



Council Agenda

Council Chambers
Windsor Town Hall
June 5, 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: 889 3751 8823 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.

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Please go to the following link: <https://us02web.zoom.us/j/88937518823>

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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 solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit program

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Gluck Hoffman
3. PLEDGE OF ALLEGIANCE – Councilor Gluck Hoffman
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Historic District Commission
8. TOWN MANAGER'S REPORT



-
9. REPORTS OF STANDING COMMITTEES
 10. ORDINANCES
 11. UNFINISHED BUSINESS
 12. NEW BUSINESS
 - a) *Approve part-time Food Bank Coordinator job description (Town Manager)
 - b) *Approve part-time Food Bank Aide job description (Town Manager)
 - c) *Approve applications for submittal under the Neighborhood Assistance Act Tax Credit Program (Town Manager)
 - d) *Introduce ordinance establishing an Arts Commission (Personnel Committee)
 - e) Set public hearing on the creating of Art Commission for June 19, 2023 at 7:20 p.m. (Personnel Committee)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the May 15, 2023 Public Hearing
 - b) *Minutes of the May 15, 2023 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 - a) Strategy and negotiations with respect to pending claims and litigation (Hartford Life vs Town of Windsor, Voya vs Town of Windsor)
 17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: June 5, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Approve the Food Bank Coordinator Job Description

Background

Since 2006 the Social Services department budget has funded a part-time position to assist with duties related to operating the food bank in partnership with the non-profit Windsor Food and Fuel Bank. These duties initially included receiving and tracking food donations, organizing the food pantry area, and preparing food for distribution. The position was originally filled using the existing title in the part-time pay plan of Director of Special Programs. This title is primarily used for positions in the Recreation and Leisure Services Department and does not accurately reflect current and future duties and responsibilities associated with the food bank.

Over time the responsibilities of the part-time position in the food bank have evolved. Therefore, staff is recommending the creation of a new position title in the part-time pay plan and approval of a job description that reflects the current and anticipated duties and responsibilities of the position. The proposed job description was prepared by Enita Jubrey, Jasmine Hall of Windsor Social Services and the Human Resources Manager.

Discussion/Analysis

This position performs duties related to the day-to-day operations of the Windsor Food Bank. These duties include receiving and tracking food donations, maintaining inventory records, ensuring food safety guidelines are followed and supervising volunteers. The position is also responsible for serving as a liaison between Social Services and the Windsor Food and Fuel Bank Board of Directors and also with the Windsor Hunger Action Team. Creating this job description and adding the position to the part-time pay plan ensures that the position's role and responsibilities are accurately reflected.

It is recommended that the Food Bank Coordinator position be included in Pay Grade VI of the current Town of Windsor part-time pay plan. This is currently the pay range for Director of Special Programs so there would be no change in the pay range.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE that the job description for the position of Food Bank Coordinator be approved as presented and the position be placed in the Part Time Pay Plan in pay grade VI.”

Attachments

Proposed job description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Food Bank Coordinator
Department: Social Services
Prepared By: Human Resources
FLSA Status: Non-exempt
Prepared Date: May 30, 2023
Reports To: Social Services Coordinator
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Under the direction of the Social Services Coordinator, is responsible for the day-to-day operations of the Windsor Food Bank. Ensures the Windsor Food Bank is run efficiently and in accordance with the Windsor Food and Fuel Bank (WFFB) model and CT Foodshare requirements. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the daily operations of the Windsor Food Bank including receiving and tracking food donations, maintaining food inventory, organizing distributions, and maintaining the system for rotating shelf-stable products in the food bank.
- Serves as liaison between Social Services and the Windsor Food and Fuel Bank (WFFB) Board of Directors and the Windsor Hunger Action Team including attending monthly board meetings as needed.
- Trains, schedules and provides daily supervision of food bank volunteers and aides
- Manages and processes food orders for food bank in accordance with the WFFB and department's budget
- Communicates regularly with program participants and the public regarding the food bank and other social services programs
- Coordinates Windsor's participation in Mobile Foodshare distributions
- Maintains the organization and cleanliness of the food bank area; ensures expired items are removed; rotates/cleans freezers and coolers in accordance with food safety guidelines.
- Maintains good working relationships with referral agencies, community partners, town personnel, and donors
- Registers clients for the Windsor Food Bank following CT Foodshare guidelines.
- Assists with client surveys to evaluate food bank services and identify areas that could be developed and improved; prepares a variety of reports to assist with the data analysis
- Provides staff support on a wide range of holiday programs pertaining to the food bank and Social Services programs when needed.
- Delivers food to participants with transportation challenges as needed.
- Communicates regularly with the Social Services Coordinator about the daily operations, strategic planning and providing information for grant applications
- Participates in staff meetings
- Participates in seminars and training sessions including but not limited to Connecticut Foodshare training for partner agencies in order to enhance the guest experience, increase access to healthy food, and promote long-term food security

TOWN OF WINDSOR POSITION DESCRIPTION

- Refers clients to other programs and social service caseworkers when made aware of a need such as energy assistance, Medicare programs, housing assistance, etc.
- Performs a variety of miscellaneous duties such as receiving the public, answering phones, typing correspondence, maintaining records, running errands, and picking up supplies needed for activities
- Performs other duties as assigned

COMPETENCIES

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment
- Interpersonal Skills – Is respectful with the ability to establish effective working relationships with volunteers, staff, community organizations, and the public. Ability to express ideas effectively in oral and written form and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Maintains confidentiality. Shows respect and sensitivity for cultural differences
- Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance with tact, fairness, respect and sensitivity; meets commitments
- Ethics – Adheres to both town and professional codes of ethics and conduct
- Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- Quality – Demonstrates accuracy and thoroughness
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently
- Dependability – Follows instructions; responds to management direction

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School diploma or GED equivalent and two years of progressively responsible experience related to ordering/purchasing, inventory management, recordkeeping and related duties
- Some related college coursework preferred; or
- A combination of education, experience, and training that demonstrates the desired knowledge base

Necessary Knowledge, Skills and Abilities

- General knowledge of referral sources and processes
- Ability to communicate with empathy and understanding with those in need of services
- Ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to maintain confidences; ability to work independently or as part of a team; ability to communicate effectively orally and in writing
- Knowledge in the use of MS Office applications (Excel, Word, Outlook), and the Internet

TOWN OF WINDSOR POSITION DESCRIPTION

Special Requirements

- Valid driver's license

TOOLS AND EQUIPMENT USED

Computer; laptop; calculator; copy and fax machine; phone; motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email. Must have mobility sufficient to perform job duties including ability to travel to other town buildings, make home deliveries, pick up food donations, load trucks and stock shelves, and travel to other locations as needed.

The employee must be able to stand for long periods of time, lift and/or move up to 45 lbs. Must be able to enter information into the computer and maintain manual records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in the work environment is usually filled with conversations from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.


The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Agenda Item Summary

Date: June 5, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Approve the Food Bank Aide Job Description

Background

The Windsor Food Bank is predominately funded by the not-for-profit Windsor Food and Fuel Bank (WFFB,) and the Social Services Department assists by providing day to day operation of the service. Based on the results of the annual client feedback survey, the demand for food bank services including implementing evening hours and adding a second monthly distribution, has been increasing. In order to provide these services, additional part-time staff is needed to assist the Food Bank Coordinator with the daily operations. A part-time position entitled Food Bank Aide is being proposed. If approved, the funding for this position will be provided by the WFFB.

The proposed job description was prepared by Enita Jubrey, Jasmine Hall of Windsor Social Services and the Human Resources Manager.

Discussion/Analysis

The Food Bank Aide position will assist with the day-to-day duties of the food bank including receiving and tracking food donations, picking up donations, maintaining organization and cleanliness of the food bank area, and rotating and cleaning freezers and coolers in accordance with food safety guidelines.

We recommend the position be placed in Pay Grade IV of the Town of Windsor FY 24 part-time pay plan. Initially, the position will be scheduled to work ten hours per week.

Financial Impact

There is no cost impact to the FY 24 General Fund budget if this position is approved as the funding for this position will be provided by the Windsor Food and Fuel Bank.

Other Board Action

None

Recommendations

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

“MOVE that the job description for the position of Food Bank Aide be approved as presented and the position be placed in the Part Time Pay Plan in pay grade IV.”

Attachments

Proposed job description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Food Bank Aide
Department: Social Services
Prepared By: Human Resources
FLSA Status: Non-exempt
Prepared Date: May 30, 2023
Reports To: Social Services Coordinator
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Under the direction of the Social Services Coordinator, assists with the day-to-day duties of the Windsor Food Bank. Performs duties efficiently and in accordance with The Windsor Food and Fuel bank model and CT Foodshare requirements. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the daily operations of the Windsor Food Bank including receiving and tracking food donations, picking up donations, maintaining organization and cleanliness of the food bank area, and rotating and cleaning freezers and coolers in accordance with food safety guidelines.
- Maintains good working relationships with referral agencies, community partners, town personnel, and donors.
- Assists with the distribution of the annual client survey to review the food bank service.
- Provides staff support on a wide range of holiday programs pertaining to the food bank.
- Communicates regularly with program participants and the public regarding the food bank and other social services programs.
- Delivers food to participants with transportation challenges as needed.
- Communicates regularly with the Food Bank Coordinator about the daily operations and stock shortages.
- Participates in staff meetings.
- Participates in seminars and training sessions including but not limited to Connecticut Foodshare training for partner agencies in order to enhance the guest experience, increase access to healthy food, and promote long-term food security.
- Performs a variety of miscellaneous duties such as receiving the public, answering phones, typing correspondence, maintaining records, running errands, and picking up supplies needed for activities.
- Performs other related duties as assigned.

COMPETENCIES

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment
- Interpersonal Skills – Is respectful with the ability to establish effective working relationships with volunteers, staff, community organizations, and the public. Ability to express ideas effectively in oral and written form and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Maintains confidentiality. Shows respect and sensitivity for cultural differences.

TOWN OF WINDSOR POSITION DESCRIPTION

- Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance with tact, fairness, respect and sensitivity; meets commitments
- Ethics – Adheres to both town and professional codes of ethics and conduct
- Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- Quality – Demonstrates accuracy and thoroughness
- Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently
- Dependability – Follows instructions; responds to management direction

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School diploma or GED equivalent and one year of responsible experience related to administrative duties, ordering/purchasing, inventory management, recordkeeping and other related duties; or
- A combination of education, experience, and training that demonstrates the desired knowledge base.

Necessary Knowledge, Skills and Abilities

- Ability to communicate with empathy and understanding with those in need of services
- Ability to establish and maintain effective working relationships with clients, other employees, other agencies and the general public; ability to maintain confidences; ability to work independently or as part of a team; ability to communicate effectively orally and in writing
- Knowledge in the use of MS Office applications (Excel, Word, Outlook), and the Internet

Special Requirements

- Valid driver's license

TOOLS AND EQUIPMENT USED

Computer; laptop; calculator; copy and fax machine; phone; motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate with others in person, over the phone, and through email. Must have mobility sufficient to perform job duties including ability to travel to other town buildings, make home deliveries, pick up food donations, load trucks and stock shelves, and travel to other locations as needed.

TOWN OF WINDSOR POSITION DESCRIPTION

The employee must be able to stand for long periods of time, lift and/or move up to 45 lbs. Must be able to enter information into the computer and maintain manual records. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The noise level in the work environment is usually filled with conversations from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold.


The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Agenda Item Summary

Date: June 5, 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 Neighborhood Assistance Act Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit Program, established by the Connecticut General Assembly, offers non-profit and municipal organizations an opportunity to enhance their fundraising capabilities by offering tax credits to eligible corporations. Corporate donors receive a tax credit against their state corporate tax liability in an amount equal to 60% of their contributions or, in the event the proposed activity is an eligible energy conservation project, equal to 100% of their contribution. All applications are subject to approval by the local governing body, subsequent to a requisite public hearing to allow for public comment. Applications are ultimately reviewed by the Connecticut Department of Revenue Services as well.

