



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
March 6, 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 Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Ojala Naeem and Councilor Lenworth Walker

**2) PRAYER OR REFLECTION**

Councilor Smith led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Smith led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

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

**6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Naaem – no updates but just a reminder that she would love to hear from the public. You can contact her at [windsorcouncilneem@gmail.com](mailto:windsorcouncilneem@gmail.com).

Councilor Dobler - no comments.

Councilor Walker reminded everyone that the Windsor Afro Amercian Civic Association exhibit is on at the Windsor Historical Society. Please stop by. You will learn where African Americans were in Windsor at one point and what we did so the community was informed and up to speed. He thanked everyone at the Windsor Historical Society for putting this whole event together. He thanked the Executive Director and Randy McKenney for their input and Celina who did a very good job as well. He thanked Florence Barlow, a good friend of his for many years, and all the other staff at the Windsor Historical Society.

Councilor Black-Burke said Happy Women's History Month. It's a pleasure to serve with you all on the Council and Happy Women's History Month to all the women in town as well. She congratulated the Windsor High School New England indoor track champions.

Councilor Gluck Hoffman gave a shout out to Councilor Black-Burke for the safety listening open meeting that occurred on Wednesday, March 1<sup>st</sup>. It was a wonderful event. Thanks for bringing that together and for all you do.

Councilor Eleveld – no comments.

Deputy Mayor Bress encouraged everyone to go out to the Windsor Historical Society exhibit. She was able to be there on opening day. It's a wonderful highlight of this organization and of many of the people in our community that have devoted their time in volunteerism. She thanked those that came out to the listening session.

Councilor Smith thanked Councilor Black-Burke for hosting the community listening session which was attended by six other councilors. This shows the importance of attending a board or committee meeting. The room was very passionate and moving. Attendance is a priority as you don't get the same feeling as you do from an in-person meeting while reviewing the minutes or attending via zoom. He'd like to have added to the next agenda to go over discussing the committee assignments with the Mayor and amending the substitution rule in the event of illness, family or employment issues.

Mayor Trinks thanked Colonel Neal Rug Byrne of the 103<sup>rd</sup> Airlift Wing at the Bradley Field National Guard base. He was invited this past weekend for a change of command ceremony. They could not have been more gracious to him. While up there, he was approached by two Windsor residents in uniform, one who just got back from Alabama and one who just got back from deployment. You never know who in your neighborhood that could be deployed in the near future so keep them in your hearts.

## 7) **REPORT OF APPOINTED BOARDS AND COMMISSIONS**

### a) Board of Education

David Furie, Board of Education, gave a report on the Board of Education as follows:

- The Windsor Board of Education recently passed their 2023-2024 with a 4.84% increase over the current year's budget. There are some cuts to the budget.
- At their regular meeting on February 22, the Board of Education approved a letter endorsing HB 5003, An Act Concerning Education Funding in Connecticut. House Bill 5003 - An Act Concerning Education Funding in Connecticut streamlines the funding system by simplifying it, aligning monies to student need and supporting school districts and municipalities to better project future spending.

