



Council Agenda

Council Chambers
Windsor Town Hall
August 7, 2023



Zoom Instructions

Dialing in by Phone Only:

Please call: **646 931 3860** or **646 558 8656**

1. When prompted for participant or meeting ID enter: **893 7276 4094** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

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1. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
2. During 'Public Comment' if you do not wish to speak you may type your comments into the Q&A feature.

7:20 PM Public Hearing

To hear public comment on the proposed new sidewalk segment on Baker Hollow Road

7:30 PM Regular Council Meeting

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



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9. REPORTS OF STANDING COMMITTEES
 10. ORDINANCES
 11. UNFINISHED BUSINESS
 - a) *Approve FY 2024 to FY 2029 Capital Improvements Program (Town Improvement Committee)
 - b) *Approve transfer of property at 2T Kendrick Lane (Town Manager)
 12. NEW BUSINESS
 - a) *Introduce and approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,900,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
 - b) *Set a Special Town Meeting for September 5, 2023 at 7:00 PM for a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,900,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
 - c) *Approve sidewalk along a portion of Baker Hollow Road (Town Manager)
 - d) *Approve sidewalk, drainage, grading and access easements associated with the reconstruction of a portion of Baker Hollow Road (Town Manager)
 - e) *Approve submittal of State LoCIP grant reimbursement request (Town Manager)
 - f) *Approve Use of American Rescue Fund resources for small business incubator and support centers (Town Manager)
 - g) *Approve use of \$65,700 in FY 24 Community Investment Funds to purchase vehicle for Dial-A-Ride vehicle (Town Manager)
 - h) *Approve use of \$60,000 in FY 24 Community Investment Funds for improvements to Goslee Pool basin. (Town Manager)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the July 10, 2023 Public Hearing
 - b) *Minutes of the July 10, 2023 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS



(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation (Windsor UPSEU - Dispatchers)
- b) Discussion of the selection of a lease, site, sale or purchase of real estate

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2024-2029

Background

The town's six year Capital Improvement Program (CIP) for FY 2024-FY 2029 includes project descriptions and projected costs by fiscal year and was introduced to the Town Council on June 20th.

The Town Improvements Committee reviewed the proposed CIP on July 18th. The Committee by consensus recommended approval of the proposed CIP with the inclusion of the Wilson Park Gateway project and the Oliver Ellsworth HVAC project.

The Wilson Gateway Park was inadvertently not included in the proposed Draft CIP FY 2024 – FY 2029 transmitted to the Council on June 20th. The estimated project cost is \$4.5 million using a combination of state and federal grants and is slated for FY 2024.

The Oliver Ellsworth School HVAC project is proposed to address elevated humidity and moisture levels within the facility. Design and construction funds are proposed for FY 2024. It is proposed that design be funded through the General Fund Unassigned Fund Balance.

Discussion/Analysis

The information that the six year CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for identified projects.

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 requirements 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.

Below are a few highlights of the proposed CIP:

- 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 \$81.4 million in bonding authorization.
- The 6-year CIP cycle includes seven projects that would require voter approval based on current estimated costs. These projects are:
 - Broad Street Road Diet
 - Wilson Gateway Park
 - 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 school projects at Clover Street School, Oliver Ellsworth School, Poquonock School, Sage Park Middle School and Windsor High School totaling \$37.7 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.

Financial Impact

If funding were to be authorized for all projects listed in the CIP as proposed, annual debt service payments would be expected to increase from roughly \$9.6 million in FY 2024 to a peak of approximately \$12.9 million in FY 2029. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) would average approximately \$3.0 million per year during that period. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

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.

The Town Planning & Zoning Commission reviewed and approved the proposed CIP on July 12th as required by Connecticut General Statutes Section 8-24.

The Town Improvements Committee reviewed the proposed CIP on July 18th. The Committee made a favorable recommendation for approval of the proposed CIP along with the inclusion of the Wilson Park Gateway project and the Oliver Ellsworth HVAC project.

Recommendations

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

“MOVE that the proposed FY 2024-2029 Capital Improvements Plan be approved as presented.”

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2024- FY 2029 Capital Improvement Program online at:

<https://townofwindsorct.com/finance/documents/fy-2024-2029-cip/>

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2024						
Pavement Management Program	1,110,000	930,000		180,000		
Sidewalk and Curb Replacement Program	185,000	185,000				
Stormwater Management Improvements	350,000		350,000			
Millbrook Enhancement Project - Stream Stabilization (Planning & Design)	420,000					420,000 ³
Tree Replacement Program	35,000					35,000 ¹
Historic Monument and Ancient Cemetery Preservation	120,000					120,000 ²
Fleet and Public Works Equipment Replacement	879,700	814,000				65,700 ³
Town Facility Improvements - Core Networking Equipment	295,000	295,000				
Town Facility Improvements - Goslee Pool Tile Markings and Fencing Repair	60,000					60,000 ³
Town Facility Improvements - Town Clerk's Office	75,000					75,000 ³
Town Facility Improvements - Town Hall Replacement of Domestic Water Piping	110,000					110,000 ¹
Town Facility Improvements - Food Bank	60,000					60,000 ³
BOE - LP Wilson HVAC Improvements - North Phase II (Construction)	2,550,000		2,550,000			
Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way, Construction)	263,000					263,000 ¹
International Drive Rehabilitation (Construction - Phase 2 Westbound)	2,290,000		2,290,000			
Street Reconstruction - Basswood Road (Design)	210,000					210,000 ²
Town Facility Improvements - Welch Pool Improvements	2,750,000		2,750,000			
Athletic Field Improvements - Clover Street School Field Improvements (Construction)	640,000		640,000			
Athletic Field Improvements - O'Brien Field Turf Replacement (Design)	63,000					63,000 ¹
Playscape Equipment Replacement	110,000	110,000				
Town Facility Improvements - NW Park Parking Lot Improvements	200,000	200,000				
Public Safety Equipment Fund	500,000	500,000				
BOE - Windsor High School Fieldhouse Renovation (Design)	66,000					66,000 ¹
BOE - Sage Park Roof Replacement (Construction)	2,900,000		2,900,000			
BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,350,000		1,350,000			
BOE - Oliver Ellsworth HVAC Upgrade (Design & Construction)	2,710,000		2,550,000			160,000 ²
BOE - Windsor High School - HVAC Systems Replacement (Design)	266,000					266,000 ²
Subtotal FY 2024	20,567,700	3,034,000	15,380,000	180,000	-	1,973,700
FY 2024 Projects Anticipated to Require Voter Approval						
Broad Street Road Diet (Construction)	4,500,000		500,000	4,000,000		
Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Construction)	3,995,000		3,995,000			
Wilson Gateway Park (Construction)	4,500,000			4,500,000		
Subtotal FY 2024	12,995,000		4,495,000	8,500,000		-
GRAND TOTAL FY 2024	33,562,700	3,034,000	19,875,000	8,680,000	-	1,973,700

¹ Capital Projects Fund Assigned Fund Balance (Total = \$537,000)

² General Fund Unassigned Fund Balance (Total = \$756,000)

³ Community Investment Initiatives (Total = \$680,700)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2025						
Pavement Management Program	1,120,000	940,000		180,000		
Sidewalk and Curb Replacement Program	210,000	210,000				
Pavement Resurfacing at Town Facilities & Schools	281,000					281,000 ²
River Street - Repair Culvert and Stream Bed (Design)	92,400					92,400 ¹
Fleet and Public Works Equipment Replacement	814,000	814,000				
Town Hall Roof Replacement Project (Design)	41,000					41,000 ¹
Town Facility Improvements - LP Wilson HVAC Improvements - South Phase III (Construction)	2,550,000		2,550,000			
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	715,000		715,000			
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000 ¹
Day Hill Road Ped. Circulation Enhancements (Mashall Phelps from Day Hill to Orange Way, Construction)	282,500					282,500 ²
River Street Roadway Rehabilitation (Poquonock Ave to Old River St, Construction)	649,000		649,000			
Construct Sidewalks - Arterial Roads (Design)	76,000					76,000 ¹
Athletic Field Master Plan - Sharshon Park Improvements (Construction)	637,000		637,000			
Athletic Field Improvement - O'Brien Field Turf Replacement (Construction)	1,095,000		1,095,000			
Replace Tennis/Pickleball Courts at Welch Park (Design/Build)	1,000,000		1,000,000			
Public Safety Fund - Wilson Firehouse Interior Renovations and Roof Replacement	316,000	316,000				
Public Safety Equipment Fund - Replace Engine 8	1,217,000	284,000	633,000			300,000 ³
BOE - L.P. Wilson - Main Hall Restroom Renovation (Construction)	880,000		880,000			
BOE - LPW Roof Replacement Project - (North End - Design)	100,000					100,000 ¹
BOE - Poquonock Elementary School Roof Replacement	2,330,000		2,330,000			
BOE - Windsor High School Roof Replacement Project (Design)	270,000	270,000				
Subtotal FY 2025	14,701,900	2,834,000	10,489,000	180,000	-	1,198,900
FY 2025 Projects Anticipated to Require Voter Approval						
BOE - Windsor High School HVAC Systems Replacement (Construction)	3,555,000	-	3,555,000	-	-	-
Subtotal FY 2025	3,555,000	-	3,555,000	-	-	-
GRAND TOTAL FY 2025	18,256,900	2,834,000	14,044,000	180,000	-	1,198,900

¹ Capital Projects Fund Assigned Fund Balance (Total = \$335,400)

² General Fund Unassigned (Total = \$563,500)

³ Public Safety Equipment Fund (Total = \$300,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2026						
Pavement Management Program	1,140,000	960,000		180,000		
Sidewalk and Curb Replacement Program	230,000	230,000				
Stormwater Management Improvements	330,000		330,000			
Fleet and Public Works Equipment Replacement	800,000	800,000				
Tree Replacement Program	40,000					40,000 ¹
Train Station Boiler Replacement	225,000					225,000 ³
Town Facility Improvements - Core Server Replacements	149,000	149,000				
Town Hall Roof Replacement (Construction)	567,000		567,000			
Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Design)	30,000					30,000 ¹
Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Design)	30,000					30,000 ¹
Veterans Memorial Cemetery Expansion & Enhancements	210,000					210,000 ³
Town Facility Improvements - LP Wilson HVAC Improvements - South Phase IV (Construction)	2,370,000		2,370,000			
Replace Tennis/Pickleball Courts at Sage Park Middle School (Design/Build)	1,250,000		1,250,000			
Outdoor Pool Facilities Improvements (Design)	350,000					350,000 ³
Public Safety Equipment - Poquonock Fire Station - Ladder Truck 2 Replacement	1,981,000	600,000	781,000			600,000 ²
Public Safety Fund - Hayden Station Utility / Mobile Cascade Vehicle Replacement	284,000	284,000				
BOE - L.P. Wilson Roof Replacement Project - North End (Construction)	2,400,000		2,400,000			
BOE - Clover Street School Roof Replacement (Construction)	2,422,000		2,422,000			
Subtotal FY 2026	14,808,000	3,023,000	10,120,000	180,000	-	1,485,000
FY 2026 Projects Anticipated to Require Voter Approval						
None	-	-	-	-	-	-
Subtotal FY 2026	-	-	-	-	-	-
GRAND TOTAL FY 2026	14,808,000	3,023,000	10,120,000	180,000	-	1,485,000

¹ Capital Projects Fund Assigned Fund Balance (Total = \$100,000)

² Public Safety Equipment Fund (Total = \$600,000)

³ General Fund Unassigned (Total = \$785,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
<u>FY 2027</u>						
Pavement Management Program	1,140,000	960,000		180,000		
Sidewalk and Curb Replacement Program	230,000	230,000				
Pavement Resurfacing at Town Facilities & Schools	299,000		299,000			
River Street - Repair Culvert and Stream Bed (Construction)	673,000		673,000			
Fleet and Public Works Equipment Replacement	800,000	800,000				
Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Construction)	466,000		466,000			
Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Construction)	240,000	240,000				
Poquonock Firehouse HVAC Replacement - Design	48,000					48,000 ¹
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	378,500		378,500			
Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000			
River Street Road Rehabilitation - Design (Kennedy Rd - Old River St)	106,000	106,000				
Pallsado Avenue Corridor Improvements and Wall Repairs (Construction)	897,000		897,000			
Athletic Field Master Plan - Welch Field Improvements ²	341,000		300,000			41,000 ¹
Public Safety Equipment Fund	600,000	600,000				
Additional Fire Hydrants	204,000					204,000 ³
BOE - School Window Replacement (Design)	102,000	102,000				
BOE - LP Wilson Window Replacement (Design)	60,000					60,000 ¹
Subtotal FY 2027	8,727,500	3,038,000	5,156,500	180,000	-	353,000
<u>FY 2027 Projects Anticipated to Require Voter Approval</u>						
BOE - Windsor High School Roof Replacement Project (Construction)	9,902,000	-	9,902,000	-	-	-
Subtotal FY 2027	9,902,000	-	9,902,000	-	-	-
GRAND TOTAL FY 2027	18,629,500	3,038,000	15,058,500	180,000	-	353,000

¹ Capital Projects Fund Assigned Fund Balance (Total = \$149,000)

² General Fund Unassigned (Total = \$204,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2028						
Pavement Management Program	1,170,000	990,000		180,000		
Sidewalk and Curb Replacement Program	245,000	245,000				
Stormwater Management Improvements	340,000		340,000			
Fleet and Public Works Equipment Replacement	810,000	810,000				
Tree Replacement Program	45,000					45,000 ¹
Painting Town Facilities - Interiors and Exteriors	380,000					380,000 ³
Poquonock Firehouse HVAC Replacement	740,000	240,000				500,000 ²
HVAC Roof Top Replacement at Addison Road DPW	335,000		335,000			
HVAC Roof Top Replacement at 330 Windsor Ave	255,000	255,000				
Emergency Power Generators Replacement	509,000		509,000			
River Street Road Rehabilitation (Kennedy Rd - Old River St)	1,112,000		1,112,000			
Day Hill Road Capacity Improvements - Right Turn Lanes (Design)	101,000	101,000				
Rainbow Neighborhood - Road Reconstruction (Design)	550,000		550,000			
Public Safety Equipment Fund	360,000	360,000				
Additional Fire Hydrants	212,800					212,800 ³
BOE - School Window Replacement (Construction)	1,073,000		1,073,000			
BOE - School Emergency Generators (Design)	310,000					310,000 ¹
Subtotal FY 2028	8,547,800	3,001,000	3,919,000	180,000	-	1,447,800
FY 2028 Projects Anticipated to Require Voter Approval						
Riverfront Trail Project - Windsor Center to East Barber Street	3,885,200			3,885,200		
Town Facility Improvements - Veteran's Pool Improvements	3,750,000	-	3,750,000	-	-	-
Subtotal FY 2028	7,635,200	-	3,750,000	3,885,200	-	-
GRAND TOTAL FY 2028	16,183,000	3,001,000	7,669,000	4,065,200	-	1,447,800

¹ Capital Projects Fund Assigned Fund Balance (Total = \$355,000)

² Public Safety Equipment Fund (Total = \$500,000)

³ General Fund Unassigned (Total = \$592,800)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources
FY 2029						
Pavement Management Program	1,140,000	960,000		180,000		
Sidewalk and Curb Replacement Program	230,000	230,000				
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr, Design & Cnstruction)	267,000		267,000			
Fleet and Public Works Equipment Replacement	800,000	800,000				
Mill Brook Clubhouse Improvements	1,585,000		1,585,000			
Day Hill Road Capacity - Right Turn Lanes	321,400		321,400			
Route 305 Corridor Improvements (Design)	645,000		645,000			
Public Safety Equipment Fund	600,000	600,000				
Additional Fire Hydrants	220,872					220,872 ³
BOE - Poquonock Boiler Replacement	1,525,000		1,525,000			
BOE - Oliver Ellsworth School - Code Compliance Upgrades	340,000		340,000			
Subtotal FY 2029	7,674,272	2,590,000	4,683,400	180,000	-	220,872
FY 2029 Projects Anticipated to Require Voter Approval						
BOE - Windsor High School Fieldhouse Renovation (Construction)	10,000,000		10,000,000			
Subtotal FY 2029	10,000,000	-	10,000,000	-	-	-
GRAND TOTAL FY 2029	17,674,272	2,590,000	14,683,400	180,000	-	220,872
¹ Capital Projects Fund Assigned Fund Balance (Total = \$0)						
² Public Safety Equipment Fund (Total = \$0)						
³ General Fund Unassigned (Total = \$220,872)						
Total CIP Program FY 24 - FY 29	119,114,372	17,520,000	81,449,900	13,465,200	-	6,679,272

List of Unscheduled Projects FY24 - FY29 CIP

	<u>Estimated Cost*</u>			<u>Estimated Cost*</u>
Road Reconstruction/Transportation System Projects			Pavement Management	
Audible Pedestrian Crosswalk Signals	43,400		Ongoing	-
Day Hill Road Capacity - Right Turn Lanes	321,400	Design FY28	Subtotal	-
Traffic Signal at Windsor Avenue and Corey Street	613,600			
Intersection Improvements - Capen Street at Sage Park Road (Design)	723,320		Public Safety	
Archer Road Safety Improvements	794,500		Rainbow Firehouse - Engine Tanker Replacement	980,000
East Granby Road Relocation	2,103,000		Additional Fire Hydrants	1,044,000
Pond Road/Indian Hill Road - Street Reconstruction	2,564,490		Poquonock Fire Station - Rescue Pumper 8 Replacement	1,073,000
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,575,000	Grants	Subtotal	3,097,000
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,626,000			
Rainbow Road - Street Reconstruction	4,860,443	Design FY28	Park Improvements	
Construct Sidewalks Along Arterial Roads	4,940,000	Design FY25	Skate Park Improvements	262,300
Construct Sidewalks Along Collector Roads	5,201,000		Athletic Field Improvements - Northwest Park	274,000
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	5,223,529		Northwest Park Activity Pavilion	318,500
Route 305 Corridor Improvements	9,139,000		Athletic Field Improvements - Fitch Park	580,000
Construct Sidewalks Within 1 Mile of Schools	32,588,680		Subtotal	1,434,800
Subtotal	77,317,362			
Community Facilities and Assets			Stormwater Management Improvements	
Town Facility Improvements - Luddy House Fire Protection Installation	102,000		None	-
Silver Birch Pond Improvements	169,000		Subtotal	-
Wilson Branch Library Roof Replacement	260,000			
Milo Peck Roof Replacement	300,000		I-91 Ramp Improvements	
Windsor Library Roof Replacement	330,000		Ramp Modification at I-91 & Route 75/Day Hill Road	65,268,000 State/Fed Funds
Pleasant Street Boat Launch Reconstruction	537,000		Subtotal	65,268,000
Milo Peck Discovery Center Restroom Renovation	539,000			
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,308,000		Board of Education	
Town Center Parking Garage	15,123,000	State/Federal Funds	Sage Park Middle School Parking Lot Improvements	695,500
Subtotal	20,668,000		Subtotal	695,500

* Estimate in current dollars; includes 20% contingency and 1.5% bonding costs

PROJECT DETAIL


Project Title: Oliver Ellsworth HVAC Upgrade
Department: Board of Education
Description and Purpose: Oliver Ellsworth Elementary School at times experiences high levels of interior humidity and moisture. Board of Education staff and on-call maintenance technicians have been working to try and alleviate the issue. Although adjustments to the system have made improvements, the humidity and moisture continue to persist in the building this summer. Staff from the Board of Education has had a preliminary assessment of the facility's HVAC system completed by a mechanical engineer. To address the issue of elevated humidity levels in the building the consulting engineer is recommending that the method of introducing outside air into the building be modified by installing a system of dedicated outside air units that are equipped with air cooled electric heat pumps for both heating and cooling. Additional work to modify the existing chilled water system is suggested as is a full evaluation/commissioning of the existing HVAC control system.



	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering	1	160,000	160,000	-	-	-	-	-	160,000
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	2	2,020,000	2,100,000	-	-	-	-	-	2,100,000
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	-	-	-	-	-	-	-
G. Bonding	2	33,000	30,000	-	-	-	-	-	30,000
H. Contingency	2	404,000	420,000	-	-	-	-	-	420,000
TOTAL		2,617,000	2,710,000	-	-	-	-	-	2,710,000
I. Annual Maintenance & Repair									

(1) General Fund	(3) Private Funding	(5) State/Federal Aid
(2) Municipal Bonds	(4) Enterprise Funds	(6) Other Funding

PROJECT DETAIL

Project Title: Wilson Gateway Park	
Department: Planning / Engineering	
Description and Purpose:	
<p>This project is to develop the vacant parcel at 458 Windsor Ave into a public park. After significant public input project components include site grading, utilities, parking area, walkways, picnic areas, restrooms, lighting, accessible playground /structures and pavilions. The cost of design services, construction and contingency is estimated to be \$4.5M (with add alternates). Funding is proposed to be a combination of state and federal grants.</p>	


RECOMMENDED FINANCING

	Source of Funds	Estimated Cost in Current Dollars	Estimated Expenditures by Fiscal Year						Six Year Total
			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering	5	30,000	30,000	-	-	-	-	-	30,000
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction	5	3,915,000	3,915,000	-	-	-	-	-	3,915,000
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		100,000	100,000	-	-	-	-	-	100,000
G. Bonding	5	50,000	50,000	-	-	-	-	-	50,000
H. Contingency	5	405,000	405,000	-	-	-	-	-	405,000
TOTAL		4,500,000	4,500,000	-	-	-	-	-	4,500,000
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-
(1) General Fund		(3) Private Funding		(5) State/Federal Aid					
(2) Municipal Bonds		(4) Enterprise Funds		(6) Other Funding					

Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Transfer of town-owned property at 2T Kendrick Place

Background

The town owns a parcel of land at the northwest corner of Poquonock Avenue and Marshall Phelps Road. It is roughly 1.3 acres in size and contains a small pond and a stream. It is not considered a buildable lot. There are two privately owned parcels adjacent to the town property. In 2021 the Town Council authorized town staff to work with the interested party in developing an agreed upon transfer of land for future consideration by the Town Council.

Discussion/Analysis

The abutting property owner is interested in acquiring part of town parcel to extend their yard area. Attached is a map with the green hatched area denoting the proposed area to be transferred.

The Town Council, per Section 7-163e of the *Connecticut General Statutes*, held a public hearing in 2021 relative to the possible transfer of real property owned by the town. No parties attended the hearing to express concerns about the transfer.

Financial Impact

Given the lot is unbuildable and has several constraints including wetlands, easements, the value of the proposed area to be transferred is estimated by the Town Assessor to be less than \$10,000, therefore a Special Town Meeting is not required. In the past, the town has conveyed small remnants of land to abutters for either the cost of the lot survey and/or on a per square foot basis as valued by the town assessor. Staff is proposing that the property be conveyed for \$1 given the area is considered non-buildable, is constrained by a brook, wetlands, and has drainage and access easements in favor of the Town and State. By transferring the property, the town would be relieved of maintenance responsibilities. The owner would need to abide by town property maintenance regulations as well as maintain line of sight for safety at the intersection of Poquonock and Marshall Phelps.

Other Board Action

The Town Planning & Zoning Commission reviewed and approved the proposed land transfer on July 12th as required by *Connecticut General Statutes* Section 8-24.

Recommendation

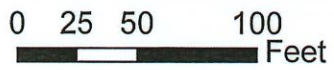
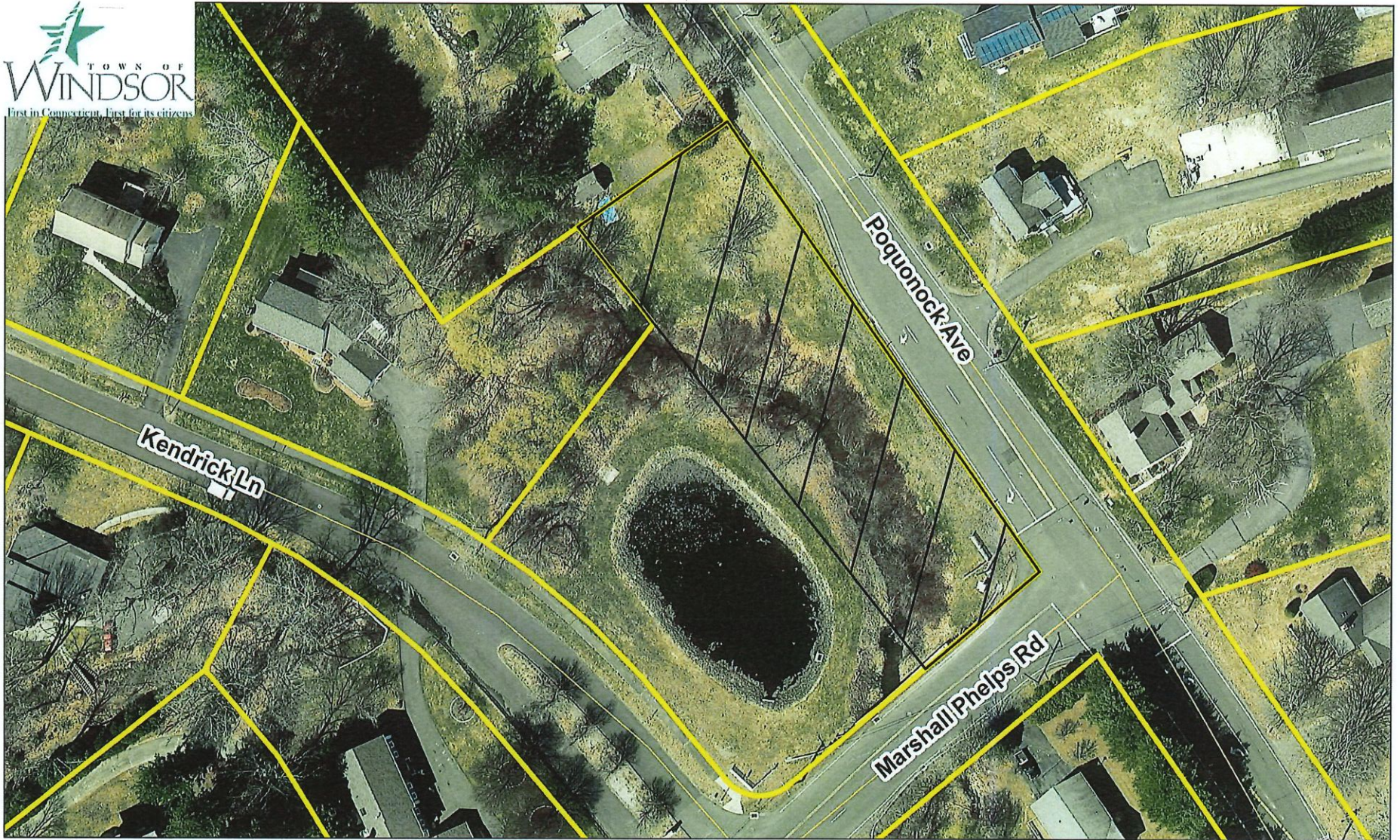
If the Town Council is in agreement, the following motion is recommended for approval:

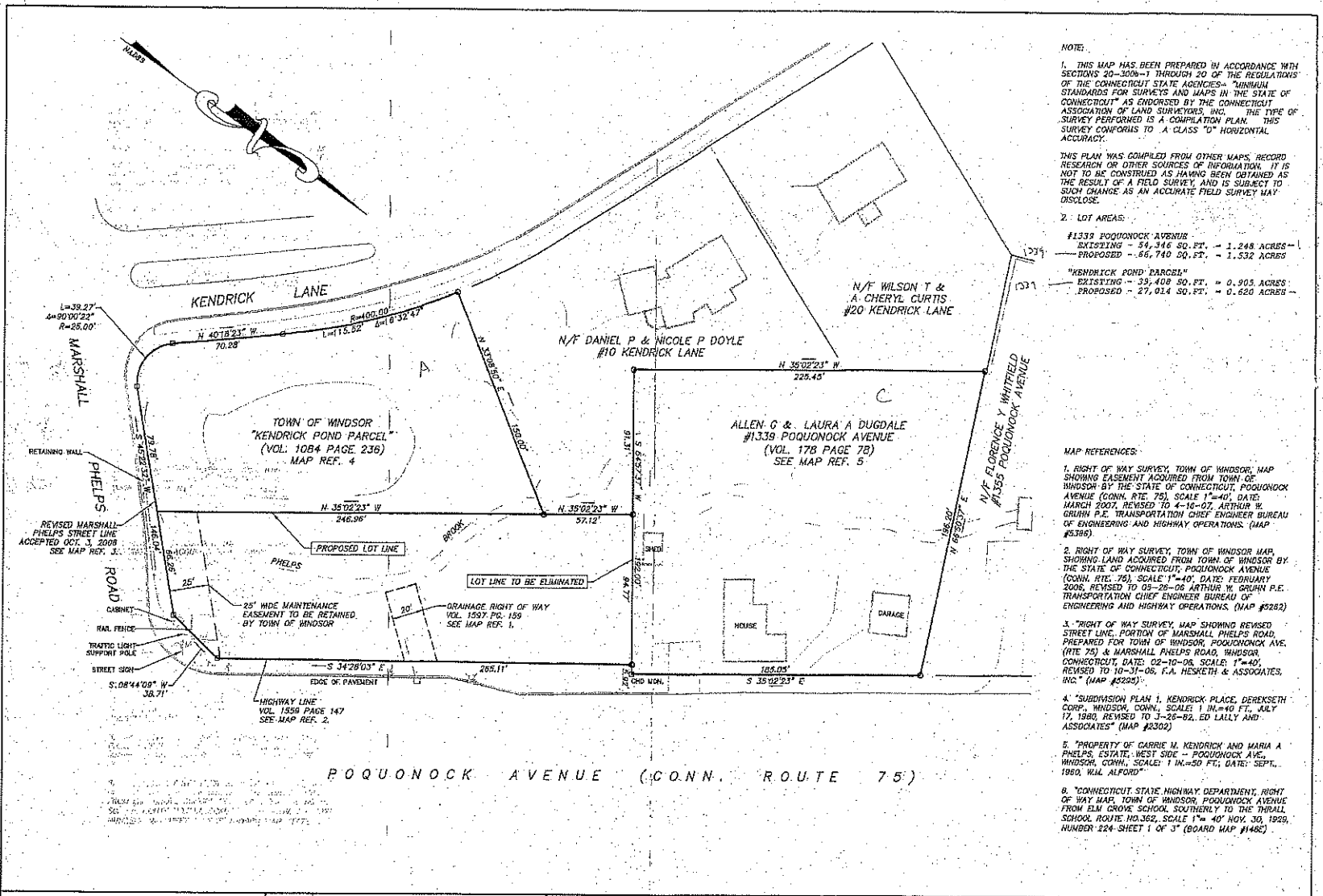
“MOVE to approve the transfer of a portion of town-controlled real property, vacant land, located at 2T Kendrick Lane as described in the attached deed.”

Attachments

Area Map
Deed

2T Kendrick Place



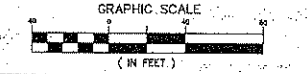


NOTE:
 1. THIS MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-306-1 THROUGH 20 OF THE REGULATIONS OF THE CONNECTICUT STATE AGENCIES' "MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ENDORSED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. THE TYPE OF SURVEY PERFORMED IS A COMPLANATION PLAN. THIS SURVEY CONFORMS TO A CLASS "D" HORIZONTAL ACCURACY.

THIS PLAN WAS COMPILED FROM OTHER MAPS, RECORD RESEARCH OR OTHER SOURCES OF INFORMATION. IT IS NOT TO BE CONSIDERED AS HAVING BEEN OBTAINED AS THE RESULT OF A FIELD SURVEY AND IS SUBJECT TO SUCH CHANGE AS AN ACCURATE FIELD SURVEY MAY DISCLOSE.

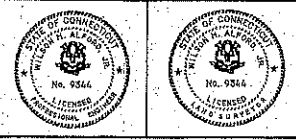
2. LOT AREAS:
 #1339 POQUONOCK AVENUE
 EXISTING - 54,346 SQ. FT. - 1.248 ACRES
 PROPOSED - 66,740 SQ. FT. - 1.532 ACRES
 "KENDRICK POND PARCEL"
 EXISTING - 39,400 SQ. FT. = 0.905 ACRES
 PROPOSED - 27,014 SQ. FT. = 0.620 ACRES

- MAP REFERENCES:
1. RIGHT OF WAY SURVEY, TOWN OF WINDSOR, MAP SHOWING EASEMENT ACQUIRED FROM TOWN OF WINDSOR BY THE STATE OF CONNECTICUT, POQUONOCK AVENUE (CONN. RTE. 75), SCALE 1"=40', DATE: MARCH 2003, REVISED TO 4-10-03, ARTHUR W. GRUHN P.E. TRANSPORTATION CHIEF ENGINEER BUREAU OF ENGINEERING AND HIGHWAY OPERATIONS. (MAP #5396)
 2. RIGHT OF WAY SURVEY, TOWN OF WINDSOR, MAP SHOWING LAND ACQUIRED FROM TOWN OF WINDSOR BY THE STATE OF CONNECTICUT, POQUONOCK AVENUE (CONN. RTE. 75), SCALE 1"=40', DATE: FEBRUARY 2006, REVISED TO 05-26-06, ARTHUR W. GRUHN P.E. TRANSPORTATION CHIEF ENGINEER BUREAU OF ENGINEERING AND HIGHWAY OPERATIONS. (MAP #5282)
 3. RIGHT OF WAY SURVEY, MAP SHOWING REVESED STREET LINE, PORTION OF MARSHALL PHELPS ROAD, PREPARED FOR TOWN OF WINDSOR, POQUONOCK AVE. (RTE 75) & MARSHALL PHELPS ROAD, WINDSOR, CONNECTICUT, DATE: 02-10-08, SCALE: 1"=40', REVISED TO 10-31-06, F.A. HESKETH & ASSOCIATES, INC. (MAP #2285)
 4. "SUBDIVISION PLAN 1, KENDRICK PLACE, DEREKSETH CORP., WINDSOR, CONN., SCALE: 1 IN.=40 FT., JULY 17, 1980, REVISED TO 3-25-82, ED LALLY AND ASSOCIATES" (MAP #2302)
 5. "PROPERTY OF CARRIE M. KENDRICK AND MARIA A. PHELPS, ESTATE, WEST SIDE - POQUONOCK AVE., WINDSOR, CONN., SCALE: 1 IN.=50 FT., DATE: SEPT., 1960, WIL ALFORD"
 6. "CONNECTICUT STATE HIGHWAY DEPARTMENT, RIGHT OF WAY MAP, TOWN OF WINDSOR, POQUONOCK AVENUE FROM ELM GROVE SCHOOL, SOUTHERLY TO THE THRALL SCHOOL, ROUTE RD.362, SCALE 1"=40' NOV. 30, 1929, NUMBER 224-SHEET 1 OF 3" (BOARD MAP #1482)



THE LOCATIONS OF UNDERGROUND UTILITIES ARE APPROXIMATE AND ALL UTILITIES MAY NOT BE SHOWN. PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CALL 1-800-922-4455 AND HAVE THE UTILITIES MARKED ON THE GROUND.

DATE	REVISION



LOT LINE REVISION PLAN
 PREPARED FOR
 ALLEN G. & LAURA A. DUGDALE

1339, POQUONOCK AVENUE, WINDSOR, CONN.

TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

LS. NO. 8344

Alford ASSOCIATES, INC. CIVIL ENGINEERS WINDSOR, CONNECTICUT
 WILSON M. ALFORD, P.E., L.S.E.

SCALE: 1 IN. = 40 FT. DATE: APRIL 28, 2023

RETURN:

QUIT CLAIM DEED

KNOW YE THAT **THE TOWN OF WINDSOR**, a municipal corporation with its territorial limits in the Town of Windsor, County of Hartford and State of Connecticut (“Grantor”), for consideration of **One (\$1.00) DOLLAR** received to its full satisfaction of _____, of the Town of Windsor, County of Hartford and State of Connecticut (“Grantee”) does give, grant, bargain, sell and confirm unto the said Grantee, with QUIT CLAIM COVENANTS, the following described premises:

A certain pieces or parcels of land situated in the Town of Windsor, County of Hartford and State of Connecticut, located on the southwest side of Poquonock Avenue (Conn. Route 75), and more particularly bounded and described on Schedule A attached hereto and made a part hereof (collectively, the “Property”).

As further consideration for this Quit Claim Deed, the Grantee, their successors and assigns, hereby agrees that the piece or parcel conveyed hereby shall be merged with the real property owned by the Grantee abutting to the north of said piece or parcel of land known as 1339 Poquonock Avenue, Windsor, Connecticut and further agrees that no further subdivision of the two (2) parcels shall be made and no buildings, outbuildings or structures shall be built on said premises being transferred. Fences shall be permitted so long as they comply with all municipal regulations, including but not limited to line of sight regulations.

Signed this ____ day of _____, 2023

[SIGNATURE PAGE TO FOLLOW]

Signed and delivered in the presence of:

TOWN OF WINDSOR

By _____
Peter Souza
Its Town Manager
Duly Authorized

STATE OF CONNECTICUT)

: ss. Windsor

, 2023

COUNTY OF HARTFORD)

Personally Appeared Peter Souza, Town Manager of the TOWN OF WINDSOR, signer of the foregoing instrument, and acknowledged the same to be his free act and deed, and the free act and deed of said TOWN OF WINDSOR, before me.

:

Commissioner of Superior Court
Notary Public
My Commission Expires:

EXHIBIT A

PROPERTY DESCRIPTION

All that certain piece or parcel of land located on the southwesterly side of Poquonock Avenue (Conn. Route 75) in the Town of Windsor, County of Harford, and State of Connecticut as shown on a map entitled "Lot Lin Revision Plan Prepared for Allen G. & Laura A. Dugdale 1339 Poquonock Avenue Windsor, Conn. Alford Associates, Inc. Scale: 1 in. = 40 FT. Date: April 28, 2023" which map is or will be on file in the Windsor Town Clerk's Office, being more particularly described as follows, to wit:

Commencing five and ninety-two one-hundredths (5.92) feet southwest of a Connecticut Highway Department monument located on the southeasterly corner of land now or formerly of Allen G & Laura A Dugdale,

Thence, southwesterly along said land now or formerly of Allen G. & Laura A. Dugdale, a distance of ninety-four and seventy-seven one-hundredths feet (94.77) feet to a point;

Thence, southeasterly along land now or formerly of Daniel P. and Nicole P. Doyle a distance of fifty-seven and twelve one-hundredths (57.12) feet to a point;

Thence, continuing southeasterly in the same line along land now or formerly of the Town of Windsor, in total, a distance of two hundred forty-six and ninety six one-hundredths (246.96) feet to a point,

Thence northeasterly along Marshall Phelps Road a distance of sixty-six and twenty six one hundredths (66.26) feet;

Thence northerly along the intersection of Marshall Phelps Road and Poquonock Avenue (Conn. Route 75) a distance of thirty-eight and seventy-one one-hundredths (38.71) feet to a point;

Thence northwesterly along Poquonock Avenue (Conn. Route 75) a distance of two hundred sixty-five and eleven one-hundredths (265.11) feet to the point or place of beginning.


Said real property is subject to a drainage right of way, and further the Grantor, its successors and assigns, reserved a twenty five foot wide Maintenance Easement located along the southeasterly portion of said property, all as shown on said map.

Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Building & Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Project Partial Roof Replacement at Sage Park Middle School – Bond Ordinance

Background

During the summer of 2021, 50,000 square feet of aging roof was replaced at the Sage Park Middle School. The proposed project would replace all of the remaining 93,000 sq. ft. of roof sections which were installed in 1995. There has been periodic leaks and it is recommended that these remaining sections be replaced. The Town Council previously authorized \$32,000 for design services for the replacement of the remainder of the roof in October 2022. In March of 2023, Town Council also authorized the Superintendent of Schools to apply for the grant, authorized the Public Building Commission to oversee the project, and authorized the town to prepare schematic drawings and specifications.

Discussion/Analysis

The design of the project is substantially complete. The Board of Education plans to apply for a reimbursement grant to partially fund the construction of the roof replacement. The State of Connecticut grant application process defines the requirements related to applying for and receiving grant funding. One of the requirements is the municipality needs to authorize project funding prior to being able to submit a grant application to the state. Staff is respectfully requesting the Town Council introduce and approve a bond ordinance along with setting a Special Town Meeting for September 5, 2023.

The preliminary estimate of the roof replacement cost is approximately \$2,900,000 including a construction contingency. If approved, the estimated state grant reimbursement would be 51%, or \$1,479,000. The remainder of the project costs would be funded through the sale of general obligation bonds. Current plans call for the project to be bid this coming winter with construction in summer of 2024.

Financial Impact

The project is potentially eligible for reimbursement of approximately 51% from the State of Connecticut. The entire amount of the project costs is requested to be approved by the Town Council, per State requirements, with State reimbursements requested during and following the work.

The estimated costs for the project are as follows:

Construction	2,400,000
Bonding	35,000
Contingency	<u>465,000</u>
Total	\$2,900,000

Assuming the State grant is approved at a 51% reimbursement level, the amount of approximately \$1,420,000 would be bonded. The average annual debt service based on a 20 year term and a 5% interest rate is \$109,000.

Other Board Action

The Town Council has previously assigned this project to the Public Building Commission.

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$2,900,000 FOR COSTS IN CONNECTION WITH SAGE PARK SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduction and approval of the Bond Ordinance

“MOVE to introduce and approve a bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$2,900,000 FOR COSTS IN CONNECTION WITH SAGE PARK SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Special Town Meeting

“RESOLVED that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on September 5, 2023, 2023 at 7:00 p.m. (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,900,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL ENERGY AND EFFICIENCY HVAC UPGRADES PHASE III PROJECT; AND AUTHORIZING THE ISSUE OF \$2,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

“Be it further RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town meeting.”

Attachments

Bond ordinance

Roof Schematic Layout

AN ORDINANCE APPROPRIATING \$2,900,000 FOR COSTS IN CONNECTION WITH THE SAGE PARK MIDDLE SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO MILLION NINE HUNDRED THOUSAND DOLLARS (\$2,900,000) for costs in connection with the Sage Park Middle School partial roof replacement project, including replacement of approximately 93,000 sq. ft. of existing roofing and associated components. The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the project and its financing. The Town of Windsor Facilities Manager is authorized to determine the scope and particulars of the project, which shall be overseen and approved by the Public Building Commission, which may reduce or modify the project scope, and the entire appropriation may be expended on the project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION NINE HUNDRED THOUSAND DOLLARS (\$2,900,000) to finance the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project and not separately appropriated to pay additional project costs. Such grants are currently anticipated to be in the amount of \$1,479,000. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION NINE HUNDRED THOUSAND DOLLARS (\$2,900,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available

funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer, the Town Facilities Manager and the Superintendent of Schools and the Board of Education, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project, including the application and acceptance of grants from the State of Connecticut, the federal government and others, and to issue bonds or notes to finance the aforesaid appropriation.

Section 8. That the ordinance shall become effective upon its approval at a Special Town Meeting, in accordance with Section 9-3 of the Windsor Town Charter.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Town Meeting Advertised

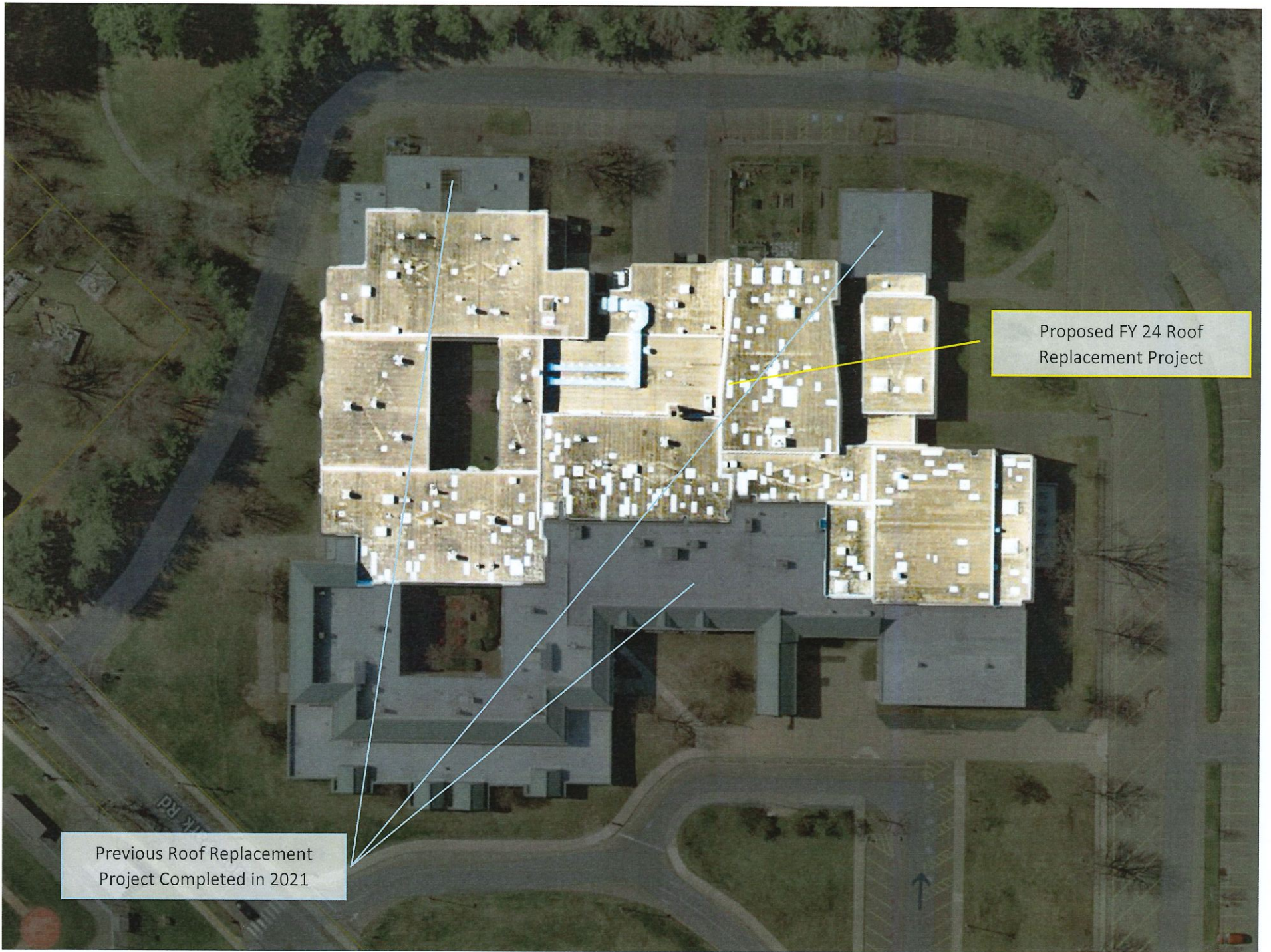
Town Meeting

Adopted

Advertised

Effective Date

Sage Park Middle School Roof Layout



Proposed FY 24 Roof Replacement Project


Previous Roof Replacement Project Completed in 2021

Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, P.E., Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed Sidewalk Segment – Baker Hollow Road

Background

Baker Hollow Road connects Day Hill Road, at its northern end, with Marshall Phelps Road at its eastern end. Old Poquonock Road intersects Baker Hollow Road from the southwest, at its approximate midpoint. The north-south section of Baker Hollow Road, from Day Hill Road to Old Poquonock Road, was improved in 2008 and the east-west section is being improved to town standards this construction season. As part of the current street improvement work, a sidewalk segment is planned to be constructed by the town at the eastern portion of the project near the intersection of Marshall Phelps (see attached area map).

Discussion

The proposed sidewalk segment is planned to be constructed as part of the current Baker Hollow Roadway Reconstruction project. The owners / developers of 105 and 205 Baker Hollow Road will construct at their cost the sidewalks along their lot frontage. The sidewalk will be considered a public walk that shall be maintained and kept in repair by the town as governed by *Connecticut General Statutes* §13a-149. Snow and ice removal will remain the responsibility of the property owner as governed in the *Windsor Code of Ordinances*, Section 15-3.

In accordance with Section 15-33 of the *Code of Ordinances*, the Town Council scheduled a public hearing for earlier this evening on the proposed new sidewalk segment as it is not part of a site plan or subdivision approval.

Typically, sidewalks are constructed within the town's right-of-way along the roadway. However, there is not enough existing public right of way area along portions of Baker Hollow Road to accommodate the 5-foot wide sidewalk and allow appropriate snow shelf distance from the roadway. Consequently, an easement is required to allow for the construction of the sidewalk by the town.

Financial Impact

The sidewalk segment to be installed along 200 Baker Hollow Road and 770 Marshall Phelps Road (corner lot abutting Baker Hollow) is planned to be constructed as part of the current Baker Hollow Roadway Reconstruction project as funds allow. The estimated cost is approximately \$60,000. It will be considered a public sidewalk that shall be maintained and kept in repair by the town as governed by *Connecticut General Statutes* §13a-149. Snow and ice removal will remain the responsibility of the property owner as governed in the *Windsor Code of Ordinances*, Section 15-3.

Other Board Action

The Town Planning and Zoning Commission, recommended approval of the project to the Windsor Town Council according to CGS Section 8-24 on April 11, 2023.

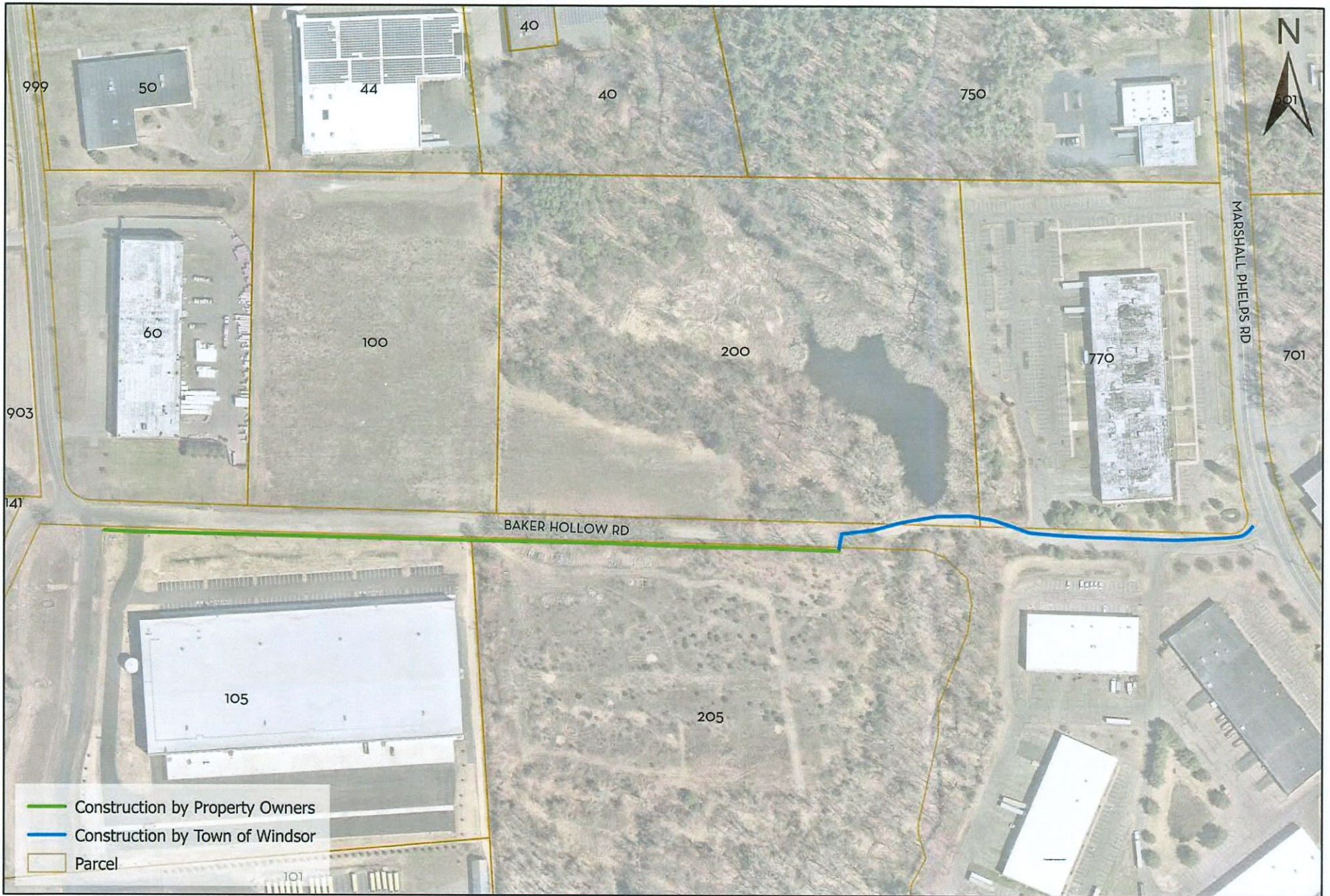
Recommendations

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

“MOVE to approve, per section 15-33 of the Windsor Code of Ordinances, the construction of Baker Hollow Road public sidewalk abutting 770 Marshall Phelps Road and 200 Baker Hollow Road.”

Attachment

Area Map




Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, P.E., Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Easements at 200 Baker Hollow Road and 770 Marshall Phelps Road

Background

Baker Hollow Road connects Day Hill Road, at its northern end, with Marshall Phelps Road at its eastern end. Old Poquonock Road intersects Baker Hollow Road from the southwest, at its approximate midpoint. The north-south section of Baker Hollow Road, from Day Hill Road to Old Poquonock Road, was improved in 2008 and the east-west section is being improved to town standards this construction season.

The portion of Baker Hollow Road that runs east to west, between Marshall Phelps Road and Old Poquonock Road, is currently under construction. This project consists of the construction of a consistent 30-foot wide paved road with an adequate drainage system and curbing throughout. Substandard horizontal and vertical geometry will be addressed and a new stream crossing structure will be installed. The installation of water and sewer systems are included and the addition of street lights is also anticipated. The horizontal configuration and vertical realignment require minor property impacts and thus the subject easements.

Discussion

A drainage easement on 200 Baker Hollow Road is required due to the extension/replacement of the existing culvert and the horizontal configuration of the roadway.

To accommodate a sidewalk segment along the north side of the roadway, an easement is needed from the owners of 770 Baker Hollow Road.

In addition, the project requires a portion of the work (grading for the roadway) be completed outside of the existing right-of-way due to horizontal configuration and vertical change. As such, slope easements are required at 200 Baker Hollow Road and 770 Marshall Phelps Road.

Financial Impact

None

Other Board Action

The Town Planning and Zoning Commission, recommended approval of the project to the Windsor Town Council according to CGS Section 8-24 on April 11, 2023.

Recommendations

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

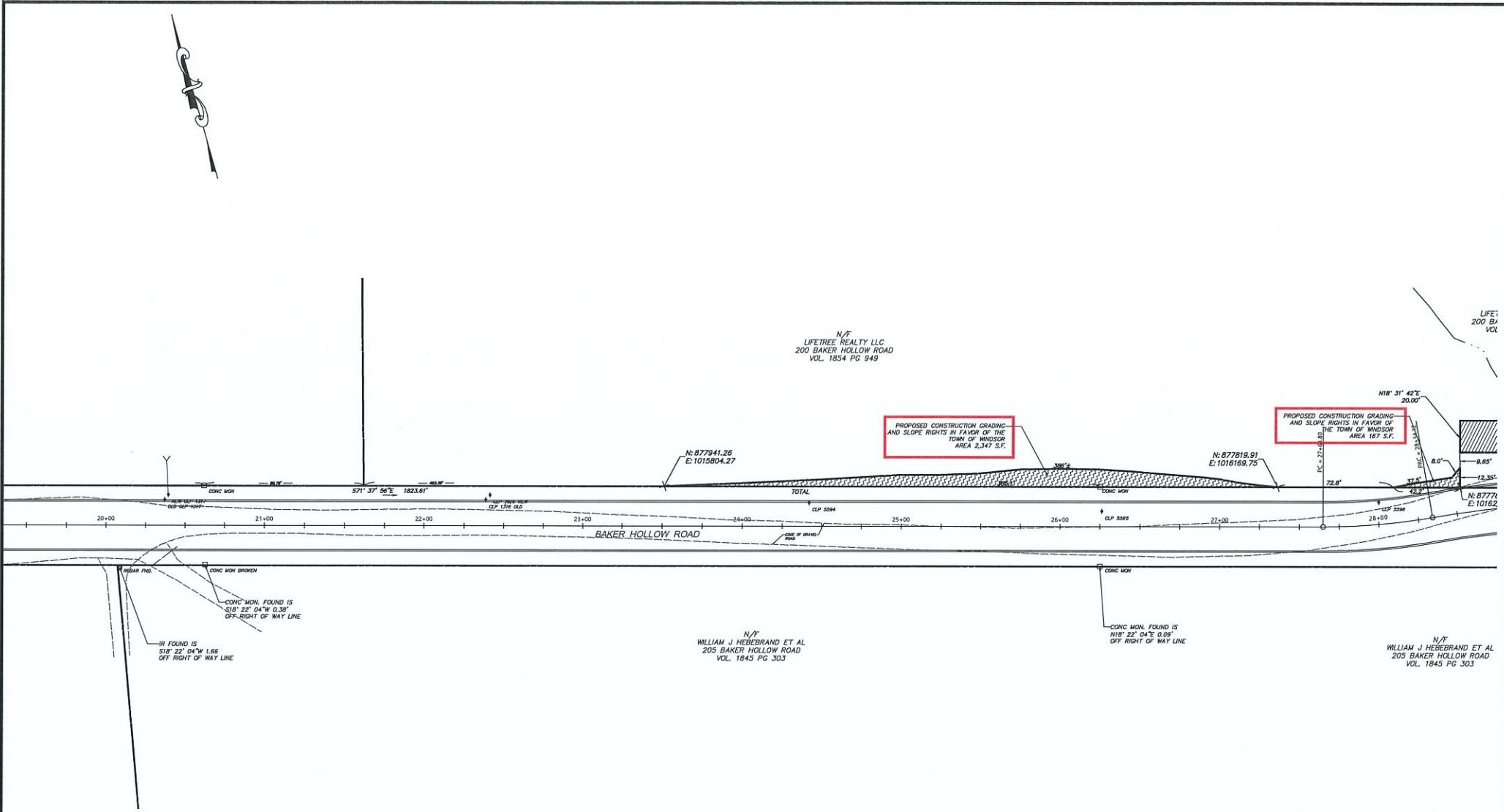
“MOVE to accept the following proposed easements: SIDEWALK CONSTRUCTION GRADING AND SLOPE RIGHTS at 770 Marshall Phelps Road; DRAINAGE EASEMENT at 200 Baker Hollow Road; CONSTRUCTION GRADING AND SLOPE RIGHTS at 200 Baker Hollow Road, as shown on the attached map entitled “EASEMENT PLAN, PREPARED FOR TOWN OF WINDSOR, BAKER HOLLOW ROAD, WINDSOR, CONNECTICUT” prepared by Benesch as Project No. 70707.00 dated May 2023, Sheets SV.1 and SV.2.”

Attachment

Easement Maps

attached as file: C:\Users\jreife\OneDrive\Desktop\Baker_Hollow_Plan-CAD\Baker_Hollow_Plan.dwg

REFERENCE LAYOUT NAME	
DATE	
VERSION	
DESCRIPTION	
PROJECT NAME	
PROJECT NUMBER	



MAP REFERENCES

- COMPLIATION PLAN MAP SHOWING EASTMENT AREA TO BE GRANTED TO THE CONNECTICUT LIGHT AND POWER COMPANY AND EVERSOURCE ENERGY ACROSS THE PROPERTY OF G.L. THRALL, INC 153 BAKER HOLLOW ROAD WINDSOR, CONNECTICUT FILE NO. 6736 SCALE 1"=40' DATE 11/27/77 SHEET NO 1 OF 1 BY DEBIO LAND SURVEYING
- RIGHT OF WAY PLAN BAKERS HOLLOW ROAD TOWN OF WINDSOR FROM MARSHALL PHELPS TO DAY HILL ROAD SCALE 1"=40' DATE MARCH 1958 SHEET NO. 1 NBY W.M. ALFORD
- TOPOGRAPHIC SURVEY OF A PORTION OF BAKER HOLLOW RD WINDSOR, CONNECTICUT PREPARED FOR THE TOWN OF WINDSOR DATE NOVEMBER, 23, 2010 SCALE 1"=40' SHEET 1 OF 1 BY OSWALD BLUNT SURVEYING
- PROPERTY SURVEY PREPARED FOR THE REAL GROUP II, LLC 770 & 780 MARSHALL PHELPS ROAD WINDSOR, CONN SCALE 1 IN.=40 FT DATE JUNE 18, 2001 BY ALFORD ASSOCIATES, INC
- IMPROVEMENT LOCATION SURVEY PREPARED FOR SPONZO ENTERPRISES, LLC 800 MARSHALL PHELPS ROAD WINDSOR, CONN SCALE 1 IN.=40 FT DATE OCTOBER 13, 1997 BY ALFORD ASSOCIATES, INC
- PREPARED FOR G.L. THRALL, INC BAKER HOLLOW ROAD AND MARSHALL PHELPS ROAD WINDSOR, CONN SCALE 1 IN.=100 FT DATE 30/07/21, 1889 REVISED 10/23/89 & 11/8/89 BY ALFORD ASSOCIATES, INC.
- MAP SHOWING EASEMENT TO BE ACQUIRED FROM G.L. THRALL, INC AT 200 BAKER HOLLOW ROAD WINDSOR, CONNECTICUT PREPARED FOR THE TOWN OF WINDSOR DATE NOVEMBER 18, 2010 SCALE 1"=20' SHEET 1 OF 1 BY OSWALD BLUNT SURVEYING

SURVEY NOTES

- THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES, SECTIONS 30-300B-1 THRU 30-300B-20 AND THE MINIMUM STANDARDS OF ACCURACY, CONTENT & CERTIFICATION FOR SURVEYS AND MAPS, AS AMENDED OCTOBER 26, 2018.
 - THE TYPE OF SURVEY IS A EASEMENT SURVEY.
 - THE BOUNDARY DETERMINATION CATEGORY IS DEPENDENT RESURVEY.
 - THE ACCURACIES ARE AS FOLLOWS:

HORIZONTAL CONTROL	CLASS "A-2"
VERTICAL CONTROL	CLASS "A-2"
RIGHT OF WAY	CLASS "A-2"
EASEMENT	CLASS "A-2"
- THE COORDINATES AND ELEVATIONS DEPICTED ON THE PLAN REPRESENT THE NAD 83 AND THE NAD 83 DATUMS. COORDINATES WERE ESTABLISHED ON THE SITE BASED UPON GPS OBSERVATIONS TAKEN ON JUNE 2021 USING TRIMBLE GNSS RIN R10 RECEIVERS AND SOLUTIONS PROVIDED THROUGH THE KENNET NETWORK.
- UNDERGROUND UTILITIES (IF DEPICTED) HAVE BEEN COMPILED, IN PART, BASED UPON INFORMATION FURNISHED BY OTHERS. THIS INFORMATION IS TO BE CONSIDERED APPROXIMATE AND ALFRED BENESECH & COMPANY DOES NOT TAKE RESPONSIBILITY FOR SUBSEQUENT ERRORS OR OMISSIONS WHICH MAY HAVE BEEN INCORPORATED INTO THIS PLAN AS A RESULT. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE THE EXISTENCES OF WHICH ARE UNKNOWN TO ALFRED BENESECH & COMPANY. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO ANY CONSTRUCTION. CALL "CALL BEFORE YOU DIG" 1-800-922-4455.



TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY CORRECT AS DEPICTED AND NOTED HEREON.

David A. Caricchio 5/4/2023
 DAVID A. CARICCHIO, P.L.L.S., No. 70036
 ALFRED BENESECH & COMPANY, GLASTONBURY, CONNECTICUT
 (not valid without original signature and embossed seal)

REVISIONS

No.	DATE	DESCRIPTION

SCALE: HORIZ. 1" = 20'

VERT. SURVEY DATUM: HORZ.: NAD 1983
 VERT.: NAVD 1988

Prepared By:

Alfred Benesch & Company
 Geospatial, Construction & Survey
 100 Main Street, Suite 200
 Glastonbury, CT 06033
 Phone: 860.433.1000
 www.benesch.com


EASEMENT PLAN
 PREPARED FOR
 TOWN OF WINDSOR
 BAKER HOLLOW ROAD

WINDSOR, CONNECTICUT

PROJ. No.: 70707.00
 DATE: MAY 2023

SV.2

Agenda Item Summary

Date: August 7, 2023
To: Honorable Mayor and Members of the Town Council
Prepared By: Jesse English, Operations Manager
Reviewed By: Peter Souza, Town Manager 
Subject: LoCIP Grant – Reimbursement Request

Background

The Local Capital Improvement Program (LoCIP) is an entitlement grant allocated to each municipality in the State for certain types of Town Capital Improvement projects. The procedure to secure this funding from the State is to complete a qualifying project and then apply for reimbursement from the State.

Discussion/Analysis

Staff respectfully requests that the Town Council authorize that the following road rehabilitation projects be submitted for reimbursement under LoCIP:

- Washington Road
- Franklin Lane
- Rood Ave (Green Manor to Shelley)
- Country Club Drive
- Delilah (Matianuck to Country Club)
- Parish
- Green Manor
- London
- Arrowbrook
- Fairway Circle
- Hope Circle
- Lee Lane
- Matianuck Bridge (RT291)

The streets listed above have been recently completed during phase 1 of this year's pavement program.

Financial Impact

The LoCIP grant amount for this year is \$182,679. The project cost for the work on the identified streets is estimated to be \$639,630. The difference between the grant amount and the final cost for the identified streets will be funded by a combination of the General Fund Capital Project for pavement management fund or the Town Aid for Roads grant from the State.

Other Board Action

None

Recommendations

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

“MOVE that town staff is authorized to execute and submit an application to the State of Connecticut for a Local Capital Improvement Program (LoCIP) grant to perform pavement management and other eligible work, and that when received, the LoCIP funds will reimburse Capital Project Account No. 9041 “LoCIP Program.”

Attachments


None

Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Windsor Small Business Incubator & Support Centers

Background

In May 2022, the Town Council allocated \$165,000 in American Rescue Funds funding to help establish a small business incubator and support center. Plans for Windsor Worx, the subject of the original allocation, have evolved over the last year resulting in a change of location for the operation. In addition, since that funding was approved, a second co-work space known as The Collective Space has opened in Wilson. The Collective Space, like Windsor Worx, will provide small business support and technical assistance. Town staff is now recommending a new spending plan for a portion of the original allocation that will assist both Windsor Worx and The Collective Space with seed funding. Assisting these two operations will help promote the development of an entrepreneurial ecosystem in the community and help meet Town Council goals for small business support.

Both operations are in the launch phase and it is proposed to provide \$50,000 in seed capital to each enterprise to help with start-up costs, offset the costs of part-time staff to manage the spaces, and provide resources toward technical support and education programming. Funding would be from the previously allocated American Rescue Funds.

Discussion/Analysis

Originally Windsor Worx was slated to locate at 208 Broad Street in a building owned by the Loomis Chaffee School. Under the parameters of the original approval, Windsor Worx was to secure \$110,000 in matching funds and execute a lease with Loomis Chaffee before a first tranche of American Rescue Funds would be dispersed. Despite significant efforts by Windsor Worx to secure private contributions, the matching funds did not materialize to the level required and a lease for 208 Broad Street was not finalized between the parties.

In the Spring of 2023, an opportunity arose for Windsor Worx to rent at 41 Mechanic Street in approximately a 4,000 square foot space. The space was essentially in move-in condition outside of painting, new flooring, furniture and equipment. Annisa Teich, the lead for Windsor Worx, wanted to seize on the interest that had been built in the community for the co-work space and small business community hub, so they moved forward with leasing the space. The space at 41 Mechanic Street is approximately twice the size of what had been proposed at 208 Broad Street, provides additional private office offerings, and is located near existing amenities such as the train platform, Arts Center and the Windsor Riverwalk. Windsor Worx officially opened in July 2023.

In February 2023, Kyesha Buckham, owner of 258 Windsor Avenue (a hexagonal-shaped building in front of Hopewell Baptist Church), contacted the economic development office about establishing a co-work space and creative studio to be known as The Collective Space. Economic development staff helped Ms. Buckham identify a source of capital, the Community Economic Development Fund, which provided a line-of-credit to pursue the renovation of the building. The renovations were completed in July 2023 and the space officially opened.

Through discussions with Ms. Teich and Ms. Buckham, we learned that these entrepreneurs had complementary plans and aspirations for their facilities to create community hubs for budding entrepreneurs and small businesses. Both facilities have three primary components: 1) physical meeting and networking spaces; 2) provision of technical services and 3) community programming and events. The facilities offer a range of space rental options including hot desks that can be rented by the day, as well as private office spaces. Each facility has a conference room that can be rented and the facilities are also available for event rentals.

Both facilities will partner with small business technical assistance providers to aid individual businesses and start-ups on marketing, sales, legal, bookkeeping, and other important topics. Both facilities are also committed to tapping into local and regional resources who have subject matter expertise to help provide technical services. The Collective Space will be utilizing the Black Business Alliance with a goal of assisting minority owned businesses and will also focus on a business owner health and wellness program. Both facilities plan to host seminars, workshops, webinars and working groups that would be open to the community beyond those who rent space.

While the enterprises will have complementary services, there will be distinctive programming at each location.

Windsor Worx is proposing to pursue a flagship program called The Neighborhood Small Business Incubator. The Neighborhood will be offered to two cohorts of five vetted and nominated entrepreneurs. This unique incubator program, pairing hands-on training and workshops with expert advice in legal, marketing, sales, insurance, and community development, will allow businesses to launch sooner and stronger than typical advice-only incubator programs.

A significant focus for The Collective Space is the creative studio. The studio contains equipment for podcast and video productions. The Collective Space will work with photographers, videographers and digital creatives to grow their businesses. There will be a podcast masterclass, photography business development classes, photo studio equipment classes and creative meet ups – networking events for creatives to come together, collaborate, build relationships and share ideas.

Both operations are in the launch phase and it is proposed to provide \$50,000 in seed capital to each enterprise to help with start-up costs, offset the costs of part-time staff to manage the spaces, and provide resources toward technical support and education programming. During this critical first year, as they market the availability of their spaces and seek to secure memberships, an allocation of American Rescue Funds to each entity would help sustain the enterprises until their facilities are stabilized with rental income, provide them the capacity to offer small business technical assistance programming, and put them in a position to succeed long-term. This type of shared work space combined with programs, seminars and workshops would bring new entrepreneurial activity and increased energy to Windsor Center and Wilson and assist businesses and business start-ups across the community.

\$50,000 in ARF funding would be provided to each facility in two tranches of \$25,000 each for start-up costs, year one operational costs such as rent, mortgage, utilities and part-time staffing and to assist with programming costs. Windsor Worx and The Collective Space would be required to provide an interim report of the use of ARF funds after six months and a final report after twelve months. The reports would detail what technical assistance and educational programming was provided and track metrics and attendance for all activities.

Financial Impact

The proposed \$100,000 in funding would come from a previously approved allocation of \$165,000 in American Rescue Fund resources for small business support. Establishment of the Business Incubator & Support Centers is expected to have a positive financial impact on businesses and entrepreneurs throughout the community, as well as result in discretionary spending in businesses in Windsor Center and Wilson by members of Windsor Worx and The Collective Space, as well as those visiting the facilities.

Other Board Action

The Economic Development Commission at its March 16, 2022 meeting voted to endorse the use of ARPA funds for the establishment of a Small Business Incubator and Resource Center in the community. The Wilson Deerfield Advisory Committee at its July 27, 2023 meeting voted to endorse the use of ARPA funds to assist Windsor Worx and The Collective Space.

Recommendations

It is recommended that the Town Council authorize the use of \$100,000 in American Rescue Funds to assist Windsor Worx in Windsor Center and the Collective Space in Wilson. If the Town Council is in agreement, the following motion is recommended for approval:

“MOVE that the Town Council authorize the allocation of \$100,000 in American Rescue Funds to provide \$50,000 to assist the Windsor Worx business incubator and small business support center in Windsor Center and \$50,000 to The Collective Space for the business incubator and small business support center in Wilson.”

Attachments

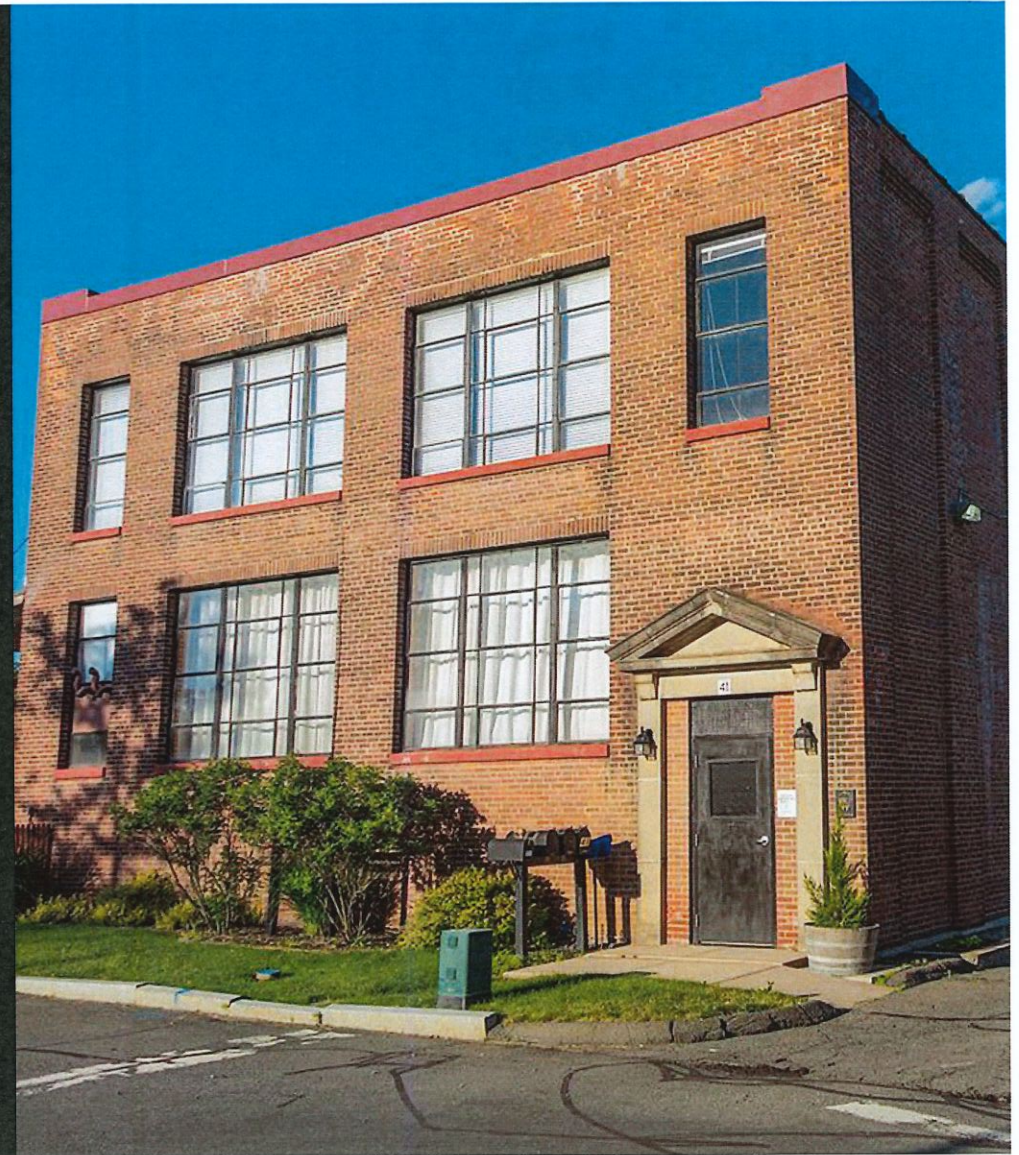
Windsor Worx PowerPoint Presentation

The Collective Space PowerPoint Presentation

Windsor Worx

Windsor Worx

AN ECONOMIC DEVELOPMENT HUB



A STRONGER WINDSOR

COMMUNITY IMPACT

Windsor Worx is so much more than space. It is a community hub where local entrepreneurs can collaborate and thrive alongside the support of fellow professionals, including remote workers and regional teams, and veteran small business owners. We know that Post-COVID, communities are struggling to get back on their feet. Citizens are looking to find work or build a business, and new businesses are seeking resources to grow, and veteran businesses are in need of modernization.

This unique mix of service and space is aligned to support this entire local, small business ecosystem. Simply put – our goal is to help MORE small businesses launch and support their journey to the 5- and 10-year major milestones, making them strong and sustainable contributors to the local economy.

OUR GOALS

Increase in Small
Businesses Launched in
Windsor and
Neighboring Towns

Increase Local
Business Patronage
and Traffic in
Downtown Windsor
on Weekdays

Build and Enhance
Local Connections +
Collaborations

Increase in Citizen
Support for Windsor
Area Businesses

Windsor*Worx

SERVICE + SUPPORT THAT BRINGS A COMMUNITY TO LIFE

PHYSICAL MEETING + NETWORKING SPACES

A place to get productive, collaborate, and connect. Our flexible and varied membership options are developed to fit the needs of today's remote workers, entrepreneurs and small businesses. We provide the backdrop and amenities for a better workday.

PROFESSIONAL SERVICES

In partnership with local experts and service providers, we'll provide free and paid opportunities to launch and strengthen local businesses. Everything from Marketing, Sales, Legal and Bookkeeping can be accessed through our physical and online hubs.

COMMUNITY PROGRAMMING + EVENTS

In our mission to drive economic development in the community, we'll produce our flagship programs, create and host seminars, workshops, webinars and working groups, all with the goal of launching and supporting more small businesses in Greater Windsor.

THE DESIGN PLAN

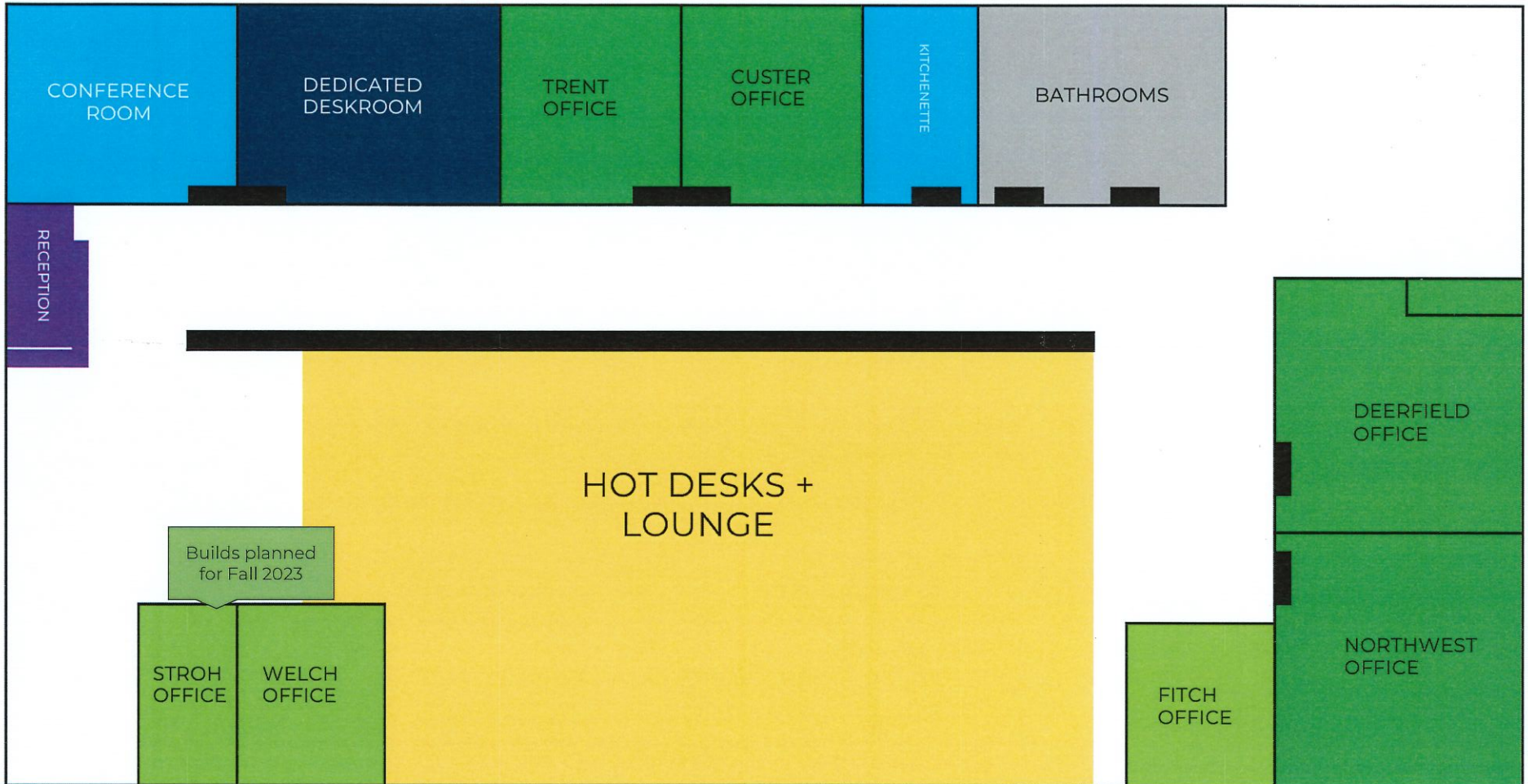
An Ode to the Former Industrial Space, with a Chic, Comfortable Twist

Unlike other area coworking facilities that boast a more modern and often sterile design, our design plan is focused on comfort without sacrificing style. Think of a beautifully designed living room, home office or kitchen, furnished with soft, colorful fabrics, local art, and layers of lighting.

And, of course, none of our workspaces would be complete without a ton of plant life.



THE FLOORPLAN



MEMBERSHIP + ENGAGEMENT

Thanks to our nearly 5 years of experience in successfully running West Hartford Coworking as a profitable space, we have developed and priced levels of membership available to the Windsor Worx community that fit the needs and economics of the local market. As always, we will continue to dig into and best understand this sub-market, treating the space and its needs as a unique space, shifting offerings accordingly.

Private Offices Starting at \$650/month	Dedicated Desk \$275/month	Hot Desk \$20/day	Conference Room \$35/hour
Mailbox \$45/month	Private Event Booking \$75/hr	Community Events Per Ticket	Virtual Small Business Community Hub \$50/month

FLAGSHIP PROGRAMMING @ *Windsor*Worx*



The Neighborhood – Bromleigh’s unique incubator program, pairing hands-on training and workshops with expert advice in legal, marketing, sales, insurance, and community development, allowing businesses to launch sooner and stronger than typical *advice-only* incubator programs. We plan to run two cohorts in year one, supporting approximately ten, well-vetted and nominated entrepreneurs.

FLAGSHIP PROGRAMMING @ *Windsor*✶*Worx*
COMMUNITY IMPACT

10

**NEW WINDSOR-AREA
BUSINESSES**

In our first 18 months, The Neighborhood will guide 2 cohorts of 5 entrepreneurs through our hands-on curriculum to launch their business. The first in April 2024, the second in February 2025.

\$0

COST TO PARTICIPATE

Entrepreneurs that are accepted into the program will not incur any charge for the services and support they will receive in the program. Costs will be covered by community partners and grants.



100%

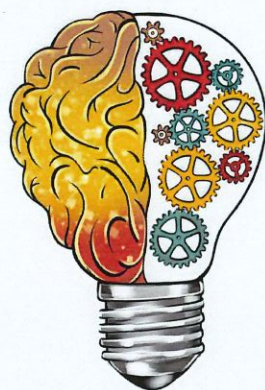
**MORE PREPARED
TO THRIVE**

Participants will work with area experts to complete the following essential business deliverables as part of our program curriculum:

- Logo + Branding
- Website
- LLC Formation
- Insurance + Risk Management Consultation
- Social Media Marketing Strategies
- Sales + Business Development Training
- Community Engagement Strategies + Introductions

Our cohort will culminate in a presentation and launch party @ Windsor Worx, introducing these new businesses to the community.

The Collective Space

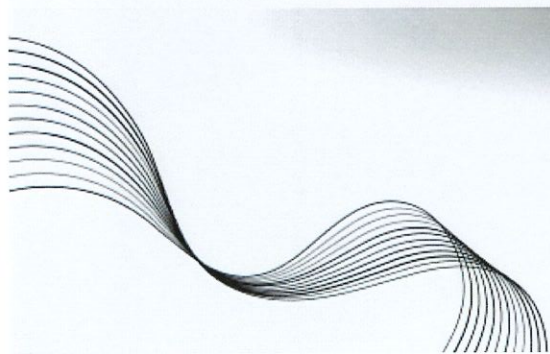
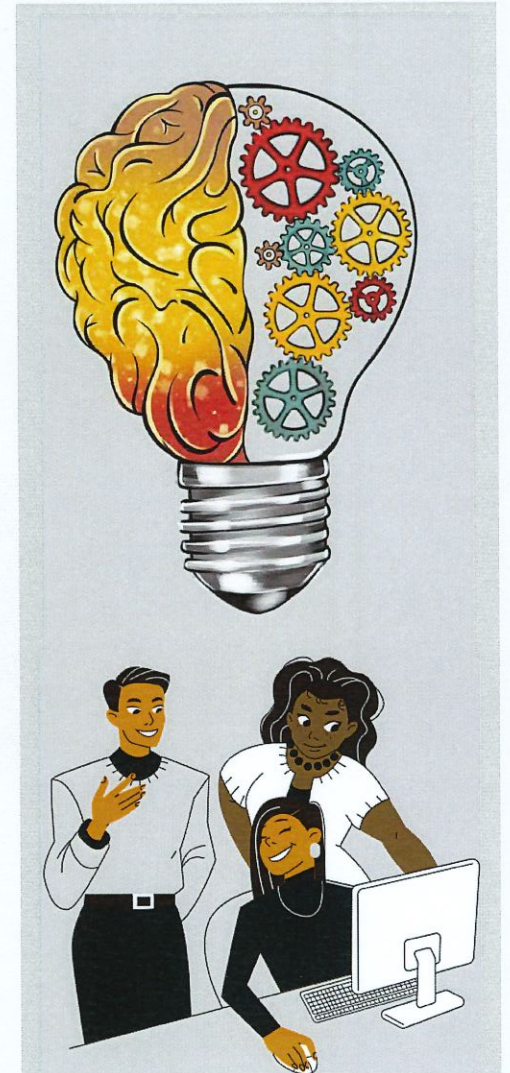


the **collectivespace**

A Playscape For Creatives

WHO WE ARE

The Collective Space is a co-working space, integrated with a Creative studio. We provide businesses, including both start-up and existing businesses, with workspace leasing options such as hot desks, private and virtual offices as well as meeting rooms, printing services, wi-fi, and a self-serve cafe





SUPPORT SERVICES CURATED TO THE NEEDS OF CREATIVES

- Access to studio space
- Premium photography equipment and software
- Private recording and podcast studio
- Business workshops
- Networking events.
- Classes



THE COLLECTIVE SPACE

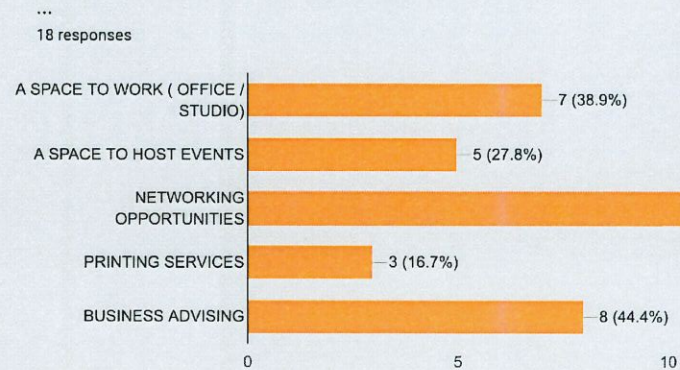
As part of market research efforts, a survey was conducted to better understand the needs of creative entrepreneurs and small business owners.

According to the responses, our target market would pay a monthly membership in order to gain access to a co-working space 24/hr a day with added amenities.

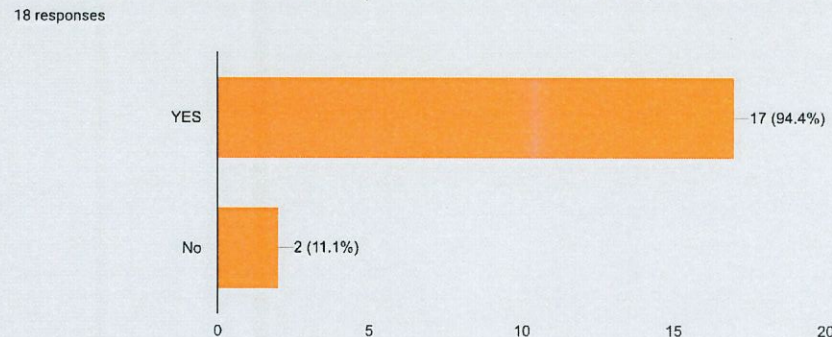
The biggest challenges faced by these groups are access to their **own space**, the **knowledge and assistance** to build their business, and connecting with like-minded individuals to grow the **network**.

www.thecollective-space.com

WHAT RESOURCES DO YOU NEED TO HELP ENHANCE YOUR BUSINESS GROWTH & DEVELOPMENT?



WOULD YOU PAY A MONTHLY MEMBERSHIP TO HAVE ACCESS TO A CO-WORKING SPACE 24 HOURS A DAY WITH ADDED AMENITIES (PRINTING...NG OPPORTUNITIES , BUSINESS ADVISING ECT)?



PROBLEM & SOLUTION

PROBLEM

- Lack of knowledge,
- No access to resources
- No network to help propel their growth.
- lack of a physical space
- Lack of a supportive ecosystem

OUR SOLUTION

The Collective Space will cater to the needs of entrepreneurs, particularly creative type entrepreneurs, by providing a growing environment and **CREATING A COMMUNITY** that understands their unique needs while also offering resources to elevate them:

- Establish a business foundation
- Develop a professional network
- Access to high tech equipments and studio
- Participate in workshops and social events
- Information HUB

SERVICES

Eliminating the cost & creating opportunities

01

COWORKING MEMBERSHIP

- Monthly Access Pass to use hot desks
- 24/7 access to space
- Printing & Faxing
- High Speed WIFI,
- self-serve cafe
- Free access networking events.

02

PHOTO STUDIO

- Hourly Rental
- Photography equipment available for each-shoot
- Photo Printing
- Access to computer for editing software's
- creative workshops.

03

PODCAST STUDIO

- Hourly rental for members & non members
- Access to all podcast equipment
- 6-Week Course specific to building a podcast

04

COMMUNITY EVENTS

- Monthly events
- industry networking
- business workshops
- Social events including open studio, pop-up shops, happy hours and much more
- Allow member be apart of events



DID YOU KNOW?



- **Many creative businesses fail in their first year of operation due to a lack of business skills, poor financial management, & lack of business & marketing knowledge**
- **8 out of 10 black owned businesses fail within the first 18 Months due to systemic barriers that rob them of investment and suppress development**

MORE THAN JUST A SPACE

OPPORTUNITY - ACCESS - SUPPORT - EDUCATION

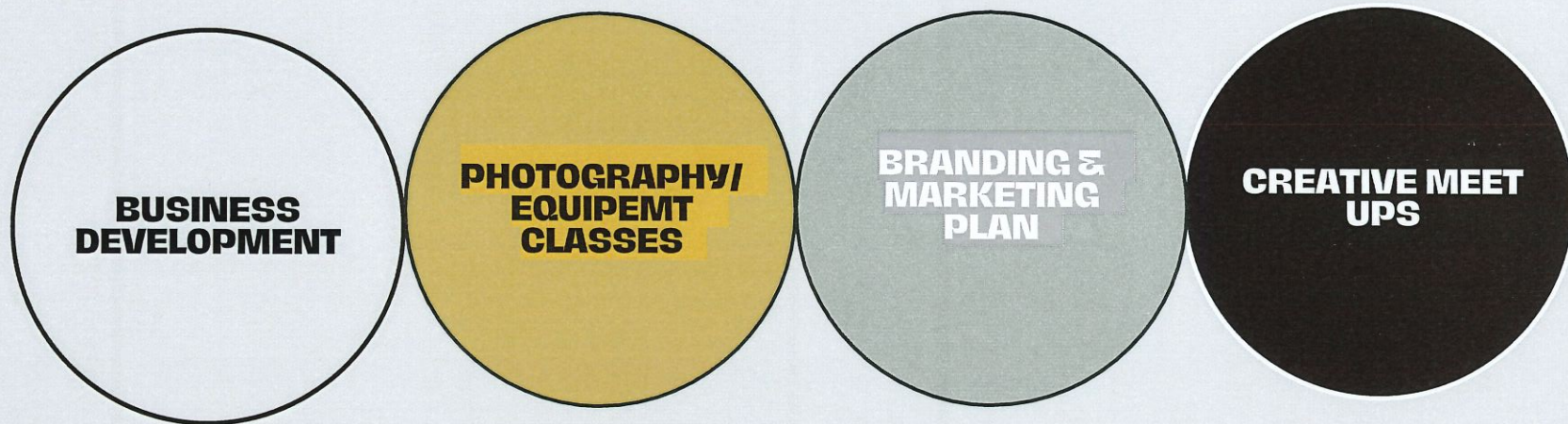


Our Mission is to strengthen Creatives entrepreneurs & build the black and brown ecosystem

- Providing a space for creatives to learn & grow
- Creating an environment with opportunities for black entrepreneurs
- Regional Interest /pulling interest from Surrounding towns
- Building a community



CREATIVE BUSINESS DEVELOPMENT TOOL KIT



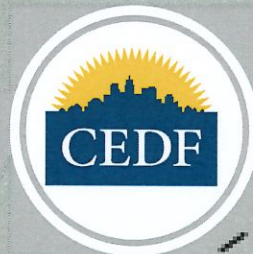
- Monthly creative meet up (to create, share, and collaborate)
- Monthly seminars (based around what it takes for a creative to sustain a stable business)

BUSINESS DEVELOPMENT

- START**
- HOW TO START A BUSINESS
 - BUILD A BUSINESS PLAN
 - MARKETING;
 - OPERATIONS HR AND ON GOING SUPPORT



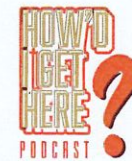
- TO**
- EDUCATION ON START UP FINANCING
 - CAPITAL FOR UNDER SERVED COMMUNITIES.



- FINISH**
- WORKING ON ACCESSING CAPITAL
 - UNDERSTANDING FINANCIAL STATEMENTS ;
 - MANAGING CASH FLOW
 - PLANNING FOR EXPANSION
 - 5CS OF CREDITS



OUR COMMUNITY PARTNERS



THE PROCESS

07/13/2022: PURCHASE OF BUILDING

01/09/2023:TENANT MOVED OUT

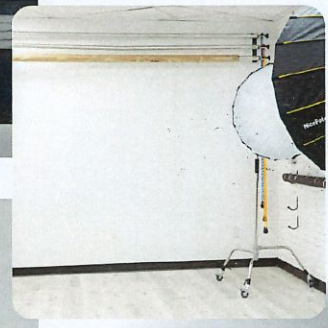
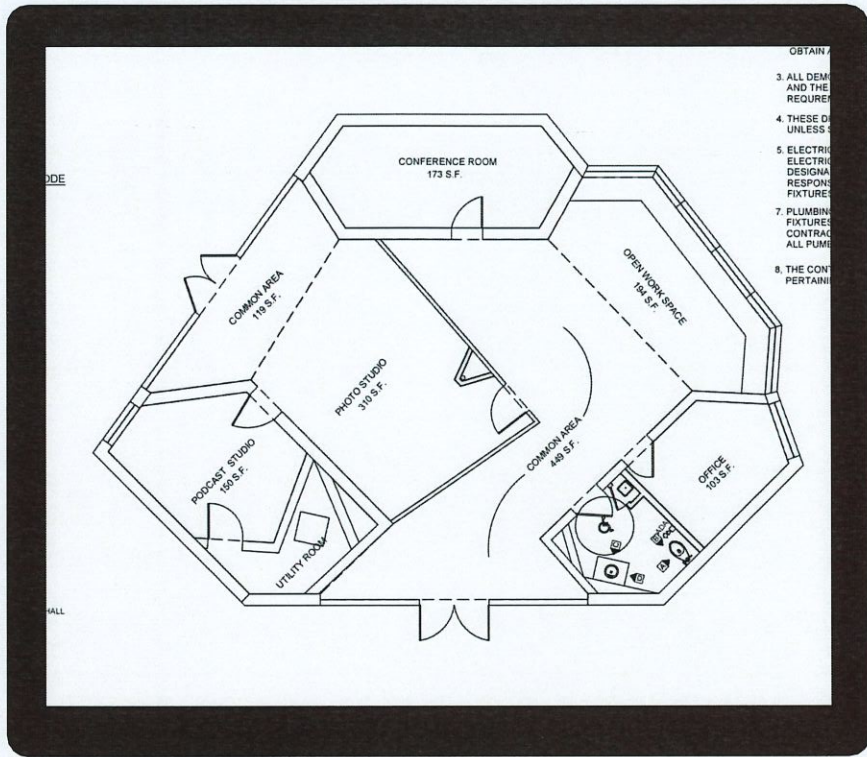
03/01/2023BUILD OUT PROCESS STARTS

07/ / 2023: GRANTED CERTIFICATE OF OCCUPANCY

08/11/2023: GRAND OPENING OF THE COLLECTIVE SPACE



• OPEN •



**YOUR INVESTMENT WILL SUPPORT THE GROWTH OF OUR CREATIVE
COMMUNITY AND THE DEVELOPMENT OF THE BLACK & BROWN
ECOSYSTEM, WHICH UPLIFT AND STRENGTHENS THE BUSINESS
ECOSYSTEM AS A WHOLE**

WE ALL PLAY A PART

THE
COLLECTIVE
SPACE

COLLABORATE

GROWTH

CREATIVITY

we are all
in this
together.



860.692.4386



Info@thecollective-space.com



www.thecollective-space.com



258 Windsor ave Windsor, CT 06095




Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Recreation and Leisure Services Director

Reviewed By: Peter Souza, Town Manager 

Subject: Purchase of Wheelchair-Accessible Minivan

Background

The town's Dial-a-Ride program utilizes a fleet of six passenger service buses to transport clients and residents to and from their homes, town facilities, medical appointments, shopping destinations, banks, hairdressers, entertainment venues, and more. These vehicles can seat 12 to 14 passengers. In the past year or so, staff has identified the need to diversify the fleet by adding a smaller wheelchair-accessible minivan.

Historically, the town has applied annually for a Connecticut Department of Transportation (DOT) Capital Assistance Grant under the Federal Transit Administration's Section 5310 program to purchase Dial-a-Ride buses. Unfortunately the DOT Capital Assistance Grant can't be utilized to purchase a minivan style vehicle. Therefore, funding for the purchase of a wheelchair-accessible minivan was allocated in the adopted FY 2024 operating budget. At this time staff is respectfully requesting authorization of \$65,700 in Community Investment Funds for the purchase of the new vehicle.

Discussion/Analysis

As noted above the Senior Transportation Unit utilizes a fleet of six service buses to transport senior and disabled residents to and from a wide range of everyday appointments and outings. Approximately 2,000 trips each year are completed with individuals that are wheelchair-bound.

The dial-a-ride buses have wheelchair lifts but are cumbersome and inappropriate for some with walkers. In addition, navigating through narrow streets, driveways, and medical facility parking lots is challenging with the buses. The addition of the wheelchair-equipped minivan will allow drivers to proceed through these locations safely and efficiently, providing our patrons with safer drop-off and boarding.

The minivan will also be available to Recreation and the Youth Services Bureau when needed for transportation of program participants requiring special needs transportation.

Financial Impact

It is requested that \$65,700 be approved from the FY 2024 Community Investment Fund.

Other Board Action

None

Recommendations

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

“MOVE to approve an appropriation of \$65,700 from the FY 2024 Community Investment Fund to purchase a wheelchair-accessible minivan for the Dial-a-Ride program.”

Attachments


None

Agenda Item Summary

Date: August 7, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation and Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: Goslee Pool Basin Repairs, FY 2024 Capital Improvement Program

Background

Reconstruction of Goslee Pool occurred 23 years ago with the pool basin, piping, decking and filtration system being completely redesigned and rebuilt. Renovations and additions to the Goslee Pool bathhouse and lifeguard facility were recently completed. At this time replacement of the water line tiles and coping around the pool basin is needed. Funding for this work is allocated in the FY 2024 Operating Budget and formal funding authorization is requested at this time.

Discussion/Analysis

The proposed work includes the replacement of the water line tiles and coping around the pool basin. The coping and water tiles are original to the pool basin reconstruction completed in 2000. The coping which is the protective cap at the edge of the pool has cracked and, in some areas, lifted from the foundation causing possible trip hazards. The water tiles have also cracked and, in some areas, fallen out. Over the past few years, staff have completed temporary maintenance repairs. However, it is now at the point where replacement is necessary. The pool basin repair will replace approximately 4,300 sq. ft. of new tiles and coping and will not change any other pool features. If approved by the Town Council, the repairs will be completed prior to the 2024 pool opening.

Financial Impact

The estimated cost of the project is \$60,000. The recommended funding source is FY 2024 Community Investment Funds.

Other Board Action

None

Recommendations

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

“MOVE to approve an appropriation of \$60,000 in FY 24 Community Investment Funds for repairs to the Goslee Pool Basin Repair Project.”

Attachments

None



**Town Council
Resignations/Appointments/Reappointments
August 7, 2023**

Resignations

None

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

None

Names submitted for consideration of appointment

- A. One Democratic Member
Library Advisory Board
Three Year Term to expire April 30, 2026 or until a successor is appointed
(LeighAnn Tyson)

“MOVE to REAPPOINT LeighAnn Tyson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.”

- B. One Democratic Member
Library Advisory Board
Three Year Term to expire April 30, 2026 or until a successor is appointed
(Cheryl Curtis)

“MOVE to REAPPOINT Cheryl Curtis as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.”

- C. One *Unaffiliated* Member
Library Advisory Board
Three Year Term to expire April 30, 2026 or until a successor is appointed
(Caren Barry)

“MOVE to REAPPOINT Caren Barry as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.”

- D. One *Democratic* Member
Library Advisory Board
Three Year Term to expire April 30, 2026 or until a successor is appointed
(Fran Ward-Nelson)

“MOVE to REAPPOINT Fran Ward-Nelson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.”

- E. One *Independent* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2026 or until a successor is appointed
(Kathleen Woodward)

“MOVE to REAPPOINT Kathleen Woodward as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.”

- F. One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2026 or until a successor is appointed
(Karen Zak)

“MOVE to REAPPOINT Karen Zak as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.”



August 7, 2023

- G. One *Republican* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2026 or until a successor is appointed
(William Pelkey)

“MOVE to REAPPOINT William Pelkey as a Republican member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.”

- H. One *Democratic* Member
Wilson/Deerfield Advisory Committee
Three Year Term to expire April 30, 2026 or until a successor is appointed
(Lakisha Hyatt)

“MOVE to REAPPOINT Lakisha Hyatt as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.”



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
JULY 10, 2023
PUBLIC HEARING**

APPROVED MINUTES

1) CALL TO ORDER

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

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

Absent: Councilor Ojala Naeem

Mayor Trinks read aloud the notice of the public hearing to solicit public comment on an ordinance entitled, AN ORDINANCE CREATING AN ARTS COMMISSION, CHAPTER 13, ARTICLE II.”

2) PUBLIC COMMENT

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:24 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
July 10, 2023
Regular Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Trinks called the meeting to order at 7:30 p.m.

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

Absent: Councilor Ojala Naeem

2) PRAYER OR REFLECTION

Councilor Smith led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Smith led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Eric Weiner, 130 Palisado Avenue, was thrilled to see the Arts Commission is up for a vote tonight. He saw that there is discussion on a sidewalk expenditure on Baker Hollow Road. It was not clear on the memo if the \$60,000 is town money. If it is, he implored the councilors to think about whether this amount of money is a good decision to use for sidewalks. Is Baker Hollow Road the best benefit to our town citizens or would spending the equivalent amount of money along Poquonock, Bloomfield Avenue be a better expenditure?

Omason Modeste, 30 LePage Road, stated he has been a resident of Windsor since 1999 and a volunteer firefighter with Windsor since 2002. He has been a lieutenant in that department since 2004-2005. Back in February, he was demoted from his rank by the Fire Chief for cited reasons which to him raises some serious ethical flags. He brought his concerns to the office of the Town Manager on March 16th. He then spent the next nine weeks seeking follow up from his office. It went largely ignored. In May he called in seeking information on the Mayor and the Town Manager was all of a sudden available for a meeting. We had our follow up and at that follow up he promised that he'd

contact me in a week. That week went by and he again attempted to seek follow up from the Town Manager's office going largely ignored. Up until today, when he called in seeking contact information from Ms. Black-Burke and again there was an opening for a meeting. As a resident volunteer and taxpayer in the Town of Windsor he is seeking clarification whether this is the standard by which some volunteers might be treated should they raise uncomfortable questions to the leadership in the Town of Windsor.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem - absent

Councilor Dobler stated that he echoed the sentiments of his fellow councilors regarding Representative Kahn. The past few weekends he has spent at a place named Fast Pitch Nation. It's the premiere softball facility in the northeast. They put on softball tournaments for girls ages 8-18 weekly. If you haven't had a chance, it's well worth going seeing the level of softball that is played. They have a week long tournament starting on July 24th. Feel free to stop down.

Councilor Walker echoed the sentiments of Councilor Black-Burke regarding the Union Circle and Representative Kahn. Discrimination is illegal. It's a federal law. That was a vicious attack on the Representative. These kind of things need to be dealt with. There is a serious issue when it comes to crime and addressing crime. There have been arguments that there are root causes to crime, but to put it simplistically, there is no consequence for criminal behavior. He is hopeful the appropriate authorities who were notified regarding this attack will do what is right and he hopes the individual faces the appropriate punishment.

Councilor Black-Burke thanked all the citizens for sharing their concerns during public comment. Tonight she wants to say thank you to all who came out to support Representative Maryam Kahn and her family. It was tragic that it happened. It was due to many failures across many systems in our state and nationally. She thanked everyone on the dais for their support of Union Circle. She thanked all that had a hand in planning the event and also thanked the Town Manager the Assistant Town Manager in their very quick response in our efforts to pull that circle together.

Councilor Gluck Hoffman echoed the same sentiments for Representative Kahn as was discussed earlier. This summer is going to have lots of kids out for the summer so please slow down and be aware of your surroundings.

Councilor Eleveld echoed the same sentiments for Representative Kahn. He also stated that Poquonock Avenue has lots of speeding and it is a race track. Cars are driving at 70+ miles per hour. He also stated to watch out for the kids.

Deputy Mayor Bress stated that her heart goes out to Representative Kahn and her family. She attended the Monarch Festival sponsored by First Town Downtown. It was very lovely. You can bid on any of the chair planters and other planters that are there up

to July 15th by going to First Town Downtown. She went to the farmer's market which is held on Thursdays next to The Bean and to the town's concert on the green. She did a shout out for Windsor Historian Bob Bell. The Central CT Tourism District presented Bob with his outstanding life service award. He's worked many years tirelessly to develop the Essex Steam Train River boat and did other events in town. She added the Windsor Historical Society has many events happening this week. Please check their website for some exciting programs.

Councilor Smith stated there was recently an accident at the bottom of Stony Hill where the car actually left the road and went through a garage on Windsor Avenue. He attended the Longest Day Concert sponsored by the Caring Connection, the Farmer's market and the concert on the green. He is requesting some follow up on the break-ins on Joshua Hill, Palisado Avenue, Day Hill Road, and Deerfield Avenue. He spoke with Leonard Lockhart suggesting that the Board of Education may want to establish a virtual mental health support website for middle and high school students who may be more comfortable using technology than talking to someone in person. He also suggested that there be two minutes of 'mindfulness' daily to decompress to begin a new day for all students. Lastly, it's been a privilege to serve citizens of the Town of Windsor, everyone on the Town Council, Town Manager staff, Peter, Scott and Helene, the Finance Department, Jim and Linda, and appreciates the efforts of Gary, Enita and Frank. He stated that he will not be seeking re-election.

Mayor Trinks is grateful that the other councilors spoke of the speeding. He said there are some days that he feels that he sits in danger at the Bean while doing his morning routine. He thanked the Deputy Mayor Bress and the Council for having placed the Arts Commission onto the agenda.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Ayanna Taylor, Board of Education gave the following report:

- On Wednesday, June 14, we graduated the Windsor High School Class of 2023. Kruti Dharsandiya is the Valedictorian for the Windsor High School Class of 2023. Kruti will attend the University of Southern California in the fall and plans to major in Accounting and Finance with a minor in Data Science. Kruti has been recognized by the University of Southern California's McCarthy Honors College and Global Leadership Program as a Selected Member.

Abigail Morin-Viall is the Salutatorian for the Windsor High School Class of 2023. Abigail will attend University of Connecticut in the fall and plans to major in Molecular and Cellular Biology on the pre-med track. Abigail also served as the BOE student representative for the fall of 2022.

- Thank you to all of our community scholarship partners. Our graduating seniors received over \$106,000 in scholarships at their Senior Scholarship and Awards Night on June 1.
- Congratulations to the WHS Girls Track Team on their 12th all-time and 5th consecutive CIAC Class L State championship and an outstanding 2nd place finish in the CIAC State Open. The WHS Boys Team secured their 8th all-time and 2nd consecutive straight CIAC Class MM State Championship with an amazing 2nd place finish in the CIAC State Open. The Boys 1000M Sprint Medley Relay was named All American and they placed 2nd in the New Balance Nationals.

The Boys & Girls 4x400 both placed 8th at Nationals which means Windsor High School is the only school to have both teams, male and female, finish in the top 8 in the nation!

- The WPS Summer Food Program will run from June 19 to August 18, Monday through Friday (closed on July 3 and 4) at the following locations: Sharshon Park at 38 Skitchewaug Street, from 11:30 AM to 12:15 PM and at John Fitch Park, 156 Bloomfield Avenue from 12:00 PM to 12:45 PM. Due to changes in federal regulations for the Summer Food Service Program, the child must be present to be eligible for a meal - no parent or guardian pick-up is permitted and the child's meal must be consumed on site. Grab and Go meals are no longer permitted. Each child or teen 18 and under is eligible for one lunch per day. The menu is posted on the district website.
- The WPS Summer Reading Program, *Find Your Voice*, is underway for students in all our schools. Families should visit the district website for more information.
- Windsor Public Schools is the recipient of two National Communications Awards from the National School Public Relations Association (NSPRA) submitted and facilitated by Gianna Gill, District Communications Coordinator:
 - **NSPRA's Golden Achievement Award** recognizes outstanding, strategic work in all aspects of school public relations, communication, marketing and engagement. **Award Entry: Windsor Public Schools Presents: Coffee Talk with Dr. Hill.**
 - **NSPRA's Publications and Digital Media Excellence Award** recognizes outstanding education publications, e-newsletters, digital media programs, radio/TV/video programs, podcasts, social media, infographics, blogs, and websites. **Award Entry: Representation Matters! Windsor Public Schools Showcases Vibrant and Robust Culture Across District Social Media Accounts**
 - Both awards will be honored at the NSPRA 2023 National Seminar in St. Louis on July 16. Gianna Gill will accept the awards on behalf of the district.
- The district administrators concluded their year at their annual end-of-year leadership retreat. This year they were fortunate to have their leadership retreat at Windsor's own

state-of-the-art renovated firehouse on Bloomfield Avenue. A special thank you to Mr. Paul Goldberg at the firehouse for all his help and time in making this event possible.

- The WPS Summer Enrichment Program begins July 10 and runs through July 27. We have over 200 students enrolled in a variety of fun and engaging activities. Registration has closed for this program.
- The district is pleased to announce the appointment of four administrators:
 - **Dr. Noha Abdel-Hady has been appointed as our new Assistant Superintendent for Instructional Services for WPS!** Over the past few months as well as her tenure in WPS, Dr. Hady has proven to be an invaluable asset to the WPS students, staff, and families.

In hiring Connecticut's first woman, Muslim, cabinet-level administrator, Windsor Public Schools continues to break barriers and promote diversity and inclusivity in educational leadership. Dr. Hady is a multifaceted leader who possesses a vast array of experiences that include leading a high school in Memphis, TN of 1,700 students and over 100 faculty and staff, and turned around the school from being at the bottom 5% in the state to the top 25% in the state based on Reading, Math and Graduation rates in one year.

Dr. Hady holds a Doctor of Education Degree from University of Hartford, a dual Masters of Science degree in Educational Leadership and Curriculum and Instruction and a Bachelor of Science in Secondary Math Education. Dr. Hady has a proven track record of working tirelessly to provide teachers with coaching, curriculum audits, strategic planning, and school development services. She has demonstrated this work by using data and analytics to develop strategies and interventions that have resulted in measurable improvements in student performance. Dr. Hady analyzes data trends and identifies areas that need attention, and then provides support to our educators to help them help their students to achieve better outcomes.

As the Assistant Superintendent for Instructional Services, Dr. Abdel-Hady will lead the district's efforts in implementing research-based instructional practices, fostering a culture of continuous improvement, and promoting equity and access for all students. Her unique experiences, qualifications and unwavering commitment to educational excellence will drive our district forward, ensuring that every student receives a high-quality education and develops the genius in every child!

- **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.

- **Mr. Dana Gagne will serve as Acting Principal of John F. Kennedy School for the 2023/2024 school year.** Mr. Gagne has been an educator for WPS for the past 23 years! Mr. Gagne started in Windsor in 1999 as a paraeducator prior to becoming a Math Teacher in 2004. Along with being an educator for WPS, Mr. Gagne is also a resident and a parent of WPS! In 2019, Mr. Gagne became the Dean of Students for Sage Park Middle School and has held that position for the past 4 years. In addition to being Dean, Mr. Gagne has also been serving as Interim Assistant Principal at John F. Kennedy School for the past 4 months. Mr. Gagne has already proven to be a leader to the WPS students, staff, and families of Windsor. His knowledge, training, as well as his proven leadership will make him a great addition to the leadership team.

- **Ms. Karen Lawson has been named the new Elementary Special Education Supervisor for PreK - Grade 2.** Ms. Lawson comes to us most recently from Middletown Public Schools where she is the Supervisor of Social Emotional Learning, Pupil Services & Special Education. Ms. Lawson has been an educator for over 17 years and has extensive and diverse experience working with youth in a variety of educational settings. Ms. Lawson started her educational

career in Hartford Public Schools. Ms. Lawson also worked for Inter Community Mental Health Outpatient Child Clinic as a member of their multidisciplinary clinical team. In 2010, she became a Social Worker for Windsor Public Schools where she spent 3 years before moving back to Hartford Public Schools as a certified social worker at Capital Preparatory Magnet School. In 2014, Ms. Lawson was promoted to a leadership position with HPS as the District Social Worker/Coach where she worked from 2014 through 2022.

- Karen earned a Bachelor of Science in Social Work from Saint Joseph College; a Masters of Social Work from the University of Connecticut and most recently earned the Educational Leadership, Sixth Year Certification from Sacred Heart University. We are excited to welcome Ms. Karen Lawson back to WPS and know that she will be a strong special education leader for Oliver Ellsworth and Poquonock Schools as well as an asset to the Windsor Public School Community.

- Dr. Hill's Coffee Talks have concluded for this school year. Please watch for the dates of his Coffee Talks for the 2023-2024 school year which will be posted on the district website.

- The BOE's next regular meeting will be on Tuesday, September 19, 2023 at 7:00 PM in the Board Room at LPW.
- The first day of school for students for the 2023-2024 school year is Monday, August 28, 2023.
- Families are reminded to update their returning children(s) information in the PowerSchool Parent Portal - Returning Student Update 23-24. There is a banner on the district website and families may access their forms there. It is important to update phone numbers, emergency contacts, etc. in the Parent Portal prior to the start of the new school year.

And finally, please remember to visit our website, www.windsorct.org, for the most current information, athletic schedules, and academic calendar. Families should make sure their child's school has their most up-to-date contact information.

Deputy Mayor Bress asked about the grab and go lunch program. Is that a federal decision? Ms. Taylor explained it is a federal decision which the parameters will affect many of our families. We will see how this goes. Sometimes you have to see how it goes with the feedback before you can assess the program.

b) Public Building Commission

Rich Hazelton, Public Building Commission, gave the following report:

Sage Park Middle School Energy HVAC Efficiencies Upgrades Project Phase 2 & 3– 9542

With school in summer session, work is progressing at a faster pace with full building access for the contractors to complete their work. The abatement of HazMat are complete. Replacement of air handlers in music wing are 25% complete. The installation of the complete new heating plant in boiler room, and replacement of all classroom wall unit ventilators has begun. 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 95% complete. The remaining work is the installation of new pool water chemical treatment equipment, completion of site work, and then punch list items. We are now expecting project completion by July 20, 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 continues on schedule. The HazMat abatement will be completed at end of this week. New flooring installation is scheduled to be completed in three weeks. 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 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 still 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 GC has started work on this project and is to date on schedule. 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 was on site two weeks ago testing the moisture in the slab in 12 locations. The PBC is expecting to receive a comprehensive report assessing the existing moisture conditions in this buildings concrete slab. The report will also provide the architects professional opinion regarding the underlying causes of slab moisture. Along with recommendations for the advisable corrective actions with probable present-day cost values. Preliminary findings discovered slab moisture as high as 98% where 75% and less would be the norm.

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.

Deputy Mayor Bress asked where we are with the Discovery Center? Is it back with the Council? When you say it's coming back to the Council, what exactly do you mean? Town Manager Souza stated that the Public Building Commission (PBC) has completed their report as requested to do an analysis of an all electrical options. Part of the discussion with the Capital Improvement program will be how does, if at all, that project get incorporated, be it all electric option or other type of option like natural gas or some variation of that. There needs to be a conversation over the late summer to fall about capital funding.

Mr. Hazelton stated Whit Przech has been a tremendous help with the PBC with some information coming out at 5:30 AM sometimes. He is very professional and we hate to see him go.

8) TOWN MANAGER'S REPORT

Town Manager Souza echoed the comments of Rich Hazelton and the PBC relative to Whit Przech. Whit will be finishing up his time with us over the course of the next week or so while we transition in with a new hire for a Facilities Manager, which he informed the Council about a few weeks ago. Whit has done a great job. He has brought our knowledge with energy efficiency in building management systems up to date significantly. We are, however, in good hands with a strong PBC who understands the projects. Gary Dowgewicz will also be able to help the new manager that is coming on board over the month of July and August. He's confident that we are in good hands even with Whit enjoying his retirement.

Town Manager Souza gave the following report:

Active Spring and Summer

This spring and early summer has been a busy and productive time for departments and the Town Manager's Office. Dozens of summer seasonals have been hired to staff our recreation camps and programs. Ten full-time positions have been filled in departments ranging from Public Works, Police to Library and Public Relations. Thank you to our hiring managers in each department as well as our three person Human Resources Department. The police department has made several promotions to the positions of Lieutenant and Sargent.

We have hired a part-time zoning enforcement inspector which was a new position in the adopted FY 24 budget. The primary focus this summer will be on addressing the parking of larger commercial trucks in residential zones. We also continue efforts to address unregistered and inoperable vehicles in residential areas.

Public Works and Engineering have completed the first round of street repaving projects and now are preparing for the second round of streets which will be paved later this month and early August. Also, the northbound lanes of International Drive are being reconstructed using a State grant. This project is expected to be completed mid-summer.

Lastly, staff has continued to facilitate the installation of solar arrays at the Poquonock Fire Station, 340 Bloomfield Ave as well as the Police and Public Works facility on Addison Road. Assistant Town Manager Scott Colby continues to work on a potential virtual net metering project with a private vendor which would substantially increase the amount of electricity the town utilizes through renewable energy sources.

Pickleball and Tennis Courts at LP Wilson Community Center

The new cement courts have been poured and now curing for the next several weeks. Once the courts have cured in accordance with engineering specifications the final surface and line striping will occur. Fencing will also be installed as well as a shade structure. Weather permitting, it is expected that the facility will be ready for use in mid August.

Summer Block Parties

The Windsor Youth Services Bureau and Windsor Police Department invite families to come out and play at our annual Community Block Party Series! The block parties run from 4:30 PM to 7:30 PM and admission is a school snack donation for the Weekend Wheels Program.

Families can enjoy tie die shirts, bounce houses, face painters, henna artist, music, and free food! This event is created by the Windsor Youth Services Bureau Summer Teen Employment Program to promote family fun and community spirit in a substance free environment. Parties will be held at:

- **Sharshon Park Block Party – Friday, July 14th** (Skitchewaugh Street)
- **Lancaster Park Block Party – Friday, July 28th** (Lancaster Drive)
- **Deerfield Park Block Party – Friday, August 11th** (Seymour Street)

For more information please call the Windsor Youth Services Bureau at 860-285-1946 or visit townofwindsorct.com/recreation/ysb/.

CHR Mental Health First Aid (MHFA Certification)

Our Social Services and Youth Services Bureau are once again offering the two part Mental Health First Aid certification course on September 18 & 19 from 5:30 PM to 8:30 PM at the L.P. Wilson Community Center. Taught by an instructor from Community Health Resources, this free course is for those 18 and older interested in learning how to identify, understand and respond to signs of mental health and substance use challenges. This course was held previously last May with 21 residents participating. Register at www.townofwindsorct.com/recreation or call 860-285-1839 to register.



Windsor Garden Tour

"Windsor Gardens - Rhythm & Soul," Garden Tour will be held on Saturday, July 15, 2023 from 10:00 AM - 4:00 PM at eight garden locations in Windsor, CT. Brought to you by the Windsor Garden Club and participating Windsor residents. This year will be unique in that we are featuring both beautiful, traditional gardens and showcasing gardens that reflect themes of sustainability and community.

Tickets are \$25 per person. To purchase tickets, go to the Windsor Garden Club at <https://www.facebook.com/windsorctgardenclub/> or at The Blue Dragonfly, Jordan Florist, or Woodland Gardens in Manchester. This event is rain or shine.

CT DOT Wrong Way Detection System

The Connecticut Department of Transportation (CT DOT) is designing a Wrong Way Detection System to be installed at 42 limited access highway off-ramps that are considered high-risk locations for wrong way drivers. A Wrong Way Detection System may consist of radar, video and/or thermal cameras. These devices will be deployed at off-ramps as the primary detection for wrong ways vehicles. The detection will activate flashing red circular lights located on the wrong way signs alerting drivers they are traveling in the wrong direction and need to take corrective action. Connecticut State Police and CT DOT's Newington Headquarters will be alerted if a driver continues driving in the wrong way. It is anticipated that the project will be advertised for construction in August.

In Windsor, CT DOT plans to install these systems at the five following locations.

Windsor	Route 20	East	Route 75
Windsor	I-291	West	Exit 1
Windsor	I-91	South	Exit 38A-38B
Windsor	Route 20	East	Hamilton Road
Windsor	I-91	North	Exit 34

Motor Vehicle Break Ins

As has been the experience across the region and state in the past several years, there was a rash of car burglaries in a few areas of town recently. We once again are urging residents and business owners to take care to lock their vehicles, remove any valuable items and if possible park in well lighted areas.

Police Officers on the overnight shifts patrol both residential and commercial areas. Unfortunately, it does not take long for individuals to hit an area and flee prior to police being notified.

Individuals committing these types of crimes may be using stolen vehicles or on occasion steal a vehicle they have broken into.

Therefore, similar to other area towns, the Police Department have deployed Automated License Plate Readers (ALPR) to increase crime prevention and reduction.

In 2019, the department deployed two mobile license plate readers on patrol vehicles. Building on this, the department has deployed six fixed cameras at various locations in town, focusing on the I-91 corridor from exits 34 through 39 as well as in town center. The units are motion activated and only take a still image of passing vehicles.

The images capture objective data and do not capture occupant descriptions. The ALPR system will alert police in real time when a vehicle is identified as stolen, or a known or wanted suspect vehicle from a state or national crime database enters the town, or if a vehicle involved in an Amber Alert or Silver Alert is detected. The cameras are not “red light” cameras and are not intended for traffic enforcement or parking violations.

The ALPR system can assist officers in detecting crimes as well as identifying, apprehending, and convicting individuals associated with criminal activity.

Councilor Black-Burke wanted an update on the medians in Wilson area. When will they be completed? Town Manager Souza stated the expectation was that it will go to the city line on I-91 and it will take until the 3rd or 4th week of August to complete.

Councilor Black-Burke asked about the wrong-way driving detection system at the exit ramps. Did the State convey to us how they will be determining which on and off ramps will be getting the equipment? Town Manager Souza said the state has a matrix to identify those high risk locations and he will get that information and share it with the Council.

Councilor Eleveld asked the Town Manager if there anything residents can do to make their cars less attractive to thieves. Town Manager Souza replied that it's a challenge. Law enforcement has indicated that you should take your valuables out of your vehicle or put them in the trunk where they would be out of sight. Adding an alarm system is another option and as well as parking in a relatively highly lit area. There are devices that can be attached to the vehicle steering wheel or ignition to prevent vehicles from being stolen. These individuals are not looking for the car itself but the valuables within it. As we continue our public awareness efforts, we will add any tips we might find to those messages.

Councilor Eleveld asked if people are leaving their vehicles unlocked. Town Manager Souza stated that generally that has been the case in the past. From the news media accounts that we've recently seen, there have been more 'smash and grab' incidents than there had been a year or two ago.

Councilor Dobler said he had conversations with the Police Chief a while back where he said 95% of the break-ins can be avoided, you just need to lock your car. The Police Chief said that most of the cars that are stolen is because people leave them unlocked or keep their keys in their car. He had a conversation with the Police Chief about a month ago and he stated those numbers have gone down to about 90%.

Councilor Dobler asked about the detection devices that the state is providing. Will that be used on state highways only, just on I-91 and Route 291 or do we not know that yet?

Town Manager Souza said the locations in Windsor are going to be two locations on Route 20, one on Route 291 and two off the exits on I-91.

Councilor Dobler asked in regards to the stolen vehicles, are they able to read through the tinted cover plate that some individuals place on a license plate? Town Manager Souza stated he does not know that. He'd have to look into it and get back to him.

Councilor Dobler asked about the consultant that came in a few months ago. Is he still on track regarding the EMS update? Town Manager Souza said he spoke to the consulting firm at the end of last week. They are still on track to have a draft report by the end of July. From there, we would work with the Health & Safety Committee on scheduling a meeting if not in August then maybe in early September to review that report.

Councilor Walker stated it was just two years ago that we had these types of car break-ins. Even on social media, we keep hearing that its kids. Are these teenagers that are doing this from Windsor or are they from other towns? Town Manager Souza replied that his understanding is that these folks will travel many distances throughout western Massachusetts and the state of Connecticut. They travel from town to town. We do not believe there is a Windsor connection specifically. That doesn't mean there isn't any Windsor adults involved. There has been one case that he's aware of where a Windsor resident has been arrested for this type of crime.

Councilor Walker asked if the Windsor Police Department or any municipal police recommend going out to confront these individuals. Town Manager Souza stated that to his knowledge, he does not believe the Windsor Police Department recommends doing that as you don't know what these individuals will do. There have been recent media accounts in the metropolitan area where a person was assaulted when they confronted an individual doing that. The recommendation is not to confront them, but to call 9-1-1.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler stated the Town Improvements Committee will have a meeting next week.

Finance Committee – Councilor Naeem - absent

Health and Safety Committee – Councilor Black-Burke stated that Councilor Dobler gave an update on the consultant report at the last Town Council meeting which is also in minutes of the Health & Safety Committee meeting. They will be scheduling a Health and Safety Committee meeting at the end of July or early August.

Personnel Committee – Deputy Mayor Bress stated the Personnel Committee has something for the Council to consider at tonight's meeting. Also, they will be setting up a Personnel Committee meeting at the end of August or beginning of September. If the ordinance passes, they will be posting it online and letting individuals know how to apply for a position on that commission.

10) ORDINANCES

- a) Approve ordinance establishing an Arts Commission

MOVED by Deputy Mayor Bress, seconded by Councilor Smith 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 within the minutes of this meeting.

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

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve an ordinance entitled, 'AN ORDINANCE CREATING AN ARTS COMMISSION, CHAPTER 13, ARTICLE II.'

Deputy Mayor Bress stated that this commission was a collaboration and gave thanks to the Personnel Committee (Councilor Gluck Hoffman and Councilor Black-Burke), Town Manager Peter Souza, Assistant Town Manager Scott Colby and Helene Albert, liaison for the Personnel Committee, to all the citizens in the audience this evening and the emails received in support of it. This is not only about arts. It's important for community development as well and it's a way to bring people from diverse backgrounds together to achieve common goals. With this Arts Commission, she feels we will be able to enhance the wonderful work already being done in this community. We have a vibrant community of artists, art organizations, individual artists, performing artists, etc. She thanked everyone who took part in making this happen.

Councilor Dobler stated while he thinks the commission is a great starting point, he looks forward to seeing five years from now what it will look like, what it has done and what it will hold moving forward.

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

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Approve lease for 334 Windsor Avenue

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to authorize the Town Manager to execute the attached lease agreement for 334 Windsor Avenue.

Town Manager Souza stated that a portion of the town owned building at 330-334 Windsor Avenue has been leased to the proprietors of the Chinese restaurant since 2005. The restaurant owners would like to renew the lease of 1,872 square feet. Leasing the

space to the restaurant will continue to generate retail and pedestrian activity to the center of the Wilson neighborhood. The Town Council is respectfully requested to favorably consider approval of the lease renewal.

The current lease agreement expired at the end of June. The following terms are included in the use agreement:

- Agreement would run through June 30, 2028. Tenant has the ability to request an extension of the lease for a one year period prior to January 2, 2028.
- Monthly rent would be \$2,567 per month through June 2024. This is a 3% increase over the current lease amount. Each July thereafter the rent would escalate by 3%.
- Utilities are the responsibility of the tenant.
- Town would remain responsible for exterior building and grounds maintenance, snow removal, security and fire alarm protection and HVAC maintenance. The Tenant would be responsible to keep walkways immediately adjacent to the leased space clear of snow and ice.
- Tenant would be responsible for the routine interior cleaning and maintenance of the leased space.

Councilor Eleveld asked if the lease rate is comparable to other spaces in the area. Town Manager Souza said yes it is in line on the rate per foot basis as well as that 3% rate increase.

Councilor Eleveld commented that they are not receiving any special deal. They are getting a reasonable business deal. Town Manager Souza said that was correct and noted that one item that might be an advantage to them is that the town does the snow control for that facility and the cost is not passed along.

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

- b) Set a Public Hearing for August 7, 2023 at 7:20 PM regarding a proposed sidewalk along a portion of Baker Hollow Road

MOVED by Deputy Mayor Bress, seconded by Councilor Smith that a Public Hearing be held at the Windsor Town Hall on Monday, August 7, 2023 at 7:20 p.m. (prevailing time) pursuant to Section 15-33 of the Code of Ordinances to hear public comment on the proposed new sidewalk segment on Baker Hollow Road AND BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Suzanne Choate, Town Engineer, stated the proposed sidewalk segment is planned to be constructed as part of the current Baker Hollow Roadway Reconstruction project. The

owners / developers of 105 and 205 Baker Hollow Road will construct at their cost the sidewalks along their lot frontage. The sidewalk will be considered a public walk that shall be maintained and kept in repair by the town as governed by *Connecticut General Statutes* §13a-149. Snow and ice removal will remain the responsibility of the property owner as governed in the *Windsor Code of Ordinances*, Section 15-3.

Typically, sidewalks are constructed within the town's right-of-way along the roadway. However, there is not enough existing public right of way area along portions of Baker Hollow Road to accommodate the 5-foot wide sidewalk and allow appropriate snow shelf distance from the roadway. Consequently, an easement(s) is required from the property owner(s) to allow for the construction of the sidewalk by the town. Easements are planned to be presented to the Town Council for acceptance at the August meeting.

Deputy Mayor Bress asked about public transportation nearby. Will this be helpful to people developing there as well as those using the sidewalk? Town Manager Souza said that CT Transit provides services for the general area of the Marshal Phelps/Day Hill Road corridor. What we are attempting to do with this project is to connect it where there is an employment center and do it while we're doing the construction of the current roadway. When you look at Day Hill Road for instance, sidewalks are not required along the frontage of the properties there. We have been asking developers as they now develop the vacant land on Day Hill Road to build sidewalks. We're trying to get an overall network to not only access to public transportation but also during a break that an employee might have, this would give them the alternative to go for a long walk.

Councilor Smith said the blue portion on the map signifies where the town will put sidewalks in on that road correct? Ms. Choate said yes, concurrently.

Councilor Smith said to address a citizen's concern earlier who said we should think about using that money that we would use to put the Baker Hollow sidewalk in to put sidewalks somewhere else. If we ever came back and wanted to put that sidewalk in would it cost more money? Ms. Choates replied that it would.

Councilor Smith asked would it be to our benefit to use the \$60,000 now while all the construction is in place. Ms. Choates stated that yes, this helps us to save quite a bit of money.

Councilor Eleveld said we approved the expenditure for Baker Hollow already. Is that \$60,000 built into that? Town Manager Souza stated the overall expenditure approved through the bond ordinance has \$55,000-\$60,000 available for this purpose again.

Councilor Eleveld stated that we really aren't making an extra expenditure as it was part of the package, correct. Town Manager Souza said that is correct.

Councilor Eleveld said that we can't easily carve that out unless that money is available at the end of the project, correct? Town Manager Souza said the way to not expend that money is if the Council voted 'no', as it would not be part of the contract.

Councilor Eleveld asked if the contract has been let. Town Manager Souza stated that it has.

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

- c) Approve \$63,000 from the General Fund Unassigned Fund Balance to fund the LP Wilson Community Center Emergency Generator project

MOVED by Deputy Mayor Bress, seconded by Councilor Smith that \$63,000 be appropriated from the General Fund Unassigned Fund Balance to fund the L.P. Wilson Community Center Emergency Generator Repair Project and the project be referred to the Public Building Commission for oversight.

Town Manager Souza stated it is recommended that funding be approved to replace the diesel fuel tank. The present fuel tank sits above ground under the generator. The scope of the repair work is to install a new 750 gallon diesel fuel tank on a concrete pad next to the generator. The new tank will be double walled, lockable, and have level indicator. The existing exhaust system is also in need of replacement parts which will be included in this project.

The existing failing tank will be drained, cleaned, left in place and filled with a concrete slurry. If authorized, repairs would occur late summer early fall. The switchover from old to new tank will take approximately one day.

Total project costs are estimated at \$63,000, including contingency.

Construction	57,000
Contingency	<u>6,000</u>
Estimated Project Cost	63,000

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

- d) Authorize approval of Project Agreement Letter for Day Hill Road signal project and approve the expenditure of \$167,900 in grant funds

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to authorize the acceptance and expenditure of funds from the State of Connecticut for the Day Hill Road Adaptive Signal Control Technology project and authorize Peter P. Souza, Town Manager, to sign the second supplemental Project Authorization Letter for Day Hill Road Adaptive Signal Control Technology (ASCT) Project, State Project No. 164-240, under Master Agreement No. 02.28-02(13).

Suzanne Choate, Town Engineer, stated the current, proposed supplemental Project Authorization Letter (PAL) reflects an increase to the maximum Federal project participation level, to account for inflationary increases that occurred over the past few years. The previous PAL had a maximum amount of reimbursement to the Municipality

of \$1,050,000. The current reimbursement offered by the CT DOT is \$1,217,970, an increase of \$167,970. The additional funding will offset any anticipated increases in project costs that may occur since the project was initiated.

Reimbursement for construction costs will be provided by the State in response to reimbursement requests filed by the Town. Reimbursements can be submitted as frequently as monthly, or as infrequently as the Town desires. The project is expected to be substantially complete this fall.

At this time, staff is respectfully requesting that the Council authorize the signature of the supplemental PAL that revises the maximum reimbursement to the Town, and also authorize the acceptance of additional grant funds and expenditure of the funds for the project. These funds will go towards additional costs to the project along with any increases in administrative and project management expenses by CT DOT due to inflationary costs. Any remaining funds would be used towards reducing the \$70,000 municipal share of the project.

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

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to accept with regret the resignation of Byron Bobb from the Human Relations Commission.

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

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the June 20, 2023 Special Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve the minutes of the June 20, 2023 Special Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS

Tanya Martinez, 135 Becker Circle, stated she has been a resident and taxpayer of Windsor for 11 years. New neighbors moved in two years ago next to her and it has been a nightmare. The issue began with her tree leaves falling into her neighbor's yard and him raking them up and then placing them back around her tree. She asked him to stop doing that and said he'll never stop. He was also mowing a part of her lawn, but she figured he might think it's a part of his property. In the beginning, she ignored the unusual behavior, however, she tried explaining to the neighbor that it was her lawn that he was mowing and asked him to stop. He ignored her and continued to do it. He cut more frequently and further into her property. She went to the town Planning & Zoning

department and they told her she may need to retain a lawyer. She requested a copy of her property lines and they suggested that she get a surveyor for her property. She paid \$600 for the surveyor and he placed the markers on her property line. She thought this would end the situation, but instead it escalated it. The situation became more hostile and she had to call the Police two times. She felt that the Police were taking her neighbor's side and that because she was a female, they were not taking her concern seriously. Her neighbor erected a fence which a portion of it was on her property and she could not mow her lawn there because of it. She has gone to Planning & Zoning three times at town hall and was told that they don't get involved with property disputes. She reached out to someone on the town committee and within a few hours, she was contacted by a representative, she's not sure which department he was in but he came out to her property the next morning. He said that there was nothing that he could do. She feels defeated that there is nothing that her town can do to help her. Town laws and procedures are outdated and need to be revised to support its residents. What is she paying Windsor property taxes for when the Police and town hall can't help her as a Windsor resident and with property matters? She'd like to thank the committee member for being the one person who listened to her and her concerns and took action.

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to adjourn the meeting at 8:58 p.m.

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

Respectfully Submitted,

Helene Albert
Recording Secretary