The program has several statutory limitations, including the following:

- Businesses are limited to a tax credit of \$150,000 annually
- Non-profits may receive up to \$150,000 in contributions annually
- The minimum contribution on which a tax credit may be granted is \$250
- The program has a \$5,000,000 overall cap, which if exceeded, results in proration of approved donations

Discussion/Analysis

The Office of Community Development issued media releases and sent email notices to non-profit organizations in an effort to ensure that eligible organizations are aware of the NAA Program. In addition, the public hearing was duly noticed.

The applications received this year include the following:

<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 7,500	Program Sponsorship
Hopewell Baptist Church	\$ 150,000	Energy Efficiency
Fitch Court Apartments Inc.	\$ 150,000	Energy Efficiency

Financial Impact

The dollar amounts for each applicant are essentially fundraising goals for participating organizations. It is up to the applicants to secure donations from corporate sponsors using the NAA Tax Credit Program as a financial inducement. The cost for the town to participate is minimal, essentially limited to promotion of the program, publication of a legal notice for the public hearing, and minimal staff time.

Other Board Action

None

Recommendation

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

“MOVE that the attached resolution approving applications for participation in the 2023 Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services be approved.”

Attachments

Resolution

WINDSOR TOWN COUNCIL

NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM

RESOLUTION

WHEREAS, the State of Connecticut, acting through its Department of Revenue Services, administers a program authorized by the state legislature entitled the Neighborhood Assistance Act (NAA) Tax Credit Program which provides corporations with tax liability in the State of Connecticut an opportunity to receive tax credits for donations made to participating municipal and tax-exempt organizations; and

WHEREAS, in order to utilize the NAA Program eligible municipal and non-profit organizations must first secure the approval of the local governing body in a town served by the applicant; and

WHEREAS, the organizations listed below have submitted applications for assistance in the NAA Program and the Town Council believes that the proposed activities are in the best interests of Windsor's residents.

NOW THEREFORE BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL that the following applications for participation in the 2023 Neighborhood Assistance Act Tax Credit Program are hereby approved:


<u>Applicant</u>	<u>Request</u>	<u>Activity</u>
Windsor Police Cadets, Inc.	\$ 7,500	2023 Program Sponsorship
Hopewell Baptist Church	\$ 150,000	Energy Efficiency
Fitch Court Apartments Inc.	\$ 150,000	Energy Efficiency

Agenda Item Summary

Date: June 5, 2023

To: Honorable Mayor and Members of the Town Council

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

Reviewed by: Peter Souza, Town Manager 

Subject: Creation of an Arts Commission

Background

Research has been conducted relative to the creation of arts commissions and their missions in various municipalities in Connecticut as well as other states. This research was used to identify potential parameters and responsibilities for an arts commission in Windsor. Highlights of the research regarding their responsibilities include:

- To offer support and/or provide opportunities for the arts community;
- To encourage the development and enjoyment of arts and arts activities in the community;
- To select art for public display and recommend its location;
- To investigate grants and other funding opportunities for art;
- To partner with and/or support local arts organizations;
- To advise the Town Council and/or Town Manager on matters related to arts and culture;
- To offer or support education in or about the arts.

At the April 26, 2022 and June 29, 2022 Personnel Committee meetings, public comments were received pertaining to the possible creation of an arts commission. A draft mission, charge, and areas of responsibilities were presented by staff at the February 27, 2023 Personnel Committee meeting for review. On May 3, 2023 the Personnel Committee requested staff prepare a proposed ordinance to create an Arts Commission for consideration by the Town Council.

Discussion/Analysis

Attached is a proposed ordinance establishing an Arts Commission with seven regular members and two alternates. The role and responsibilities of the commission include:

- Work with town staff, businesses, schools, and other stakeholders to identify opportunities for the arts community.
- Partner with and/or support local artists and arts organizations.
- Support education in the arts.
- Increase public awareness, collaboration, education, and enjoyment of the arts in the community.
- Shall serve in an advisory capacity to the Town Council on matters related to arts and culture. Recommendations shall not bind the Town to take any specific action or require that it appropriate funds.
- The commission shall provide a report with recommendations to the Town Council and provide any reports as necessary and upon request.

Financial Impact

None.

Other Board Action

This item was recommended by the Personnel Committee at their May 3, 2023 meeting.

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, ‘AN ORDINANCE CREATING AN ARTS COMMISSION, CHAPTER 13, ARTICLE II’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE CREATING AN ARTS COMMISSION, CHAPTER 13, ARTICLE II.’”

3) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on June 19, 2023 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE CREATING AN ARTS COMMISSION, CHAPTER 13, ARTICLE II.’”

And

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

Attachments

Proposed ordinance

**CHAPTER 13
ARTICLE II**

AN ORDINANCE CREATING AN ARTS COMMISSION CHAPTER 13, ARTICLE II

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

Chapter 13, Article II, of the *Windsor Code* is enacted as follows:

Section 1. Article is enacted to read as follows:

Sec. 13-2. Membership

There is hereby created an Arts Commission for the Town of Windsor. This commission shall be composed of seven (7) members and two (2) alternates to be appointed by the Town Council.

Sec. 13-3. Appointment & Terms

Each member and alternate member shall be appointed by the Town Council to serve a term of three (3) years. In the event no successor member is appointed on the expiration of any term, the term shall automatically be extended until that member's successor is appointed and qualified.

Sec. 13-4. Filing vacancies, removing members

The Town Council shall fill vacancies in the membership of the commission in the same manner as provided in Section 6-1 of the *Town Charter* for filling vacancies and may remove any member in the manner provided in Section 6-3 of the *Town Charter*. Failure to attend three (3) consecutive meetings shall constitute a cause of removal.

Sec. 13-5. Organization and Procedure

The commission shall choose from its members a chairperson, a vice-chairperson, and a secretary. It shall keep records of its meetings and activities and shall make an annual report to the Town Council.

Sec. 13-6. Meetings

Regular meetings shall be held on a quarterly basis. Regular meetings shall be held in accordance with the Freedom of Information Act at such a time and date is determined by the Commission.

Sec. 13-7. Commission on Arts shall have the following powers and duties;

- (1) Work with town staff, businesses, schools, and other stakeholders to identify opportunities for the arts community.
- (2) Partner with and/or support local artists and arts organizations.
- (3) Support education in the arts.
- (4) Increase public awareness, collaboration, education, and enjoyment of the arts in the community.

- (5) Shall serve in an advisory capacity to the Town Council on matters related to arts and culture. Recommendations shall not bind the Town to take any specific action or require that it appropriate funds.
- (6) The commission shall provide a report with recommendations to the Town Council and provide any reports as necessary and upon request.
- (7) Such other duties as assigned by Council.

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 _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____

Effective Date _____



Town Council
Resignations/Appointments/Reappointments
June 5, 2023

Resignations

- A. **Accept the resignation of Patrice Holiday from the Human Relations Commission**

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

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.

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
May 15, 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:

“AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS’ EXEMPTION.”

2) PUBLIC COMMENT – None

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:27 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
May 15, 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 Eleveld led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Cub Scout Pack 149 led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

a) Proclamation designating May 21-27, 2023 as Public Works Week

Councilor Dobler read the proclamation designating May 21, 2023 – May 27, 2023 as Public Works Week.

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to add an additional proclamation to the agenda regarding scouting.

Motion Passed 9-0-0

Mayor Trinks read aloud the proclamation and presented it to Sam Caliguiri for all the work he has done for the community.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Vincent Jaunai, 120 Joshua Hill, stated that he is having some quality of life issues with his neighbor. He moved into town four years ago. He has reached out to several heads

of departments at the town in Planning, Zoning, and Building to see if he could get some help. There is a lot of construction and noise coming from his neighbor's house at night, which means sleepless nights for his family. Some of the noise is related to his neighbor using heavy equipment in the evening hours at 12:00 AM or 12:30 AM. The Police Department has been called on several occasions, but his neighbor has still failed to comply with the rules. A trench was built in the rear of his house which is causing water to go into his neighbors' back yards. His neighbor also built an in-ground pool but he is not sure if any permits were obtained to do this work. He's asking the town to look into the situation and to find out whether this person is authorized to do what he is doing. He's tried to talk to the neighbor but he is very hostile. All his neighbors are having the same issue as well.

Everton Codling, 44 Joshua Hill, stated that he didn't have a problem with his neighbor until he built a pool. He's not sure what happened but now his backyard is a swamp. He went to speak to the neighbor personally and saw that the neighbor ran some plastic hoses above ground. To help rectify the situation, he asked his neighbor to place a pipe into the main drain that he has in his backyard so it can run off as it should but the neighbor did not do that. The plastic hose has burst and now there is water everywhere.

Vincent Jaunai, 120 Joshua Hill, said there is not only an above ground hose but there is one that he dug below ground. He kindly asked him to relocate that hose line which he did but only to the way of his home. All the dirt, materials, etc. he dug up for his in-ground pool he placed on his property which messed up his irrigation system. The beautification of his home is going downhill. He would like someone from the town to come to Joshua Hill to see what is happening and to visit his neighbor and help rectify the situation. He explained some more issues that he is having.

Mayor Trinks interjected that the good news is that the Town Manager and Assistant Town Manager are here tonight at the meeting and have heard your story.

David Johnson, 48 Joshua Hill, has lived in Windsor for 14 years. He loves it but he is having a problem with a neighbor who lives above him. The neighbor tried to build up his property by installing a pool at his house about 5-6 years ago but it was turned down. This time it was not. The water from his neighbor's property drains down to his yard. He had someone come in and install an underground system to help prevent him from getting water in his basement. The neighbor is still doing some landscaping on the hill which causes the water to flow down when it rains real hard where he can't even walk into his yard because of it. He would like to see someone from the town come out to Joshua Hill and to investigate the issue. We are not sure if he has permits or not to be doing all the work he's doing.

Richard Rutkowski, 295 Kings Landing, stated that he represents the residents of the Kings Landing Association which is a 55+ community. He would like to see the citizens and his 55+ community get some tax relief. They don't have children that go to the school system. They pay for their roads and sidewalk maintenance and the plowing of their

streets. They also pay for garbage and debris pickup. They pay for streetlight and maintenance. The homeowners would like to see some type of tax relief. The other issue he has is the Town of Windsor is only one of six communities in the State of CT of 169 towns that still pays their taxes once per year. He would like to see the town change that to two times per year. It is a burden for most senior citizens to get that kind of money at one time. The City of Hartford allows their citizens to pay their taxes four times per year. He'd like to have the Town Council seriously consider both of these issues.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem thanked everyone that came out to address the Council. She encourages those at home to please continue to come out. She reminded everyone that Windsor Worx is slated to have an opening this summer. She had a great conversation with them recently. They are signing folks up for a desk space, co-working space or just support services for your business. Please do reach out. She'd love to see more people become engaged and she's looking forward to all the programming they will be bringing in the summer.

Councilor Dobler thanked everyone that came out for public communications. It helps to keep us aware of what is going on around town and he feels that is important to know. All Shad Derby events have commenced. Moving forward, he encouraged the community to please participate as you would like.

Councilor Walker stated that he and several council members went to the opening at Amazon on Kennedy Road. He was impressed with the amenities they have provided for their staff. He noticed that they served wonderful luncheons. There is lots of noise and such from Amazon but the tax breaks are there and Amazon is really adding to the economic development of Windsor. He has confidence in the Town Manager and Assistant Town Manager that they are going to give these people that came out tonight some relief. It's not yet summer, but we already have a couple incidents of gun violence. Windsor has had its share. There was the event at Portland Street directed at one particular home. We've had River's Bend and people in the community saying they are concerned. It's natural to be concerned in today's environment. He stated Councilor Black-Burke will be setting up a Health & Safety Committee meeting where that can be addressed some more. One of the things he's noticed is that Connecticut still has on its book that really dark tinted vehicles are a violation. You can go to most of the big stores and purchase 'midnight dark' or 'dark mirror' as a shading for your car and nobody can see through the vehicles. He'd like to know what Windsor is doing about these really dark tinted vehicles.

Councilor Black-Burke thanked everyone for coming out to share their concerns with the Council. She congratulated all the women who participated this year in the Shad Derby events. There was the Coronation Ball and Abigail Rendock was crowned as queen. She congratulated the award winning Windsor High School choral department. They had an amazing concert this past Thursday at the high school and did a wonderful job. She

shared that quality of life is a real thing in Windsor in respect to where we live and in what part of town we live in. She shared that going into work this morning, I-91 was shut down. She had to go back home from work as she forgot something and on her way back from work, there was another accident in the same area. Again, on her way home this evening, there was a flash across that part of the highway as it was shut down once more. For most of the day our side roads were locked due to the accidents. This is a conversation we should be having as a Town Council with our state officials on how we protect our secondary roads so things aren't stalled trying to get in and out of our town. She said with the summer coming up, kids will be on their bikes. Drive safely and slowly. We want to have a safe and healthy summer.

Councilor Gluck Hoffman thanked the citizens for coming out this evening. She thanked those that came out to exercise their right to vote for the referendum last week. She worked the polls in Rainbow and got to meet some amazing folks in the community.

Councilor Eleveld dittoed all the comments the other councilors said. He is hoping for good weather on Shad Derby Day. He was glad to see that people came out to talk about their issues in the neighborhood and he's sure that the Town Manager and Assistant Town Manager will be working on getting that resolved. He congratulated Sam Caligiuri on his achievements.

Deputy Mayor Bress appreciates all the citizens that come out to speak as that gives the Council the opportunity to hear their concerns and hopefully address them immediately. She and the Mayor attended some events last week. She met with the Lieutenant Governor and Representative Garibay and they celebrated the Community Investment grant. They went to an amazing celebration of the Dandilion Company, which is a geo thermal-heating company in our town that is hiring workers and doing some wonderful work with sustainable energy. She went to the Amazon ribbon cutting and the Bean with the Governor. We were able to show him around a bit and show him how much we love Windsor and to advocate that he and the Lieutenant Governor should keep investing in Windsor. Along with the Shad Derby last weekend, she saw some friends at the Lion's Craft Fair. There was a pop up market at the Bean and Brown's Harvest had its spring fest. She was able to go to all these events. Please come out and support these wonderful events and events of our non-profit organizations that use these activities to raise funds to do good in the community.

Councilor Smith attended the ribbon cutting ceremony at Amazon. Councilor Walker along with Town Manager Souza and Assistant Town Manager Colby took a walking tour just to see how massive the building is. As far as the people that came out today, they seemed to have followed all the proper channels. They made contact with department heads, they called the police and they came into town hall to talk to people. The best advice from what they were told to his knowledge was that they should hire an attorney. He finds that to be an unacceptable comment from town staff and they need to be a little more diligent.

Mayor Trinks stated he was not able to attend the entire ribbon cutting at Amazon as he had another meeting with Congressman Larson at the Housing Authority. Congressman Larson was concerned when he realized that a lot of the residents at the Housing Authority could not make it to his town meeting that he had at LP Wilson. Mayor Trinks was happy to be at the Amazon event as well as being honored to host at the Housing Authority along with Congressman Larson. Everyone there asked great questions. They have real concerns and the Congressman really enjoyed his stay and stayed a lot longer than what he had budgeted for. That shows the concern, respect, and integrity that he has for the Housing Authority.

Councilor Black-Burke said that during the Amazon event, Amazon presented Team Paragon with a \$10,000 check. Those are the pieces that we want to see from a company like Amazon. They weren't doing it just for show. They are really vested in developing young people. Amazon is taking up that charge and investing in our community.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Rick Hazelton, Public Building Commission, gave a report on the Public Building Commission as follows:

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

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

Aquatic Facilities Improvements Gosslee Pool Houses Renovations –9564

The construction work is progressing. As you are aware extensive rotten wood was uncovered during the demolition phase. The PBC has worked to expedite the change orders for the unexpected water damaged wood. Project work on the pool houses' interiors is progressing well. The progress on replacing water damaged wood is 90% complete. Due to the extent of the water damaged wood, the project is now scheduled to be completed in Mid-July.

Milo Peck School HVAC Construction – 9538

The PBC is waiting further directions from the Town Council regarding this project's progression.

Clover Street School Roof Replacement Design Project – 9549

The project design architect, Hibbard & Rosa, has completed the construction and specification drawings. The PBC reviewed the completed drawings. Construction is scheduled for FY 2026.

LP Wilson Community Center HVAC Renovations Project- 9551

Phase One of this project was awarded to Action Air systems of Manchester, CT. Project equipment submittals have been completed. The flooring abatement and replacement portion of this project started today. The perimeter rooms in the Board of Education side of the building will have original floors abated and replaced with either carpet or VCT tiles. The HVAC portion of the project is scheduled to begin in mid-June. All phase one work is expected to begin in May and to be completed in October 2023.

330 Windsor Ave. Community Center Gym HVAC Renovations -9550

The contractor has installed the three new roof top units and there are operating. The DDC controls are 90% complete. The PBC expects the controls to be completed by the end of this month.

Design for Clover Street School Restroom ADA Code Compliances – 9552

The PBC reviewed completed drawings at our September 13, 2022 meeting. Construction is scheduled for FY 2024.

Design for LP Wilson BOE Restroom Renovations- 9553

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

LP Wilson Social Services Relocation Project - 9545

This project is completed. The new HVAC unit for this area has experienced some start-up issues. Replacement parts are scheduled to be installed this month. The PBC expects to close this project in July 2023.

O'Brien Field House Renovation Design Project - 9546

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

Sage Park Middle School Roof Design Project – 9541

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

Poquonock Elementary School Roof Design Project – 9558

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

JFK Elementary School HVAC System Upgrades Phase III Project

Town staff have received and approved equipment submittals for this project. Construction is scheduled to start in June 2023 and to be completed in October 2023.

Sage Park Middle School Slab Moisture Mitigation Project

The PBC and architect have scheduled this project's work to begin in late June 2023. This project is for the investigation, diagnosing, and options for resolving the moisture floor slab issues in areas of this building's 1994 additions.

Welch Park Pool House Renovations Project

Town staff and the architect met on site last week to review current construction drawings and match these drawings to the existing conditions of the pool house and pool decking. The architect is in the process of making changes to the final set of construction drawings. The PBC expects to receive these drawings for review and approval by its July 11th meeting.

Councilor Black-Burke said during the last Town Council meeting, they discussed Goslee pool. Are we back to the July date for targeted completion or are we still holding on to August. Mr. Hazelton said that he feels that a lot of the workers there are putting their time in. Some are coming in on Saturdays to get their work done. He'll be there Friday morning for their 9:00 AM meeting. They realize the issues there will be if they don't get it done.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Shad Derby Festival and Parade

The Annual Shad Derby Parade and festivities are scheduled for this Saturday, May 20th. There will be activities on the town green including games, food, drink and informational booths beginning at 10:00 AM and concluding by 4:00 PM. The parade will step off from Windsor High School at 11:30 AM and arrive on the town green at approximately 12 noon. For detailed information, visit windsorshadderby.org.

Motorists can expect detours around the center of town during the celebration and along the parade route.

Memorial Day

On Monday, May 29, 2023, the town will hold several ceremonies in observance of Memorial Day. The first will be held at the Elm Grove Cemetery located in Poquonock beginning at 8:00 AM followed by a ceremony at Veteran's Cemetery at 9:00 AM. Following the ceremony at Veteran's Cemetery, the Memorial Day Parade will proceed to Windsor Town Hall via Poquonock Avenue. The parade usually arrives in the center of town between 9:45 AM and 10:00 AM. The 10:00 AM ceremony at town hall will include a special flag ceremony performed by members of Windsor scouting.



This year's Parade Marshal is Deacon Arthur L. Miller. He is an author, radio, and former television host, Viet Nam era veteran and veteran civil rights worker. Deacon Miller is the retired owner and president of A. Miller investments. Miller was ordained for the Archdiocese of Hartford in 2004. He recently retired as the director of the Office for Black Catholic Ministries.

In case of rain, one single ceremony is held at 10:00 AM in the Town Hall Council Chambers. Contact Enita Jubrey at 860-285-1835 with any questions.

National Public Works Week

I'd like to extend my thanks and appreciation to our public works and engineering department for all that they do to keep us safe, maintain our facilities and infrastructure, as well as work to beautify the community.

The men and women of these departments are on call 24 hours a day - year in and year out - no matter what the weather conditions.

They are responsible for a wide array of activities and services that touch our lives each and every day. Not only do they maintain well over 160 miles of roads ways, they also take care of:

- 90+ miles of sidewalks
- 95 acres of grass turf
- 27 athletic fields and hundreds of acres of open space
- over 3,000 storm drains and 100 miles of drainage pipes

Our dedicated employees help support multitudes of community events such as setting up polling locations and maintaining community centers and buildings that range in age from 150 years old to newly renovated ones.

Thank you to each member of our public works and engineering team for working in partnership with all of our fellow departments – with you we are a much stronger and vibrant community.

Paving Schedule 2023

Approximately 22 roads or 7.4 miles of road will be repaved this summer and fall. DPW's drainage crew has been replacing and repairing storm drains along these roads in preparation for the pavement to be milled. Staff also checked the condition of drainage pipes under the roadways using video equipment to see if any repairs are needed prior to repaving. Each year, staff contacts the various utility companies to look out a few years in an attempt to coordinate our paving schedule with any work they might have planned. This year there will be 2 phases of work. The first starting later this month through June. The second set of roads are scheduled for August. A listing of road sections are posted



on the town's website at: <https://townofwindsorct.com/app/uploads/2023/05/CY2023-Paving-Program-Roadway-List.pdf>.

OpenGov Live

Building Safety Services has gone live with the OpenGov online permitting software. Staff has worked over the past several months with the vendor to migrate and build out the platform.

To use all the services and features the online portal offers, users need to register and create a user account. Users can log on and work on the permit over a period of time. Information is saved after each visit so users can pick-up where they previously left off. Important documents can be uploaded and fees are automatically calculated. Users can complete the transaction with a credit card payment, personal or bank check. Once the permit is submitted, users can log on and track its progress. A history of all transactions are kept in the users account.

Computer kiosks are available in the Building Safety Department so that applicants can apply for a permit in person. Individuals can also call 860-285-1960 for more information and assistance.

Riverfront Recapture Walks

Riverfront Recapture will be holding community walking tours beginning at 100 Meadow Road in Wilson on May 20th at 9:00 AM and on May 24th at 6:00 PM. The walk will be approximately 60-90 minutes at a moderate pace on grass and dirt surfaces. Free parking is available onsite. For more information go to <https://riverfront.org> or contact Martha Conneely at 860-713-3131 ext. 316.

Rabies Clinic

Help protect your furry friend with a rabies vaccination! A rabies clinic will be held on May 20th from 9:00 AM – 1:00 PM at the Simon Foundation located at 120 Rescue Lane, Bloomfield, CT. The clinic is open to Windsor, Bloomfield and Hartford pet owners. Dogs must be on a leash and cats must be in a carrier. Sick animals will not be vaccinated based on a veterinarian's discretion. Proof of previous rabies vaccination (rabies certificate) is required for a three year rabies vaccination. Otherwise, animals will receive the one year vaccination. Please call the Windsor Animal Shelter at 860-219-9832 with any questions.

Windsor Police Cadets – Best Overall Post

Please join me in recognizing the Windsor Police Cadets for their outstanding achievements at Law Enforcement Stations Day, a competition held at the Municipal Police Academy in Meriden, CT on Saturday, May 6, 2023.

Team awards received were as follows:

2nd Place

Unknown Response

Acting Sergeant Ryan Levine
Cadet Jazmin Torres

3rd PlaceD.U.I.

Cadet Captain Sophia Louison
Cadet Jazmin Torres

3rd PlaceRobbery Response

Senior Cadet Jacob Rendock
Cadet Sergeant Grace Levine

Paul Norris, Recreation and Leisure Services Director, gave an update on the pools. He stated that they are currently creating a pre-schedule which does not include Goslee pool. They hear that Goslee pool can be completed towards the tail end of July or so. What we are looking at right now, is moving forward with a plan that does not include Goslee pool. The reason for that is that we need to let folks know what programs are available and when they will be available. Should Goslee pool become available in mid-July, what that will allow us to do, is to not move programs over to Goslee but instead to increase our program offerings that may happen at Goslee. We will have access to the high school pool. The downside to all of this is, again working on the premise that Goslee pool is not available, that we will not have appropriate time for summer camps to be at the pools this summer. What they are looking at doing is adding other recreational opportunities for camps such as going out on trips such as the Dinosaur Park, CT Science Museum, even bowling as well as bringing in entertainment such as clowns and storytellers at various campsites.

Deputy Mayor Bress thanked Mr. Norris and staff for thinking out of the box. However, she still has a concern about transportation for some families who may not be able to access some of the lessons that will be available at other pools. Is there any way we can reach out to the community or previous attendees/families that have sent their children to swim lessons, and find out whether or not transportation might be an obstacle for them? Is there somewhere they might be able to communicate that to you and for us to think about how we might mitigate that problem? Mr. Norris responded that we do have the availability to send out an email or text out to previous families that have already taken swim lessons.

Mr. Norris added that the biggest challenge is that families that live down by Goslee pool get home by 5:45 PM or 6:00 PM. They then have to pack up the family and go to Goslee pool which is three blocks away and pretty easy versus now driving up to Vets pool or Welch pool. That is what we are hearing from the families.

Councilor Eleveld said as we heard before, there were accidents on I-91 and we've had this ongoing conversation about the road diet in Windsor. His understanding is traffic on

most of our main roads were terribly backed up because of the accident. Do we have any idea of what the wait times were because of the accident trying to get through Windsor? Town Manager Souza said that he does not know what the waits were. Five to six weeks ago, a number of town staff met with the State of Connecticut. The State of Connecticut is updating their highway incident management program. They are meeting with communities all along the interstate corridor to update their plan. Unfortunately, for the State of Connecticut the highway needs to be closed for several hours in order for that plan to be fully implemented. In a situation where they are closed for an hour or thereabouts, the State will not fully activate that system. The amount of traffic that goes down I-91, no local roads can handle it. The few communities up and down I-91, 95 or 84 aren't going to be able to handle it. It's pure volume. He doesn't think there is any other situation where we have any changes in our road, be it state or a local road, that is going to be negatively impacted if something is closed for longer than an hour or so.

Councilor Black-Burke asked about the pool schedule. The pools hours at Welch or Veteran's, for those students that can walk, are we altering those hours or is that going to be completely gone? Will they have to walk up a couple more blocks up Windsor Avenue to get to that pool? Mr. Norris asked for clarity on the question. Councilor Black-Burke asked during the day when mom and dad are not home, those students who have traditionally walked to Goslee pool, do they have that same opportunity to walk to the Veteran's pool? Mr. Norris stated yes. What they did is the big chunks of family time, general swim time or recreation time we have kept at Welch and Veterans pools. So, yes, they can get there at the same times. Mr. Norris gave the swim times.

Deputy Mayor Bress asked with our new online permitting system, does everyone have to transfer to the online permitting system? She stated that some citizens have concerns that they are not interested in using technology. Will there still be a live person able to assist them once the application is up and fully running? Town Manager Souza said yes we will have an administrative assistant or one of the building inspectors will be able to do that. Assistant Town Manager verified that was correct. There will still be assistance available to walk anyone through the process at the counter. There will be a staff person available. Help will also be available for those at home that want to call the department during normal working hours.

Deputy Mayor Bress did a shout out for the Animal Control Officer in her placing animals, and adopting animals out. It's a very active office. She's seen a lot of nice pups being given a home through the Animal Control Officer's efforts. Also, if anyone would like to contribute anything to the office such as food, toys, etc., they can do that at the Animal Control office.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated he has nothing to report.

Finance Committee – Councilor Naeem said there is an upcoming Finance Committee meeting in June.

Health and Safety Committee – Councilor Black-Burke said a meeting of the Health and Safety committee will be held on June 8th at 7:00 PM.

Personnel Committee – Deputy Mayor Bress stated the Personnel Committee did meet. She thanked Councilor Eleveld for stepping in for Councilor Gluck Hoffman. She's very excited to say that the Committee will be moving forward with giving an agenda item to the Council very soon on the Windsor Arts Commission. The Human Relations Commission requested that more information be given to potential new members regarding some of the requirements and commitment needed for that commission. At their meeting, they discussed a letter that the Human Relations Commission had written to prospective members. It was added to the website and it's been updated so everyone that is applying can now see that letter. There are some candidates tonight for boards and commissions and we continue to have some vacancies.

10) ORDINANCES

11) UNFINISHED BUSINESS

- a) Approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' 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 approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION."

Councilor Eleveld thanked the Town Manager Souza and his staff for getting this moving forward. It was brought up about two months ago and they made quick work of this and we were able to include it in the budget process. He is in favor of this.

Motion Passed 9-0-0

12) NEW BUSINESS



a) Set mill rate for Fiscal Year 2024

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem 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 next taxable grand list for FY 2024 of \$3,557,606,126.

Motion Passed 9-0-0

b) Approve Tax Suspense List

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke that \$227,926.47 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand Lists:

OCTOBER 1, 2017 -	\$	181.28
OCTOBER 1, 2018 -	\$	162.22
OCTOBER 1, 2019 -	\$	227,582.97

Cathy Elliot, Tax Collector, stated 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.

Councilor Eleveld asked what is going on with 2017 and 2018. Ms. Elliot stated that there are times that an account will be added on by the Town Assessor after those particular grand lists have already been suspended. We try to collect them in the meantime. They've not been collected and they have not been paid. So now that we're doing the 2019 suspense list, those are still remaining unpaid, we will put them into the suspense accounts just as if they had been suspended prior to.

Councilor Eleveld then asked in what methods are we looking at collecting on those accounts? Ms. Elliot responded that the main source of collection is via the DMV flag when someone tries to register their vehicle. We also use a collection agency for suspended accounts.

Councilor Eleveld asked didn't we used to use constables for that? Ms. Elliot said once they are referred to the collection agency the constables do not collect those as they are already in the hands of the collection agency. We use the constables for more of the current accounts. We usually set a threshold and work our way down when there are quite a few accounts. In example, the first round we'd do is for \$2,000 or more in the current year or one more year of taxes. Once we use that up, we lower that threshold and start with \$1,500.

Motion Passed 9-0-0

- c) Approve an authorization of \$39,000 in American Rescue Funds for the expansion of summer teen employment program

MOVED by Deputy Mayor Bress, seconded by Councilor Walker to authorize the use of \$39,000 in American Rescue Funds for the purpose of expanding the Youth Services Bureau Summer Teen Employment Program.

Paul Norris, Director of Recreation and Leisure Services, and Kurstin Coleman, Youth Services Bureau Coordinator, gave an overview of the item.

Mr. Norris stated 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 (9th – 11th 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.

Mr. Norris stated 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.

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

Councilor Naeem stated that this would bring the total number of youth to 30 in terms of engagement. Is that correct? Mr. Norris responded yes.

Councilor Naeem inquired about transportation costs. It feels high. It's a little less than a quarter of the value and we want to try and engage as many youth as possible. Are we

using busses on a daily basis to transport them across the board? Mr. Norris stated that currently we transport the youth by using old Senior Center transportation vehicles that they are not being used for Dial-A-Ride. By expanding the number of children, we don't have enough busses. What we have built in is a cost to rent vans to transport youth to the programs.

Councilor Dobler commented that this is an extremely worthwhile program. We are expanding from 15 to 30 yet there were approximately 70 people that looked into it. Moving forward he'd be fine with approving more funds to be able to handle all 70 applicants. Just something to think about moving forward.

Deputy Mayor Bress stated she'd like to echo both councilor's sentiments. At 14 years of age she qualified for such a program in New York City and got a job as an Assistant Teacher in the Head Start daycare program and later went on to be an educator. She feels this is so important for our youth to have. She supports the program.

Councilor Walker dittoed what the other councilors said as well. He asked if it was 70 people that logged in or is the demand for this program higher than 70? Mr. Norris said 70 is the number of youth that completed the application through the town system. Councilor Walker said he would be in favor of voting for this as well if it had to be increased.

Town Manager Souza added part of it is also the staffing to find those qualified young adults to work with youth because the staff ratio is relatively small. That is part of the challenge we have had in the last couple of years is that we have that ratio. However, when we plan for the summer of 2024, we'll keep that in mind.

Councilor Black-Burke stated she is in favor of doing this as well. She'd like it to be available in Windsor so we can interface with our children and so youth can work here in town.

Councilor Eleveld asked if we are looking into expanding this, what are the requirements to be involved in this program. Ms. Coleman stated that you have to be a freshman, sophomore or junior in high school. For Supervisors, you need to have a driver's license, experience with working with kids and to have that willingness to connect with kids, getting to know staff members around town, learning the town and good values.

Councilor Eleveld then asked if that would be appropriate for someone who is a sophomore in high school? Ms. Coleman stated that if it is a person starting a college career, that would be fine, but it does depend on the person. She would say someone who is 21, has some experience with working with high school kids and a driver's license. Mr. Norris added that they take into consideration the degree the applicant is working towards such as a social worker or school psychologist. Regarding the participants themselves, we go to extreme lengths to make sure that the 15 or now 30 participants in the program are a very diverse bunch. We do want leaders. There is a tremendous

amount of value with youth to learn how to work together from different backgrounds, economic situations, etc.

Councilor Gluck Hoffman asked what the requirements on the application are. What made you choose those 15? Mr. Norris stated that they look if they are Juvenile Board connected or Youth Services Bureau program connected. We look at their extracurricular activities or if they participate in roles of leadership. Those are some of the examples that they look for.

Deputy Mayor Bress asked if there is availability for children with handicapped conditions. Mr. Norris stated yes there is.

Councilor Dobler stated that it has to be a freshman, sophomore or junior in Windsor. Do they have to be in the Windsor school system or could they be in CREC or somewhere else? Mr. Norris replied they have to go to Windsor High School and be in grades 9, 10 or 11 or reside in Windsor. Councilor Dobler said okay they need to be Windsor residents or 9th, 10th or 11th grade students at Windsor High.

Councilor Eleveld asked for clarity about being a 9th, 10th or 11th grade students at Windsor High School or being a resident of Windsor. He stated that they have to be a 9th, 10th or 11th grade student and live in Windsor correct? Mr. Norris responded yes.

Motion Passed 9-0-0

- d) Authorize submittal of a Small Cities Community Development Block Grant application for Windsor Housing Authority Shad Run Modernization project

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem 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.

Patrick McMahon, Economic Development Director, stated 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.

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.

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.

Mayor Trinks asked if this is decided at the State level or via HUD. Mr. McMahon stated it was decided at the State level.

Mayor Trinks asked if this is a legislative process. Are there legislators we could lobby for this? Mr. McMahon stated they will be seeking letters of support for the application, however, it is administrated primarily at the Department of Housing.

Town Manager Souza added that this is a very competitive grant. It is administratively decided by the staff at the Department of Housing.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) *Minutes of the April 26, 2023 Special Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to approve the minutes of the April 26, 2023 Special Town Council meeting as presented.



Motion Passed 9-0-0

b) *Minutes of the May 1, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to approve the minutes of the May 1, 2023 Public Hearing as presented.

Motion Passed 9-0-0

c) *Minutes of the May 1, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to approve the minutes of the May 1, 2023 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Black-Burke, seconded by Councilor Eleveld to adjourn the meeting at 9:12 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary