



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
June 5, 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 Gluck Hoffman led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Gluck Hoffman led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

MOVED by Councilor Eleveld seconded by Deputy Mayor Bress to add and move item 12 F on the agenda to after the Executive Session to consider item of Voya vs Town of Windsor and Hartford Life vs Town of Windsor.

Motion Passed 9-0-0

Mayor Trinks read aloud and presented a proclamation to Dennis Guay for all his work he has done for the Windsor community.

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Susan Robinson, 19 Laurel Avenue, stated as a dancer and a teaching artist, she thinks the arts experience is critical for every human for both the young and the old. Arts spans like a huge rainbow from individuals to group events and they knit communities together. Individual art experiences can be a studio, sculpting, painting, technical items, or a group effort as in composing or playing a group instrument. These are critical to the health of our community and socially the health of people in Windsor. She believes the Arts Commission will need to support the sharing of both space and

equipment. She feels that everyone is touched by arts and her hope is that the commission will broaden access to all people in the community.

Neil Sachdev, 960 Kennedy Road, stated that he supports the formation of an arts commission for the Town of Windsor. He is representing the Windsor Arts Center, an organization that has been in the town for 17 years. We respect and support this idea and hope the Windsor Arts Center will be considered a key stakeholder in this moving forward. He extended an invitation to all to join the Arts Center for their first major fundraiser “Arts in Bloom” this coming Saturday at 25 Central Street from 6:00 PM – 9:00 PM. He is looking forward to collaborating with the Town Council on what everyone’s goals and visions are for the arts in this community.

Catherine Grimshaw Parker, 166 West Street, said she has been an educator and school administrator for the last 12 years in Manchester and has been writing her own poetry and has been supporting youth poetry for the entire time as an educator. Her husband is the Poet Laureate in Manchester, CT. He has coached the CT youth spoken word poetry slam team PaperVoices for over 10 years. As a lifelong resident, she was disappointed to see that Windsor does not yet have a Poet Laureate or Arts Commission representing the community. Art is known to have many benefits to people’s mental and physical health. It also serves as a way to express stories. She believes that art is a community connector for all people from all backgrounds, whether those differences are racial, cultural, ethnic, gender based, etc. Art and poetry also provides an avenue for us to see the beauty and genius in one another in ways it cannot be shown otherwise. Her hopes are that the Town Council will vote to establish an arts commission tonight. She stated as a possible aid, if the Council wishes to proceed with appointing a Poet Laureate she has developed a process of appointing a Poet Laureate which has been used in other communities and she is able to share it with Windsor.

## **6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Naeem stated that last week she had the opportunity to go visit Team Paragon at their open house which was lovely to see. The students have been working really hard this year. They have a state championship coming up in Glastonbury High School on June 24<sup>th</sup>. She wished them good luck. She would love to see people visiting them.

Councilor Dobler thanked everyone who came out to speak tonight. He has attended over the past few weeks a number of celebrations in town. Probably the most moving was the speech that Deacon Arthur Miller gave at the Memorial Day event.

Councilor Walker stated he attended the Memorial Day event. It was a beautiful day. Deacon Miller made some very profound statements. He said freedom is not free. A lot of people went to war and died for all of us to be able to have the freedom to speak our minds and to believe what we want to believe. He thanked the Windsor Fife & Drum

Corps, the Windsor Police Department, the boy scouts and everyone else that participated on that day. He wanted to congratulate the Windsor District Teacher of the Year, Kathleen Stoll, and congratulated the Windsor Para Educator of the year, Sandra Bailey. June is Caribbean Heritage month where we celebrate all of the contributions from Caribbean people. It is a time for us to reflect. June is also the celebration of Juneteenth. It's time for us to reflect on how far black folks have progressed and where they are as compared to several years ago.

Councilor Black-Burke thanked all the speakers that came in tonight to share their views. She gave a shout out to our school district. On May 25<sup>th</sup> she had the opportunity to attend field day. The teachers do a wonderful job of making sure the students have a well-rounded education. She wished them a happy and safe summer. For Juneteenth she is inviting all her Council colleagues to march in the parade that is going to be held on June 17<sup>th</sup>. Anyone going, can meet the group at 9:00 AM at the First Cathedral parking lot. Step off is at 11:00 AM.

