



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

**APPROVED MINUTES**

**1) CALL TO ORDER**

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

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor Nuchette Black-Burke, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith 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 16<sup>th</sup>. 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 24<sup>th</sup>. 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 15<sup>th</sup> 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](http://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 Dowgiewicz 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 14<sup>th</sup>** (Skitchewaugh Street)
- **Lancaster Park Block Party – Friday, July 28<sup>th</sup>** (Lancaster Drive)
- **Deerfield Park Block Party – Friday, August 11<sup>th</sup>** (Seymour Street)

For more information please call the Windsor Youth Services Bureau at 860-285-1946 or visit [townofwindsorct.com/recreation/ysb/](http://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](http://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 3<sup>rd</sup> or 4<sup>th</sup> 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