



**TOWN COUNCIL**  
**HYBRID MEETING – VIRTUAL AND IN-PERSON**  
**May 15, 2023**  
**Regular Town Council Meeting**  
**Council Chambers**

**APPROVED 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 11<sup>th</sup> 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 20<sup>th</sup>. 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](http://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 20<sup>th</sup> at 9:00 AM and on May 24<sup>th</sup> 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 20<sup>th</sup> 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:

#### **2<sup>nd</sup> Place**

Unknown Response

Acting Sergeant Ryan Levine  
Cadet Jazmin Torres

**3<sup>rd</sup> Place**D.U.I.

Cadet Captain Sophia Louison  
Cadet Jazmin Torres

**3<sup>rd</sup> Place**Robbery 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 8<sup>th</sup> 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 (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.

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 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grade students at Windsor High.

Councilor Eleveld asked for clarity about being a 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grade students at Windsor High School or being a resident of Windsor. He stated that they have to be a 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> 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