Councilor Gluck Hoffman attended the Department of Public Works open house. It was a wonderful event. Just getting to know those that plow our roads, how immaculate they keep their trucks and how much information they handle on a daily basis was quite informative. If you see them around town, thank them. They worked during Shad Derby in the rain and we were very happy to have them there. She thanked the Department of Public Works for all that they do.

Councilor Eleveld thanked the Mayor for being creative in accomplishing the honor of Dennis Guay. He wanted to thank him for honoring residents of Windsor who give up their time. Something his father said to him was, "If every single person in the Country would spend one day in service to others it would make the world and the Country a much better place."

Deputy Mayor Bress thanked those who came out to speak tonight regarding the arts commission and those that have emailed as well. She thanked Deb Sheldon of Windsor Social Services. Social Services has an initiative called, Windsor Cares, and they have enlisted input from community members who happen to be caregivers for others. Often they do wonderful things such as on Mother's Day she received a plant on her porch and they are giving those to all the caregivers in the Windsor community. She wants to thank them for this initiative. It means a lot. She stated that Windsor Recreation has the 'Be Well' initiative. This initiative has been producing a number of activities for free that the community can attend. She was able to attend one named, "Living with Mental Illness." She wanted to thank the Institute of Living and Hartford Hospital who came out and shared their stories with community members. It was informative and very helpful. There will be continued conversations on other topics as well for the community. She hopes that individuals will reach out and go to the website or call Social Services and have an opportunity to take part in these events. She did a shout out for the LGBTQIA+ community members. It is pride month where we celebrate the contributions of those individuals and also for their search in acceptance. She

invited any LGBTQIA+ individuals in the community to please think of applying for a board or commission.

Councilor Smith acknowledged the public engagement at the Department of Public Works open house, the community walking tour at Meadow Road sponsored by Riverfront Recapture and he'd like to thank Gary Dowgiewicz, Enita Jubrey, and Patrick Silver for coordinating the Memorial Day event.

Mayor Trinks stated he drove his vehicle during the Memorial Day Parade and Deacon Miller was in the car with him. It was an amazing 20 minutes that he and Deacon Miller spent. He is an extraordinary individual. Mayor Trinks shared a story he had about Deacon Miller and his experience in Vietnam. He also thanked Gary, Enita, and Patrick for an amazing Memorial Day. He thanked First Church and Deputy Mayor Bress for joining him at the Celebration of Life for Kevin Washington. You knew it had something to do with Kevin because there was a lot of laughter, lots of good stories being exchanged and lots of what he meant to all of those attending. Regarding the Department of Public Works event, it was a joy to get a ride in the trucks and you can see the pride in the employees by taking care of the equipment, etc. He thanked all Department of Public Works employees for their service.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Board of Education

Nathan Wolliston, Board of Education, gave the following report:

- The Windsor High School Class of 2023 Commencement will take place on Wednesday, June 14, 2023 at the Bushnell Performing Arts Center at 6:30 PM. The last day of school for students Pre-K to Grade 11 will be Friday, June 9, 2023.
- On May 17, 2023, Windsor High School held their annual Art and Fashion Show. The following students' art work were selected as the purchase prizes:
  - BOE Purchase Prize selected by BOE President David Furie
    - *Panda Wa Panda Janail* by **Nicholas Dennis**
  - Superintendent's Purchase Prizes selected by Superintendent Dr. Terrell Hill
    - *The Nemean Lion* by **Tyler Hall**
    - *Light* by **Selma Saedosman**
  - Windsor High School Purchase Prize selected by Principal Breon Parker
    - *The Power of Education* by **Yarizabelliz Castro Roman**
- The district is pleased to announce the appointment of two administrators:
  - **Mr. Matthew Spector** has been appointed as the new assistant principal for Clover Street School. Mr. Spector is a resident of Windsor as well as a Windsor Volunteer Fire Fighter. Mr. Spector has been a Special

Education Teacher/Case Manager for the past 11 years at Simsbury High School. During his tenure, Mr. Spector managed students from grades 9-12 across all academic content areas and was always a member of his school leadership teams. Mr. Spector earned a Bachelor of Science in Special Education with a concentration in Mathematics; Master of Arts in Special Education; and most recently, Educational Leadership, 6th Year Certification from the University of Connecticut.

- **Noha Abdel-Hady, EdD** has been appointed as Assistant Superintendent for Instructional Services. Dr. Hady began her tenure with Windsor Public Schools in 2016 as the STEM Director and remained in that position until she was appointed Acting Assistant Superintendent in December 2022. Dr. Hady's experience and leadership in both of these roles in Windsor have been an extreme asset to our school community. Before coming to Windsor, she had experience teaching AP level math courses, serving as a Math Coach, a Data Coordinator, an Instructional Facilitator, and High School Principal. She has experienced tremendous success at every level of her career.
- We have additional seniors who have signed to play athletics at a college/university next fall. These students are in addition to those who were recognized at the May Town Council meeting. They are:
  - Mason Doshi, Boys Lacrosse, SUNY Brockport
  - Victoria Francis, Girls Outdoor Track, Morgan State University
  - Jess Jenkins, Boys Soccer, Mitchell College
  - Ryan Stillman, Boys Soccer, Western CT State University
- The BOE's next regular meeting will be on Tuesday, June 20, 2023 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.
- Dr. Hill's Coffee Talks have concluded for this school year. Please watch for his Coffee Talks for the 2023-2024 school year which will be posted on the district website.
- Please remember to check our website, [www.windsorct.org](http://www.windsorct.org), for the most updated information, athletic schedules and academic calendar. Snow day information will be located on a banner on the website as soon as possible if inclement weather should affect the school day. In addition, the district will send out a communication about schools being closed, delayed or early dismissal through our notification system. Families should make sure their child's school has their most up-to-date contact information.

Councilor Black-Burke stated that she is excited for Dr. Noah Abdel-Hady. She's had the opportunity to work with her in Hartford Public Schools and it speaks to what we are doing here in Windsor. She applauds the superintendent and his team that the first

Muslim cabinet level administrator in the State of Connecticut happened in Windsor, CT. This speaks to who we are and what we do in Windsor.

b) Historic District Commission

The chairperson was unable to attend the meeting.

## 8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

### **Juneteenth Celebration**

There are a number of upcoming events this month in celebration of Juneteenth. Human Relations Commission is sponsoring Black History Jeopardy event on Friday, June 16<sup>th</sup> from 5:00 PM to 7:30 PM at town hall. Hosts of the event will include Cassie Copeland-Smith and Kevin Booker, Jr. This will be a fun spirited game amongst teams. To register as a team, please go to: <https://lp.constantcontactpages.com/su/NUeEtm>.

On Saturday, June 17<sup>th</sup> there will be two events taking place to honor Juneteenth.

- The first event will take place at the **Connecticut Valley Tobacco Museum** at 135 Lang Road from 12 noon – 4:00 PM.  
The event will include a special edition of Wine, cheese and memories. To register, call 860-285-1888.
- The second event will be the **Juneteenth Performing Arts and Spoken Word** at the Windsor Art Center at 40 Mechanic Street, which will be from 5:00 PM – 7:00 PM. There will be storytelling, poetry and music. The Keynote Speaker will be Reverend Monique Sanders.

On Sunday, June 18<sup>th</sup> a **Juneteenth Sunday Celebration** will be taking place from 10:00 AM – 11:30 AM at Hopewell Baptist Church at 280 Windsor Avenue.

On Monday, June 19<sup>th</sup> from 2:00 PM – 5:00 PM **Juneteenth on the Green** will be happening. The Human Relations Commission invites all to come celebrate and enjoy poetry by Antoinette Brim-Bell, Connecticut's State Poet Laureate. There will be food trucks, entertainment, the Windsor Freedom Trail presentation and a Windsor Stroll to recognize LGBTQ+ pride.

### **'AAA' Credit Rating Affirmed**

I'm pleased to inform you that Standard and Poor's (S & P) has reaffirmed the Town's AAA credit rating for the 2023 bond issue. Our rating was affirmed after S&P reviewed and analyzed various aspects of the local and regional economy, recent economic development activity, management practices, fiscal and debt management practices, budgetary performance, retirement plan stewardship and our other post-employment benefits program.

The bond sale will be conducted on Thursday June 8<sup>th</sup>. Thank you to the Town Council for your financial stewardship. Also, thank you to Jim Bourke, Finance Director

### **Sharshon Park Fields Improvements**

The Town of Windsor has an upcoming project for improvements of the Sharshon Park Fields. The scope of the project encompasses drainage improvements, regrading and establishment of natural turf fields and the addition of accessible paths and handicap parking.

A Public Information Meeting is scheduled for Thursday, June 15 at 6:30 PM in the Ludlow Room at Windsor Town Hall, 275 Broad Street.

Anyone interested in obtaining further information may do so by contacting Ryan Gazlay at (860) 285-1862, or by email at [gazlay@townofwindsorct.com](mailto:gazlay@townofwindsorct.com).

### **Solar Arrays at Town Facilities**

Installation of a solar system at Poquonock Fire Station has begun. This is one of three town locations that will have solar panels installed by the end of year. The other two locations are the Police Department on Addison Road and the Fire and EMS facility on Bloomfield Avenue.

There are no upfront capital expenditures on the Town's part for these projects as the systems are owned by a private vendor and in return the Town entered into a long term power purchase agreement with the vendor in which we pay a below market rate on power we consume.

Councilor Gluck Hoffman asked when the Sharshon Park public hearing is going to be held. Town Manager Souza stated that it is going to be on June 15<sup>th</sup> at 6:30 p.m. at town hall.

Councilor Black-Burke asked where we could get the flyer for the Sharshon Park public hearing. Town Manager Souza stated that it can be seen on WIN-CAL and if it isn't on there, we will be sure to add it to the calendar.

Councilor Black-Burke asked about the solar panels. The panels being put on, do we know as far as longevity how long they will last? The panels will need to be swapped out. Are those panels recyclable where they can be used again? What would happen to the panels? Town Manager Souza stated that he is certainly not an expert in terms regarding the end of useful life for the solar panels. The life expectancy is essentially 20-25 years. They would degrade slowly in terms of productivity over the use of their life. In this case, we do not own the panels. We haven't had conversations regarding the disposal or recycling of the panels. He will look into this further and get information and get back to Councilor Black-Burke.

Councilor Smith asked about the solar panels. He asked if the electrical discount is based on the amount of electricity those panels generate? Town Manager Souza stated

it is a combination. For the amount of power we consume at that location we get to repay at a lower cost. The remaining power gets put back into the grid. We do not have storage at that capacity at that facility.

Councilor Smith then asked if it is cloudy for a week, we don't get that benefit? Town Manager Souza stated we do get some of our utility costs reduced. He does not believe it's a one for one but he will get clarification on that and get back to him.

Councilor Walker stated that there is an economic scholarship online tied to the Juneteenth celebrations. The scholarship is in honor of Kevin Washington. He tried to look at it in depth and they said to call a town number. Does the town have anything to do with that? Town Manager Souza stated that he'd have to look at it in more detail, but his understanding is that it is partially under the Human Relations Commission.

Councilor Walker asked if we have followed up on the concerns the individuals had regarding Joshua Hill regarding the noise and the neighbor. Town Manager Souza said that Assistant Town Manager Colby has had conversations with at least three different departments. A number of them have followed up with the neighbors that came to the Town Council meeting a couple of weeks ago. He believes that Assistant Town Manager Colby has an upcoming meeting scheduled with those residents within the next two weeks or so to further discuss the issue.

Councilor Eleveld stated that he thought there was a change in how the solar panels can be used in that there was the tie and the panels on the building that were on that they can now be tied to other buildings. Town Manager Souza said there is a separate tax credit program that works for the one that we are using for the three buildings. There is a separate program that is a competitive program that speaks to an offsite use of the power. We have had conversations with a firm that is looking to get approvals from the CT Siting Council to get a large scale solar farm in the western part of the state. We would then go into a power purchase agreement with that firm to cover at a reduced cost the power that we consume at our town facilities. That is a pure virtual net-metering arrangement, but there is a separate approach than what is being used for the three facilities he mentioned.