- Windsor Public Schools is now accepting PreK applications (from March 1 to March 30 ONLY). Please visit the district's website, [www.windsorct.org](http://www.windsorct.org), for more information.
- The State of Connecticut has announced that they are funding the National School Lunch and Breakfast Program again. As of March 1, 2023, additional funding will allow the Windsor Public Schools, operating the National School Lunch and National School Breakfast Programs, to offer meals at no cost to students for the remainder of the school year, 2022-2023. WPS will be offering one free breakfast and one free lunch meal per school day to all students. The price of an additional meal will be charged appropriately; à la carte items are available for purchase.
- The Office of Family and Community Partnerships is sponsoring an SEL Family Engagement Summit on Saturday, March 11, 2023 at 9:00 AM at Sage Park Middle School. The event will provide fun SEL activities for the entire family (children ages 6-18). There will be workshops on responsible decision making, SELFcare Yoga, relationship building, SEL for Dads, SEL at Home Panel. Admission is free. Families may register on the district website or through this registration link: <https://tinyurl.com/y346hc2j> In addition, for more information, please email [kferrismorrell@windsorct.org](mailto:kferrismorrell@windsorct.org).
- Dr. Hill's next Coffee Talk will be on Tuesday, March 21, 2023 in the LP Wilson Auditorium beginning at 10:00 AM.
- Please remember to check our website, [www.windsorct.org](http://www.windsorct.org), for the most updated information, athletic schedules and academic calendar. Snow day information will be located on a banner on the website as soon as possible if inclement weather should affect the school day. In addition, the district will send out a communication about schools being closed, delayed or early dismissal through our notification system. Families should make sure their child's school has their most up-to-date contact information.

Councilor Black-Burke stated on February 23<sup>rd</sup> the award winning choral department under the direction of Tracy White from Windsor High School put on an outstanding performance. It was amazing! Amazing work with the students and she gives her credit to our school board.

#### b) Board of Ethics

Ms. Sonia Worrell-Asare stated the Board of Ethics is a five member, appointed body established in May 1970 to "render advisory opinions and make recommendations with respect to amending the Code of Ethics."

In addition, at the request of the town manager, a member of the Windsor Town Council, the superintendent of schools, or member of the Board of Education, the Board of Ethics



renders advisory opinions concerning the actions of a town official or employee with respect to the Code of Ethics.

The board meets at the call of the chairperson, with regular meetings scheduled quarterly. During the past year, the following meetings were held:

DATE		ATTENDANCE
January 11, 2022	Regular Meeting	4
April 12, 2022	Regular Meeting	4
July 12, 2022	Regular Meeting	3
October 11, 2022	Regular Meeting	3

The Board of Ethics did not have any advisory opinions during the year of 2022.

**8) TOWN MANAGER’S REPORT**

**COVID-19 Vaccine Clinics**

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

- Thursday, March 16, 2023, Windsor Library, 10 AM – 1 PM, 12yrs+
- Wednesday, March 22, 2023, LP Wilson Community Center, 4 PM – 7 PM, 6mo+

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

**DOT project – Poquonock Avenue**

The DOT has a project to install a liner in a 36” pipe under Poquonock Avenue in the vicinity of Holcomb Hill. Although the existing 36” culvert will remain in place, the project includes minor drainage work and other ancillary work in Route 75. Work is slated to begin in April and finish up at the end of June. During that time, there will be some limited alternating one-way traffic. Most work will be out of the Route 75 travel lanes. Please observe lower speed limits within the work zone.

**Community and Neighborhood Enhancement Program**

The town has launched its new Community and Neighborhood Enhancement Program, made available by the Town Council’s approval of the use of American Rescue Funds. This grant program aims to assist community groups and neighborhoods with small-scale physical improvement projects as well as annual or one-time events, provided the proposal offers a clear public benefit.

More information, including program guidelines and application form can be found at [www.townofwindsorct.com/cnep](http://www.townofwindsorct.com/cnep)

The Community Development Office is working with the following schedule:

- March 7: Program website goes live and community outreach begins. Outreach efforts include email to local civic and youth organizations as well as residents (over 3,000 recipients). Social Media postings by town accounts, printed fliers to be posted on community spaces. Online marketing materials shared with School district, Chamber of Commerce, and to be published by the Windsor Journal.
- March 15: Program Workshop (online via zoom).
- March 20 – April 14: Applications accepted.
- Week of May 8: Award notifications.

### **Windsor Police Cadet Spaghetti Dinner**

The Windsor Police Cadets Annual Spaghetti Supper, will be held Saturday, April 22, 2023 at the Windsor Volunteer Fire Department, 340 Bloomfield Avenue, Windsor, CT from 4:30 PM to 7:00 PM. The event will be curbside pick-up only.

Tickets are \$10.00 and must be purchased in advance. For advance tickets, contact Advisor Aide Dawn Sandone @ (860) 729-3703. Tickets will not be available at the door.

### **Removal of Trees on Town Green and Palisado Green**

The beech tree in front of town hall and the sugar maple tree in front of the Chamber of Commerce on the town green are in severe decline. Unfortunately, these trees need to be removed.

Both trees will be removed in the coming weeks. The soils in the areas adjacent to them will be reconditioned so that they can be replanted with new trees. Plans are currently underway to replant the town green and ensure that its beauty, stature, and vibrancy remains the same.

Also, there is a large maple tree on the Palisado Green that is in decline. DPW is working to remove the tree as it poses a risk to overhead utilities as well as motorists and bikers along Route 159 and users of the Palisado Green.

### **Phenomenal Women of Windsor**

Windsor's Human Relations Commission will be sponsoring an award ceremony for the "Phenomenal Women of Windsor" on March 9, 2023 at 6:30 PM in the Town Hall Council Chambers. This event will celebrate all the many women or femmes within the community who have positively contributed towards making a change in Windsor. All are welcome to attend.

### **Full Moon Hike**

Come experience the wonder of NWP at night! Join NWP staff on March 7<sup>th</sup> from 6:30 PM – 8:00 PM for a guided Full Moon Hike as we use our senses to explore the park after dark. As the sun goes down, everyone will bundle up and head out on a light 1-1/2 hour walk through the trails to discover the hidden wonders of the night. A great way to

get some exercise while learning more about the flora and fauna that call the park home. \$12/person (Windsor resident) or \$16/person (non-resident). Preregistration is needed as space is limited. 860-285-1886.

### **Route 159 Median Replacement**

The State has funded the replacement of the medians on route 159 in Wilson between Route 218 and the Hartford city line. The work will include removal of existing curbing and brick pavers. New curbing and stamped concrete with a brick pattern will be installed. The median width will generally remain the same.

We continue to work with the CT Department of Transportation to finalize plans for tree preservation and locations and types of planters. The installation of new trees, planters and plantings will be a local town cost. Cost estimates will be finalized in the coming weeks. The town will have annual maintenance responsibilities.

The State's contractor plans to begin work later this month. At times there may be traffic delays due to the construction work. We ask that motorists be patient and take precautions as they approach and travel through the work zone. Work is expected to last the better part of the summer.

### **EMS Call Follow-up**

Since the last Town Council meeting, town staff has reached out and spoken to the resident that recently raised concerns about timely responses to a medical emergency call.

Windsor EMS, the provider of ambulance service in town, had one ambulance on duty at the time of the call and that unit was committed to another medical call. Although the dispatcher worked diligently to secure mutual aid, that effort took a notable length of time as previously reported.

Town staff is working with Windsor Volunteer Ambulance to review staffing resources and various call data / trends to provide future information to the Town Council in the coming weeks.

Councilor Gluck Hoffman asked how old are the replacement trees that will be put in? Town Manager Souza stated we are looking at getting larger diameter trees. Usually, we are planting three 2-1/2" or 3-1/2" caliper trees. The Town Forester is looking to see what is available in larger diameters. At least 4" if not greater. Of course it depends on the seasonality and when certain species are dug and transplanted. He is working to identify those species that will do well in that environment but also represent our town green as well.

Councilor Black-Burke asked about the median replacements and planters and how can the community and the Town Council help? Town Manager Souza stated that it's really a technical discussion happening right now between the town staff and State of Connecticut Department of Transportation (DOT) engineers as to what is the means and

methods. We have an agreement on the tree replacement. It's really the ability to have the planters there which reduces our regular maintenance such as watering, etc. The commissioner is committed to having the town do the planters. Right now, it's more a technical decision than anything else but he will keep the offer from Councilor Black-Burke in mind. Town Manager Souza added that town staff has had conversations with the Wilson/Deerfield Advisory Committee about beautification efforts outside of the State right of way or on town property in that corridor to meet the desires of the community.

Deputy Mayor Bress asked about the medians and beautification as well. Will there be communication efforts to the individuals in the community about the project work or will they just know it when it happens? Town Manager Souza stated that tonight was part of that effort. As we get more details and timing from the State of Connecticut DOT, as this is a DOT contract, we will get that word out based on what we receive from the DOT.

Deputy Mayor Bress gave a shout out to the town's social media page which is getting many views. She stated that we could use that media to communicate with individuals what the plan is.

## **9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Dobler did not have anything to report.

Finance Committee – Deputy Mayor Bress stated the Committee reviewed second quarter financials and the enterprise fund accounts. There was discussion on the state and local Elderly & Disabled Tax Relief program for those whose income does not exceed certain limits. There was a mutual agreement to present a motion tonight to the Town Council to increase the local credit, if approved by the Council. If anyone from the public would like to see if they are eligible for this credit as a senior or disabled person, they can reach out to the Town Manager's office and they will be directed to someone who can help them through that process. There was also discussion of property revaluation which goes into effect with the FY 25 budget. A few scenarios were discussed that might mitigate the financial impact to residents in the future. Those will be presented to the Council very soon. A new accounting standard was applied this year for the FY 22 audit report and a considerable amount of time and new work was required of town staff as well as the independent audit staff. An extension was requested in order to meet the new guidelines. We have received some RFPs from audit firms which we will be looking at. Interviews will be conducted in March.

Health and Safety Committee – Councilor Black-Burke thanked all the citizens that came out to the listening session and to the town departments and councilors that were there as well. A couple of items that came through during the meeting was that we need to look at our overall systems in town. How are we using those systems? Are there any updates that need to be made to those systems? What are the type of metrics we are keeping in regards to staffing levels? How about response times? Are we at a place where we can look at how we are structured as it relates to emergency services? One more item is how do we insure that there is transparency and accountability? She

thanked Town Manager Souza and town staff for their response to the citizen a few weeks ago. She said we can see the effort to address the issue and to make sure everyone is receiving information so they can feel whole again. The last piece is bringing on volunteers. How are we working with volunteers in emergency medical services? She stated that the regular Health & Safety Committee meeting was held after the listening session and they received a report from the Police Department and the Windsor Volunteer ambulance. The themes that were raised during the listening session were discussed in length. From that discussion, the Town Manager was asked to put together some type of perspective piece on how we can address some of the themes including the systems, the response time, what are the things that are currently needed to move our ambulance forward and into a different place. She stated that the Town Manager was asked to supply that information by the second meeting in March or earlier if available. Quality of life issues were also discussed during the meeting regarding noise disturbances, wait times with dispatcher, etc. There have been steps put in place such as if someone does call the Police Department and a vehicle is not available at the immediate moment, that a phone call be made to the supervisor.

Personnel Committee – the Committee met on February 27<sup>th</sup> and there are new appointments and reappointments for the Town Council to review. We had an update on the voluntary demographic survey for board and commission members and discussed a variety of outreach efforts we might use to let community members know about the opportunity to serve. The Committee spoke of the proposed parameters and responsibilities of the Windsor Arts Commission. Assistant Town Manager Colby provided the information in collaboration with committee members. There was unanimous community agreement that the committee move forward with an Arts Commission versus an informal arts group, which was also discussed as an option. It is hoped that there will soon be an agenda item to present to the Council for their discussion and a vote.

Mayor Trinks appointed Ojala Naeem as a member of the Health & Safety Committee and as Chair of the Finance Committee.

**10) ORDINANCES** – None

**11) UNFINISHED BUSINESS**

- a) Approve the lease of buildings at Northwest Park to the Connecticut Valley Tobacco Historical Society

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve the attached lease with the Connecticut Valley Tobacco Historical Society for the Luddy/Taylor Tobacco Museum and Archive Building, and that the Town Manager is authorized to execute the lease.

Councilor Smith moved to extend the term of the lease from a 10 year to a 20 year lease with a 10 year extension. Seconded by Councilor Eleveld.



Amended Motion Passed 9-0-0

Main Motion as amended Passed 9-0-0

## 12) NEW BUSINESS

- a) Approve an appropriation of \$20,000 from the Capital Projects Fund for design of improvements to Clover Street Cricket Field

MOVED by Deputy Mayor Bress, seconded by Councilor Walker to approve an appropriation of \$20,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Clover Street School Athletic Field Improvements Project.

Bob Jarvis, Director of Public Works, stated improvements are necessary to the playing field area at the Clover Street School. The lower playing area is used primarily as cricket fields, and that use is expected to continue into the future. The playing surfaces and drainage are less than desirable as the underlying clay soils do not drain properly. The field area is crisscrossed with subsurface drainage and underdrainage piping, and sink holes form continually. The original estimate of approximately \$80,000 in design fees was based on a project scope related to improvements such as grading, stormwater management, turf establishment, parking, and other miscellaneous amenities.

An additional funding amount of \$20,000 is being requested so the existing building on site that currently has storage space, a restroom and small meeting/gathering area can be evaluated for possible rehabilitation or replacement.

The improvements to the fields at Clover Street School will improve their functionality, safety and playability. The improvements will also help in the ongoing annual maintenance of the fields.

Completing parking improvements at the field will increase efficiency and potentially provide an increase in the number of off-street parking spaces.

Mayor Trinks asked what is the issue with the water? Is that runoff from the highway? Mr. Jarvis stated there are a variety of issues but one of them is that there is runoff from the highway. There are clay soils in the area which drain poorly. There is also an existing subsurface underground drainage system but we are not quite sure if the connections to the main piping are 100% effective. So there are several reasons for the water issues there and part of our design work will be to evaluate that and propose a design that would remedy that issue.

Councilor Eleveld stated that cricket is an extremely popular sport with the Caribbean community. Is this the ideal place for a cricket field? Would it not be worthwhile to take a look at maybe Sharshon Park or Northwest Park? Mr. Jarvis replied that we are limited in the available area that we have. To relocate those fields, would involve the potential relocation of what currently occupies the site. The water issue would still need to be

rectified if anyone else uses that field. He feels confident we can replace the piping and soils to make that an acceptable site. Town Manager Souza stated that we have taken a cursory look at other properties the town currently has control over. As the Mr. Jarvis noted, we'd have to displace another use. Right now, although some sports ebb in terms of their participation, none of our areas identify that we have committed a certain sport/area to a certain field or location. A cricket field needs three acres just for the playing surface and also needs supporting facilities. We too questioned if this was the right location, especially due to the popularity of it. This at least attempts to look at how we can increase and improve the efficiency of the parking that is off of Clover Street to relieve some of the impact on the busier weekends. We will continue to look at this issue before we get deep into the design of this field. There would be the cost factor that would have to be looked at—especially the cost of starting from scratch.

Councilor Black-Burke stated that although she is excited about the design phase of this, because of the drainage issues participation and the love for what happens here in town has waned. There was talk many years ago about how we can bring this sport back to the youth level. It's impossible to do that if you are always facing these drainage issues. This particular cricket field is loved by the community and individuals are hoping we can get to a place where it can be utilized differently and we can fix the drainage problems.

Councilor Naeem said she has been playing cricket since she could remember. She started to play against teams at the age of 12 or 13. It is not only the Caribbean population that likes cricket. The South Asian population also loves the sport. We have one of the oldest cricket fields in the state. It would be great to see it continue. There is a lot of history here to be proud of. She's hopeful we can continue to do improvements at the field.

Councilor Gluck Hoffman asked when will this project begin? Mr. Jarvis said that we are currently looking at the design phase and we are looking at doing that immediately.

Councilor Gluck Hoffman asked what would be the impact on the neighbors with the building process? Town Manager Souza replied that other than construction noise during the regular construction time frame, he thinks it will be relatively minor. There appears to be enough staging area where the existing parking is. We will have a much better idea of the impacts that will occur once we go through the design phase.

Councilor Walker commented that he is so proud to have these two people on the Windsor Town Council who have said more than he could say about the sport of cricket and the community involvement. He dittos everything they've said. He thanked Councilor Black-Burke and Naeem for their comments. He also clarified that is not only the Caribbean community that participates in the sport of cricket. It is a huge sport in the United Kingdom. In Australia, Asia, Pakistan, India they are very avid sports fans of cricket.

Motion Passed 9-0-0

- b) Approve an appropriation of \$85,000 from the Capital Projects Fund for design of Sharshon Park improvements

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve an appropriation of \$85,000 from the Capital Projects Fund Assigned Fund Balance for the design of the Sharshon Park Athletic Field Improvements Project.

Bob Jarvis, Director of Public Works stated the Master Plan recommends improvements to playing fields at Sharshon Park. The playing surfaces and drainage are in less than desirable condition. It is envisioned the project will include improvements related to grading, turf establishment, stormwater management, field type and orientation, and other miscellaneous amenities.

Various stakeholders / user groups will be asked for input to help determine the needs of the community and provide additional guidance to the design team. The improvements to the fields will improve their functionality, safety and playability. The improvements will also help in the ongoing annual maintenance of the fields. Completing enhancements to the fields will assist in providing the ability to provide relief to other heavily used fields in town.

The Engineering staff solicited proposals from qualified consulting firms to conduct a subsurface soil investigation, perform a survey, design plans, obtain permits, and prepare construction documents for the improvements to the field playing areas.

Design funds in the amount of \$85,000 are being requested from the Capital Projects Fund Assigned Fund Balance. The adopted FY 23 Capital Improvement Program allocates \$115,000 in funding for the design. Construction is currently allocated in FY 25 of the Capital Improvements Plan.

Councilor Black-Burke commented that she knows that the backup document here speaks to stakeholder engagement but she wants to emphasize those youth service organizations. Sharshon Park abuts the Recreation center and her son goes there to play. She wants to make sure we have a youth voice. In the summertime, there are lots of young people there so she wants to ensure they have a say in what happens at that park.

Motion Passed 9-0-0

- c) Authorize the submittal of a grant application to the State of Connecticut for Sage Park Middle School Partial Roof Replacement project

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to authorize the Superintendent of Schools to apply for a school construction grant - Partial Roof Replacement at Sage Park Middle School with a preliminarily cost of \$2,900,000.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to appoint the Public Building Commission to be the Building Committee to oversee the Partial Roof Replacement project at Sage Park Middle School.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to authorize the town to prepare schematic drawings and specifications for the Partial Roof Replacement project at Sage Park Middle School.

Motion Passed 9-0-0

Town Manager Souza stated the design of the project is substantially complete. The Board of Education plans to apply for a reimbursement grant to partially fund the construction of the roof improvements. The State of Connecticut grant application process defines the requirements related to applying for and receiving grant funding. There are specific requirements for the format and wording of the Town Council and Board of Education actions. Staff is respectfully requesting the Town Council approve the three motions this evening which will allow for the grant application to proceed.

The preliminary estimate of the roof replacement cost is approximately \$2,900,000 including a construction contingency. If approved, the estimated state grant reimbursement would be 51%, or \$1,479,000. The remainder of the project costs would be funded through the sale of general obligation bonds.

- d) Introduce a Tax Increment Financing Credit Enhancement Agreement for proposed mix use development at 144-152 Broad Street

Patrick McMahon, Economic Development Director, stated the Developer, Greg Vaca of GRAVA, has requested a Credit Enhancement Agreement under the Town's TIF Policy and Windsor Center TIF District Master Plan.

A CEA is a mechanism where the Town can rebate a portion of new incremental taxes generated from a project back to the developer to assist in project costs to make a project financially feasible.

Greg Vaca from GRAVA, the local developer, is pursuing a two-phase development that will result in a total of 106 rental housing units (studios and one-bedrooms) (20% of which would be at 80% Area Median Income). He is pursuing Zoning approval and we expect a decision to be made by the Planning & Zoning Commission by April.

The developer meets the threshold criteria to be considered for a CEA under the TIF Policy which includes:

- The property is on the Town's Priority Redevelopment Properties List.

- The developer has asserted that the project is not financially feasible without a tax incentive. The Town retained the services of the National Development Council (NDC) to conduct a third-party review and they concluded that the development is not financially feasible without a CEA.
- A Windsor Center TIF District Master Plan is in place that includes this property.
- Town staff worked closely with NDC in the review of the developer's financial pro forma and is proposing a TIF rebate schedule that meets the financial metrics necessary for the developer to proceed without undue enrichment.
- The Tax Assessor provided independent estimates of potential property valuation and tax generation which was utilized by NDC in their review
- The developer is not delinquent on any town taxes.
- Unless otherwise specifically approved by the Town Council, the Town's commitment to provide TIF assistance is contingent upon commencement of the project within six (6) months of site plan approval and construction being completed within two (2) years of site plan approval. Construction is expected to begin within 6 months of the site plan approval and the Phase I development is estimated to be completed by November 2024 within two years of site plan approval. Phase II is expected to commence in April 2025 and to be completed by May 2026. As this is a two-phase development that we are treating as one project for purposes of a CEA, this schedule is provided for in the proposed CEA.
- The developer has demonstrated the capacity to undertake and complete the proposed project. Mr. Vaca's pertinent experience includes:
  - 14 years at global development firm Tishman Speyer, 9 as a Managing Director (Partner)
  - 10 years of that spent in Acquisitions & Development, responsible for underwriting and supporting the entire development process through disposition, many times in a leadership role.
  - Last 4 years as Chief Operating Officer of Tishman Speyer's Brazil unit, overseeing Acquisitions, Fundraising, Property Management, Asset Management, Leasing and Dispositions.
  - The second most senior person in this multi-billion dollar business, managing over 5 million square feet of real estate, involved in all decision making on over 20 projects.
- The project's principal investor is MAR Partners, a real estate investment and development firm out of New York with over \$160 million in real property investments under management. Its founder, Matt Ross, has developed over \$70 million of residential and retail in small to medium scale projects and is a key advisor to the joint venture. The PAC Group of Torrington will be an investor and builder of the project. PAC Group is a twenty six year old company providing construction management and general contracting services.

Several sources of financing are coming together to make the project feasible including securing traditional bank financing, a CT Communities Challenge grant, investor equity, and this request for local property tax incentive. The town, working with the developer,

was able to secure a \$3.2M state grant for the project. GRAVA has a term sheet with Windsor Federal and has lined up equity investors.

The Town Council adopted the Windsor Center TIF District Master Plan on October 17, 2022. Under this action, 75% of the taxes generated by increased assessment in the District will be sequestered for projects within the District, and 25% of those taxes will go to the General Fund.

CEAs can go up to 100% of the captured incremental tax revenue generated from an individual parcel and the term can be up to the length of the District.

Being proposing is a 10 year rebate for the Council's consideration based on the following schedule: Years 1-4 - 100%, Year 5 - 90%, Year 6 - 80%, Year 7 - 70%, Year 8 - 60%, Year 9 - 50%, Year 10 - 40%. The schedule would commence after the completion of Phase I.

The property currently generates \$39,997 per year. After completion of Phase II, the property is estimated to generate \$538,000 in taxes. It is estimated that the total public benefit over the ten year incentive period is \$3,265,357 which represents net taxes paid, building permit fee and the value of workforce housing. The private developer benefit is estimated to be \$2,870,233. This results in a net public benefit of \$395,124.

Over the ten year period, it is estimated that the project will add an additional \$1,249,913 to the General Fund.

The project would jumpstart the Windsor Center TIF fund that can be utilized for eligible activities under the District Master Plan. The EDC at its January 25, 2023 meeting reviewed the CEA application pursuant to the Town's Tax Increment Financing Policy and found that the project meets the criteria to be considered for a CEA and recommended that a CEA be pursued.

Councilor Eleveld asked is there a limitation in the CEA language that once you met the \$3.2 million match it stops? Town Manager Souza stated the match for the state grant is going to be the equity in which the developer and his partner are bringing to the overall financial funding of the project. In this case, we are treating the equity as being brought to the table as the match.

Mayor Trinks referred the item to the Finance Committee for their review.

- e) Introduce an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE AMENDING

CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS” 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 the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to introduce an ordinance entitled, “AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS.”

Scot Colby, Assistant Town Manager, stated property tax credits under the state program can be up to \$1,250 for married couples and \$1,000 for single individuals. Credits are based on a graduated income scale. The town provides an additional benefit with a current match of 40% of this credit for those households eligible under the state program. The town’s ordinance also provides for a flat benefit of either \$240 or \$360, dependent on marital status for eligible households with incomes between \$40,300 and \$55,400.

Currently there are 287 participants under the state program and the local match benefit. There are 95 participants in the flat benefit program.

In comparison to similar surrounding communities, we offer both the local match and the flat benefit while others offer one or the other.

The State of Connecticut no longer reimburse municipalities for the state program. The cost of the state program is \$174,998. The cost of the local option is \$96,069. Of this amount, \$71,349 is related to those households meeting state program income levels and \$24,740 is for those above the state level, but within the town’s maximum income level. The program as a whole has a current cost of \$271,068.

Based on the same number of participants in FY 23, the estimated cost of the additional benefits related to this amendment is \$30,750 in FY 24. Total program benefits would then be approximately \$301,800.

There was consensus at the February 13<sup>th</sup> Finance Committee to recommend that the match be increased from 40% to 50%. As well as increase the flat benefit to \$425 or \$308, dependent on marital status for eligible households with incomes between \$40,300 and \$55,400.

Councilor Eleveld asked is this match indexed toward inflation or some other mechanism. Mr. Gaston responded that the match itself is not. The match is a flat 40% or 50% which is to the state income brackets. Those are raised every year by approximately what Social Security increased the prior year.

Councilor Eleveld asked if there are any adjustments available for veteran’s programs. Town Manager Souza replied there are a number of programs similar to the elderly

program. There are some under the state guidelines and there is also a local option. We have not adjusted our local exemption level or the income brackets. The income brackets are similar to State for the elderly. But we have not made either one of those adjustments for a number of years.

Councilor Eleveld asked Councilor Naeem if she can bring the veterans exemption up during the next Finance Committee meeting.

Deputy Mayor Bress said there was further discussion between Councilor Smith and herself regarding moving forward with looking at other options and raising the income level.

Motion Passed 9-0-0

- f) Set a Public Hearing for March 20, 2023 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem that a Public Hearing be set for Monday, March 20, 2023 at 7:20 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS" and "BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing."

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the February 20, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to accept the minutes of the February 20, 2023 Regular Council meeting as presented.

Motion Passed 9-0-0

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

Lon Pelton, 2 Orchard Lane, thanked everyone for their help at Northwest Park. Mr. Jarvis was talking about drainage problems. Is there anything that can be done for the drainage problems at Ladd Pool?





**16) EXECUTIVE SESSION**

**17) ADJOURNMENT**

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman to adjourn the meeting at 9:06 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary