



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
August 7, 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 Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Ojala Naeem, Councilor Kenneth Smith and Councilor Lenworth Walker

Absent: Councilor James Dobler

**2) PRAYER OR REFLECTION**

Councilor Walker led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Walker led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

George Slate, 74 Ethan Drive stated the IRS is developing a procedure where entities, including towns and municipalities, will benefit from the tax credits for energy expenditures. If anything, he believes the town should focus on transportation credits. He is hoping the Council will amend the Capital Improvements Program (CIP) tonight for expenditures for the first two fiscal years of \$100,000 each. He wondered if the Council had heard what the Town Manager said at the June 7<sup>th</sup> Capital Improvements Committee. Although he is not quite sure of the number, there might be a \$2.4 million budget increase 4-5 fiscal years from now that will be the result of the Council approving the CIP program. The amendments that he suggested in June don't call for expenditures or appropriations. He finds it hard to believe that low rent housing for low income, elderly and disabled is not one of the priorities of the town. He would like the Council to make those amendments that he suggested during the June meeting.

Christina Chapple, 98 White Rock, stated she is a teacher at Oliver Ellsworth School. The school has a substantial mold problem. This problem has escalated to a full blown health crisis at this point. In the past three years, teachers have reported instances of

mold growing on fixtures, furniture, bulletin boards, ceilings, tiles, and other fixtures that children touch every day. Items that have mold growth on them have been collected by custodial staff and taken care of however, the mold continues to grow year after year. These concerns have been brought to Oliver Ellsworth administrators including the school board. The solution has been to clean these items or replace them at the cost of the district or at the cost of classroom teachers. She has hundreds of dollars of personal teaching items sitting in the landfill and more will be sent there this week. This problem continued to escalate so OSHA and the labor board have repeatedly been contacted and sent out to Oliver Ellsworth by concerned teachers, family and those concerned about their student's health. Environmentalists came twice to review the concerns. They discovered there is mold in the environment but it is technically legal. As she was not satisfied with that answer, she swabbed some of the furniture and sent it to an independent lab using her own money. The results showed that there is substantial mold issues in her classroom and in the other classrooms. Multiple types of mold were found which can cause health issues. She has had walking pneumonia three times in 9 years. The mold problem is directly related to the chiller and ventilation system. The town used cost saving measures to supply the chiller, despite the fact that the chiller was not the appropriate size for the school. Instead of fixing the problem, the school has been replacing thousands of dollars of classroom furniture every year and repeatedly buying dehumidifiers to cover up the extra moisture in the classroom and hallways. Staff and families have endured health costs. Dedicated teachers are being forced to choose their health over the moldy classroom that is technically legal. In two years, nothing has changed. We need swift and immediate action to change the chiller situation.

Danielle Hynes, 49 Farmstead Lane stated that she has a student that just finished out of Oliver Ellsworth school. Her son had a number of health issues before going to Oliver Ellsworth. He had four surgeries to his lungs due to respiratory issues. Its concerning to see him in a school that has mold. Upon going back to school he was out a number of days. They received a letter from the school and it was only later that she found out the school had mold. She is here to petition the Town Council to remediate the situation. Her son is not the only one but other children are also having health issues.

Charles Jackson, 26 Wilson Avenue, stated the future Wilson Gateway Park has some bushes that are growing up against a barber shop which the owner is constantly having to pay someone to trim them back. The complaint has been filed and has been placed on a wait list. He showed a map of the future Wilson Gateway Park and pointed out the barber shop area. He asked that this situation be taken care of.

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

Councilor Naeem echoed Councilor Walker's comments about the folks that came out to speak tonight. She is greatly concerned about the mold issue at Oliver Ellsworth. She mentioned the Deerfield Block party and hopes to see individuals there. She wanted to thank Representative Kahn who has received funds for us for Goslee Pool. It is open and free for the summer. It's been awesome seeing the concert on the green being so well attended. She recognized that this is a big month, both July and August for our small

community. We have two great resources here in town. Windsor Worx opened up in July and has co-working spaces available. For those of you that are working from home or remotely and looking to get out of your home office, this is a good option. It can also help to build relationships with others. The Collective Space is having their Grand Opening on Friday. These are lots of great resources to use.

Councilor Dobler - absent

Councilor Walker acknowledged the teacher and parent that came out to talk about the mold problem at the school. This is something that shouldn't be taken lightly. He does not know the facts surrounding it, but we have an active Board of Education and a good superintendent, but these issues need to be addressed. On July 28<sup>th</sup> he attended the Lancaster Block Party sponsored by the Police Department and Youth Services Bureau. Kids and families were out. Very positive events are being held by the Police Department where they interact with the public. He went to National Night Out, another event held by the Police Department, and they did a good job. August 2, 1962, was the independence of Jamaica. On August 2<sup>nd</sup> of every year in Hartford there are different events celebrating their independence. There was a flag raising ceremony which was well attended. The Mayor of Hartford was there as well. He has been a tremendous help to the western community. There is an active effort to get the Caribbean Heritage museum done. It will be housed at the Western End Social Club. The entire Council here along with UCONN and the Windsor Historical Society supported them. He thanked the Town Manager for helping to contact the folks at One Market Circle, the management company. UPS has a center at One Market Circle which creates some noise. The problem is complicated as they can be described as being nocturnal since they work at night. Hopefully, we can get this worked out.

Councilor Black-Burke thanked all the speakers that were here this evening. Speaking for herself, as a parent, one of the speakers happened to teach her son in kindergarten and understanding what those respiratory issues can look like and feel like, it is a concern. This is something that the Council needs to address. Windsor Social Services and Recreation Services have been very busy with the block parties and being out on the green for various events. On July 22<sup>nd</sup>, they supported Seedtime and Harvest, a church in Windsor. They had a community day with mammograms and health screenings. She thanked the first responders for all the things that have been going on in our community – the police officers and fire fighters are always out ensuring that citizens are safe. Happy independence to all that are from the sun isle of Jamaica. She extended an invite to them to join her in the West Indian Day Parade at the Bushnell in Hartford this Saturday.

Councilor Gluck Hoffman – nothing at this time.

Councilor Eleveld was at the National Night Out event on the Town Green as well with the Police Department. It was well received by the public and a great family event for those that did show up. For the teacher and parent who made comments about Oliver Ellsworth school, that will be an item coming up at tonight's meeting.

Deputy Mayor Bress thanked those that came out to speak tonight. She is disappointed because when a teacher has to show up at a Town Council meeting, she knows that they have gone a long way and tried hard to get attention regarding this issue. She appreciates them and is sorry that it's taken so long to get to this point. A proclamation was given a couple weeks ago for Farmer Pete during the Farmer's Market. He is a staple in our community. He received a proclamation from Representative Garibay and the Mayor for his dedication to a new program in town where he is helping individuals learn entrepreneur skills with a select group of people who have special needs. He has worked with the young people to teach them farming skills. It was uplifting to be there.

Councilor Smith attended the bill signing ceremony at the Caring Connection. Governor Lamont signed two bills with the assistance of Representative Garibay and he thanked her for her assistance.

Mayor Trinks – nothing to report.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Board of Education

Ayanna Taylor, Board of Education gave the following report:

- The first day of school for all Windsor Public Schools' students for the 2023-2024 school year will be Monday, August 28, 2023.
- The WPS Back 2 School 90's Block Party will be held on Thursday, August 24 from 4:30 - 7:30 PM at 25 Sage Park Road. This is the second year in a row that the Office of Family and Community Partnership is sponsoring the block party. Please watch the district website for more information. Families may register to receive a free backpack (limited quantities) on the district website.
- Windsor Public Schools' Summer Enrichment Program recently completed after three weeks of students having fun, learning, and building meaningful relationships with peers and teachers. Poquonock School was home to enrichment for students entering grades 1-5, while our students entering grades 6-12 had an opportunity to take advantage of our rich assortment of technologies and art studios at Windsor High School for their enrichment courses. WPS offered classes in the arts, including African drumming, ceramics, and dance. Also available were opportunities for students to develop their foundational academic skills, learn Spanish, or develop an understanding of forensic science. Notable this year was the addition of a cohort of Windsor High School volunteers who acted in assistant teaching roles at Poquonock School and earned their community service hours towards graduation. With the organizational and leadership skills of Jessica Addie (STEM Coach, Oliver Ellsworth), Amy Stavola (Administrative Professional, WHS), and Robin Daly and Lexi Schacht (Administrative Professionals, LPW), this year's enrichment program was a huge success.

- Congratulations to TSA Advisors Megan Rickis (SPMS) and Rebecca Wales-Syzluk (WHS). The pair won Connecticut's Middle School and High School TSA Advisors of the Year at the 45th annual National TSA Conference in Louisville, KY. SPMS and WHS students excelled in VEX-IQ Robotics, coding, engineering design, and more at the conference. Special shout out to Cody Miller and Nathan Lodge for their top 10 finish in high school coding!
- The district received notification that President David Furie has earned Connecticut Association of Boards of Education's (CABE) Certificated Board of Education Member designation. He has earned the required 20 credits in the areas of board relations, policy, curriculum, school finance, school law, labor relations and board operations. Congratulations David!
- Ms. Gianna Gill, the district's communications coordinator, attended the National School Public Relations Association (NSPRA) Convention in early July. She accepted two communications awards on behalf of the district - one for Dr. Hill's Coffee Talks and one for our social media communications.
- 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.
- The Summer Food Service Program concludes on August 18.
- The first regular Board of Education meeting for the 2023-2024 school year will be on Tuesday, September 19, 2023 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.

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.

#### b) Public Building Commission

Jim Bennett, Public Building Commission, gave the following report:

#### **Sage Park Middle School Energy HVAC Efficiencies Upgrades Project Phase 2 & 3 - 9542**

Work continues to progress with contractors working nights and weekends as needed to stay on schedule. The abatement of HazMat are complete. Replacement of air handlers in music wing is 75% complete. The installation of the complete new heating plant in boiler room is 40% complete. The replacement of all classroom wall unit ventilators is on schedule. Current project schedules are for phase two to be completed by end of August 2023 and Phase three to be completed end of December 2023.

**Aquatic Facilities Improvements Goslee Pool Houses Renovations - 9564**

Construction work is complete and pool opened on July 31st. Items remaining are minor punch list items, which should be completed by the end of August 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 with contractors working nights and weekends as needed to stay on schedule. The HazMat abatement has been completed. New electrical power conduit installation has started and electrical shutdown to add new connection is scheduled for Aug 8th. New flooring installation to be completed in the next two weeks and painting of rooms to begin this week. The GC continues to work on the installation of three new Dedicated Outside Air Systems and associated duct work. All phase one work is expected to be completed by the end of October 2023. The PBC expects to bid phase two in late fall 2023.

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

The three new roof top units are installed and are operating. The Direct Digital Controls are 90% complete. Roof top required new interface card to communicate with the Direct Digital Control system. This has been ordered and received. The PBC expects the controls to be completed by end of August 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 summer 2024.

**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 design is substantially complete. This project would replace the remaining 93,000 sq. ft. of roof section that was installed in 1995 and is currently out of warranty. Funding authorization for the construction portion of this project will be introduced later on this evening.



**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 2024 meetings. Construction funding is scheduled for FY2025.

**JFK Elementary School HVAC System Upgrades Phase III Project - 1932**

The GC is continuing work on this project and is working nights and weekends as needed to stay 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 -**

12 locations have been tested to determine the source of moisture. The PBC will be receiving a comprehensive report assessing the existing moisture conditions in the 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. Architect is compiling data and should complete report within 3 weeks.

**Welch Park Pool House Renovations Project -**

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

## c) Inland Wetlands and Watercourses Commission

Marlene Towers, stated during the fiscal year of 2023, 58 applications were reviewed for activities in the wetlands, watercourses or the 150' regulated Upland Review Area. The applications reviewed included:

- 19 commercial industrial approvals
- 39 residential approvals

The most notable projects were the Baker Hollow Road Construction and the Riverwalk Trail and Bridge Construction as part of the Riverfront Recapture Project.

The Commission had nine regularly scheduled meetings, five special meetings and three meetings were cancelled due to lack of a quorum. Due to COVID-19, meetings were held hybrid, allowing commissioners and residents to attend both virtually via Zoom or in-person. Applications have continued to be processed in a timely manner with the same continued level of detailed review despite the challenges the virus has presented.

The goals remain erosion protection, minimizing pollution runoff in stormwater, minimizing encroachment, protecting watercourses and wetland habitat quality, wetland linkages, conservation easements, and promoting the use of Best Management Practices.

Deputy Mayor Bress mentioned there is a vacancy on the Inland Wetlands and Watercourses Commission (IWWC). She suggested that if anyone is interested in becoming a member on the IWWC, that they go online and fill out an application form.

d) Metropolitan District Commission – no report given.

## 8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

### **Electric Vehicles**

Eversource will be conducting webinars for those who seek to know more about electric vehicles and are looking for some guidance. Webinars will include 'Electric Vehicles 101' where you can learn the electric vehicle basics for those beginning their EV journey and/or 'Electric Vehicle 102' where you can learn what is needed to charge an electric vehicle, including the ease and convenience of having a good home charging setup.

The three webinars will be offered on:

- EV 101: August 22, 2023 at 11:00 AM
- EV 102: September 14, 2023 at 12:00 PM
- EV 101: September 21, 2023 at 11:00 AM

To register for a webinar, go to <https://qrcodes.pro/JDHDMt>.

### **Public Electric Vehicle Charger in Town Center**

Unfortunately the town owned EV charger at the Maple Avenue public parking lot is still out of service. We have been waiting for the delivery of replacement parts to repair the damage caused by a motor vehicle accident. There is no set delivery timeframe from the vendor. Town staff is exploring other options to source the parts.

### **Several Opportunities to support the Windsor Food and Fuel Bank**

- Edward Jones financial advisor, Dan Gilligan is supporting the Windsor Food and Fuel Bank by hosting a drop-off location for canned food at their office at 697 Poquonock Avenue during regular weekday business hours of 9:00 AM – 5:00 PM through August 15.
- A Drive-thru food collection will be held this Saturday, August 12<sup>th</sup>, from 9:00 AM – 1:00 PM at the L.P. Wilson Community Center at 599 Matianuck Avenue. This event is sponsored by the Windsor Lions Club. The public is invited to bring a bag of non-perishable food (no glass containers please) and drive their donations up to the Windsor Lion's tent outside of L.P. Wilson.
- A community food drive for people and pets will be held on August 10<sup>th</sup> during the Windsor Concert series on the Green from 6:30 PM - 8:30 PM. Items needed are nonperishable food items and dry and wet cat/dog food.



**Fall, 2023 There's a lot to do In Windsor magazine**

The fall edition of There's a lot to do in Windsor will be delivered to Windsor residents and businesses together with the Hartford Courant's *Courant Community* newspaper the week of August 28<sup>th</sup>. This edition covers programs and events for September through December as well as special feature stories.

The magazine will also be available on the town's website later this month.

**Back 2 School Block Party**

Windsor Public Schools will be hosting its 2<sup>nd</sup> Annual District Wide Back 2 School Block party on Thursday, August 24, 2023 from 4:30 PM – 7:30 PM at Sage Park Middle School, 25 Sage Park Road. This year's theme will be the 90's! For more information, please go to the Board of Education's website at windsorct.org or call 860-687-2000 x1284.

**Multifamily Rehabilitation Grant Program**

The Multifamily Housing Rehabilitation grant program approved by the Town Council using \$375,000 in American Rescue funds has been well received. The Community Development Office has received 19 applications that are currently at different stages in the program process.

I'm pleased to inform you that one rehabilitation project has been completed involving two units. Another project involving three units is under construction. Six are in the contract and funding phase, with six additional projects having initial inspections completed and are now getting price quotes. Five other applications are in the review stage.

Town Manager Souza spoke about the issue at Oliver Ellsworth School. Board of Education staff and system consultants have attempted to make numerous adjustments to address the moisture and humidity issues. The day to day operations of the facility are the responsibility of the Board of Education. They've been working through numerous efforts. They recently had completed a consultant report relative to making enhancements to the overall HVAC system. Essentially, what they're looking to do is to introduce direct outside air into the building through a wide duct system. Right now, that is not how the system is constructed. What we have in the Capital Improvements Program (CIP), which the Town Improvements Committee reviewed a few weeks ago, was inclusion of design funds for FY 24 and then potential construction funding (which will be allowed if all the equipment is available) that could potentially be initiated in the summer of 2024. So it's not just the replacement of the chiller, that was the original hope to make some adjustments in the chiller, but it does not appear to be the final solution. It is proposed in the CIP for design work. We'd go out to bid ASAP this month for design proposals and then come back to the Council with estimated funding of \$160,000.

Councilor Walker stated he is well aware that the issues with the air handling units and the moisture comes under the purview of the Board of Education. His concern, along with others here, is this problem has started to affect the health of our kids. He understands the move to get consultants in, but it should be ramped up in priority up to and including closing down the school and finding alternative spaces to put these kids in. When a parent

or teacher has to come to the Council he feels they are probably not being heard. If you have a sick building, don't put the kids in it.

Councilor Naeem asked if there is a potential of recognizing the concern of Councilor Walker? Is there a way of expediting the process? We are talking a full calendar year. She recognizes, especially as it comes to equipment, etc., sometimes things are out of our hands, but is there any way to expedite the whole process to go faster? Town Manager Souza replied that the first step has to be design. That has to occur and it takes a full design. Town Council has the opportunity to waive the bidding requirements if they so choose. If the Council puts together a project schedule we can look at an overall project. The most challenging part is lead time for equipment. His understanding is that there is a moisture challenge. The Board of Education is there consistently trying to work on that by removing material and leaving dehumidifiers there. There have been continual adjustments. Up to two weeks ago, he knows that they have made continued adjustments and are bringing a new face to get a new set of eyes and ears for that adjustment.

Deputy Mayor Bress requested that there be an update for the Council and a scope of the issue. She would like to know what the scope of the problem is in terms of the physical plant. She is thinking in addition to what has been done, is there anything that we can do that is not a temporary remedy but rather will help to remediate the problem in a bigger way until we can do a total fix. There are temporary measures we can take but is there anything midway that we could do that would be a bigger fix? She added that the CIP is a flexible document. Things can be changed and/or moved up. We need to get another set of eyes in there, even if it's under the purview of the Board of Education. If there are funds or assistance that is needed, that would be great to know. She's very grateful to hear that people are availing themselves of the program to revamp and rehabilitate some rental housing for our citizens in Windsor. Are these buildings already currently rented? Are there people in the buildings or are any of these possibilities where there are buildings that are being upgraded and made safe for future rentals? Are they mostly ones that are already in existence and we are building them better and making them more safe and healthy. Town Manager Souza said in terms of the status of the occupancy levels, he will have to get back to the councilor.

Councilor Black-Burke stated in regards to the Oliver Ellsworth School she wanted to know how did we get here? Was something done incorrectly? Oliver Ellsworth has been in operation for many years now. She's trying to figure out what happened first. Did a system have to be replaced or was something missed. Her request is to find out what the process was and how did we get here. What is our path forward so we don't have to be here again.

Councilor Eleveld asked if it is possible to get a listing of projects that are associated with each town building that are found in the CIP for the next 5-8 years. Using Oliver Ellsworth as an example, what other projects are related to it in the CIP, such as HVAC, roofing, construction, etc. This would help outline what is relative to that building on one page and give a time factor as well. Is that something that we might be able to do? Town Manager Souza said that yes, that can be done.

## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler - absent

Finance Committee – Councilor Naeem – nothing to report

Health and Safety Committee – Councilor Black-Burke stated that all are invited to the Health & Safety committee meeting that will take place on August 14<sup>th</sup> here at town hall. We will hear an update from the consultant as it relates to the EMS report that the Council did ask about a while back. That's happening at 6:00 PM on the 14<sup>th</sup>.

Personnel Committee – Deputy Mayor Bress stated there will be a Personnel Committee meeting on August 28<sup>th</sup> and August 29<sup>th</sup> to review the 20 applicants for the Arts Commission. This evening the Personnel Committee is putting forward some reappointments for review. We are doing that because some of those reappointments have been waiting since April some since June. We've had no applicants for these reappointments so the Personnel Committee's purview is to place them forward to the Council for their consideration.

## 10) ORDINANCES

### 11) UNFINISHED BUSINESS

a) Approve FY 2024 to FY 2029 Capital Improvements Program

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld that the proposed FY 2024-2029 Capital Improvements Plan be approved as presented.

Councilor Eleveld stated that one of the big items discussed during the Town Improvements Committee meeting was:

- Wilson Park Enhancement Park project that was left off the CIP 2024 list by accident and we are going to look to move that forward with funds from the state grant as well as using some of the American Rescue Funds.

Councilor Eleveld stated other projects discussed during the Town Improvements Committee meeting were:

- Milo Peck Discovery project to figure out what to do with the HVAC system.
- Sage Park roof replacement design.
- Clover Street restrooms are going to get reviewed.
- Windsor High School field house has been moved to year 5 or 6 in the CIP.
- LP Wilson HVAC on the north side which is the BOE side of the building.

Councilor Black-Burke stated that below were more of the items that the Town Improvements Committee talked about during the committee meeting. You will hear some more on the Oliver Ellsworth HVAC as well.

- The Welch Pool design and build authorization for this fall.
- The Clover Street field improvements looking at authorization for the winter.
- International Drive westbound will be done in the next construction season.

Deputy Mayor Bress asked about the Milo Peck HVAC system. Can we find out what the delay is? Are we headed towards making a decision soon as she has concerns about the children in that building and we've been waiting quite a while for that to be updated? Can someone shed some light on when we might be looking at that or what the hold up is? Councilor Eleveld explained that they have already received some estimates that the number will be another \$500,000 of additional costs due to the delay. The basic design of the building hasn't changed. It's not conducive to some of the green technology. This is due to the building's structure and the available space. In respect to one of the items for geothermal, you need a fair amount of land which is not available at this location. The buildings were built in pieces so everything is not connected.

Councilor Eleveld asked if it is the Town Council that has to decide to go forward with the plan? Town Manager stated yes, that is where we are at this point. If we go with an all-electric solution, which was suggested by some folks in the community, it would involve a significant modification of what has been designed so that would require design work. If the Council chose to go forward as designed, then this project could be bid. Part of the conversation is the long-term use of the building and if the Council's ready to invest upwards to \$4 million in that property. That might be a threshold question. The project could move forward if we go forward with the natural gas and partial electric solution or with an all-electric solution which would have to involve a redesign in order to accommodate that.

Town Manager Souza clarified that the proposal for the Capital Improvements Program (CIP) that is before them incorporates the Wilson Park using state and federal funds. It also incorporates the Oliver Ellsworth HVAC project with \$160,000 for design and \$2.5-\$2.6 million as a preliminary estimate for the ventilation and A/C improvements. The CIP can be viewed as a large investment. We are talking over \$82 million if approved over a 6 year period. Over \$82 million of potential borrowing. The Town Council has consistently used cash funding for a good number of projects within the CIP which reduces our long-term indebtedness. Using our trend line for annual operating increases, our debt ratio is the annual debt service as a ratio against our operating budget. We do stay within the Council's policy bill of 8%. So operating debt service does not exceed the 8% of the Council's policy goal. The CIP identifies over \$23 million in cash funded projects. Those are from the General Fund and Capital projects fund. We have slated to use the General Fund Unassigned Fund Balance as well. When we have over \$100 million in assets, we need to continue to make the reinvestments in those assets be it roads, parks, pools, or our school and town buildings. We will soon be doing roofs that were done in the 1999 time frame. Regarding the investment the community made in the Windsor High School project back in the 1999-2000 time frame, much of that building now in terms of mechanical and roofs in the six year period of the CIP will see their life cycles coming due. That is where you see a fair amount of reinvestment in Windsor High School infrastructure as well.

Deputy Mayor Bress asked about the American Rescue Funds and funds available from the state for HVAC, etc. Does the Board of Education have any of those left? She's not sure whether those funds have been expended or if there are continued opportunities for initiatives like that where the State is giving out funds in terms of HVAC problems. Town Manager Souza said the State of Connecticut has set aside in their annual operating budget a certain amount of money to support HVAC projects at the local level. We are getting a better understanding of how well Windsor will compete with the parameters that the State has put forward. We'll certainly continue to look at that. The amount of money that the State put in will not come close to meeting the needs. To the Council's and voter's credit, we've approved roughly \$12 million worth of heating and ventilation projects in our schools in the course of the last 10-12 years. We are in decent shape. In terms of the American Rescue Funds (ARF), the Board of Education did put about \$500,000 of funding toward the John F Kennedy project which is underway now. The Town Council still has the ability to reallocate authorizations that have been laid out in the framework. If the Council wants to shift money from a planned capital project, there's approximately \$4 million that has not been formally authorized by the Town Council. Approximately \$3.5 million of that \$4 million were allocated for capital projects. Maybe the park in Wilson would be a good project if the Council wanted to move forward with that.

Councilor Eleveld stated that we heard from Mr. Slate a little earlier about a federal energy credit that might be available. It sounds to him like it's a refundable credit, which means that since we don't pay any federal taxes as an entity that if there's a credit there would actually be a check for that. We just need to fit the parameters of the requirements. He asked Town Manager Souza if he would have an opportunity over the next month to see if we could utilize that. Town Manager Souza stated the he will look into it.

Councilor Eleveld asked if at the next meeting or the second meeting in September if they could have a conversation about the Milo Peck project. He thinks it's something we should be discussing not only regarding the energy efficiency but regarding the use of the building as well and maintenance or improvements needed. Town Manager Souza said we could start to prepare that information for whichever venue the Town Council and Mayor would want to have that either at the committee level or the Council level. Given the workload, this will probably have to be in the later part of September.

Councilor Eleveld asked if the design work was completed. Town Manager Souza said yes, it is. Councilor Eleveld then added that it was rejected at the Town Meeting because they wanted a more green approach.

Councilor Eleveld asked if it were to be changed to electric, do we have enough capacity in the current electrical system to carry that? Town Manager Souza replied that he can't remember but he thinks that was the initial question that was raised before. He's not sure how far they were able to explore that in the conceptual work that was completed to look at the all electric.

Motion Passed 7-1-0 (Councilor Dobler absent, Councilor Smith opposed)

b) Approve transfer of property at 2T Kendrick Lane

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld 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.

Town Manager Souza stated 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.

The abutting property owner is interested in acquiring part of town parcel to extend their yard area.

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.

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.

Councilor Eleveld asked why the requesters want this parcel of land. Town Manager Souza replied that their property is limited in terms of usable space because of the brook and the topography there. That property has been in their family for decades so it's more of a 'let's have that property controlled' and they can maintain it at the level that they desire.

Motion Passed 7-0-1 (Councilor Dobler absent, Councilor Smith abstained)

**12) NEW BUSINESS**

- a) 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'.



RESOLVED by Deputy Mayor Bress, seconded by Councilor Naeem 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.

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

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

Marco Aglieco, Building and Facilities Manager, stated that 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.

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.

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.

Councilor Eleveld said the roof has lasted over 30 years. We've gotten our value out of it. Mr. Aglieco stated yes we have. Councilor Eleveld then asked if the plan is to put additional insulation on the roof. Is the roof currently insulated or would there be a possibility to put additional insulation on the roof? Mr. Aglieco stated that they are going to replace the underlayment and the roofing itself (rubber membrane). He is not aware

of any insulation. Town Manager Souza said the State Department of Education has clear specifications, so areas where the roof does not have insulation, that would be replaced. It also has to have certain specifications in terms of slope. That has already been evaluated. Any sections that need to get an increase in insulation in order to get a slope or to meet the new international energy codes, that's incorporated.

Councilor Smith is looking at the schematic drawing and it looks like the roof slated for replacement has a lot of RTUs and HVACs. Are those newer or older? Town Manager Souza said he believes it's a combination. Councilor Smith stated his thought process is that we will be putting a new roof on there and then we'll be bringing in heavy equipment and pieces of equipment across a brand new roof. Town Manager Souza said we need to look and see what we did before but he believes most of them are a newer vintage and will not need to be replaced in the next several years.

Councilor Smith asked if you were to do a new project would you put the roof on first and then install the HVAC or would you install the HVAC and then put in a new roof? Mr. Aglieco said that typically the roof top units, if they are being replaced, will have a curb that sits atop the current curb and the roof goes to the existing curb. Putting a new unit on should not be an issue. It is done all the time.

Councilor Smith then asked again hypothetically if it was a new project would you do the HVAC first and the last thing you would do is the roof? Mr. Aglieco stated that you couldn't do that because you have to put the roof on first and then add the curb adapters and seal up to them.

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

- 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 SAGE PARK SCHOOL PARTIAL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,900,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on September 5, 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 Public Hearing.

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

- c) Approve sidewalk along a portion of Baker Hollow Road

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem 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.

Town Manager Souza 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 is required to allow for the construction of the sidewalk by the town.

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.

Councilor Eleveld stated that a citizen had made comments about this project at a Council meeting. Would the sidewalk cost more than what it is now if we have to add it in the future? Town Manager Souza said yes, it will more than likely cost more.

Councilor Eleveld said this is already included in the Baker Hollow Road reconstruction, correct? Town Manager Souza stated that there is money allocated for this as well as water and sewer lines.

Motion Passed 7-0-0 (Councilor Dobler absent, Mayor Trinkis out of the room)

- d) Approve sidewalk, drainage, grading and access easements associated with the reconstruction of a portion of Baker Hollow Road

MOVED by Councilor Black Burke, seconded by Councilor Smith 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.

Suzanne Choate, Town Engineer, stated 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.

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.

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

e) Approve submittal of State LoCIP grant reimbursement request

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem 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."

Town Manager Souza stated 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.

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.

Councilor Eleveld stated he will be voting in favor of this project.

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

- f) Approve use of American Rescue Fund resources for small business incubator and support centers

MOVED by Councilor Naeem, seconded by Deputy Mayor Bress that the Windsor Town Council authorizes the allocation of \$100,000 in American Rescue Plan Act funds to provide \$50,000 to Bromleigh Enterprises to assist the Windsor Works 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.

Patrick McMahon, Economic Development Director, stated last year, the Town Council allocated \$165,000 in American Rescue Funds to help establish a small business incubator and support center in the community. 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 by the Town Council, a second co-work space known as the Collective Space has opened in Wilson.

Windsor Worx was previously slated to go into 208 Broad Street but an opportunity presented itself earlier this year to rent a larger space at 41 Mechanic Street - located near existing community amenities. Windsor Worx officially opened in July. We have Annisa Teich the founder of Windsor Worx here this evening. Annisa is also the founder of West Harford Coworking. I was so impressed with her operation, her energy and commitment to small businesses that I recruited her to open a space in Windsor.

In February 2023, Kyesha Buckham, owner of 258 Windsor Avenue contacted the economic development office about establishing a co-work space and creative studio to be known as The Collective Space. We 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 and the space has officially opened. Kyesha Buckham has joined us remotely this evening.

Both 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 meeting room that can be rented and the facilities are also available for event rentals.

These facilities are designed to be more than co-work spaces – they are designed to be small business community hubs where entrepreneurs can gather, share ideas, network and support each other. Entrepreneurs and small businesses will be introduced to various funding and technical service providers such as CTSBDC and the Black Business Alliance that will aid in their business growth. We hope that some entrepreneurs will grow out of these facilities and locate in commercial spaces throughout Windsor.

Remote and hybrid work which increased during the pandemic and is likely here to stay. Having co-work spaces close to home, alleviating commute times, will be a draw to these facilities. Also, freelancers and home-based businesses are a potential client base when they want some time out of their homes to work or hold meetings.

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 full rental income and put them in a position to succeed long-term.

There are some unique aspects of the enterprises.

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 will pair hands-on training and workshops with expert advice in legal, marketing, sales, and insurance. The cohorts will culminate in a presentation and launch party at Windsor Worx.

A significant focus for the The Collective Space is the creative studio. The studio contains equipment for podcast and photo and video productions. The Collective Space will work with photographers, videographers and digital creatives to grow their businesses. There will be podcast masterclasses, photography business development classes, photo studio equipment classes and creative meet ups.

It is proposed that \$50,000 in ARPA 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 ARPA funds after six months and a final report after twelve months. Such reports would detail what technical assistance and educational programming was provided and track metrics and attendance for all activities.

Town Manager Souza added that at the Wilson/Deerfield Advisory Committee's last meeting they voted to support this appropriation for both Windsor Worx and the Collective Space.

Councilor Naeem said she is very excited about both of these initiatives coming online. As we know, small businesses and entrepreneurs are making up the backbone of our economy. 85% of business in the country is coming from the small businesses and small entrepreneurs. She thinks this is more of what Windsor needs to see. She has heard some concerns about having two co-working spaces in Windsor along with other co-working spaces to compete with in the region. The two organizations have done a great job of falling into a niche focusing on the small businesses with Windsor Worx and creative entrepreneurs with the Collective Space. She noted that she has not seen a creative entrepreneur support space in the greater Hartford region. She would love to see collaboration as to how they will bring the communities together. Both entities are in separate parts of town and bringing the town together as a whole is very important and collaborating on events as well. They should also focus on the niche they are providing. Co-working is not a money making business. What will make you successful is the strength of the businesses you'll be bringing into town.



Councilor Eleveld stated he appreciates we want to help businesses but we should be very careful about providing working capital funds to an entity because that makes us an owner of part of the business. Government should not be involved in funding businesses. He will be abstaining from this vote.

Deputy Mayor Bress said this is exactly where we should be spending our money. It is coming from American Rescue Funds (ARF) funds. To her, the Council decided wholeheartedly which categories, after getting community input, we wanted this money to be spent. One of those categories was specifically to support small businesses and small business members. Her feeling is when someone says the Council is not in the business of supporting businesses, she will say we should be in the business of supporting people and community members. The way she looks at it is that the Council is not only supporting a business but we're actually supporting community members who are going to be utilizing those businesses. She disagrees with Councilor Eleveld as she feels this is a good investment and it's well thought out in the two directions they are taking. She is very excited about this. She doesn't see that we can eliminate the risk completely, but thinks that in general if we are going to take a risk we should do it with our community members.

Councilor Black-Burke is very excited about starting this entrepreneurial ecosystem in our community. She finds it interesting, especially as we reflect upon the pandemic, how so many people found a way to sustain during that time. She agrees with Councilor Naeem that co-working is taking on a different feel but we want to encourage that entrepreneurial mind set. She's thankful for the ARF funding which is making us able to do this. She hopes we are able to use it as a small incubator and for all the entrepreneurs looking for a space, that might be a start for them.

Deputy Mayor Bress added that she hopes these businesses can work with the Arts Commission once they get going, which should be soon. Judging by the interest in the Commission and the amount of people applying for the positions, we do have a vital arts community and vital entrepreneurial community here in Windsor. She hopes they both take the opportunity to connect with the Arts Commission.

Councilor Gluck Hoffman asked what is the incentive for the folks that are going to use this space when they do build these businesses or these projects that they are doing to stay in our downtown. Because that's where we are suffering. What's our incentive to keep these individuals here and build a business in town. Mr. McMahon replied that the businesses would anticipate working with the existing financial entities that are out there such as HEDCO (Hartford Economic Development Corporation) based in Hartford which serves many communities and the community investment corporations. There's a small business boost program. Our expectation is that we would point them in the right direction to the various funding sources as well as the locations in the community where they could set up shop. Hopefully they will graduate from a smaller space to a bigger one in town.

Councilor Naeem asked when Councilor Eleveld is speaking of the 'businesses' is he talking about Windsor Worx and the Collective Space or the businesses they will be

supporting? Councilor Eleveld replied it would not be to the businesses they are supporting. He is not opposed to certain kind of expenditures, but operating expenses are a slippery slope.

Councilor Naeem clarified that the \$50,000 going forward for both Windsor Worx and the Collective Space are to cover the programmatic costs of direct support services going to the entrepreneurs coming in. She believes it was listed as two cohorts, an incubator program and 10 businesses through Windsor Worx. It's not for overarching operations but specifically targeted to the programmatic costs. For Windsor Worx, that would be \$5,000 for programmatic work per business which is significantly low if you think about getting that type of expertise advice that will be provided to them if they were to go elsewhere outside of town. Mr. McMahon stated their expectation was really two tranches. One tranche is assisting those initial operations with rent, mortgage, and utilities. It's important that they get a firm base in the community. The second tranche would be focusing in on those programming costs.

Councilor Naeem asked if Mr. McMahon has a break down of those costs? Mr. McMahon replied essentially each one is incurring about \$3,000 per month whether that is in mortgage, rent or line of credit.

Councilor Naeem asked about the \$50,000 we are allocating to them today. Mr. McMahon stated that \$25,000 will be spent for start-up costs and operations and then \$25,000 towards programming costs.

Councilor Eleveld read aloud a section of the document where it listed what the \$50,000 would be used for. In his mind you usually list the most important item first in a list and then the least important as the last item on the list. This list shows set up costs as being the most important and programming as being the least important. That would indicate that we are paying for operational expenditures at these enterprises and that is the concern that he has.

Councilor Walker said he believes market forces should be left by themselves. When businesses are going to succeed or fail, they should do so with a plan financing the basic necessities. He knows that government has a role to assist start up businesses where there is a necessity or need. These are ARPA funds. His question is did you say that semi-annually and annually these two businesses will provide a report of progress? Mr. McMahon confirmed that is correct.

Councilor Walker asked who gets to see those reports? Mr. McMahon stated they would be provided to the Economic Development office and he's sure they could then share the results of those reports to the Council. That would be the intention.

Councilor Walker stated that the Council needs to see those reports, because all of them can make good decisions if they get adequate information. For example, what if a business fails within the first three months? That's a possibility. He likes the idea but he knows that when you start providing funding for operating a startup business, you need

to make sure that every other business that comes along in this town that you provide the same service for them. Because if you don't, we'll wind up in court.

Mayor Trinks stated he likes this idea because he has come out of the small business world himself. Interest rates with conventional lenders is at 8.5% and for someone without business experience to go into a lending institution and ask for a loan, he's afraid it would probably be significantly more at perhaps 12%. If he were to be on the Council next year and they came to the Council asking for \$50,000 once again, he would be apprehensive. But to get this off the ground, to get this started, all we need is a couple of really good successes. He's in favor of this and hopes it will pass this evening.

Councilor Smith asked if we are prepared as a town to give any business \$50,000 for startup? Mr. McMahon said a retail business and professional businesses are there for their own profit making aspect. These businesses are creative incubators that are helping multiple businesses in the community to get established or launched by having the appropriate resources available. There are plenty of resources out there, but its really difficult for local business owners with the limited time they have to wrap their arms around what is available. How do they get from this stage to the next stage of their growth cycle.

Councilor Smith inquired whether the ultimate goal for these incubators is to make money? Mr. McMahon said yes. He explained that Windsor Worx is being pursued by Bromley Enterprises which is a 501(c)(3). Then they have a subsidiary which is a social enterprise called Windsor Worx. So, ultimately all the funding that is created by Windsor Worx or West Hartford co-working space is designed to continue this process of small business support. It does have some philanthropic aspect to it. The Collective space is a private entity. However, they are going to partner with many non-profits in supplying these important different services to the community.

Councilor Smith asked if Windsor Worx is a non-profit. Mr. McMahon stated Windsor Worx is a for-profit underneath a non-profit. It's a new set up which the Hartford Foundation for Public Giving is a giant component of. Running a non-profit these days, knocking on doors trying to get donations, etc. trying to find contributions to sustain an operation is hard.

Town Manager Souza stated it's somewhat similar to when the town supported the redevelopment of 33 Mechanic Street into condominiums. The parent group was a group called CIL which was a not-for-profit company, but they had created a for-profit development arm, which the revenues generated by that for profit development arm went back to fund the parent non-profit's goals and missions.

Councilor Smith said there will be an evaluation in 6 months and then at the 12 month mark. Is the 12 month mark when they will be getting their \$25,000? Mr. McMahon stated that the expectation was that we would forward approve the tranches of 6 months and then get a report at the end of 6 months.

Town Manager Souza said that staff can look at the second six months in perhaps more of a draw down.

Deputy Mayor Bress said she would disagree with that. If the money is going to some operating costs and some to the actual support of the community members or anyone who wants to open a business, she can't see withholding those funds until later on because what we are hoping to do is to support community members. She gave an example of a friend of hers that started up a business and the hardships she went through doing it. It takes a lot of research to find the opportunities that are out there. If we could give this opportunity to our citizens down in Wilson and our citizens down here, she sees it as a good investment and good use of those American Rescue funds.

Councilor Naeem stated the co-working business is not a money making business. The entity she supported used the profits from co-working to support the programmatic elements of providing small businesses with support assistance to help them grow and thrive. That organization today has worked with over 300 businesses. When they started they were in the same place as Windsor Worx is today. The biggest co-working space in the State of Connecticut is a district based out of New Haven. They purchased the property for \$1.00 from the City of New Haven and developed it out including several grants from the city and State to get the program elements up. If you were in there four years ago, it was a bus station with no potential for the City of New Haven. Now, it is a thriving business. We talk about wanting to see more businesses in our downtown. We talk about having more businesses in our town in general. We know we are facing challenges with a lot of corporate spaces. We are going to need to get creative to figure out how we are going to replace a building that housed thousands of employees from a corporate setting to something else. Those ideas don't currently exist. This is where those ideas are going to come out of. She encouraged the Council to let the Windsor people know that we are open for business and is open to business.

Councilor Walker stated whenever we can, we need to help small businesses. He said he will support this venture with the caveat that in a 6 month and 12 month period that the Council gets a report to where they are so we can know in the future how this idea is working. If it's a failure, we don't do it again. If it's a success, we do it again. He is for this item.

Councilor Black-Burke said that in August of 2021, there was a lengthy conversation on what we want to do with ARPA money. The big pieces were how are we going to touch our community with the funding that is coming in. For her, that is why she is saying let's do this because we had a lot of small business owners that were gravely impacted. For her, if we move away from this, in essence we aren't standing up to what we as a Council decided to do with those ARPA dollars. We've done a lot with ARPA dollars but how many of those dollars have actually gone back to touch our community and those small businesses that were impacted by it.

Councilor Smith stated that is what he and Councilor Walker want as well is that these dollars touch our residents and stay in our town, but we need the accountability to be sure of that.

Motion Passed 7-0-1 (Councilor Dobler absent, Councilor Eleveld abstained)

- g) Approve use of \$65,700 in FY 24 Community Investment Funds to purchase a vehicle for Dial-A-Ride

MOVED by Deputy Mayor Bress, seconded by Councilor Walker 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.

Paul Norris, Recreation and Leisure Services Director, stated 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.

Councilor Eleveld asked if we are hiring another driver or are we swapping out an older piece of equipment for a different piece of equipment? George Headley, Senior Services Transportation Coordinator, stated that they currently have two '08 Honda civics. It's hard for the elderly to get in and out of them when we get them to their doctor's appointment. We are looking to replace the use of those vehicles mainly for that fact and due to maneuvering into some of the hospitals where their driveways are so narrow we can't put the lift down because there is no room to put it. The vehicle we are getting is an ADA compliant rear-entry vehicle with a ramp that can roll in or walk right in.

Councilor Eleveld inquired if this is for two vehicles or is it for just one that we are getting? Mr. Headley said it is for one and we are looking to replace the other one next year.

Mayor Trinks asked if there is a wait for the vehicle or is it available now? Mr. Headley said he is waiting to go get it. It's available now.

Councilor Smith asked what the average amount of people are on the bus. Mr. Headley said that it would depend on what the ride was for. As an example, they went to the Jerk Festival last Saturday and they had 8-9 people on the bus. It depends on what it is being used for.

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

- h) Approve use of \$60,000 in FY 24 Community Investment Funds for improvements to Goslee Pool basin

MOVED by Councilor Black-Burke, seconded by Deputy Mayor Bress to approve an appropriation of \$60,000 in FY 24 Community Investment Funds for repairs to the Goslee Pool Basin Repair Project.

Paul Norris, Recreation and Leisure Services Director, stated 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.

Councilor Eleveld asked what is the expected life span for the pool itself? Mr. Norris stated that it's based on the location, size and usage. Goslee Pool was built in the mid 60's and nothing was done to it until 2000. Welch Pool was also built in the 60's. We didn't do anything major to the pool until 2008 when we did some piping. It could last around 40 years without any major repairs. However, we do need to keep an eye on the filtration system.

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

**13) RESIGNATIONS AND APPOINTMENTS**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the July 10, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to approve the minutes of the July 10, 2023 Public Hearing as presented.

Motion Passed 7-0-1 (Councilor Dobler absent, Councilor Naeem abstained)

- b) Minutes of the July 10, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld to approve the minutes of the July 10, 2023 Regular Town Council meeting as presented.

Motion Passed 7-0-1 (Councilor Dobler absent, Councilor Naeem abstained)



**15) PUBLIC COMMUNICATIONS AND PETITIONS**

George Slate, 74 Ethan Drive, stated as an FYI that he showed the teacher and parent the additional agenda item summary placed in the Town Council agenda for 8/7/23 regarding Oliver Ellsworth School and meeting minutes for the Town Improvements Committee of July 18<sup>th</sup> regarding Oliver Ellsworth as well. Mr. Slate said for Councilor Eleveld as he talked about abatements. There have been 6 abated projects which had \$18 million come in for this fiscal year and \$5 million for personal property for Project Warrior. When reading the Town Improvements Committee minutes regarding Oliver Ellsworth HVAC he saw the term air-cooled electric heat pumps and he is not sure if it does or does not qualify for the energy credit. He recommended that someone go through the CIP to see which projects may be eligible for energy credits. There are three candidates that could possibly do that, the Clean Energy Task Force, Capital Improvements Committee or the Town Improvements Committee.

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to enter into Executive Session at 10:08 p.m. for the purpose of:

- 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

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

**16) EXECUTIVE SESSION**

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

Absent: Councilor James Dobler

Staff: Peter Souza, Town Manager; Assistant Town Manager, Scott Colby; Amelia Bliss, Human Resources Director

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

Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Kevin Deneen, Town Attorney; and Amelia Bliss, Human Resources Director left Executive Session at 10:36 p.m.

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to exit Executive Session at 10:51 p.m. and return to the Regular Town Council meeting.

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



**17) ADJOURNMENT**

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to adjourn the meeting at 10:51 p.m.

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

Respectfully Submitted,

Helene Albert  
Recording Secretary