amendments to the Building and Facilities Manager job description

MOVED by Deputy Mayor Bress, seconded by Councilor Smith that the job description for the Building and Facilities Manager position be amended and approved as presented.

Amelia Bliss, Human Resources Director, and Sophia Castellanos, Human Resources Manager, stated the Building and Facilities Manager position is responsible for performing a variety of skilled, technical, supervisory and administrative work in planning and directing the design, maintenance and repair of municipal buildings and facilities, and related equipment.

The proposed changes are intended to more accurately reflect the duties of the position. A redlined draft showing the specific changes is attached. The most notable changes to job description are:

- Adding the essential duty for the responsibility of conducting annual facilities assessments for planned preventative maintenance and capital improvement projects; and creating and implementing those projects
- Adding that Supervisory Responsibilities are a key component to this position
- Clarifying the necessary knowledge, skills and abilities include experience with specific building management systems and State of Connecticut regulations
- Clarifying that the position has after hours on-call responsibilities

Councilor Eleveld stated that we had a member of the public come forward and state having a requirement of greater knowledge in the way of energy efficiency and building envelopes. Is that something we can add to this description? Is that something that people can be trained for versus having a lot of experience in that space? It's still a relatively new area. Ms. Bliss responded it's her understanding that those aspects of the projects or buildings would be decided in the design portion of the project. This position would then be overseeing any of that work. We frequently use consultants. So it may be that the consultants have that experience. Language could be added in general terms, but if it's in specific higher level certifications in that area, it would be a concern as it could narrow our applicant pool.

Councilor Eleveld asked if it would be possible to add a request to work towards that certification. Ms. Bliss stated that it could be added as any certification can be added as

far as they are job related. It depends on how much that would be used and she would suggest to use 'preferred' instead of 'required'.

Councilor Eleveld stated in respect to hiring individuals it has been hard. Is there a pool of people that might be interested in this position or is it tough to find someone? Ms. Bliss responded that we have already advertised the position, as they have discovered they need more lead time in these tough times for recruitment. We did receive a pool of qualified candidates.

Councilor Eleveld stated the preferred approach is to look for the certification post hire. Ms. Bliss stated if we are lucky enough to hire someone from this go around. There are times that we have to re-advertise for new candidates as the first group did not work out.

Councilor Black-Burke stated with the preferred piece, we've had several conversations regarding energy efficiency concerns. It is a concern of the town, so it may be beneficial as a town that we are driving that. We've heard from many in the public how they want this to be a standard. She'd be in a line with a preferred piece now knowing that the pool probably will grow as the certifications become more readily available. Ms. Bliss stated if it's something general such as experience with energy and some knowledge of energy efficient methods and we state that it's 'preferred' instead of being specific because we wouldn't have many candidates that have it. I think if we keep it a general statement that would be fine.

Councilor Dobler stated in general terms, it could enhance the quality of the person we bring in if we can justify or show them that we are looking towards being energy independent. So if we can put something in there in general terms but working towards a certification, I think it couldn't do anything but help out.

Councilor Naeem stated this job description was probably from the previous one. Have we reviewed what other towns and cities have done for this type of job and what type of competencies they have in there? Maybe there's a way in which they framed the energy efficiency desires in theirs that we might be able pull from? Ms. Bliss stated we did not get a sampling of other town's descriptions because we used the internal incumbent and director for anything technical.

Councilor Black-Burke stated CCM is such a supporter of this body of work. Maybe they have some insights as far as the job description or something that could be used.

Councilor Eleveld asked if we want to approve this definition as it is or would we allow Ms. Bliss and Ms. Castellanos to review this and maybe look at adding some of that language before we approve it. Assistant Town Manager Colby stated that would be a Town Council decision.

Deputy Mayor Bress asked if there were any time constraints if they go forward with changing the language. Ms. Bliss stated that in the past, they have approved descriptions at this stage with the Town Council modifying the language with a general description of

what they'd like to be incorporated into the document and it was approved on the same night. The only time restriction would be in the hiring process and since we're in the middle of it, it's good to have a job description finalized to give it to the perspective candidate.

Deputy Mayor Bress said if the Town Council gave Ms. Bliss an idea of what they are looking for tonight, could she do something for us that would work? Ms. Bliss stated yes, she could as long as it's just something that asks us to add experience in the areas you are looking for and the word 'preferred.'

Councilor Eleveld requested an amendment to the motion that we ask for additional language in respect to the preferred knowledge and experience in the energy efficient area and building envelopes. Councilor Dobler seconded.

Councilor Eleveld retracted the amendment.

Discussion ensued regarding whether or not the motion should be amended.

Councilor Smith asked what the salary range is and how many hours this individual is expected to work. Ms. Bliss stated the salary range is up to \$115,000 and they are expected to work 40 hours.

Councilor Black-Burke moved that the job description for the Facilities Manager position be amended to include language about knowledge and experience in energy efficiencies. Seconded by Councilor Eleveld.

AMENDED MOTION: Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

MAIN MOTION: Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

- c) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,600,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER VENTILATION AND FLOORING IMPROVEMENTS – NORTH END PHASE I PROJECT; AND AUTHORIZING THE ISSUE OF \$2,600,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,600,000 FOR COSTS IN CONNECTION WITH THE L. P. WILSON COMMUNITY CENTER VENTILATION AND FLOORING IMPROVEMENTS – NORTH END PHASE 1 PROJECT; AND AUTHORIZING THE ISSUE OF \$2,600,000 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 made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler to introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,600,000 FOR COSTS IN CONNECTION WITH THE L. P. WILSON COMMUNITY CENTER VENTILATION AND FLOORING IMPROVEMENTS – NORTH END PHASE 1 PROJECT; AND AUTHORIZING THE ISSUE OF \$2,600,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Mr. Bob Jarvis, Department of Public Works Director/Town Engineer, and Whit Przech, Building & Facilities Manager gave an overview of the project.

Mr. Jarvis stated the improvements slated for construction in phase one of the project will occur in the northern portion of the building, the Board of Education areas. Construction includes the installation of three new Dedicated Outdoor Air Systems (DOAS) and related ductwork. Improvements to the electrical system and installation of Direct Digital Controls (DDC) will be included. The DOAS units are electrically powered and will precool, preheat, and dehumidify the fresh air they will supply into the building. The units are sized and designed to supply fresh air to the area in accordance with new energy code requirements for buildings. The proposed HVAC equipment will be connected to the existing Building Energy Management systems to control and conserve energy usage. Installation of variable refrigerant flow (VRF) heat pumps, for air conditioning the north side of the building, along with additional floor remediation and replacement will comprise phase two of this project. All HazMat encountered during construction of this phase of the improvements will be abated as well.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

- d) Set a Special Town Meeting for March 6, 2023 at 7:00 p.m. for an ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,600,000 FOR COSTS IN CONNECTION WITH THE L.P. WILSON COMMUNITY CENTER VENTILATION AND FLOORING IMPROVEMENTS – NORTH END PHASE I PROJECT; AND AUTHORIZING THE ISSUE OF \$2,600,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on March 6, 2023 at 7:00 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,600,000 FOR COSTS IN CONNECTION WITH THE L. P. WILSON COMMUNITY CENTER VENTILATION AND FLOORING IMPROVEMENTS – NORTH END PHASE 1 PROJECT; AND AUTHORIZING THE ISSUE OF \$2,600,000 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 Special Town meeting."

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

- e) Set a Public Hearing for March 6, 2023 at 7:20 p.m. on the possible lease of buildings at Northwest Park to the Connecticut Valley Tobacco Historical Society

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke that a Public Hearing be set for Monday, March 6, 2023 at 7:20 p.m. on the proposed lease of town-controlled real property at Northwest Park, known as the Luddy/Taylor Connecticut Valley Tobacco Museum and Archive Building, and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.

Assistant Town Manager Colby stated one of Northwest Park's attractions is the Tobacco Museum and the Tobacco Archives Building. These buildings were envisioned as part of the park's original master plan. The two facilities were funded by The Connecticut Valley Tobacco Historical Society (CVTHS) and were completed in the 1991 – 1992 timeframe. Over the past 3 decades, the CVTHS has funded the cost of a part-time curator position as well as the upkeep of the exhibits and artifacts. The town provides for the utilities, cleaning, building repairs and maintenance. The town has the ability to use the meeting room and small upstairs space in the archive building. While this relationship has worked well over the years, there has not been a formal written agreement in place.

The Connecticut Valley Tobacco Historical Society (CVTHS) and town staff would like to formalize the longstanding working arrangement they presently have into a lease agreement. By doing so, this will help allow the CVTHS to pursue grant opportunities as some funders often will want recipients to have written lease agreements if they do not own the premises. A proposed long-term lease is being developed that will essentially codify in writing our longstanding arrangement with the not-for-profit organization.

Section 7-163e of the *Connecticut General Statutes* requires that a public hearing be held for the sale, lease or transfer of real property owned by a municipality. In addition, Section 8-24 requires that any sale or lease of public property be reviewed by the Town Planning and Zoning Commission.

Councilor Eleveld stated that he presumed there would not be a financial payment on behalf of the museum to the town? Assistant Town Manager Colby stated there would not be a financial payment. We would continue with the arrangement we are in right now where they are responsible for a part-time curator and they handle the upkeep of the exhibits and the artifacts. The town would be responsible for utilities, cleaning and building maintenance.

Councilor Eleveld stated this is an important element of our history and he feels it's wonderful that we can keep it up.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

- f) Accept a grant from the Connecticut Humanities Council for Northwest Park

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to authorize Northwest Park to accept and expend a grant from the Connecticut Cultural Fund Operating Support Grant in the amount of \$20,700 for expenses related to the development, marketing, and implementation of environmental education programs and materials for school-age children and their families.

Paul Norris, Director of Recreation and Leisure Services, stated this grant provides funding for general operating support to help museums, cultural, humanities, and arts organizations within the state to maintain and grow their ability to serve their community and the public, connect K-12 teachers and students to strong humanities and arts content, and improve their information technology and digital infrastructure. Award amounts were based on the applicant's annual operating budget and the amount of funding provided by the Connecticut State Department of Economic and Community Development (DECD)/Connecticut Office of the Arts (COA) from the Connecticut State Legislature.

The grant award is \$20,700 and will cover expenses incurred from December 20, 2022 – December 19, 2023. Below is the anticipated uses and allocation of grant funds

Part-time educator, program development and teaching	\$12,000
Program supplies and exhibit materials	\$ 6,000
Outreach and marketing	<u>\$ 2,700</u>
	\$20,700

Councilor Black-Burke stated her understanding is that the openings at Northwest Park are open to students in the area, not just Windsor students. However, if she's reading this correctly, this particular pot of money is specifically for residents of Windsor. Is that correct? Mr. Norris responded that it is for both. Pre COVID we used to do a fair amount of programs for school districts outside of Windsor. During COVID we lost a lot of those connections so what we are looking to do is to increase our marketing approach to attract and welcome back those non-school districts as well as looking to firm up our curriculum for Windsor School children both during school hours and non-school hours.

Deputy Mayor Bress stated that she knows that there is a very vital home school program. Would this be an opportunity to support those students as well? Mr. Norris stated yes. Non-traditional school children are becoming a big part of what we do at Northwest Park. We will extend the curriculum to those children's family as well as grandparents that feel that they can bring children to non-school hours. This is a big piece of what we will develop during curriculum.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

- g) Accept a grant from the Connecticut Department of Children and Families for Youth Services Bureau

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to authorize the Youth Services Bureau to accept and expend a grant from the State of Connecticut

Department of Children and Family in the amount of \$13,000 for expenses related to providing support and enhancements to the Juvenile Review Board.

Paul Norris, Director of Recreation and Leisure Services stated the Youth Services Bureau staff will use the grant funding to support the case workers, program registration fees, and contracting instructors for specialized programs such as anger management, family engagement programs, and positive relationship building. The grant will also provide training opportunities for JRB members in the restorative justice process.

The grant award is for \$13,000. The grant period runs through June 30, 2023. It is expected that staff will apply for this grant opportunity again for the fiscal year 2024. Below is the planned allocation uses of the grant:

Case Management Support (300 hours)	\$ 6,000
Pro Social Activities (i.e., physical/social activities)	\$ 1,000
Treatment Services (i.e., anger management etc.)	<u>\$ 6,000</u>
	\$13,000

Councilor Eleveld stated we are looking at \$13,000 for this year and then in January we'd again ask for another \$13,000 or would it be a higher amount? Mr. Norris responded that \$13,000 is the maximum we can receive from this grant so we would be asking for the same amount once again.

Councilor Smith asked how many participants are in the JRB operations. Mr. Norris stated that youth that go through the program is about 75, but those numbers fell dramatically during COVID. For Fiscal Year 24, we are looking at about 100 youth going through the system.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

13) RESIGNATIONS AND APPOINTMENTS

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the February 6, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler to accept the minutes of the February 6, 2023 Public Hearing as presented.

Motion Passed 6-0-1 (Councilor Gluck Hoffman absent, Councilor Black-Burke out of the room, Councilor Naeem abstained)

- b) Minutes of the February 6, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler to accept the minutes of the February 6, 2023 Regular Council meeting as presented.

Motion Passed 6-0-1 (Councilor Gluck Hoffman absent, Councilor Black-Burke out of the room, Councilor Naeem abstained)

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Naeem, seconded by Councilor Eleveld to adjourn the meeting at 9:21 p.m.

Motion Passed 7-0-0 (Councilor Gluck Hoffman absent, Councilor Black-Burke out of the room)

Respectfully Submitted,

Helene Albert
Recording Secretary