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

Town Improvements Committee – Councilor Dobler – nothing to report.

Finance Committee – Councilor Naeem – nothing to report.

Health and Safety Committee – Councilor Black-Burke invited all who wanted to join her at the Health & Safety Committee meeting on June 8<sup>th</sup> at 7:00 PM at the town hall.



Personnel Committee – Deputy Mayor Bress said that there are some citizens that we need to vote on this evening that are on boards and commissions and she has an agenda item that she will speak to later.

**10) ORDINANCES**

**11) UNFINISHED BUSINESS**

**12) NEW BUSINESS**

- a) Approve part-time Food Bank Coordinator job description

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman 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.

Amelia Bliss, Human Resources Director, and Jasmine Hall, Social Services Coordinator were present to give a presentation to the Town Council.

Ms. Bliss stated 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.

Deputy Mayor Bress said it sounds like a full-time position to her. She hopes that they can fill the position with a part-timer. It will require a huge amount of dedication and she hopes that we can find someone to do that position for that many hours without the ability of considering it a full-time position.

Motion Passed 9-0-0

- b) Approve part-time Food Bank Aide job description

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke 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.

Amelia Bliss, Human Resources Director, and Jasmine Hall, Social Services Coordinator were present to give a presentation to the Town Council.

Ms. Bliss stated 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.

Councilor Eleveld stated that not every person needs to have a college degree to fill a job. This is a good example of that. How much is this position expected to cost per year? Ms. Hall replied the projected amount would be about \$10,000.

Councilor Eleveld asked if that includes all the benefits. Ms. Bliss stated that at 10 hours per week, there are no benefits other than earned sick leave.

Deputy Mayor Bress stated that they should thank the Windsor Fuel and Food Bank for funding this position and with continuing their dedication that they have with food and security in our community.

Councilor Gluck-Hoffman said that they mentioned that there is a lot of overlap in the original director position and aide. Why aren't we making the Director full-time and keeping the Aide at part-time? What was the reason behind that? Ms. Bliss stated it has to do with the money they have to support the positions. Town Manager Souza asked Ms. Hall to mention a few duties that do not overlap in the jobs mentioned. Ms. Hall stated a couple of items that are not the same is the coordination with our partners (e.g. Foodshare, the Windsor Food and Fuel Board meetings), writing grants going to the meetings and training.

Councilor Black-Burke asked when the Director is not available, would the Aide fill in? Ms. Hall replied that the food bank aide position is run by the food bank. The 10 hours per week is what we will be going for. If there is a time when the Director is absent, the Social Services staff can jump in to help out.

Motion Passed 9-0-0

- c) Approve applications for submittal under the Neighborhood Assistance Act Tax Credit Program

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler 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.

Flavia Rey de Castro, Community Development Specialist, stated 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 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

*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

Motion Passed 9-0-0

d) Introduce an ordinance establishing an Arts Commission

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman 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.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to introduce an ordinance entitled, ‘AN ORDINANCE CREATING AN ARTS COMMISSION, CHAPTER 13, ARTICLE II.’

Deputy Mayor Bress stated that 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.

Deputy Mayor Bress gave the history behind the possible establishment of an Arts Commission in Windsor.

Councilor Eleveld said looking at this ordinance, we are adding all commissioners onto the commission for a three year term. Is there a way to stagger the terms for members so they don't all become due at the same time? Deputy Mayor Bress replied that the Personnel Commission decided not to do that based on some other commissions the town has. That is a good suggestion but she is not sure that it is absolutely necessary.

Councilor Gluck-Hoffman stated that you may need to change it over. She understands that some folks might stay on if they want to. Finishing a term out and getting everyone in there is going to be a very positive thing for this. It has to have movement.

Deputy Mayor Bress added that Assistant Town Manager Colby had researched this and it was modeled on other boards and commissions and other municipalities but that Councilor Eleveld's point is well taken.

Councilor Black-Burke stated that it is expected that you would want there to be some level of turnover for a breath of fresh air on the commission.

Deputy Mayor Bress stated that the commission was expanded a bit because it can include individual artists from the community to revolve through.

Motion Passed 9-0-0

- e) Set a Public Hearing on the creation of an Arts Commission for June 19, 2023 at 7:20 p.m.

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke 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.

Motion Passed 9-0-0

### 13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to accept the resignation of Patrice Holiday from the Human Relations Commission.

Motion Passed 9-0-0

MOVED by Deputy Mayor Bress, seconded by Councilor Smith 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.
- 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.
- 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.
- 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.
- 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.
- 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.

Councilor Naeem asked if we have Unaffiliated roles, do they have to be registered Unaffiliated or can they be registered either Republican or Democrat. Deputy Mayor Bress stated if a position has been filled and the person resigns from the position with a term left, the *Town Charter* dictates that we need to fill that position with someone from the same party, but it doesn't preclude us from filling it with someone else, but they have to be registered with a party. If the term comes to an end, it can be filled by anyone of any party. If the term has expired early, then we need to fill it with someone from the same party.

Councilor Naeem then stated someone who is not registered within a party, they cannot be on a commission, is that correct. Deputy Mayor Bress stated that is correct. They must be a registered voter.

Town Manager Souza added that the Council needs to maintain a simple majority on the boards and commissions as well.

Councilor Eleveld added for clarification that the majority party can never have more than 2/3 of the membership of any board or commission.

Councilor Gluck-Hoffman asked if there has ever been an issue with anyone that was involved in a political way that could be a conflict of interest on a board or commission. Deputy Mayor Bress stated no there has not been anyone.

Deputy Mayor Bress stated that someone's job may have the potential of a member having to excuse themselves from a particular vote. As an example, she stated that there had been someone who was in real estate and they were on the Town Planning & Zoning Commission. As a citizen they were able to serve, but if there was something that came around that actually effected their dealings with their job, they were expected to recuse themselves from the vote.

Motion Passed 9-0-0

#### **14) MINUTES OF PRECEDING MEETINGS**

- a) \*Minutes of the May 15, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to approve the minutes of the May 15, 2023 Public Hearing as presented.

Motion Passed 9-0-0

- b) \*Minutes of the May 15, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to approve the minutes of the May 15, 2023 Regular Town Council meeting as presented.

Motion Passed 9-0-0

#### **15) PUBLIC COMMUNICATIONS AND PETITIONS**

Kenneth Fredette, 30 Remington Road, Executive Director of First Town Downtown, stated in his 15 years in town, 12 years of volunteering on the Arts Center and two months at First Town Downtown as Executive Director, he's had various levels of an eye's view on the town and the people in it. We have so many artists and disciplines and those that thrive on a variety of music, visual art, poetry, authors, etc. It is his hope that in the establishment of an Arts Commission that the Council will make every effort to reach out to all the potential people that might have a value in that and for a wide range of voices. He knows there are a lot of them and he doesn't want anyone to feel left out if there is the establishment of an Arts Commission on Windsor.

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to enter into Executive Session for the purpose of strategy and negotiations with respect to pending claims and litigation (Voya vs Town of Windsor and Hartford Life vs Town of Windsor)

Motion Passed 9-0-0

## **16) EXECUTIVE SESSION**

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

Staff: Peter Souza, Town Manager, and Larry Labarbera, Town Assessor

Guests: Kevin Deneen, O'Malley, Deneen, Leary, Messina & Oswecki

Councilor Eleveld left the room at 9:14 p.m.

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck-Hoffman to exit Executive Session at 9:20 p.m. and return to the regular Town Council meeting.

Motion Passed 8-0-0 (Councilor Eleveld out of the room)

Councilor Eleveld returned to the regular Town Council session at 9:20 p.m.

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to accept the settlement of Hartford Life vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

## **17) ADJOURNMENT**

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck-Hoffman to adjourn the meeting at 9:22 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary