



# Council Agenda

Council Chambers  
Windsor Town Hall  
May 15, 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: **884 0652 6456** 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/88406526456>

When prompted for participant or meeting ID enter: **884 0652 6456**

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.

## **7:20 PM Public Hearing**

To hear public comment on an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION.'

## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Eleveld
3. PLEDGE OF ALLEGIANCE – Councilor Eleveld
4. PROCLAMATIONS/AWARDS
  - a) \*Proclamation designating May 21-27, 2023 as Public Works Week
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Public Building Commission
8. TOWN MANAGER'S REPORT



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9. REPORTS OF STANDING COMMITTEES
  10. ORDINANCES
  11. UNFINISHED BUSINESS
    - a) \*Approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION."
  12. NEW BUSINESS
    - a) \*Set mill rate for Fiscal Year 24 (Town Manager)
    - b) \*Approve Tax Suspense List (Town Manager)
    - c) \*Approve authorization of \$39,000 in American Rescue Funds for expansion of summer teen employment program (Town Manager)
    - d) \*Authorize submittal of a Small Cities Community Development Block Grant application for Windsor Housing Authority Shad Run Modernization Project (Town Manager)
  13. \*RESIGNATIONS AND APPOINTMENTS
  14. MINUTES OF PRECEDING MEETINGS
    - a) \*Minutes of the April 26, 2023 Special Town Council Meeting
    - b) \*Minutes of the May 1, 2023 Public Hearing
    - c) \*Minutes of the May 1, 2023 Regular Town Council Meeting
  15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
  16. EXECUTIVE SESSION
  17. ADJOURNMENT
- ★Back-up included

# PROCLAMATION

**Designating May 21, 2023 through May 27, 2023  
as National Public Works Week**

**WHEREAS,** the public works services provided in our community are an integral part of our citizens' everyday lives; and,

**WHEREAS,** support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as street maintenance, the operation of a resident transfer station, public building maintenance, public grounds beautification, snow removal, and community event support; and,

**WHEREAS,** the health, safety and comfort of this community greatly depends on these facilities and services; and,


**WHEREAS,** the quality and effectiveness of these facilities, as well as their planning, design, and construction, is dependent upon the efforts and skill of public works officials; and,

**WHEREAS,** the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the community's attitude and understanding of the importance of the work they perform.

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

May 21, 2023 through May 27, 2023 be declared as National Public Works Week in the Town of Windsor, and that the citizens and civic organizations of the Town of Windsor acquaint themselves with the issues involved in providing our public works support, and to recognize the contributions which public works personnel make every day to our health, safety, comfort, and quality of life.




  
Donald S. Trinks  
Mayor of Windsor  
May 15, 2023

## Agenda Item Summary

Date: May 15, 2023

To: Honorable Mayor and Members of the Town Council

Prepared by: Joshua Gaston, Assistant Assessor  
Scott W. Colby Jr, Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Municipal Option to Provide Additional Exemption for Veterans

### Background

Connecticut State law provides a property tax exemption to US Veterans whose service meet certain eligibility requirements. The law also provides an Additional Veteran Exemption to those already qualified veterans whose income meets certain eligibility requirements. In addition to these statewide veteran exemptions, the law allows for the municipal option to provide a local veteran exemption. In 1998 the Windsor Town Council adopted an ordinance that provided this local exemption to income qualified veterans. In 2015 the Windsor Town Council amended the ordinance to also allow for a specific additional local option providing an exemption to veterans who have received VA assistance for specially adapted housing.

### Discussion/Analysis

Currently there are 990 individuals who participate in or receive the state benefit. Veterans who qualify for the state benefit receive an exemption on their property assessment ranging from \$3,000 to \$21,000 depending upon varying factors (i.e level of disability, age, income).

Below is a table that outlines the State program benefit schedule.

<b>State Benefit Schedule</b>		
Description	Veteran Exemption	Veteran Exemption for Income Qualified <i>(* under \$38,100 if they are unmarried or \$46,400 if they are married)</i>
Vet Regular	3,000	6,000
Vet Disability 10-25%	6,000	12,000
Vet Disability 26-50%	7,500	15,000
Vet Disability 51-75%	9,000	18,000
Vet Disability 76-100%	10,500	21,000
Vet Disability 65+ Yrs.	10,500	21,000
Vet Surviving Spouse	3,000	6,000
Vet Act Duty Death	9,000	18,000

Based upon the income limits, 63 individuals out of the total 990 currently participating receive the additional local benefit. The local benefit is presently a \$2,000 exemption on their assessment if their income is under \$38,100, if they are unmarried or \$46,400 if they are married, regardless of VA qualified status. The current local exemption amount offers a benefit of \$66.54 for the veteran and results in \$4,200 of forgone tax revenue at the current tax rate.

If the Town Council increases the local benefit to an \$11,000 exemption level this would provide an individual benefit of \$365.97 at a mill rate of 33.27 per \$1,000 of assessed value. By increasing the exemption, the total town cost at the current mill rate would be approximately \$23,100 or an overall increase of \$18,900.

Since being initially adopted by the Town Council in 1998, the language of the relevant state statute 12-81f has changed from allowing only a \$2,000 exemption to allowing up to a \$20,000 exemption. However, the local option continues to require an income limit that must not be less than the maximum which is provided annually by the CT Office of Policy and Management for the statewide Additional Veteran Exemption (these limits are the same as the maximum income limits of the Elderly and Totally Disabled Tax Relief Program.)

Financial Impact

Presently, with a total of 63 local veteran exemptions, each in the amount of \$2,000, this annually costs the town approximately \$4,200 a year in lost tax revenues, using the 2021 Grand List mill rate.

Below is a table showing the approximate total cost to the town of the local veteran option if the exemption amount was increased at various levels.

Local Veteran Application Count	Local Veteran Exemption Amount	Individual Tax Benefit at Mill Rate	Total Town Wide Local Veteran Exemptions	Total Town Cost at Mill Rate	Total Town Cost Increase
		33.27		33.27	
63*	2,000*	\$66.54*	126,000*	\$4,200*	\$0*
63	11,000	\$365.97	693,000	\$23,100	\$18,900

*\*Current benefit amount*

Based on the same number of participants in FY 23, if the local veteran exemption amount were increased to \$11,000 then this would provide an individual tax benefit of \$365.97 at the current mill rate. The total town cost at the current mill rate would be approximately \$23,100 or an overall increase of \$18,900. The adopted FY 24 budget incorporated this potential benefit increase.

Recommendation

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 AMENDING CHAPTER 5, ARTICLE XIV, VETERANS’ EXEMPTION’ 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 AMENDING CHAPTER 5, ARTICLE XIV, VETERANS’ EXEMPTION.”**

Attachments

Proposed amended ordinance

Red-lined version of current ordinance

**CHAPTER 5  
ARTICLE XIV**

**AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS'  
EXEMPTION.**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 5, Article XIV, of the *Windsor Code* is amended as follows:

**Section 1.** Article is amended to read as follows:

For the October 1, 2022 Grand List and all subsequent Grand Lists thereafter, a local tax exemption shall be provided by the town in accordance with the following income and exemption guidelines:

<b>Qualifying Income</b>	<b>Marital Status</b>	<b>Local Veteran Exemption Amount</b>
\$0 - \$38,100	Single	11,000
\$0 - \$46,400	Married	11,000

The qualifying income levels described above shall be set forth therein or equal to the qualifying income for the Additional Veterans' exemption as published annually by the State of Connecticut Office of Policy & Management, whichever is greater.

**Section 2. Savings Clause.** The enactment of this Ordinance shall not operate as an abatement of any action or proceeding previously taken, now pending, or taken prior to the effective date of this Ordinance. All said actions and proceedings are hereby ratified to be continued.

**Section 3. Severability.** All provisions of the *Town Code* in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statute shall take precedence over this Ordinance.

**Section 4. Effective Date.** This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

ATTEST:

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

Distributed to Town Council

5/1/23

Public Hearing Advertised

5/5/23

Public Hearing

5/15/23

Adopted

Advertised

Effective Date

## RED-LINED VERSION

### AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

The Town of Windsor adopts the provisions of Connecticut General Statutes sections 12-81(21)(C) and 12-81f to provide a total or an additional property tax exemption for veterans or spouses eligible under *Connecticut General Statutes* section 12-81. Such exemption per 12-81(21)(C) shall take effect upon qualification as determined by the Assessor and shall terminate at such time as the veteran ceases to make such house his or her principal residence or ceases to maintain an ownership interest therein.

For the October 1, 2022 Grand List and all subsequent Grand Lists thereafter, a local tax exemption shall be provided by the town in accordance with the following income and exemption guidelines:

<b>Qualifying Income</b>	<b>Marital Status</b>	<b>Local Veteran Exemption Amount</b>
\$0 - \$38,100	Single	11,000
\$0 - \$46,400	Married	11,000

The qualifying income levels described above shall be set forth therein or equal to the qualifying income for the Additional Veterans' exemption as published annually by the State of Connecticut Office of Policy & Management, whichever is greater.




## Agenda Item Summary

Date: May 15, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Approved By: Peter Souza, Town Manager 

Subject: Setting Mill Rate for FY 2024

### Discussion/Analysis

The voters adopted the FY 2024 General Fund budget of \$139,205,750 on May 9, 2023. The adopted budget requires a tax rate of 33.60 mills for real estate and personal property and a separate tax rate of 32.46 mills for motor vehicles per the State of Connecticut motor vehicle mill rate cap.

### Financial Impact

Based on the adopted budget, property owners will see a 1.0% tax increase on real estate unless the property was altered in some manner resulting in a change in assessed value. Individual property assessments are determined by the Town Assessor's office per the October 1, 2022 valuation.

### Other Board Action

None

### Recommendations


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

**“MOVE that the mill rate for the Fiscal Year 2024 beginning July 1, 2023 be set at 33.60 mills for real estate and personal property and 32.46 mills for motor vehicles, which reflects the October 2022 property valuation with a total estimated net taxable grand list for FY 2024 of \$3,557,606,126.”**

### Attachments

None

## Agenda Item Summary

Date: May 15, 2023  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Cathleen Elliot, CCMC, Tax Collector  
Reviewed By: Peter Souza, Town Manager   
Subject: Suspense List

### Background

In accordance with Connecticut State Statutes §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2019 Grand List that are considered not collectable. I have also included one account from the 2017 Grand List and one account from the 2018 Grand List which were added on after that list had been suspended and is still showing as an active account.

### Discussion/Analysis

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean we cannot collect if the taxpayer appears or is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

### Financial Impact

The accounts receivable will be \$227,926.47 less.

### Recommendations

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

**“MOVE that \$ 227,926.47 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.”**

<b>OCTOBER 1, 2017</b>	<b>-</b>	<b>\$</b>	<b>181.28</b>
<b>OCTOBER 1, 2018</b>	<b>-</b>	<b>\$</b>	<b>162.22</b>
<b>OCTOBER 1, 2019</b>	<b>-</b>	<b>\$</b>	<b>227,582.97</b>

### Attachments


Suspense List Recap

Copies of the Suspense Lists for Council Review (in Drop Box)

SUSPENSE LIST RECAP

OCTOBER 1, 2017	MOTOR VEHICLE 1 ACCOUNT	\$ 181.28
OCTOBER 1, 2018	MOTOR VEHICLE 1 ACCOUNT	\$ 162.22
OCTOBER 1, 2019	PERSONAL PROPERTY 26 ACCOUNTS	\$ 11,461.19
OCTOBER 1, 2019	MOTOR VEHICLE 860 ACCOUNTS	\$ 169,497.61
OCTOBER 1, 2019	SUPPLEMENTAL MV 279 ACCOUNTS	\$ 46,624.17
	TOTAL 1,167 ACCOUNTS	\$ 227,926.47

## Agenda Item Summary

Date: May 15, 2023  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Paul Norris, Director of Recreation and Leisure Services  
Reviewed By: Peter Souza, Town Manager   
Subject: Funding Request for Summer Teen Employment Program

### Background

The Youth Services Bureau offers a Summer Teen Employment Program (STEP). The program was implemented in 2014 with fifteen youth participants, ages 14, 15, and 16 (9<sup>th</sup> – 11<sup>th</sup> grade). Each youth works for approximately 220 hours over the course of seven weeks. The program consists of twelve hours of in-classroom learning and eighteen hours of project work per week. Project work includes park clean up, small build projects at various locations around town, including Northwest Park, and implementation of three to four neighborhood summer block parties. Classroom work includes interview skills, resume writing, teamwork, time management, financial management, personal development, and other soft skills. Each youth earns a weekly stipend of \$135, and three program supervisors lead the program.

### Discussion / Analysis

The application period for this summer's program has recently closed after having received over seventy applications. Staff is requesting funding from the town's American Rescue Fund allocation to increase the number of program participants this summer. The request for \$39,000 would allow for an additional fifteen youth to participate. These additional participants would be selected from the applications already received. This expansion requires additional seasonal staff, participant stipends, transportation services, and supplies.

### Financial Impact

The cost to expand the program this summer by up to 15 youth is estimated to be \$39,000.

Seasonal Staff	\$14,000
Participate Stipends	\$15,300
Transportation	\$ 8,200
Materials and Supplies	<u>\$ 1,500</u>
Total	\$39,000

### Other Board Action

None

### Recommendation

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

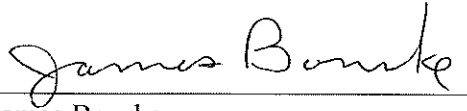
**“MOVE to authorize the use of \$39,000 in American Rescue Funds for the purpose of expanding the Youth Services Bureau Summer Teen Employment Program.”**

### Attachments

None

Certification

I hereby certify that \$39,000 is available in American Rescue Plan Act funds to fund the above appropriation.

A handwritten signature in cursive script that reads "James Bourke". The signature is written in black ink and is positioned above a horizontal line.

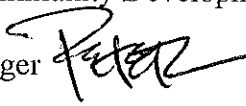
James Bourke  
Finance Director

## Agenda Item Summary

Date: May 15, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: Peter Souza, Town Manager 

Subject: 2023 Small Cities CDBG Program Application

### Background

Funds are currently available, on a competitive basis, through the federal Community Development Block Grant (CDBG) – Small Cities Program administered by the Connecticut Department of Housing (DOH). The deadline for applications to DOH is May 31, 2023.

The CDBG program was established by the Housing & Community Development Act of 1974 to meet the diverse needs of communities. The program is designed to benefit low and moderate income households (at or below 80% area median income). The State of Connecticut DOH is currently prioritizing public housing modernization for Small Cities grant awards and applicants can apply for up to \$2 million for such purposes toward construction and program costs.

Town staff is recommending an application to assist the Windsor Housing Authority in pursuing needed upgrades at the Shad Run Terrace complex. DOH requires the adoption of a Resolution of Applicant in order to make an application.

### Discussion/Analysis

The Windsor Housing Authority manages Shad Run Terrace, a 52-unit property for elderly and disabled residents. The proposed improvements and upgrades at Shad Run Terrace will focus on the building envelopes to include the following: installation of new energy efficient windows and doors, installation of new vinyl siding, soffits, asphalt shingle roofs, gutters, downspouts, and associated insulation. The initial intent was also to include the replacement of electric heat pumps used for heating/air conditioning with more efficient units as the existing units are nearing the end of their useful life. The design firm has completed a preliminary estimate of construction costs that would exceed the maximum Small Cities grant amount. The recommendation is to bid the heat pumps on a per unit basis and replace as many units as possible under the available grant. Other funding sources for heat pump replacement including a possible Phase II CDBG grant or assistance through the CT Green Bank will be explored. The new energy efficient windows, doors and heat pump systems will help the residents save on their energy bills.

In furtherance of our CDBG Citizen Participation Plan, the Town has conducted the required public information meeting and a public hearing to obtain citizen views on a potential grant application.

#### Financial Impact

DOH is requiring that any design and environmental review costs be contributed by the local applicant. As such, the Town Council authorized the use of \$80,000 in American Rescue Funds for such purposes. Development of 90% of drawings and specifications, as well as a Phase I environmental and hazardous material survey are currently being conducted and will be completed for submission with the grant application.

QA+M Architecture has developed a preliminary construction cost estimate of \$2,423,000 that includes the building envelope improvements and replacement of heat pumps, as well as a \$100,000 contingency. This overall construction estimate exceeds the funding available for construction through the current Small Cities grant program. Of the overall \$2.42 million construction estimate, the cost to replace the heat pump units is estimated at approximately \$794,000.

The approach recommended by the project design team is to complete the building envelope improvements under the grant and replace as many heat pump units as possible on a per unit cost basis. The number of heat pumps that are able to be replaced would depend upon the cost of the bids returned for the building envelope work.

DOH allows a provision of 12% of the grant for program costs such as a clerk of the works and up to \$33,000 in general administration including \$3,000 for grant application preparation and \$3,000 for preparation of the environmental review record. So under a \$2 million CDGB request, \$1,727,000 is available for construction.

There are additional costs for design services for the bidding and construction inspection phase of \$39,000 and a local funding source for those costs will need to be identified should the application be approved.

The proposed application for public housing modernization funds will not impact the town's annual General Fund budget.

#### Recommendation

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

**“MOVE to approve the attached resolution entitled “2023 Community Development Block Grant – Small Cities Application” approving an application to the State of Connecticut Department of Housing for the Shad Run Modernization Project and authorizing the Town Manager to file said application and to execute all necessary documents.”**

#### Attachments

Resolution

RESOLUTION  
2023 COMMUNITY DEVELOPMENT BLOCK GRANT - SMALL CITIES  
APPLICATION

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Windsor make application to the State for up to \$2,000,000.00 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE  
Town of Windsor:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes;and,
  
2. That the filing of an application by the Town of Windsor in an amount not to exceed \$2,000,000.00 is hereby approved, and that the Town Manager of the Town of Windsor is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.





**Town Council**  
**Resignations/Appointments/Reappointments**  
**May 15, 2023**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

**A. One Republican Member**

Town Planning & Zoning Commission

Five Year Unexpired Term to expire November 10, 2024 or until a successor is appointed

(Alex Correia - resigned)

**MOVE to APPOINT Donald Jepsen as a Republican member to the Town Planning & Zoning Commission for a five year unexpired term to expire November 10, 2024 or until a successor is appointed.**

**B. One Democratic Member**

Housing Code Board of Appeals

Five Year Term to expire October 31, 2027 or until a successor is appointed

(Frank Jacobs - resigned)

**MOVE to APPOINT Hilary Carpenter as a Democratic member to the Housing Code Board of Appeals for a five year term to expire October 31, 2027 or until a successor is appointed.**

**C. One Democratic Alternate Member**

Human Relations Commission

Three Year Unexpired Term to expire March 31, 2024 or until a successor is appointed

(Kereme Murrell – resigned)

**MOVE to APPOINT Jody Denno as a Democratic Alternate member to the Human Relations Commission for a three year unexpired term to expire March 31, 2024 or until a successor is appointed.**

**D. One Democratic Member**

Public Building Commission

Three Year Term to expire November 30, 2025 or until a successor is appointed

(Rich Hazelton)

**MOVE to REAPPOINT Richard Hazelton as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2025 or until a successor is appointed.**

**E. One Republican Member**

Inland Wetlands and Watercourses Commission

Four Year Term to expire March 31, 2027 or until a successor is appointed

(Marlene Towers)

**MOVE to REAPPOINT Marlene Towers to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2027 or until a successor is appointed.**

**F. One Unaffiliated Member**

Human Relations Commission

Three Year Unexpired Term to expire March 31, 2023 or until a successor is appointed

(Kevin Washington - deceased)

**MOVE to APPOINT Monika Nugent as a Democratic member to the Human Relations Commission for a three year unexpired term to expire March 31, 2024 or until a successor is appointed.**

**April 26, 2023  
Special Meeting  
Draft Minutes**



**TOWN COUNCIL  
COUNCIL CHAMBERS  
Virtual Meeting  
SPECIAL MEETING  
APRIL 26, 2023  
UNAPPROVED MINUTES**

**CALL TO ORDER**

Mayor Trinks called the meeting to order at 6:30 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 Len Walker

**1) PUBLIC COMMENT**

George Slate of 74 Ethan Drive encouraged the Council to come to their next meeting with a list of items to ensure appropriated amounts are spent and to adjust the budget so there is no tax increase this year.

Coralee Jones of 1171 Matianuck Avenue said with the increased appraisal of her home, it is expected that her taxes will go up. She encouraged the Council to vote for a zero percent increase this year.

**2) FINAL DELIBERATIONS AND VOTE**

Town Manager Souza noted the memorandum that was emailed out to the Council this afternoon. He apologized for the last minute budget adjustments. He stated that he was happy to answer any questions that they might have.

Councilor Eleveld asked if the budget changes were included in the draft motions and Town Manager Souza said, yes.

Councilor Eleveld asked if we could use our fund balance to accomplish a zero percent tax increase and how would it affect next year. Town Manager Souza responded that it is a policy decision the Council could consider to reduce the 1% proposed tax increase. It would be approximately \$1,060,000 that would need to be used from the fund balance to achieve no increase from one year to the next in terms of the mill rate. He said a year from now, we would have a \$1,060,000 "hole" that would need to be filled. Every time opening cash is being used, it would have to be filled the next year because we have not raised enough in our tax levy to be able to meet that. If we went at it from an expenditures perspective, then we would not have that "hole" in FY 25. By having the million dollars in capital projects or one-time expenditures in the FY 24 budget, it does not create a "hole" by using cash reserves.



Councilor Eleveld said it is a perception issue and made a point to the public that the reality is we are probably looking at some sizeable tax increases because of the revaluation, but at the same time we will end up reducing the mill rate a sizeable amount, so the net effect of a tax increase would be somewhere in the 15% range for conversation. He clarified that every house is going to be different and we will not know what it will be until after October when the revaluation occurs. He said if we were to reduce spending by \$1M, that means that we are going to have a greater increase in spending next year and asked Town Manager Souza if that was correct. Councilor Eleveld added just holding a status quo, assuming a 5% inflation rate, we are probably looking at \$8M of additional spending for next year. Town Manager Souza said if the Council would adopt a \$140,000,000 budget, it would be in that vicinity.

Councilor Eleveld asked that if we used the fund balance, that means we will end up with roughly a \$1M "hole" next year that we would have to fill somehow. He said it may be partially offset by the fact that we have \$1M in additional capital expenditures this year. He said no matter how you cut it, he thinks that next year will be horrible for the tax payers. He said he would be inclined to use the fund balance this year to accomplish a no tax increase.

Councilor Naeem wanted to make it clear that the revaluation taxes will not be based on this year's mill rate and that they will be based on whatever next year's mill rate will be. She said if we do the 1% increase, it is not going to impact taxes as they are right now. She agreed that the perception of the public is that values have gone up and that is how much your taxes will go up but we need to look at what is needed to run the town and then hopefully we are able to reduce the mill rate to ease that burden in the increase of the property values. She said she doesn't like framing it as it is an increase in taxes because our goal is not to increase the mill rate next year but it is an increase in the payment being paid because of the increase in the house values. She understood that the public gets very worried when they hear 14% tax increase and we are not looking at that from a mill rate perspective.

Mayor Trinks pulled up his house on the tax calculator for this year and the proposed 1% would be an increase of \$41.97. He said he thought it was worth it to get as much service this year as possible. He understood there would be challenges next year but the mill rate will drop. He asked everyone to remember that Zillow does not do a 70% assessment rate.

Councilor Smith said he could live with a 1% increase but he would like to see a corresponding reduction in a budget cut. He suggested that the expenses in the proposed budget be cut to 1% and he could live with the 1% increase. He wanted less money to be spent this year.

Councilor Naeem said that if we reduce the budget by 1% then we don't need to increase the mill rate by 1%. She said the whole point of not reducing the mill rate by 1% is so that we do not have to reduce the budget by 1%.

Councilor Smith said cutting expenses doesn't help. Councilor Naeem responded that by cutting expenses then the mill rate comes down.



Councilor Smith said that he would be more in favor of cutting expenses to get to the zero.

Mayor Trinks said he would entertain a motion and open it up for discussion whenever they get to a place in the budget where they would like to propose cuts.

## **EXPENDITURES**

### **Board of Education**

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to accept the proposed budget for the Board of Education of \$80,184,020.

Motion Passed 9-0-0

### **Town Support for Education**

MOVED by Councilor Black-Burke, seconded by Councilor Gluck Hoffman to accept the proposed budget for the Town Support for Education in the amount of \$5,561,380.

Motion Passed 9-0-0

### **Safety Services**

MOVED by Councilor Naeem, seconded by Councilor Walker to accept the proposed budget for Safety Services of \$13,437,180.

Motion Passed 9-0-0

### **Recreation & Leisure Services**

MOVED by Councilor Dobler, seconded by Councilor Eleveld to accept the proposed budget for Recreation & Leisure Services of \$2,434,500.

Motion Passed 9-0-0

### **Human Services**

MOVED by Councilor Walker, seconded by Deputy Mayor Bress to accept the proposed budget for Human Services of \$556,100.

Motion Passed 9-0-0

### **Health Services**

MOVED by Councilor Hoffman, seconded by Councilor Black-Burke to accept the proposed budget for Health Services of \$646,360.

Motion Passed 9-0-0



**Library Services**

MOVED by Councilor Eleveld, seconded by Councilor Dobler to accept the proposed budget for Library Services of \$1,918,210.

Motion Passed 9-0-0

**Development Services**

MOVED by Councilor Smith, seconded by Deputy Mayor Bress to amend the proposed budget for Development Services of \$1,595,680 to \$1,617,230.

Motion Passed 9-0-0

**Community Development**

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to amend the proposed budget for Community Development of \$535,550 to \$490,900.

Councilor Eleveld asked for confirmation that part of this adjustment is for the veterans' benefit that the Council has discussed in the past. Town Manager Souza said, yes, it is a combined motion to reduce \$44,000 from this budget section, which relates to \$21,500 due to the increase that was made previously in Development Services and then \$23,100 is to offset the forgone revenues due to the Council's desire to decrease veterans tax.

Councilor Eleveld asked if Council will be voting on the veterans' issues next month. Town Manager Souza said Council will be incorporating a motion later this evening which will be incorporated into this budget and then formally the ordinance would be considered in May.

Councilor Eleveld thanked Town Manager Souza.

Motion Passed 9-0-0

**Public Works & Engineering**

MOVED by Councilor Black-Burke, seconded by Councilor Eleveld to accept the proposed budget for Public Works and Engineering of \$7,457,440.

Motion Passed 9-0-0

**Information Services**

MOVED by Councilor Naeem, seconded by Councilor Walker to accept the proposed budget for Information Services of \$710,400.

Motion Passed 9-0-0



**Administrative Services**

MOVED by Councilor Dobler, seconded by Councilor Naeem to accept the proposed budget for Administrative Services of \$2,899,760.

Motion Passed 9-0-0

**General Government**

MOVED by Councilor Walker, seconded by Deputy Mayor Bress to accept the proposed budget for General Government of \$1,258,630.

Motion Passed 9-0-0

**General Services**

MOVED by Councilor Hoffman, seconded by Councilor Naeem to accept the proposed budget for General Services of \$20,033,640.

Councilor Eleveld then proposed the following motion:

MOVED by Councilor Eleveld, seconded by Councilor Smith to amend this line by \$1,060,000 for a total budget of \$18,973,640.

Councilor Eleveld explained that this would be a reduction predominantly on the capital expenditures section of this budget, which is within the general services budget and would result in a zero percent tax increase for tax payers of Windsor. He said they would be able to fund those additional expenditures on a “pay as you go” basis, for one-time capital expenditures over the next year.

Motion Failed 4-5-0 (Mayor Trinks, Deputy Mayor Bress, Councilors Dobler, Naeem and Black-Burke opposed)

Mayor Trinks then repeated the original motion:

MOVED by Councilor Hoffman, seconded by Councilor Naeem to accept the proposed budget for General Services of \$20,033,640.

Motion Passed 5-3-1 (Councilors Smith, Eleveld and Walker opposed and Councilor Gluck Hoffman abstained)

**Expenditure Totals**

MOVED by Councilor Eleveld, seconded by Councilor Dobler to amend the total proposed General Fund expenditures for the FY 2024 budget of \$139,228,850 to \$139,205,750 on the previously approved motions.

Motion Passed 9-0-0





**REVENUES**

MOVED by Councilor Smith, seconded by Deputy Mayor Bress to amend the proposed budget for Revenues of \$139,228,850 to \$139,205,750 by decreasing the Current Levy by \$23,100 to balance the revenues with expenditures.

Motion Passed 9-0-0

**TAX COLLECTION RATE**

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to accept the FY 2024 proposed tax collection rate of 99.00%.

Councilor Eleveld asked if 99% is correct and if a separate motion was needed for motor vehicles. Town Manager Souza said the collection rate for vehicles is built into the 99%.

Motion Passed 9-0-0

**SENIOR TAX RELIEF**

MOVED by Councilor Black-Burke, seconded by Councilor Walker to accept the amount proposed for FY 24 senior tax relief of \$305,000.

Motion Passed 9-0-0

**VETERANS TAX RELIEF**

MOVED by Councilor Naeem, seconded by Councilor Eleveld to accept the amount proposed for Veterans Tax Relief of \$23,100.

Motion Passed 9-0-0

**ENTERPRISE FUNDS**

**Landfill Enterprise Fund**

MOVED by Councilor Dobler, seconded by Councilor Naeem to accept the proposed budget for the Landfill Enterprise Fund of \$2,161,860.

Motion Passed 9-0-0

**Resident Transfer Station Enterprise Fund**

MOVED by Councilor Walker, seconded by Councilor Dobler to accept the proposed budget for the Resident Transfer Station Enterprise Fund of \$376,070.

Motion Passed 9-0-0



**Caring Connection Adult Day Care Enterprise Fund**

MOVED by Councilor Hoffman seconded by Councilor Black-Burke to accept the proposed budget for the Caring Connection Adult Day Care Enterprise Fund of \$471,460.

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

**Windsor Child Development Enterprise Fund**

MOVED by Councilor Eleveld, seconded by Councilor Hoffman to accept the proposed budget for the Windsor Child Development Enterprise Fund of \$1,508,340.

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

**OTHER FINAL MOTIONS**

**Price Guide**

MOVED by Councilor Smith, seconded by Deputy Mayor Bress to accept the Price Guide as proposed located in appendix G from the proposed budget document.

Councilor Eleveld spoke to Town Manager Souza and asked if there had been an increase in prices to reflect inflation. Town Manager Souza said there had been some increases but nothing across the board. He said due to inflation some recreation fees, as well as permit fees at the transfer station and pay as you go fees are increasing. He said building permit fees would also be increased, which hadn't been increased in about 15 years.

Councilor Eleveld asked if there are any other increases. Town Manager Souza said the Child Day Care Program and the Caring Connection also had adjustments.

Councilor Eleveld asked what areas have not been increased. Town Manager Souza said Recreation did not increase all of their fees and a number of fees are set by State Statute and Council does not have the ability to change those.

Council Walker asked if there was such a thing as a blanket permit where people stay within one particular price and they continue to build out and the town doesn't collect anything. Town Manager Souza said there is not per se. He said we do have a blanket permit but it does not work as Councilor Walker described it and he gave an example.

Councilor Walker said he has heard the blanket permit term used around town and he wanted to ensure that the town isn't losing revenue. Town Manager Souza said the permit is based on the value of the work and we check that value at the end of larger projects. He said for a single-family permit for a home, they can get one permit for all the work and do not have to come back to get individual permits for electrical and plumbing, so that could be also be referred to as a blanket permit for that type of project. If they were to come in a year later to do electrical work, then they would need to submit an electrical permit application.



Motion Passed 9-0-0

**3) SET DATE FOR ANNUAL VOTE ON BUDGET REFERENDUM**

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke that the annual vote on the budget be held on Tuesday, May 9, 2023, between the hours of 6 a.m. and 8 p.m. at all 7 polling places.

Motion Passed 9-0-0

Mayor Trinks thanked Town Manager Souza for the work he put into preparing the budget and asked him to send thanks to staff and let them know how much Council appreciates their work.

Town Manager Souza thanked the Finance Team led by Jim Bourke, Finance Director, Tristen Dodd, Budget Analyst and Accountant and Linda Collins, Assistant Finance Director.

**4) ADJOURNMENT**

MOVED by Councilor Naeem and seconded by Councilor Gluck Hoffman to adjourn the meeting at 7:31 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Andrea Marcavitch  
Recording Secretary

**May 1, 2023**  
**Public Hearing**  
**Draft Minutes**



**TOWN OF WINDSOR  
TOWN COUNCIL  
HYBRID MEETING  
May 1, 2023  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:20 p.m. by Mayor Trinks.

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

Mayor Trinks read aloud the notice of the public hearing to solicit citizen input on:

“THE FISCAL YEAR 2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.”

**2) PUBLIC COMMENT**

Carol Engelmann, 411 Broad Street, stated she is the Chair of the Windsor Housing Authority (WHA). She thanked Town Manager Souza and Patrick McMahon for all their hard work in assisting the WHA with this grant. It's a much needed grant for Shad Run. Many residents have come out tonight to show their concerns and needs for the repairs that have to be made at Shad Run. She thanks the Council for their consideration.

Mark Sanderson, 40 Henry Street, has been at this address for four years. He thanked the DeMarco management at the Windsor Housing Authority for all the improvements that have happened since they've been on board for these past two years or so. He feels that if the Town Council gives to the Windsor Housing Authority, the Marco management will use it to the best of its abilities. He hopes that the Town Council decides to go forward with this request.

Margaret Olesky, 40 Henry Street, stated the driveways are cracked and in need of repair. She can't easily clean the siding of the building any longer, as she used to do, due to health issues and feels this needs to be professionally done. Some of the trees need some work as well. She feels something has to be done about the situation.

One Shad Run resident stated she wanted to congratulate the new management on the moves they are taking to make the complex look better. However, her greatest concern is the condition of the building. She is asking if something can be done to have it fixed. She suffers from allergies. She asked that the grass be cut and cared for as there are many weeds in it with pollen. She also asked that the grass be properly treated and that the buildings be washed.

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Wanda Reyes said she has been at Shad Run for 4-5 years on Henry Street. The ceiling is cracked and they installed new windows but put all the old ones in the trash can behind her apartment. She does like the place as it's quiet and nice, but there are still some problems there. She further discussed some concerns that she has with the management and the complex.

**3) ADJOURNMENT**

Mayor Trinks declared the Public Hearing closed at 7:36 p.m.

Respectfully Submitted,

Helene Albert  
Recording Secretary

**May 1, 2023**  
**Regular**  
**Meeting**  
**Draft Minutes**



**TOWN COUNCIL**  
**HYBRID MEETING – VIRTUAL AND IN-PERSON**  
**May 1, 2023**  
**Regular Town Council Meeting**  
**Council Chambers**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Trinks called the meeting to order at 7:36 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 Dobler led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Dobler led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation declaring April 30, 2023 – May 6, 2023 as National Small Business Week

Councilor Naeem read the proclamation declaring April 30, 2023 – May 6, 2023 as National Small Business Week.

- b) Proclamation declaring May 2023 as Historic Preservation Month

Councilor Black-Burke read the proclamation declaring May 2023 as Historic Preservation Month.

- c) Proclamation declaring May 2023 as National Mental Health Awareness Month

Deputy Mayor Bress read the proclamation declaring May 2023 as Mental Health Awareness Month.



**5) PUBLIC COMMUNICATIONS AND PETITIONS - None****6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Naaem thanked everyone that came out to speak tonight. We had community clean up day a few weeks back. There was a great turnout and a good job was done. This past weekend, the Sustainability Fair was still held even though we had some rain. She thanked everyone that was involved with that endeavor.

Councilor Dobler stated that the Council has completed their job and work on the budget. He thanked everyone for a very cordial experience.

Councilor Walker - nothing.

Councilor Black-Burke appreciated hearing directly from the residents of the Housing Authority and thanked them and Carol Engelmann, Windsor Housing Authority Chair, for bringing the residents to the meeting. She wished everyone a happy Asian Pacific American Heritage month.

Councilor Gluck Hoffman reminded everyone that this coming Saturday at the Marriott, the Shad Derby queen will be crowned in her court. Also, Anita Mips was named the Shad Derby Grand Marshal for this year.

Councilor Eleveld - nothing.

Deputy Mayor Bress said she did have an opportunity to attend the Sustainability Fair. It was very interesting and exciting. She saw people sharing information about electric vehicles and there were many people from the community partaking in the booths. It was a nice event. She thanked the people from the Housing Authority for sharing their concerns with the Town Council. All of us are very grateful to be able to help with the grant and she hopes that it will help to improve the residents' lives moving forward. She thanked the Housing Authority management company and Carol Engelmann for their work.

Councilor Smith reported that he attended the Deerfield clean up event and met some remarkable people there. Flavia Rey de Castro did a great job running the event.

Mayor Trinks - nothing.

**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 High School Class of 2023 Commencement will take place on Wednesday, June 14, 2023 at the Bushnell Performing Arts Center at 6:30 PM. Town Council members will receive additional information regarding graduation and other year-end events via the WHS principal's office. The last day of school for students Pre-K to Grade 11 will be Friday, June 9, 2023. The last day for teachers will be Monday, June 12, 2023.
- The Board of Education, through a proclamation at its April 18 meeting, declared its appreciation to the district's teaching staff and proclaimed the week of May 8 - May 12 as Windsor Teacher Appreciation Week. The Board will host a special breakfast for teachers and staff at each school location throughout the first two weeks of May. We hope Town Council members and members of the community will reach out to a teacher(s) and express their appreciation for their dedication to the students of Windsor Public Schools.
- The Windsor High School National Honor Society Induction Ceremony was held on Thursday, April 27. President Furie congratulated the new inductees. Dr. Hill was pleased to announce the three superintendent awards given in honor of three previous superintendents: Daniel Howard Scholar is Isabel Medina Ayala, Dr. Earle S. Russell Scholar is Abigail Morin-Viall and the Paul J. Sorbo Scholar is Kruti Dharsandiya.
- The WHS Music Department participated in the Music in the Parks Adjudicated Festival in Hershey, PA last weekend. The following awards were received:
  - **Honors Chorale**- 1st Place, Excellent Rating
  - **Teens of Praise Gospel Choir**- 1st Place, Superior Rating
  - **Teens of Praise Gospel Choir**- Overall Choir Award
  - **Jason Grant**- Most Outstanding Accompanist Award, (Gospel Choir Bass Instrumentalist)
  - **Makenzie Swaby**- Most Outstanding Soloist Award (Gospel Choir)
  - **Orchestra**-2nd Place, Excellent Rating
  - **Symphonic Band**- 3rd Place, Excellent Rating
  - **Jazz Ensemble**- 1st Place, Superior Rating
  - **Jazz Ensemble**- Overall Jazz Ensemble Award
- In addition to the above, our high school music students participated in the Omega Psi Phi Fraternity, Incorporated Talent Hunt last month against students from the Bloomfield/Hartford areas. This year's winners are: 3rd place, Abigail Baham; 2nd place, Haillee Roof; 1st place, Emily "Ki-Ki" Romero-Lewis. Windsor took all three places!
- Congratulations to our seniors who have signed to play athletics at a college/university next fall:
  - Nathan Acabchuk, Baseball, Western New England University

- Brianna Bailey, Softball, Rhode Island College
  - Luis Collazo, Baseball, Mitchell College
  - Annika Lachniet, Softball, Eastern CT State University
  - Alana Martin, Track and Field, Quinnipiac University
  - Alexa Overstreet, Track and Field, Marquette University
  - Natalya Pennant, Soccer, Rhode Island College
  - Eric Quitero, Swimming, Western CT State University
  - Addison Shaffer, Softball, Rensselaer Polytechnic Institute
  - Peyton Walter, Volleyball, Lasell University
  - Brittani Westberry, Track and Field, Northeastern University
- The BOE's next regular meeting will be on Tuesday, May 16, 2023 at 7:00 PM in the Board Room at the LP Wilson Community Center.
  - Dr. Hill's next Coffee Talk will be on Wednesday, May 24, 2023 at 6:00 PM in the LP Wilson Courtyard. Please RSVP for the event on the district website.
  - 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.
- b) Economic Development Commission

Randy Graff, Chair of Economic Development Commission, gave the following report:

#### **EDC's Role as TIF Advisory Committee**

Town staff and the Commission discussed the advisory role and responsibilities associated with the creation and management of TIF Districts in light of the Town Council's approval of the TIF policy.

#### **Assessment Abatement Incentive Policy**

The Commission reviewed the current assessment abatement policy and feedback from the Finance Committee. Further conversations regarding updating the policy are anticipated.

#### **Application for Assessment Abatement**

The Commission reviewed and recommended approval an application for an abatement for Blueprint Robotics, a manufacturing facility of approximately 450,000SF to be built at 11 Goodwin Drive representing a \$97M investment and at least 120 full-time jobs. Blueprint Robotics is seeking land use approvals later this month.

**American Rescue Plan Act Program**

The Commission was kept apprised of the plans for the Windsor Worx Small Business Incubator and Resource Center that was recommended to the Town Council for the use of ARF funds last year.

**Annual Business Breakfast**

The Commission co-sponsored with the Chamber of Commerce a very well attended business breakfast in October at the Hilton Garden Inn. The speaker was Paul Lavoie, Chief Manufacturing Officer for the State of CT. Town staff also worked with the Bradley Development League in hosting a Manufacturing Forum for firms in the four towns around the airport.

**Windsor Center Tax Increment Financing District Master Plan**

The EDC serving as the TIF Advisory Committee reviewed the Windsor Center TIF District boundaries and District Master Plan and recommended adoption by the Town Council.

**Review of Application for Credit Enhancement Agreement**

The Commission reviewed an application for a Credit Enhancement Agreement for the proposed mixed-use development at 144-152 Broad Street and recommended Town Council approval.

**Introduction of Office Vacancy Challenge**

The Commission began to discuss the issue of corporate office vacancy as a result of the pandemic and remote work. We anticipate assisting town staff in the review of potential strategies.

**Affordable Housing Plan**

The Commission reviewed the Executive Summary of the Draft Affordable Housing Plan and heard from Town Planner Eric Barz about public outreach efforts including a survey, housing statistics and potential strategies to address affordable housing needs.

Mr. Graff added during the last year, some of the key development activities in town included:

**Amazon Fulfillment Center** – the completion of construction of the \$230 million multi-story, 3.6 M SF fulfillment center.

**BDL Logistics Center** – the completion of two industrial buildings totaling 487,200 SF on Kennedy Road for LifeScience Logistics

**Baker Hollow Logistics Center** - a 166,400 SF flex industrial building for SafeLite Group

**110 Tradeport Drive** – the completion of a 237,000 SF flex industrial building for UPS

**Dudleytown Brewing** – construction is underway at 1001 Day Hill Rd.

Councilor Smith stated there are 9 sitting members and 2 ex-officios on the commission. Is that correct? Mr. Graff stated that is correct. We currently have one vacancy on the commission as Councilor Naeem stepped down when she became a member on the Town Council.

c) Board of Assessment Appeals

Milo (Rusty) Peck, Chair of the Board of Assessment Appeals stated the Windsor Board of Assessment Appeals met on March 11, 13, & 15 which resulted in the following Assessment changes:

Category	# Appeals	\$ Assessment	\$ Reduction	% Reduction
Residential Real Estate	4	779,240	(28,700)	3.68
Comm/Ind Real Estate	14	117,428,738	*(3,042,480)	2.59
Personal Property	6	1,923,077	(28,820)	1.50
Motor Vehicle	6	71,729	(9,387)	13.09
<b>Total</b>	<b>30</b>	<b>120,202,784</b>	<b>(3,109,387)</b>	<b>2.59</b>

\*Over 80% of the Commercial/Industrial Real Estate reduction is attributable to the demolition of a single building.

8) TOWN MANAGER’S REPORT

**Community Budget Forums**

Three community budget forums, sponsored by CT Votes and the Windsor League of Women Voters, will be taking place with the Town Manager, Peter Souza, and the Superintendent of Schools, Terrell Hill this week. During the forums, the proposed FY 24 budget will be discussed and questions from residents will be answered. The forums will take place on:

- Tuesday, May 2, 2023 at 10:00 AM at the Windsor Senior Center
- Tuesday, May 2, 2023 at 6:30 PM at Poquonock School
- Wednesday, May 3, 2023 at 6:30 PM at the Community Center at 330 Windsor Avenue

For more information on the budget, please visit the town’s website at [www.townofwindsorct.com](http://www.townofwindsorct.com).



### **Budget Referendum**

The budget referendum will be held on Tuesday, May 9<sup>th</sup> with all seven polling locations open from 6:00 AM – 8:00 PM. Voters' polling locations may have changed due to recent redistricting, so please check your polling location by going to <https://townofwindsorct.com/registrar-of-voters/voter-locations/>

Absentee Ballots are available in the Windsor Town Clerk's office during regular business hours on Monday - Friday from 8:00 AM - 5:00 PM. State law prohibits the Town Clerk from mailing absentee ballots for Referendums with less than three weeks' notice; as a result, voters are required to apply in person at the Town Clerk's Office. If you are unable to come to Town Clerk's office during regular business hours, you may designate someone to hand carry your application and ballot. For additional information please call 860-285-1902.

Anyone who is not a registered voter, but is a U.S. Citizen, 18 years or older and owns property assessed at \$1,000 or more on the last completed Grand List, may vote on the annual budget at Town Hall. For more information about the referendum please go to the town's website at: [townofwindsorct.com](http://townofwindsorct.com)

### **Win Wag Photo Contest Begins May 3<sup>rd</sup>**

To help promote annual dog licensing efforts the annual Win Wag Photo Contest begins on May 3<sup>rd</sup>. The photo contest is free and open to Windsor residents. The entry period for the contest begins at 8:00 AM on May 3<sup>rd</sup> and ends at noon on May 16<sup>th</sup>. The winning entry, determined by online public voting, will be awarded with the #1 dog license tag for the current year and a PETCO gift card. The winning puppy entry will be awarded multi-week group dog training lessons offered through Windsor Recreation Department. New categories for this year include: Best smile, Best Athlete, Community Ambassador, Most Spoiled, Judges Choice and Town Employee Mascot. See contest details on the town's website at [townofwindsorct.com](http://townofwindsorct.com).

### **Windsor Lion's Club Spring Arts and Crafts Fair**

Join us on Saturday, May 13<sup>th</sup> from 10:00 AM – 4:00 PM for the Windsor Lion's Club Annual Spring Arts and Crafts fair which will take place on the Windsor Town Green. Every vendor will have handmade items, from yarn to soap to candles to jewelry! You are bound to find something that you like and perhaps find something for mother's day at the same time.

### **Full Moon Hike at NWP – "Flower Moon Hike"**

Come out to Northwest Park on May 5<sup>th</sup> from 8:00 PM – 9:30 PM for a guided 'Flower Moon Hike.' Join NWP staff and use your senses to explore the park after dark. Grab the family or some friends and enjoy the beautiful scenery while getting some brisk exercise.

### **Community and Neighborhood Enhancement Program**

The town has been accepting applications for the ARF funded, Community and Neighborhood Enhancement program. 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. Grants can be up to \$5,000 with the community group matching 50% with funding or in-kind value.

The availability of this program was promoted through social media to and emails were sent to a wide range of community organizations.

As of the April 14<sup>th</sup> submittal deadline we received 22 applications requesting over \$87,000 in grant funds. Council authorized \$95,000 in American Rescue Funds.

Currently a cross-department working group from Community Development, Recreation, Northwest Park, Library and Public Works/Engineering are reviewing the application submittals. Recommendations for grant awards will be presented to the Town Manager's Office for final award decisions. Award decisions are expected to be made mid-May.

Councilor Black-Burke asked if the budget forum event is on the 3<sup>rd</sup> at 6:30 p.m. at 330 Windsor Avenue. Town Manager Souza said yes that's right.

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

Town Improvements Committee – Councilor Dobler – nothing to report.

Finance Committee – Councilor Naeem – nothing to report.

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

Personnel Committee – Deputy Mayor Bress stated the Personnel Committee will be meeting on May 3, 2023 at 5:30 PM.

#### **10) ORDINANCES**

#### **11) UNFINISHED BUSINESS**

#### **12) NEW BUSINESS**

- a) Set a Public Hearing for June 5, 2023 at 7:20 p.m. to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit program

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke that a Public Hearing be set for June 5, 2023 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services.

Town Manager Souza gave a brief overview as follows:

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn a 100% tax credit.

Organizations that have participated in the recent past include CRIS Radio, Windsor Police Cadets, Saint Gabriel School and Madina Academy.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2023 application round must be submitted to the Office of Community Development by close of business on May 25, 2023. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting that the required public hearing be set for the evening of June 5, 2023 and that the list of submitted and eligible applicants be placed on the Council agenda for consideration on the same evening. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2023.

Motion Passed 9-0-0

- b) Approve an appropriation of \$65,000 from the General Fund Unassigned Fund Balance for the Goslee Pool Bathhouse renovation project

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve an appropriation of \$65,000 from the General Unassigned Fund Balance for the costs in connection with the Aquatic Facility Improvements – Goslee Pool House project.

Paul Norris, Director of Recreation and Leisure Services, and Whit Przech, Building and Facilities Manager, were in attendance for questions.

Town Manager Souza stated construction began for this project in March, with an anticipated completion date of mid to late June. Unfortunately, the project experienced unexpected long lead times on equipment and change orders due to greater-than-expected deterioration of existing building materials.

Current approved change orders include additional emergency lights and wiring, an additional entry gate, replacement of exterior rotten plywood and siding, replace rotten ceiling plywood, and relocating an electrical panel. These change orders totaled approximately \$136,000.

Outstanding change orders consist of repairs to several aluminum columns, re-routing of the pool lines, and replacing rotted wood trusses, roof sheathing, beams, and headers. These total approximately \$65,000. The Public Building Commission has reviewed the



remaining change orders and concur with the request of additional funding to complete the project.

The unexpected work has negatively impacted the project schedule. Currently it is anticipated the pool will be closed through July and potentially into August. Therefore, recreation staff is developing alternative adjustments to the Welch Pool and Veteran Pool schedules to accommodate the Goslee Pool patrons and programs.

Councilor Black-Burke thanked the Town Manager and asked when the project will be completed? She also asked if we could modify hours at the Veterans pool as Welch Pool is still a hike for constituents living on the southern end. Also, how will we get the word out? Mr. Norris stated they are currently working out details with the various pool schedules because at Veterans pool they have summer camps (about 300 children attend) so they are trying to shuffle things around. We are currently working with the Board of Education to see what we can do in terms of having daytime swim lessons that usually happen at Goslee Pool as well as family swim. The other part to this is that we are working with them to possibly have Saturdays open for the accommodation of swim lessons and family swim time in the 11 AM - 4 PM time frame. We do need to make a decision within the week in terms of getting out a schedule to the public because we want to give individuals time to register for all the swim lessons that are coming up.

Mr. Norris stated the way that they would inform individuals of the changes would be through social media, through email, posters and flyers. If nothing else, we can also do a mailing to families that have taken swim lessons and swim programs at the various pools over the last two years.

Councilor Smith asked if the plywood is deteriorating according to the pictures they've seen. Mr. Norris said yes. Councilor Smith asked if there are any plans to replace it with a different type of material like a masonry board? Mr. Norris said he does not believe so. Mr. Przech stated they plan to replace the exterior plywood with Tyrek wrap and they will be installing vinyl siding on the building. We are doing a lot more flashing. The building will be protected 100% better than it was before.

Councilor Smith asked if there will be a vapor barrier on the inside. Mr. Przech stated there will be a vapor barrier. One of the problems they had with the building was when it was first built there was not proper flashing installed.

Councilor Smith asked if \$65,000 will be enough for this project? Mr. Przech said he believes it will be.

Deputy Mayor Bress asked about transportation and if we would consider transportation for those young people who do walk to the pool? It seems that most people today are dropping their students off. She asked Mr. Norris if he could please share a little bit about that. Mr. Norris stated that bicycle traffic is virtually non-existent. We have very few walkers. Parents are dropping kids off for swim lessons and for family swim and other

individuals are staying and watching their kids. Kids that used to ride their bikes places or walk to the pool in the past are now at camp. Camp is their mode of learning how to swim and enjoying the water. Between the camps at 330 Windsor Avenue and Clover Street, we have on average about 250-300 kids per day, which is a large chunk of those neighborhoods.

Deputy Mayor Bress asked if we are going to try to schedule as much as we can closer or will it be logistics of where you have the space? Mr. Norris stated we are trying to schedule as much as we can at Veterans pool as that is closer, but we are making some slight adjustments. For example, we are looking at a schedule and considering senior swim where over the past two years we have had about five seniors using the pool. So the question is do we combine that at Welch Pool and provide transportation through our senior transportation services for those individuals. Those are some of the ideas we are working on.

Councilor Gluck Hoffman stated in regards to the pools, have we asked or ever thought about using Loomis? Town Manager Souza stated that Loomis' pool in years past has been programmed during the summer months. He believes that the pool may not be available during the month of July through the first two weeks of August.

Motion Passed 9-0-0

- c) Approve an authorization of \$35,000 in American Rescue Funds to the Windsor Housing Authority for design services related to Shad Run

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to authorize an additional \$35,000 in American Rescue Funds for design services and environmental studies related to the Shad Run Terrace Improvement project.

Patrick McMahon, Economic Development Director, stated the proposed improvements and upgrades at Shad Run Terrace involve building envelope work including energy efficient windows and doors; shingle roof, gutters, downspouts, siding, as well as replacement of mini-split heating/air conditioning systems with more efficient units. Improvements for accessibility will be determined as the project scope is further developed. The new energy efficient windows, doors and mini-split systems will help the residents save on their energy bills.

The DOH is expecting that design and environmental review costs be contributed by the local applicant. Competitive applications must include architectural drawings, specifications, an updated Capital Needs Assessment and the completion of Phase I environmental studies and pre-rehabilitation surveys for hazardous materials.

The original funding request was based on anticipated costs for architectural and environmental work based on past history from similar CDBG funded housing authority

projects in other communities. We anticipated \$15,000 in environmental assessment costs and \$30,000 for architectural services.

The proposals received from environmental firms to complete a Phase I report and conduct the hazardous materials survey ranged from \$13,700 to \$19,400. The selected firm provided the most competitive cost proposal at \$13,700.

Based on proposals received for environmental assessment and preparation of construction drawings / specifications the estimate cost of design services are as follows:

Architectural drawings and specifications	60,000
Environmental Assessments	13,700
Contingency	<u>6,300</u>
Total Estimated Cost	\$80,000

On April 3, 2023 the Town Council appropriated \$45,000 in American Rescue Funds therefore we are requesting an additional authorization of \$35,000 including a contingency in American Rescue Funds for design services.

Councilor Naeem stated it seems we had previously allocated this funding for Fitch Court. Will there be any kind of significant impact from us moving the money from there to focus on this project? Mr. McMahon stated that was a separate allocation and the Fitch Court project is moving forward concurrently. Councilor Naeem said we are not shifting the funding. Mr. McMahon said that was correct.

Motion Passed 9-0-0

- d) Introduce an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERAN'S EXEMPTION."

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld that the reading into the minutes of the text of the ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION' is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to introduce an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION.'

Scott Colby, Assistant Town Manager, stated that currently there are 990 individuals who participate in or receive the state benefit. Veterans who qualify for the state benefit receive

an exemption on their property assessment ranging from \$3,000 to \$21,000 depending upon varying factors (i.e. level of disability, age, income).

Based upon the income limits, 63 individuals out of the total 990 currently participating receive the additional local benefit. The local benefit is presently a \$2,000 exemption on their assessment if their income is under \$38,100, if they are unmarried or \$46,400 if they are married, regardless of VA qualified status. The current local exemption amount offers a benefit of \$66.54 for the veteran and results in \$4,200 of forgone tax revenue at the current tax rate.

If the Town Council increases the local benefit to an \$11,000 exemption level this would provide an individual benefit of \$365.97 at a mill rate of 33.27 per \$1,000 of assessed value. By increasing the exemption, the total town cost at the current mill rate would be approximately \$23,100 or an overall increase of \$18,900.

Since being initially adopted by the Town Council in 1998, the language of the relevant state statute 12-81f has changed from allowing only a \$2,000 exemption to allowing up to a \$20,000 exemption. However, the local option continues to require an income limit that must not be less than the maximum which is provided annually by the CT Office of Policy and Management for the statewide Additional Veteran Exemption (these limits are the same as the maximum income limits of the Elderly and Totally Disabled Tax Relief Program.)

Councilor Eleveld thanked the Mayor and Town Manager Souza for acting upon this request efficiently. It was a point of interest brought to his attention by a constituent while the Council was going through the adjustments a few months ago. He's glad we can offer this to our veterans who fought hard for our country. This is the least we can do.

Motion Passed 9-0-0

- e) Set a Public Hearing for May 15, 2023 at 7:20 p.m. for an ordinance entitled, AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERAN'S EXEMPTION." "

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld that a Public Hearing be held at the Windsor Town Hall on May 15, 2023 at 7:20 p.m. (prevailing time) on the following ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION' and 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 - None**

**14) MINUTES OF PRECEDING MEETINGS**

a) \*Minutes of the April 3, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve the minutes of the April 3, 2023 Public Hearing as presented.

Motion Passed 9-0-0

b) \*Minutes of the April 3, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve the minutes of the April 3, 2023 Regular Town Council meeting as presented.

Motion Passed 9-0-0

c) Minutes of the April 4, 2023 Special Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve the minutes of the April 4, 2023 Special Town Council meeting as presented.

Motion Passed 9-0-0

d) Minutes of the April 17, 2023 Special Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve the minutes of the April 17, 2023 Special Town Council meeting as presented.

Motion Passed 9-0-0

e) Minutes of the April 19, 2023 Special Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve the minutes of the April 19, 2023 Special Town Council meeting as presented.

Motion Passed 9-0-0

f) Minutes of the April 24, 2023 Special Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve the minutes of the April 24, 2023 Special Town Council meeting as presented.

Motion Passed 9-0-0

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



**16) EXECUTIVE SESSION**

**17) ADJOURNMENT**

MOVED by Councilor Gluck Hoffman, seconded by Councilor Naeem to adjourn the meeting at 8:43 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary