



**TOWN COUNCIL**  
**HYBRID MEETING – VIRTUAL AND IN-PERSON**  
**June 20, 2023**  
**Special 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 Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Ojala Naeem and Councilor Lenworth Walker

Absent: Councilor James Dobler

**2) PRAYER OR REFLECTION**

Councilor Naeem led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Naeem led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

George Slate, 74 Ethan Drive, stated that he hopes they all received his communications. For 10 years he has been talking about OPEB (retirement benefits). There is still a \$47 million unfunded balance as of June 30, 2022. He stated that no one is focusing on the greatest human need for low-income, elderly and disabled individuals. He hopes that 10 years from now he'll not be hearing that it is still unresolved. He directed the Council to the CIP document within the packet. He stated the Board of Education portion of the budget that was passed is only 57.6%. He mentions this because we spend too much on kids and the Board of Education. This showed, given how the budget came together and why, that we've probably have been spending too little in many different places. The one that needs the most attention and quickly is housing for low income, elderly and disabled. He feels that the new Council in November should make this an item for a workshop. He knows that for these folks, they could be in a worse situation than they are now because the trust fund funding from Medicare is set to expire in about 2028 and trust fund funding for Social Security is at about 2034. This group will need housing now.

Eric Weiner, 130 Palisado Avenue, stated some suggestions for the Capital Improvements program (CIP). The program does not have many new programs but really shows just what we presently have. The way that you present this now and the way you spend money during the year is that you are picking off individual items. He is looking at each piece as a whole. So, what is the capital plan for Windsor High School expenditures over the next 5-10 years? There is not an easy document that shows you that. It is all spread out throughout the document. Before we spend this type of money, where does it fit into the broader picture? This means that you'd have to have some goals and plans for the town. From the best that he can tell, it is to take what we did from last year and revise it a little bit for next year. He does not know where we are heading as a town. He stated the housing situation is dire and will only get worse. As you think of a holistic model for a building, you have to also think of where the energy piece will fit in. To install an HVAC system without looking at the energy gain you can get by putting in new windows, or by insulating a roof, is backwards in his mind. This is the current plan for Milo Peck. There is \$4 million coming up for the HVAC system at Milo Peck and a few years later there is \$300,000 for a new roof. Wouldn't you want to see what the benefits are for a properly insulated roof and new windows before you spend money on a new HVAC system? There is nothing in the CIP that addresses the goals of the energy task force that was adopted by the Council. That is a huge red flag. In terms of potential major expense, he believes that we have woefully underinvested in the town's information systems. To see what is happening in town and all the other areas at a glance he feels we are 20 years behind. To continue along piece meal like this, just puts us further behind. He suggested that perhaps the Council should have town staff rework the CIP in terms of strategic plans for each of the buildings, each of the categories and give goals and objectives that we are aiming for in a capital improvement project. Don't just do it via line items.

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

Councilor Naeem gave a belated Happy Juneteenth to everyone. She could not attend the event on the town green, but heard that there was a great turn out. She thanked the Human Relations Commission for putting that together and hopefully next year she'll be able to attend the event. She thanked Councilor Black-Burke for connecting the Council and inviting them all to the Town of Bloomfield's Juneteenth parade. It was a great opportunity to connect with each other and get to connect with the broader community in our area.

Councilor Dobler - absent

Councilor Walker stated that he attended the Windsor Volunteer Appreciation brunch on June 11<sup>th</sup>. It was well attended. As always, the Town Manager, Peter Souza, and Mrs. Souza were gracious hosts. It was so good to get together with the folks who take time out of their busy schedules to volunteer on the commissions and elsewhere in town to make Windsor special. He mentioned that later that day, he participated with the Human Relations Commission on a talk that they had on the Influence of Men in society. It was interesting. He hopes that the Human Relations Commission does more of those types

of talks. He had to remind some individuals that minus men in homes of poor people and minority people, they all come to not so good. When a man or father figure is present in the home, there are much more successful outcomes. There have been several studies done to prove that. He says as an elder and community, we need to teach the younger population if they don't know what the real deal is. So, with all the other issues around parenting and family structure, the key thing is we want to end the prison pipeline. We need to interject as a father figure in that equation. He attended the Juneteenth parade. It was well done. Most of the Council was in attendance. He thanked Councilor Black-Burke for opening the invitation to the Council. He thanked the First Cathedral church with always helping out the community. They offered their property up to stage the parade. He spoke about the Caribbean Soccer night which will be held at Trinity Hill Stadium on Saturday, July 8<sup>th</sup>. This is an ongoing program where the Hartford athletics (housed in Windsor) put on this charity game and the proceeds help to put on soccer clubs. For the last two years, it was Bloomfield and Hartford. We are looking at having Windsor place its name in the bucket for this year. Many from the community have been making personal donations so they can offer scholarships and free soccer clubs.

Councilor Black-Burke thanked the speakers that came out to talk to the Council. She congratulated all the graduates of Windsor High School. Most of the Council attended the graduation. She enjoyed the student speeches. She thanked the Human Relations Commission for putting together a great Juneteenth event. The Honorable Judge Washington would have been proud. She stated she had a great time marching together at the Juneteenth parade with the other councilors on Saturday. Many councilors received outreach from the community in regards to the pool schedule. She's happy to say that it has been adjusted. She wanted to share how important health and safety are for our citizens and all of the Councilors feel the same way. She gave a shout out to the health and safety team, Police Department and the K-9 unit for what they had to do yesterday and throughout today to locate one of the town's missing elderly citizens. It is summer time, please slow down.

Councilor Gluck Hoffman commended Councilor Black-Burke for Saturday and getting the Councilors together to go to the event. It was amazing. Monday's Juneteenth event on the town green had a wonderful turn out and the speakers were fantastic. Just to note, at the Windsor High School graduation, the choral group was spectacular.

Councilor Eleveld stated the Volunteer Appreciation Brunch had a wonderful turnout. Volunteers are what help to make Windsor such a wonderful town. The men's health discussion was interesting. The Juneteenth parade was well done. The Lieutenant Governor was also at the parade. At the Windsor High School graduation, all graduates acted appropriately.

Deputy Mayor Bress stated that the events mentioned were all great and she was glad she attended them. She stated that the Windsor graduation was a moving ceremony. She had a chance to talk to some of the graduates. She wished them all a very happy graduation. The Poetry Slam was also a part of Juneteenth. She thanked the Windsor Arts Center for hosting the event and gave a shout out to Cassie Copeland-Smith, Chair

of the Human Relations Commission, all of her members and town staff. She thanked everyone who had a hand in helping to make Juneteenth a memorable experience.

Councilor Smith echoed what everyone else said. He took the mental health first aid course offered by Social Services. He is now certified.

Mayor Trinks thanked all the Councilors for their work. They are very involved. He gave a shout out to Assistant Town Manager, Scott Colby. He was at the Juneteenth event on the town green for the whole time. He reminded the Councilors that the next Council meeting will be Hawaiian theme so please dress appropriately Councilors.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Public Building Commission

Jim Bennett, Public Building Commission gave the following report:

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

The work on the remaining phases two and three has begun. This work involves replacement of air handler ventilation units in music wing of building, abatement of HazMat in boiler room, installation of complete new heating plant in 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**

Overall the construction work is 75% complete. The remaining work is completion of new electrical service from Eversource, Installation of new pool water chemical treatment equipment, completion of new vinyl siding installation, completion of interior painting, installation of all new restroom fixtures, and completion of site work. The project is now scheduled to be completed by July 15, 2023.

#### **Milo Peck School HVAC Construction – 9538**

The PBC is waiting further directions from Town Council regarding this projects 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 FY2026.

#### **LP Wilson Community Center HVAC Renovations Project- 9551**

Phase One of this project is well underway. One third of the rooms have been abated and the new flooring has been installed and the furniture and equipment moved back into these rooms. The GC has started work on the installation of three new Direct Outside Air

Systems, which will provide conditioned fresh air make-up to the entire BOE side of the building. All phase one work is expected to begin in May and be completed in October 2023. The PBC expects to bid phase two in fall 2023.

**330 Windsor Ave. Community Center Gym HVAC Renovations -9550**

The three new roof top units are installed and are operating. The DDC controls are 90% complete. The PBC expects the controls to be completed by end of July 2023.

**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 FY2024.

**Design for LP Wilson BOE Restroom Renovations- 9553**

The PBC reviewed completed drawings at our September 13, 2022 meeting. Construction is scheduled for FY2025.

**Sage Park Middle School Roof Design Project – 9541**

The PBC has been informed by the Town Managers Office that this project has been delayed until 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 – 1932**

The general contractor Action Air has started work on this project. This project includes installing new HVAC units for the gymnasium and hallways. Construction is expected to be completed in October 2023.

**Sage Park Middle School Slab Moisture Mitigation Project –**

The design team will be on site this week installing twelve moisture testing stations in the concrete slab. This tests will determine the amount and where the moisture has accumulated under the concrete slab. This project is for the investigation, diagnosing, and options for resolving the moisture floor slab issues in areas of this buildings 1994 additions.

**Welch Park Pool House Renovations Project**

The PBC is expecting to receive the completed construction drawings for this project at its meeting in July 2023. After staff review and PBC approval, we expect to put this project out to bid in August 2023.

Councilor Gluck Hoffman asked what the name of the roofing company is and who is the architectural firm? Mr. Bennett replied that the architectural firm is Hibbard & Rosa. They've been our prime design team. The roofing company is called Silk Town and they have performed without any problems.

Councilor Gluck Hoffman asked if there are any hindrances that can hold them back? As far as roofs go, the supply chain might be a hindrance. We've got design completion now but we have construction in 2025-2026. One of the hiccups we've had before is getting the paperwork through the State for reimbursement.

## **8) TOWN MANAGER'S REPORT**

Assistant Town Manager Colby gave the following report:

### **Taxes**

Just a reminder to taxpayers that taxes on the Grand List of October 1, 2022 are due in full by July 1, 2023 and payable by August 1, 2023. Unpaid taxes will be considered delinquent on August 2, 2023. On that date interest will be charged from the original due date of July 1, 2023 (3%). Interest is charged at a rate of 18% per year, with a minimum of \$2.00.

Tax bills are scheduled to be mailed on June 23, 2023. Failure to receive a tax bill does not invalidate the tax or any interest on it should it become delinquent. Taxpayers who have not received their tax bill should contact the Tax Department at 860-285-1810 to obtain a copy.

More information can be found on the Tax Collector page of the Town of Windsor website.

### **Goslee Pool Update**

Unfortunately, the Goslee Pool Bathhouse renovation has experienced unexpected delays. Currently, it is anticipated that the pool will be closed through July and potentially into August. To accommodate our Goslee Pool patrons, adjustments have been made to the Welch Pool and Veteran's Pool (Windsor High School Outdoor Pool) schedules.

Swim lessons scheduled for Goslee Pool will be held at Veteran's Pool, and all pool passes will be honored at Welch and Veteran's Pool. Once the renovation is complete, all aquatic programming will be moved back to Goslee Pool. Please click here to view copy of this summer's pool schedule. It is important to us that residents have a way to get to Welch or Veteran's Pool. Please click here take our short survey so we can be aware of the impact this temporary closure has on transportation to our pools.

If you have questions, please contact the Recreation office at (860) 285-1990.

### **Concerts on the Green**

First Town Downtown invites you to its series of concerts. The next concert will be held on the Town Green at 275 Broad Street on July 6th from 6:30 PM – 8:30 PM. This event is sponsored by the First Town Downtown Board of Directors. At this concert, Gene Donaldson and The Stingrays will be playing.



Additional concerts will be held every Thursday afternoon on the Town Green from 6:30 PM – 8:30 PM from July 6 – August 25<sup>th</sup>. Free. For more information, call 860-247-8982 or go to: <https://www.firsttowndowntown.org/programs/summer-concerts/>.

### **Farmer's Market**

First Town Downtown's Farmers Market has begun. The market takes place every Thursday this summer and fall through October 19<sup>th</sup> from 3:00 PM – 6:30 PM at 240 Broad Street. Enjoy a variety of fresh, locally grown produce and specialty items and musical entertainment.

### **Police Department Promotions**

The Police Department made several promotions that will be occurring over the next couple of months.

In May Sergeant Nicholas Dally was promoted to Lieutenant and assigned to the Planning and Research position. Officer Carmelo Pena was promoted to Sergeant and assigned to Patrol.

This month Sergeant Devin Saylor was promoted to Lieutenant and assigned to the Support Services position. Officer Tyra Taylor was promoted to Sergeant and assigned to the Patrol Division. Sergeant John Simon was assigned to the Detective Division as the Detective Sergeant.

In July, Officer Sheveran Thomson will be promoted to Sergeant and assigned to the Patrol Division. Sergeant Joel Morneau will be assigned to the Administrative Sergeant position.

### **Windsor's Longest Day Concert**

Bring your chairs and join us on Thursday night (June 22<sup>nd</sup>) at 6:30 PM for Windsor's Longest Day Concert on the Green at 275 Broad Street. Noah Lis, from NBC's television show 'The Voice', will be performing during the event.

This event is being hosted by the Caring Connection Adult Day Health Center and Windsor Senior Center to raise awareness and show support for caregivers and those living with Alzheimer's Disease and related cognitive disorders. For more information, call (860) 547-0251.

### **Fraudulent Real Estate Transactions**

In other parts of the U.S. there have been issues with real estate fraud, which occurs when individuals provide false information for fraudulent real estate transactions. Title fraud is one type of fraud that has been occurring. Title fraud happens when the ownership of a property falsely changes or is occupied using fraudulent methods. For example, an individual may attempt to sell a property that does not belong to them. When a fraudulent property deed is filed on the land records, the only recourse for the property owner is to take legal action against the fraudster, costing the property owner time, money and a great deal of frustration.

Recently, there have been commercials on television regarding insurance to protect your property title against such fraud. This has spurred phone calls to the Town Clerk's office from residents, mostly seniors, who are concerned about protecting their most valuable asset. We have encouraged property owners to check the land records at least once a year, similar to how we should check our credit reports.

The Windsor Town Clerk's Office now provides a free tool to help property owners stay updated on their land records and be notified of any potentially fraudulent documents.

With Search IQS **Fraud Alert**, you can quickly and easily sign up to receive alerts whenever a document, such as a deed or a mortgage, is recorded under your name. Documents can be viewed online or at the Town Clerk's Office.

**Please note:** Once you sign up, you will receive notifications for any documents filed under your name, including others in town who may share the same name as you. Please carefully review any notifications to ensure that they are for you and your property, and not somebody who shares your name.

If you have any questions or concerns about this service, please contact the Town Clerk's Office at 860-285-1902.

### **Family Day Trip to the Bronx Zoo (All Ages- Family Fun)**

Ready to take a walk on the "wild side" while creating some great memories? Then come join us as we partner with Tours of Distinction to visit the **Bronx Zoo!** Enjoy access to the park featuring over 15 exhibits and more than 17,000 mammals, birds, fish, reptiles, amphibians, and invertebrates. Skip the commute and make new friends on the round trip motor coach!

\$123 for adults and \$115 for children. Fees include bus fare, tour guide, admission to the zoo, and all gratuities. This day trip will take place on Saturday, July 8<sup>th</sup> departing at 7:30am and returning around 8:30pm.

For more information please visit the Recreation website or call 860-285-1992. Registration closes this Friday, June 23<sup>rd</sup>.

### **July Town Council Meeting**

Just a reminder that the next Town Council Meeting will be on Monday, July 10, 2023.

Councilor Walker commended the Assistant Town Manager for following up with the folks in the Joshua Hill community with the neighbor that they were having a problem with. I think they had a legitimate complaint. Many times, if neighbors got together and spoke to each other, we would avoid a lot of conflict. He'd like to thank Captain Power as well with being there with the group and to say he knows with the follow up those residents are satisfied so far and know that the town will support them with their concern.

Councilor Gluck Hoffman gave a shout out to Assistant Town Manager Colby for being at the parade with them and carrying the banners through the rain.



## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – absent

Finance Committee – Councilor Naeem stated the Council will be covering her items later in the agenda.

Health and Safety Committee – Councilor Black-Burke stated on June 8<sup>th</sup> there was a Health & Safety Committee meeting. It was a robust meeting with a lot of discussion. She gave an update on the Emergency Medical Services study. A preliminary report will be ready by late July, which will be shared with the Council. She spoke about some of the work that the Windsor EMS has done and how they are using their finances. They also had a lengthy discussion about security cameras at park facilities.

Personnel Committee – Deputy Mayor Bress stated the vote for the creation of an Arts Commission is being moved to July 10<sup>th</sup> at 7:20 PM due to this meeting being moved due to Juneteenth.

## 10) ORDINANCES

### 11) UNFINISHED BUSINESS

### 12) NEW BUSINESS

- a) Approve Fiscal Year 2023 year end transfers

MOVED by Councilor Naeem, seconded by Deputy Mayor Bress that the Director of Finance be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit.

Councilor Naeem stated that traditionally, the Town Council has granted the Finance Director the authority to transfer up to \$5,000 between service units at the end of the fiscal year in the General Fund of not more than \$5,000.

Motion Passed 8-0-0 (Councilor Dobler absent)

MOVED by Councilor Naeem, seconded by Deputy Mayor Bress to approve the following transfers to cover projected year-end deficits:

- \$11,210 from Safety Services to General Government
- \$26,390 from Safety Services to Development Services
- \$14,930 from Safety Services to Town Support for Education

Motion Passed 8-0-0 (Councilor Dobler absent)

b) Approve Fiscal Year 2023 Purchase Orders

MOVED by Councilor Naeem, seconded by Councilor Smith that the FY 23 General Fund year-end open purchase orders as presented on 'Attachment A' be extended until October 16, 2023.

Councilor Naeem stated this is a way of getting our goods delivered. There have been delays in the supply chain. If we weren't able to receive for or pay for these goods in this fiscal year, we'd like to encumber those funds for future services for payment.

There are fourteen FY 23 General Fund open purchase orders totaling \$209,832 that are expected to be continued into FY 24. The list of these purchase orders is as follows:

**Attachment A**

Town of Windsor FY 23 Year-End General Fund Open Purchase Orders As of June 12, 2023				
Department	P.O. #	Vendor Name	Product / Service Description	Open Amount
<i>Library</i>	23321, 23325, 23326 & 23327	McKinney Construction	Door for Furnace Room; Painting; Step Repair	\$14,250
<i>Public Works &amp; Engineering</i>	23345	BSC Group-Connecticut	Development Application Peer Review (Stormwater/Traffic) - 205 Baker Hollow Rd	\$14,000
<i>Public Works &amp; Engineering</i>	23329	BSC Group-Connecticut	Development Application Peer Review (Stormwater/Traffic) - 11 Goodwin Drive	\$14,500
<i>Public Works &amp; Engineering</i>	23279	Tri-County Contractors Supply	Berming Machine	\$14,805
<i>Public Works &amp; Engineering</i>	23281	Ray Jurgen Company	Portable Lifts for Equipment Repair	\$72,994
<i>Public Works &amp; Engineering</i>	23135	Fuss & O'Neill	FY 23 Environmental Regulatory Compliance Support for the DPW Site (original amount of P.O. was \$13,300)	\$4,525
<i>Public Works &amp; Engineering</i>	23347	North East Shoring Equipment	Trench Box	\$15,250
<i>Safety Services - Police Administration</i>	23309	CDW Government	G Drive File Server Storage	\$24,208
<i>Safety Services</i>	23273	The Holdsworth Group	Windsor EMS Consulting Services (original amount of P.O. was \$19,600)	\$9,800
<i>Safety Services</i>	23277/23278	Automated Logic/Woodcock Refrigeration	HVAC Replacement - 50 Pine Lane Radio Room	\$25,500
<b>General Fund Total</b>				<b><u>\$209,832</u></b>

Motion Passed 8-0-0 (Councilor Dobler absent)

- c) Authorize submittal of Community Investment Grant application for Wilson Park

MOVED by Deputy Mayor Bress, seconded by Councilor Walker that the Town Manager is authorized to submit an application to the Department of Economic and Community Development pursuant to the attached resolution for the Community Investment Fund in the amount of \$4,000,000 and that a commitment of \$500,000 in American Rescue Plan Act funds be made as a local match.

### MUNICIPAL RESOLUTION

WHEREAS, pursuant to Connecticut General Statutes Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor make an application to the State for \$4,000,000 in order to undertake the Wilson Park Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by 32-285a
2. That the filing of an application for State financial assistance by the Town of Windsor in an amount not to exceed \$4,000,000 is hereby approved and that Town Manager Peter Souza is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

Scott Colby, Assistant Town Manager, stated the town is eligible to apply to the State's Community Investment Fund 2030 (CIF). This competitive grant program is focused on fostering economic and community development in 54 communities that have the designation of a Public Investment Community (PIC) and/or Alliance District. Windsor qualifies for this grant funding as both a PIC and Alliance District. Municipalities as well as not-for-profit organizations and community development corporations that operate within them may apply. The deadline for the third round is June 30, 2023.

Staff is recommending the resubmission of a grant application to help fund the construction of the Wilson gateway park on the town-owned parcel at 458 Windsor Avenue. This exciting project will transform a long underutilized parcel into a multi-

dimensional park that will provide an array of amenities for the neighborhood residents as well as the entire community.

Round 1 of the CIF was very competitive with 147 applications requesting over \$910 million in grant funding. Twenty six projects were awarded a total of approximately \$76,500,000. Round 2 was equally competitive with 189 applications requesting over \$1B. Twenty eight projects were awarded a total of approximately \$98,500,000 including \$522,500 for the Riverfront Recapture trail system in Windsor.

The town received positive feedback in both rounds from state DECD staff. It qualified for statutory prioritization due to the leveraging of non-state funds (\$500,000 in ARPA funding was included) and support from members of the Connecticut General Assembly (Representatives Khan and Garibay). The application was found to sufficiently detail the need for a public park at this location and its positive impact on the surrounding neighborhood population. It was considered to have strong project readiness with a realistic/comprehensive budget. The application was also found to demonstrate robust planning and community input since 2018. One concern was the need for DOT approvals for traffic signal modification but due to the scope of the modification no significant delay is anticipated.

Our design firm, BSC Group, conducted a multi-channel approach to securing input on the design and has developed bid-level documents. Site plan approval by the Planning and Zoning Commission is anticipated in July. We would update the application to reflect the work of BSC, including their interactions with state DOT staff. We are also identifying programming goals that would demonstrate that the park will positively impact the mental and physical health of residents.

The ability to bring this park through the bidding phases by the Q1 of 2024 is very achievable which helps to make the CIF application competitive as does the commitment to utilize federal American Rescue Funds (ARF) as a local match.

Project costs have been developed. Site enhancements include site grading, utilities, parking areas / walkways, and allocations for site amenities, play structures, pavilion/amphitheater and furnishings. The costs of design services, construction and contingency is estimated to be \$4.5M (with add alternates).

We anticipate a very competitive funding round. As such, demonstrating the leveraging of local funds is critical. It is recommend that a local match of \$500,000 be incorporated in the proposal utilizing American Rescue Plan Act funds. Assuming a \$4.5M project cost and a \$500,000 local contribution, the grant request would be \$4M. A portion of the local match is being used for project design services.

As a note, should the town receive this grant fund, it would still need to pass through the town coffers and would require a referendum.

Councilor Eleveld stated because the amount will be a total of \$4.5 million is that why it would need a referendum? What's the threshold for a referendum? \$3.0 million? Assistant Town Manager Colby stated that a threshold for a referendum for the Fiscal Year 24 is 3% of the current levy which will be \$3.548 million.

Councilor Eleveld asked if we knew when there might be an approval. Assistant Town Manager Colby stated that with the anticipated closing date being at the tail end of this month, DECD is anticipating that they would announce the round 3 submittals in the October time frame. It would still need to go the CT bond counsel for full approval. So we would anticipate anywhere between late October to mid-November time frame to receive notice if we have received that grant.

Councilor Eleveld then asked we'd have to have a referendum by which date if it is approved? Assistant Town Manager Colby said at that point, we would look to bid the project out. Councilor Eleveld said it should be late spring that we are looking at? Assistant Town Manager Colby stated for the either the first or second quarter of 2024.

Councilor Black-Burke said this is the 3<sup>rd</sup> time we are applying for this grant. What is the town's options if we do not get this grant? We've discussed bonding. Do we have other plans/options? Assistant Town Manager Colby said that right now Plan A would be to go for the grant and Plan B is that we do have it set in the Capital Improvement Program and the Town Council can look to revise the scope of the project. Right now, what this project has is a lot of amenities that were included which are from what we heard from the community residents at that time. It is something that can be phased over time. There are elements there that could be altered slightly to reduce some of the scope and the cost of the project. Those could be discussions we could have further during that time and also seek additional community input.

Councilor Black-Burke asked if there were any other pieces that need to be included. Are we addressing everything that they wanted from us? Assistant Town Manager Colby replied that to our knowledge we have addressed everything they are looking for. It's just a very competitive grant application with many communities submitting additional requests and it is exceeding the amount of what they are looking to appropriate during that round. This is round 3 of 10.

Motion Passed 8-0-0 (Councilor Dobler absent)

- d) Authorize submittal of Community Investment Grant application for Wilson area study

MOVED by Deputy Mayor Bress, seconded by Councilor Smith that the Town Manager is authorized to submit an application to the Department of Economic and Community Development pursuant to the attached resolution for the Community Investment Fund in the amount of \$250,000 and that a commitment of \$25,000 in general funds be made as a local match.

### MUNICIPAL RESOLUTION

WHEREAS, pursuant to Connecticut General Statutes Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor make an application to the State for \$250,000 in order to undertake the Wilson Park Project and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by 32-285a
2. That the filing of an application for State financial assistance by the Town of Windsor in an amount not to exceed \$250,000 is hereby approved and that Town Manager Peter Souza is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

Assistant Town Manager Colby stated the DECD is now inviting planning grant applications in the amount of \$250K that can go towards certain eligible expenses, including: community engagement, feasibility studies, zoning analyses, conceptual drawings, and construction budget development.

We anticipate a very competitive funding round. As such, demonstrating the leveraging of local funds is critical. It is recommended that a local match of \$25,000 be incorporated in the proposal utilizing a portion of the FY24 General Fund allocation for the Senior and Workforce Housing Planning Initiative in the Community Development budget. Several of the parcels could be good candidates for housing or mixed-use development so we believe this would be an appropriate use from that budgeted amount.

The following long-vacant or underutilized parcels in the Wilson area could potentially be developed for housing, commercial, or mixed-use space or preserved as open space.

Address	Known As	Zone	Acreage
581 Windsor Ave.	Spillane	B1	1.86
459 Windsor Ave.	Mahon	B2	2.00
465 Windsor Ave.	Barn Site	B2	.25



349 Windsor Ave.	Commuter Lot	R8	1.35
248 Windsor Ave.	P&S Affordable	B2	.49
156 Windsor Ave.	Udolf	B2	.43
10 Garden Street	Russo	I, I1	9.96
94T Wilson Ave.	Russo	B2	.36
96 Wilson Ave.	Russo	B2	1.03
110 Wilson Ave.	Russo	B2	1.22
33 Meadow Rd.	Everton	B2	7.32

The planning study would review each site in light of any physical constraints (wetlands, floodplain, and layout challenges) and current zoning requirements. Some sites that are currently zoning business or industrial maybe more appropriately zoning for residential development based on current development patterns. Conceptual site plans and preliminary development cost estimates would be prepared, as well as development or preservation strategies.

We anticipate a very competitive funding round. As such, demonstrating the leveraging of local funds is critical. It is recommended that a local match of \$25,000 be incorporated in the proposal utilizing a portion of the FY24 General Fund allocation for the Senior and Workforce Housing Planning Initiative in the Community Development budget. Several of the parcels could be good candidates for housing or mixed-use development so we believe this would be an appropriate use from that budgeted amount.

Councilor Walker stated we are applying for grants for these vacant lots or underdeveloped properties. He sees that Russo is trustee for five properties. Are we working with the actual owners of these properties? How do you tap the ownership piece with applying for plans to develop? Assistant Town Manager Colby stated that at this time the Economic Development Department, Patrick McMahon, has been in contact with some of these property owners in regards to this. For the grant itself, if awarded, the grant would allow us to be able to do some of this planning work and they would be looking to work with a property owner. If the property owner did not want to pursue anything with the town, they wouldn't be obligated to do so.

Councilor Naeem asked if we would submit the grant for those properties ahead of knowing if the property owner wanted to engage or not? Assistant Town Manager Colby stated to his knowledge they have been notified. He will talk with Patrick McMahon to see if those properties have to be listed on the grant application.

Deputy Mayor Bress stated that to her recollection aren't some of these properties available for sale? Assistant Town Manager replied that yes that is correct.

Councilor Eleveld asked if this is a separate fund from the one we are looking to get from the DECD for the park. Assistant Town Manager Colby stated they have welcomed the planning grant applications hoping they would be able to receive additional projects as future rounds open up. This would help some of these projects be a little more competitive or 'shovel ready' to speak.

Councilor Eleveld asked by doing this, does it negatively impact the park? Assistant Town Manager Colby replied he does not believe so.

Councilor Black-Burke stated that a few months back there was a presentation done of various parcels around the Wilson area. Is this that list? Are these the same properties that we are discussing? Assistant Town Manager Colby said that a few of those properties may have been on that list.

Deputy Mayor Bress commented on why in particular this area was chosen for this grant. The way it was explained to her is that there are priority points awarded in certain areas that require development or that will benefit from the development. The properties in this area were chosen to get a better opportunity to get that planning money from the grant if we receive it. We do need housing everywhere. We've talked about that and other opportunities in town about housing, but this particular property came up because of the grant and because the state is willing to give planning and assessment money. So, these properties were chosen to get a better chance to get that money.

Motion Passed 8-0-0 (Councilor Dobler absent)

e) Introduce 2024-2029 Capital Improvements Program (CIP)

Assistant Town Manager Colby stated historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor works to hold total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Some highlights of the proposed CIP is as follows:

- The CIP includes approximately \$8.9 million for street resurfacing, pavement reclamation, milling, lot repaving, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$19.2 million. Of the total \$30.1 million included for the asset management of town roadways, \$5.1 million is planned to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$23.4 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed out balances from completed projects.

- Outdoor Pool Facilities projects (Welch and Veteran's) are included. Welch Pool design has been completed and construction is proposed in FY 24. Funding for Veteran's Pool design is in FY 26 with construction in FY 28.
- The proposed CIP forecasts \$78.91 million in bonding authorization.
- The 6-year CIP cycle includes six projects that would require voter approval based on current estimated costs. These projects are:
  - Broad Street Road Diet
  - Town Facility Improvements – Milo Peck HVAC, Electrical, and Energy Improvements
  - BOE – Windsor High School – Heating and Ventilation System Replacement
  - BOE – Windsor High School Roof Replacement
  - Town Facility Improvements – Veteran's Pool Improvements
  - BOE – Windsor High School Fieldhouse Renovations
- There are several large projects between Clover Street Elementary School, Oliver Ellsworth Elementary School, Poquonock Elementary School, Sage Park Middle School and Windsor High School totaling \$35.05 million which are incorporated over the 6 year period. Projects range from; roof replacement, heating and mechanical equipment replacements, floor replacements and the installation of air-conditioning systems.

The Capital Improvements Committee completed their review of the proposed CIP on June 7th. The Committee voted to recommend that the proposed FY 2024-FY 2029 CIP be approved with the suggestion that the additional fire hydrants project in FY 26 be moved up if possible. We have spread this out over the course of three fiscal years based upon priority from the Fire Marshal's Office. This item will also be going to the Town Planning & Zoning Commission for a request of an 8-24 on July 11th.

Councilor Smith stated that it makes a lot of sense that these capital improvements be consolidated by facility. He'd like to see capital improvements that have already been performed and capital improvements for the same facility. He gave the example of the Windsor High School. All updates/repairs should be facility specific and should be seen in one place and not spread out within the document. He feels it should be categorized by facility and energy efficiency on one sheet of paper.

Councilor Black-Burke added that once these projects do come back to the Town Council those are the questions that we ask such as what is the energy efficiency, what are the various pieces that are going to be thought about as the project is being planned out. So if you have some of that on the front end that also helps the Council to make more informed decisions.

Councilor Walker sees \$4.5 million for the Broad Street diet project. He thinks if we do a road diet in Windsor, nobody will be able to move and go anywhere. With just that one diversion from I-91 that happened a few weeks ago, the town had a road block and nobody was going anywhere. He feels we are making a mistake with this project.

Councilor Naeem asked how a capital improvement plan fit in with the town's Plan of Conservation. Is that something that we will be undertaking this year as well? Assistant Town Manager Colby explained the town looks to prioritize projects that come through. We work with the boards and commissions and town departments to review what we currently have. As an example, pavement resurfacing should be something that we are doing on a year to year basis. In regards to some of the other things, like our buildings and facilities, we look at the end of year cycles to try and evaluate where they may fall in the scope of that. So if a project was completed 20 years ago and is due now for a new roof or HVAC improvement program. In regards to the town's Plan of Conservation, it does look at the town's goals and objectives.

Councilor Naeem asked if the timeline is in line with the CIP. It would be helpful to get both of those things together strategically. How are the different things in different areas impacting singular sites or areas of town? Assistant Town Manager Colby responded that the Plan of Conservation is going to need to be reviewed over the next year or two. They are working on that and having discussions internally about it. In regards to the CIP, this is one that we do every year and we have to update it. In future years, when you look in FY 27, FY 28, or FY 29 they are fluid and are not set in stone. What is really reviewed is what we have in the current fiscal year. Those projects can be moved around depending on what the needs are for the community as well as what the Council would like to see in regards to particular projects.

Deputy Mayor Bress stated that from what she is hearing, the Capital Improvement Program is a moveable document and it is based on Plan on Development goals. She is suggesting that the Council gets more clarification on how the CIP is aligned with the Plan of Conservation so the Town Council can see it. It would be nice to see that more clearly and see that the goals that we set in the Plan of Conservation or in the Council meetings is being translating into the CIP.

Assistant Town Manager Colby added one thing we are looking at is the need of the project. As an example, if there is a roof that has a leak in it, that would need to be moved up so we don't put that facility in any more jeopardy. Deputy Mayor Bress interjected that we address emergency situations as well. Assistant Town Manager Colby said that was correct. He added that if you see a project that is in FY 25 or FY 26 if it's not as needed based upon what we are seeing, it may be pushed back out. We also look at financial impacts of other projects as well to ensure we are staying in line with our debt service ratio.

Deputy Mayor Bress added that if there are grants that we receive it might impact some of the projects as they may move back or forth depending on whether we receive a grant for a particular project. Assistant Town Manager Colby stated that was correct.

Deputy Mayor Bress asked if there are any other projects that have been moved up in the CIP that may have been back further but they were moved up for a particular reason? Assistant Town Manager Colby stated in the current CIP that is before the Council, fire hydrants were the one they had looked to split and move up to earlier fiscal years. There

have been projects in the past that the Capital Improvements committee or Town Improvements Committee has made recommendations to shuffle around some projects. One of those being the River Street road rehabilitation that they had scheduled that was shuffled around so that the LP Wilson pickleball courts could be moved up to slightly earlier.

Councilor Black-Burke said that as a town we need to start thinking about town-owned infrastructure across the town such as 330 Windsor Avenue, L.P. Windsor, school buildings, etc. and about the necessary upgrades that might be needed in these buildings 20-25 years down the road from now. She gave the example of the Board of Education and how they create a long-range plan for their buildings. She's wondering where we are headed with infrastructure as some of our buildings are in dire need of repair/upgrade. We need to start thinking about the usability of our buildings, the age of our buildings and the overall infrastructure.

Mayor Trinks referred this item to the Town Improvements Committee for further review.

**13) RESIGNATIONS AND APPOINTMENTS - None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) \*Minutes of the June 5, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve the minutes of the June 5, 2023 Public Hearing as presented.

Motion Passed 8-0-0 (Councilor Dobler absent)

- b) \*Minutes of the June 5, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve the minutes of the June 5, 2023 Regular Town Council meeting as presented.

Motion Passed 8-0-0 (Councilor Dobler absent)

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

George Slate, 74 Ethan Drive, wanted to speak a little more about the elderly housing. Just think of the people that you know that live in those three facilities, those who you know that are on the waiting list, and people you know who would place their names on the waiting list if it opened up. During the June 5<sup>th</sup> Town Council meeting, he mentioned something about electric vehicles and the equipment which is in the minutes. Town Manager Souza had responded by stating to him that he has more of a five year horizon to focus on that. He has a consultant group helping him along with that. Mr. Slate agrees with him. He thinks the Council should renew the Clean Energy Task Force because there are people in that group that are much more aggressive than himself and the

Council needs to hear their voices. He spoke of the old Northwest Park tree farm. He always liked the idea that we don't have to pay for those things and grow our own. He stated that he had asked to see a list of the potential paved streets millings for the full six year period. So that if his street is lower on the list, he can make arguments to move it. There was an interesting factoid that came out of that where we might have 1,400 fire hydrants and the annual maintenance in the budget is about \$140,000 for that. He was at the Volunteer Brunch and the Deputy Mayor was very nice to extend it for an extra second or two which lasted for 2-3 minutes because she asked for recognition of the long service of the Mayor. The applause was long and signified a great deal of appreciation.

Eric Weiner, 130 Palisado Avenue, stated he thought that was a great discussion that they had regarding the CIP and thinking in the longer term. He would love to see this Council and the next Council continue a transition from primarily a tactical approval or 'rubber stamped' to a more strategic direction setting operation. He believes that is what the taxpayers need the Council to do. If there could be a shift on how the Council works within these next few years, he thinks that they'd be doing the townspeople a good service.

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to adjourn the meeting at 9:10 p.m.

Motion Passed 8-0-0 (Councilor Dobler absent)

Respectfully Submitted,

Helene Albert  
Recording Secretary