



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
September 5, 2023
Regular Town Council Meeting
Council Chambers**

APPROVED MINUTES

1) CALL TO ORDER

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

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

Absent: Councilor Ronald Eleveld

2) PRAYER OR REFLECTION

Councilor Black-Burke led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Black-Burke led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation honoring National Adult Day Services Week

Deputy Mayor Bress read the proclamation honoring National Adult Day Services Week.

- b) Proclamation declaring September as Hunger Action Month

Councilor Naeem read the proclamation declaring September as Hunger Action Month

- c) Proclamation declaring September as Senior Center Month

Councilor Black-Burke read the proclamation declaring September as Senior Center Month

5) PUBLIC COMMUNICATIONS AND PETITIONS

Rosanna Wilson, 1 Kellogg Street, said she has a child in the Oliver Ellsworth School and would like to thank the town for taking action as quickly as they have on this issue. Her concern is that this project will not be getting underway until June, which means they

have a whole school year to deal with this. I know there are lots of things the town has done to support the cleaning in the building as well as the custodial staff has helped and has been absolutely incredible. She'd like to know if the town will be working in collaboration with the Board of Education at looking into some short-term options that might be available, specifically if staff and other students happen to get sick during this process and what that might look like for us moving forward.

Karen Mendoza, 721 Kennedy Road, stated she is a concerned parent. She stated that parents want to know what the Town Council is planning going forward. She'd like to see the Board of Education, Town Council and the Town Manager work together to remediate the situation. She understands that it is a long-time situation that we are looking at, but she wants to know who is responsible for them taking the initiative to figure out the short-term solutions because we clearly have a situation and the report is out. There is mold in the air in the school and it is effecting students and staff. As parents we just want to know what can be done. What do we need to do to figure out what we are going to do now, not in June. When is the problem that is creating the moisture going to be taken care of?

Bonnie Waterhouse, 5 Kari Court, said she is the president and the co-founder of Voices Against Lyme Disease, a non-profit company based here in Windsor. The organization has been in existence for 9 years now. In the past they have worked with the Windsor Health Department and they have been fortunate to receive funding each year from the town to provide programs to residents, students and our schools and camps. We also lead a support group for those with Lyme disease and other tick-borne illnesses. They have been awarded a grant from the Community and Neighborhood Enhancement program. With the help of these funds, they will be showing a true documentary of a woman's hard fight and continuous battle against Lyme disease and how it can destroy a family and relationships. It is a war that this woman and her family have fought to try and understand the importance of much needed support and what it takes to recover from this illness, if you can. She invited everyone to join her in hearing this person's story. She handed out an invitation to the Town Council regarding the program. The documentary will be held at the Windsor Public Library on October 14th at 1:00 PM.

Brian Shea, 121 Bloomfield Avenue, stated his son is in first grade at Oliver Ellsworth School. He is an environmental engineer specializing in environmental control system thermodynamic performance. The reports that were released on August 31st show several items of concern. The mold report from 2022 included proposed corrective actions for environmental that were not pursued, while the mold reports on the cork board above the ventilators are a recurring theme throughout the reports. The distribution report from two flow charts show a significant variation of volumetric flow between the classrooms with a minimum of 209 and a maximum of 593 cfm. The standard deviation is 92 cfm. The classrooms are roughly all the same size. The overall system sizing needs a thorough review. The building's relative humidity reports from this time of year will be substantially different from November to now. This will need to be tracked throughout the fall, including when the school is fully occupied to get the correct latent load. He thanked the town and the school for the progress so far. He outlined what the

school has been doing to correct the issue now. He also outlined where there are still some issues at the school and what needs to be done to correct those issues.

William Glass, 72 Hayden Avenue, stated he has a daughter in kindergarten at Oliver Ellsworth and he has worked in the communication/educational field throughout his career. Public Schools educate our children, provide an anchor point for civic life and they hold our future citizenry in the work force. The schools also serve an immediate economic function. They allow parents to work. Millions of children will be losing child care as soon as COVID or our stimulus programs end. He is more or less convinced from what he has heard from the meetings that Oliver Ellsworth is safe. However, it is clear to him that Windsor Public Schools have a trust problem with the staff and with parents. From the way that the communications regarding the mold issue have been handled, it is not difficult to see why. We were told the air quality was within the industry standards and then told that there were no standards. We were told that there was no visible mold in the school, which may have been technically true at the time of the statement which came across as gas-lighting given the entire issue was raised by photographic evidence that was broadcast on television. When asked 'why are you letting film crews in school' on television the Superintendent of Schools stated he has nothing to hide. Mr. Glass continued to state further concerns he had about the school buses. He stated that he and his wife are fortunate as they have the flexibility to roll with inconveniences caused by bus schedules, etc. We rely on schools to keep our children safe but that is the bare minimum. Failure to communicate clearly breeds fear and distrust. He urged that there be Crisis Communication training for Windsor Public School administration, additional administrative staff to communicate proactively and make the buses run on time, and most importantly for this audience to budget appropriately for those goals.

Amanda Beane, 103 Pleasant Street, stated she is speaking as a concerned parent, a social worker, a citizen and also as a wife of someone who works at Oliver Ellsworth. Since school started, a week ago from today, her husband has complained of headaches and a sore throat already and her son came home congested with a stuffy nose and he was a mess all weekend. The lack of transparency from the Superintendent specifically has been atrocious and we need to do better for our kids. When they talk about the most vulnerable population in social work, they are talking about the 0-5 aged population. They are not seen in the community and sometimes the only time they are seen in the community is once every few months for a well child checkup but also when they are in a quality education program. She believes that the staff in the Oliver Ellsworth building from its principals to its custodians, etc. care and are there for the right reasons. The behavior of the Superintendent is a significant concern for the community. Many parents are concerned to speak up about this in fear of intimidation and repercussions their children may have now and in the future. She wants to be clear that the pictures that have been sent were received from a staff person in the building which was not her husband. He wouldn't do that in fear of losing his job. She feels we need to do something and do it better. We have to figure something out immediately. Waiting until the end of the school year will keep staff and the children in that building for the rest of the school year and that's an issue. She continued speaking of the Superintendent's behavior and reaction to the situation. His behavior needs to be addressed. It's a significant issue now.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem thanked everyone that came out to speak tonight. It's important to hear from the public. It helps to keep the Council aware of situations or issues. She echoed the same sentiments as the other councilors. She also thanked the teachers, parents, etc. that have been coming out to voice their concerns about Oliver Ellsworth School in different forms. She appreciates their coming out. She had the opportunity to attend the Grand Opening of the Collective, which is a co-working space geared toward the creative entrepreneur. She was very impressed on what is being said there. They are currently recruiting for some positions. They will provide training and equipment. The other creative co-working space in town will be having their Grand Opening on September 20th at 4:00 p.m.

Councilor Dobler echoed what Councilor Gluck Hoffman said.

Councilor Walker congratulated Kyesha Buckingham on the opening of the Collective Space at 258 Windsor Avenue. One of the spaces that is occupied there has to do with midwives and kids. They have the music piece of it as well. He marched in the West Indian Parade on March 12th. He also attended the Health & Safety Committee meeting on August 14th. Regarding the Windsor Marksmen Club, the members have been complaining about their road on North Meadow Road having lots of potholes due to the rain. He is convinced the Town Council is taking the right steps regarding Oliver Ellsworth School in keeping parents informed. It's important that we listen to parents because sometimes when they feel they are not being heard, this is what happens. He hopes we are doing air testing for all the school buildings in town, not just Oliver Ellsworth. If we have not yet done that, perhaps that is something that we should put on the agenda. On August 21st, he attended a reception for the Prime Minister of Jamaica, the Honorable Andrew Holness. That was held in their Hartford Healthcare quarters. The Hartford Healthcare has an agreement where they train physicians on the island. They also make assessments and offer air medical transports for people that are critically ill. They're also involved in bringing those physicians up to speed on what to do with a variety of major illnesses. While he was there, he passed on some questions from Windsor citizens and was able to pass on that information back to them. He thanked Hartford Healthcare for doing what they are doing and for donating equipment. The postal service is offering a \$50,000 award for information leading to the arrest and conviction of the two suspects who robbed a mail carrier on August 28th.

Councilor Black-Burke echoed the sentiments of Councilor Gluck Hoffman. She appreciates everyone working on the concern of Oliver Ellsworth. As a parent in town, just understanding the concerns that the parents have and to be heard is appreciated. She appreciates the Board of Education and everyone else in moving this forward to come to some sort of resolution. She congratulated Nicholas Daly. He was selected from a pool of applicants from around the world as a recipient of the International Association of Chiefs of Police for 40 under 40. She reminded everyone that it is going to get darker and to be careful with your speeding and slow down.

Councilor Gluck Hoffman stated that in the last couple of weeks it has been positive to see the members on the Board of Education, the Town Council, the Superintendent's office, teachers, and Town Manager Souza all working together to identify the issues and work to come up with swift resolutions in regards to Oliver Ellsworth School.

Councilor Eleveld - absent

Deputy Mayor Bress thanked everyone who came out to speak tonight. It's important that you do as we can know what situations you are going through. Judging by all the meetings held this week and on Saturday and Sunday with fellow council members on both sides of the aisle and meetings with the Town Manager, the collaboration that is occurring and the continued collaboration that will occur, based on our actions tonight, will bring about solutions for the students and parents and teachers at Oliver Ellsworth. We appreciate your patience and communications. She agrees with the Mayor that communications need to happen continually, honestly, and completely ongoing.

Councilor Smith stated he attended the Board of Education meeting, the Public Building Commission meeting, the coffee talk with the Superintendent and met personally with the Superintendent, Dr. Hill, and Principal Gruber, as well as with Leonard Lockhart and Paul Panos, the facilities manager and his assistant. The discussion with the Superintendent and principal included the history, actions and policy of the school, and with the Facilities Assistant Manager, the class room and the boiler room. He was impressed by the character of the students as they were traversing the hallways at school. They were quiet, walked in straight lines and were very focused. While he was in the classroom, he had the opportunity to see what was being taught. The teachers, staff and administrators are dedicated professionals.

Mayor Trinks stated as a result of the sit down that he had, he was made aware of several motions that the Board of Education had made to the Superintendent. He looked them over and thought there were good ideas in there. He asked if there could be a consent agreement on the following statement with the Council tonight which is, "On August 28th the Board of Education passed motions directed to the Superintendent to work collaboratively with the Town Manager on a number of issues to address the humidity and mold issue at Oliver Ellsworth School. The Town Council directs the Town Manager as the spokesman for the Town Council to continue the work in collaboration with the school Superintendent in this matter and to provide regular updates as warranted to the Town Council." All Councilors gave their consent (Councilor Eleveld absent).

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

David Furie, Board of Education, gave the following report:

- This year's Convocation was held on Tuesday, August 22 at Windsor High School. Convocation is always an exciting time for staff to be together after the summer break. This year's guest speaker was former Commissioner for the CT State Department of

Education Dr. Theodore (Ted) Sergi. After Convocation, staff returned to their buildings for professional development.

- On Thursday, August 24, the District-Wide OFCP Block Park was held on Sage Park Road between Sage Park Middle School and Windsor High School sponsored by the district's Office of Community and Family Partnership. In spite of just a little rain, year two of this event was another success. Congratulations to OFCP Coordinator Christina Morales and her team for planning such a wonderful event for Windsor's families. Families were able to register in advance to receive a backpack and school supplies for their child which were received as part of many generous donations from our community partners. Families were treated to hamburgers and hotdogs, ice cream, bounce houses and activities. Northwest Park, Windsor Fire Department, Windsor Police Department, and WEF were just a few of the many participants. Thank you to our families and community members who came out to support our district continuing Dr. Hill's vision and goal to activate a collaborative district culture that enhances the experience of students and educators alike.
- Windsor Public Schools opened its doors for the 2023-2024 school year on Monday, August 28, 2023. There was much excitement for the students and staff as they returned to the school buildings and there were very few transportation issues. Central office administration toured the schools and found staff and students were very engaged in activities throughout the day.
- On August 29, the Board of Education appointed Ms. Mary Christofaro as the new Director of Pupil and Special Education Services. Ms. Christofaro comes to Windsor from Hartford Public Schools where she has served as the Director of Special Education Pupil Support Services since July 2012. Ms. Cristofaro earned her Bachelor of Arts in General Studies, with a concentration of Human Services from the University of Connecticut; a Masters of Special Education from Saint Joseph's College; an Educational Leadership degree, and most recently, her Superintendent of Schools Certification (093) from Sacred Heart University.
- On August 29, the Board held a special meeting which included a discussion regarding initiatives to mitigate some mold problems at Oliver Ellsworth School. The board listened to several parents' comments during the Audience to Visitors portion of the meeting. The board, through a motion, asked that the superintendent of schools work along with the town manager to appoint a project manager and team, provide regular updates for the town council, board of education, and Oliver Ellsworth School staff at least weekly or more frequently as needed. The board also asked the superintendent to appoint a spokesperson for the updates and the public and provide a designated area on the district website that includes a timeline of what happened, what is proposed to happen as well as documentation. They asked that a public forum be held for OE families, staff and teachers which includes the town manager, superintendent, the vendors who conducted evaluations and subject matter experts. In addition, provide an understanding of possible solutions for children and teachers and the school year, including costs - portable classrooms, changes in location for sensitive

students and staff and specialized cleaning, testing and modification to existing equipment to mitigate mold formation.

- A special page on the district website has been created for documents related to the OE mold mitigation efforts. On the home page in the top right corner, look for *OE Health and Safety Updates*
<https://www.windsorct.org/page/oe-health-and-safety-updates>
- On August 30, Dr. Hill held a special Coffee Talk. This event provided an opportunity for families to have a discussion with Dr. Hill, Danielle Batchelder, Director of Business Services, and Charles Waterfield, Physical Plant Manager, regarding the mold issue at Oliver Ellsworth School.
- Dr. Hill will continue his Coffee Talk series on Tuesday, September 26 at 10:00 AM at The Bean on Broad Street. Please RSVP for the event on the district website.
- 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.

Councilor Smith asked if there is any test scheduled for Oliver Ellsworth School. Mr. Furie said he is not aware of any tests going on right now but that he would get back to the Town Council on that.

Councilor Smith asked if there is moisture in the acoustically lined duct work, which is lined to mitigate the noise? If there is moisture in there, it could cause nausea, headaches, nose and throat issues and itchy eyes. The only way to eliminate that is to kill it off completely and find the source of the problem. It sounds to him like by adding this equipment, we'll make the equipment work but we won't get to the source of the problem. You can detect moisture with an infrared camera and meters. You can find mold growing in walls or ceilings. Another recommendation might be to look into an energy recovery ventilation unit which will limit the amount of moisture coming into a space, especially in the summer. You mentioned ASHRAE. ASHRAE recommends 5-6 air changes per hour for a classroom. He was assured that we were getting 6 air changes per classroom now, but he'd like to clarify that to see if it's accurate. The root cause of the problem needs to be found. He mentioned various areas it could be found. All the mentioned areas should be looked at. Mr. Furie asked if Councilor Smith could send the list of items he spoke about to Town Manager Souza, himself, and to Dr. Hill.

Councilor Black-Burke asked what the ongoing way is for communication to families. She sees a space on the website. Is that where they go for communications? Mr. Furie responded that the families are getting direct updates from the school. They should not only rely on the website for information.

Deputy Mayor Bress asked about the hot week this week. It can get pretty hot in the schools. If the heat becomes intolerable, she knows in the past the Superintendent has called ½ days or early dismissal on those occasions. Is that still available? How is that

normally communicated to parents? Mr. Furie responded that he is not sure of how the notification goes out.

Deputy Mayor Bress asked about the new app for transportation. Is that something relatively new? Where can parents go to correct those issues or to find out more about using that avenue? Mr. Furie stated that he believes this has been done for a couple of years. You need to download the app to use it.

Deputy Mayor Bress asked if you are having problems downloading the app, where would you go for help? Mr. Furie stated the transportation coordinator, Jennifer Phelps, would be able to help with that. If she's not available, you can contact Danielle Batchelder.

Councilor Black-Burke added that the Board of Education has an amazing office of Family Community partnerships. They are always willing to answer questions.

Councilor Walker stated that he agrees with Councilor Smith that if we put in new equipment and the mold issue has not been solved, then we're putting good money into a project that may develop mold. We might need fresh eyes on it at some point. We can't keep doing this over and over again. Town Manager Souza added that part of our analysis going forward is we've already reached out to a couple of engineering firms to be able to do a couple of different analyses. One would be to use infrared cameras. That was a part of Eagle Environmental's work assessment that they initially performed. We will be looking at using that tool more often. Another avenue is looking for a vendor that will do a test of the building envelope to be able to see where the leaks are. No building is 100% tight, especially one that has been built over 50 years ago. We are looking at that to identify and adjust that issue of negative pressure at the building. We are also contemplating looking at the topic of ground water, to be able to get some cores of the building slab to be able to see what that moisture level is at this point. The Building Facilities Manager, Marco Aglieco, is working on that right now.

Councilor Smith noted that the Board of Education and the town have their own Buildings Facility Managers, correct? Town Manager Souza said that's correct. Councilor Smith then asked at what point does it get kicked up from the Board of Education Building Facilities manager to the town's Building Facilities manager? Town Manager Souza stated that depending on the situation it will vary. In the past, our Facilities Managers have worked together to troubleshoot issues, particularly when it comes to building envelopes and mechanical systems. The Board of Education has technicians on staff that do basic maintenance. Then when it becomes beyond the capacity and resources of the Board of Education in terms of their major maintenance budget, that's usually when it gets moved up and put into a multi-year capital improvement program that the Council reviews each year. Usually that means there is money involved beyond what the annual Board of Education's budget can handle on a maintenance or an initial technical reviewer assessment.

Mayor Trinks asked what are we doing today? What's in the works? Are dehumidifiers being shipped in? Mr. Furie said that is the next step from mitigation efforts. They should be in this week so he was told.

b) Insurance Commission

Alan Relyea, Chair, Insurance Commission, stated the following:

- We successfully renewed coverage with our principal insurer, Travelers Insurance Company, as well as other carriers for our ancillary or special coverages.
- One aspect with Travelers that is very important to the commission is their superior financial condition, verified by A.M. Best, the leading insurance company rating agency. Financial condition is very important given the long lifespan of liability claims, but also given the litigious nature in society and increasing legal verdict values. We continue to note also that Travelers is an important corporate citizen and taxpayer in the Town.
- The property/casualty insurance marketplace remains under pressure in 2023, and especially so for municipalities. Benchmark Analytics, Risk Placement Services, and others project that municipalities will see high single digit to 15% premium increases assuming they are relatively loss free.
- As I'm sure you're aware, it is difficult to read the news without reference to the frequency of severe storms, flooding, cyber-risk, and many other perils our program covers.
- The insurance industry is pointing to increased costs in the municipal sector caused by law enforcement liability, natural catastrophes, abuse/molestation claims, social inflation with jury awards, the cost of auto repairs because of supply chain issues and auto technology, and cybersecurity.
- You have the cost comparison for our coverages before you. Our insurance expense for the next policy year increased overall, by 8% which was driven not only by market conditions, but in part by an 11% increase in our total insured values.
- Our broker, USI, did a market analysis for us and compared alternate coverage options. It is the belief of the board that the package as negotiated with the carriers represents a more than fair renewal premium for the town's coverages.

Our approach, with our insurance broker USI Insurance Services, remains to highlight the positive risk management attributes of the Town, to negotiate with our carriers for the best possible renewal terms each year. You should recognize that because of our loss history, the town continues to represent a desirable risk to insurers. Should loss frequency or costs rise, however, that could be in jeopardy in the future.

As was mentioned, the primary mission of this board is the creation of an insurance program that meets the town's needs. However, the enabling statute also identifies a role for the board in the town's risk management program. To that end, earlier this year I met with the Town Manager to discuss ways the board could increase its value to the town. As a result, we are working on ways of presenting loss information that will enable increased visibility of where and how losses are occurring. We will continue to seek

opportunities to assist the town avoid accidents and losses in addition to the role of transferring that risk.

We continue to work with and support the efforts of the town's risk Manager, Marty Maynard, and applaud his diligence and passion in his task.

Councilor Gluck-Hoffman asked why the Board of Education moved to its own cyber policy. Marty Maynard, Risk Manager, stated the standard between the town's cyber program and the Board of Education's cyber program were different. We needed to find another carrier for the Board of Education at this time. We hope to combine the two in the next year or so.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Mayor Trinks Farewell Event

We'll be hosting an open house here in the town hall council chambers from 4:00 PM to 7:00 PM on September 28th as we bid farewell to Mayor Don Trinks. All are invited to stop by and wish him well and celebrate his 22 years of serving our community as its Mayor. Brief remarks are scheduled for 5:30 PM and tie dye apparel is encouraged.

CT DOT Virtual Information Meeting – Culvert Project on Route 305

The CT Department of Transportation will be holding a virtual informational meeting Thursday, September 7th at 7:00 p.m. to discuss their plans to replace the drainage culvert on Route 305 just west of the Windsor / Bloomfield town line. The purpose of the project is to resolve the recurring flooding of Route 305 at the Mill Brook crossing. The work involves replacing the existing 30" diameter pipes with a box culvert and raising the roadway approximately 3.5 feet. Construction is anticipated to begin in spring 2026 and end in fall 2027 based on availability of funding and environmental permits. To register for the virtual public hearing go to <https://portal.ct.gov/DOTBloomfield11-159>. Registration is required to participate.

Citizens Academy Fully Enrolled

I'm excited to let you know that all the seats are taken for this year's Citizen's Academy scheduled to begin September 19th. This citizen engagement program was started in 2005. We're looking forward to meeting with the 31 participants that are eager to engage with town departments and learn more about our day-to-day operations.

There's a lot to do in Windsor

The fall edition of *There's a lot to do in Windsor* was delivered together with the *Courant Community* newspaper last week. Copies are also available at town facilities and in digital format on the town's website.

Northwest Park Country Fair

Join us at Northwest Park's Country Fair on September 30th from 10:00 AM – 5:00 PM as we gather for a day filled with exhilarating activities and delightful experiences. There will

be live music, poetry contest, gardening contest, food trucks, cooking demonstrations and more. Rain Date will be October 1st from 11:00 AM – 4:00 PM.

Windsor Freedom Trail Run

The Annual Windsor Freedom Trail Run will be held September 16th from 5:30 AM to 8:30 AM starting at Archer Memorial A.M.E. Zion Church, 320 Hayden Station Road. Learn about the rich history of the Windsor Freedom Trail by visiting sites that are associated with the Underground Railroad and African American heritage and movement towards freedom. (A bus will follow the runners). A Freedom Trail T-Shirt and continental breakfast will be provided for all event participants. Register at wftrun2023.eventbrite.com. Email questions to windsorfreedomtrail@hotmail.com.

Union Street Tavern Trot

The 17th annual Union Street Tavern Trot will take place on September 17th at 12:30 PM. This is a 3.5 mile road race to benefit Alex's Lemonade Stand Foundation. Visit <https://unionstreettaverntrout.org/> for registration and more information.

Police Lt. Nick Dally Recognized by International Association of Chiefs of Police

I am pleased to let you know that our own Windsor Police Lt. Nick Dally has been selected to receive the International Association of Chiefs of Police (IACP) 40 Under 40 Award, which recognizes 40 future Police leaders under 40 years old. This is a great accomplishment as Nick was selected with award winners from around the world.

Lt. Dally will be receiving his award at the annual International Association of Chiefs of Police Conference this October in San Diego.

Town Manager Souza added that in regards to Councilor Walker's comment about North Meadow Road, Public Works is looking for a contractor to do the regrading. He will check with them tomorrow to see what that schedule looks like.

Councilor Walker asked if a citizen would like to leave an anonymous phone call at the Police Department, what the procedure is. Town Manager Souza asked if it would be for an emergency or non-emergent issue? Councilor Walker responded that it would be something similar to the mailman incident. Town Manager Souza stated they can contact the non-emergency line at 860-688-5273 and they should ask for the Detective Sergeant on duty at the time.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – nothing to report

Finance Committee – Councilor Naeem – nothing to report

Health and Safety Committee – Councilor Black-Burke said the H&S Committee met on August 14th. There is an agenda item to discuss in a little more detail the findings of that meeting on tonight's agenda.

Personnel Committee – Deputy Mayor Bress stated the Personnel Committee met on August 28th and August 29th to interview Arts Commission applicants. We have some people to put forward this evening for the Town Council's action.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

a) Accept an Assistance to Firefighters Grant for fire department equipment

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to accept, and authorize the expenditure of, an Aid to Firefighters Grant in the amount of \$14,250 as well as approve an appropriation of \$2,240 from the Fire Equipment Fund to replace the SCBA fit testing equipment.

Paul Goldberg, Fire Administrator, stated the Fire Department has been awarded an Aid to Firefighters Grant (AFG) in the amount of \$14,250 to purchase self-contained breathing apparatus (SCBA) mask fit testing equipment. The present fit test equipment is 7 years old and is no longer being supported by the manufacturer.

This federal grant process is highly competitive with 7,337 applications submitted with funding of \$324,000,000 and approximately 1,800 grants projected to be awarded in total.

The SCBA fit tester is a piece of equipment that tests each firefighter with their assigned SCBA mask. It is a NFPA standard that this test occurs on an annual basis and ensures that after a year's usage the mask is in good condition.

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

b) Approve an appropriation of \$150,000 from the General Fund Unassigned Fund Balance for design of improvements to the Oliver Ellsworth HVAC system and authorizing the waiving of bids for design services per Section 5-2(d) of the *Town Charter*

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve an appropriation of \$150,000 from the General Fund Unassigned Fund Balance for design of improvements to the Oliver Ellsworth HVAC system and authorize the waiving of bids for design services per Section 5-2 (d) of the *Town Charter*; furthermore that the project be referred to the Public Building Commission for project oversight.

Town Manger Souza stated the proposed construction services are to address humidity issues across the entire building. As conceptualized, the project scope would include the installation of Dedicated Outdoor Air Systems (DOAS), related ductwork, electrical, and DDC Controls for the classrooms, corridors, gym, cafeteria/auditorium, kitchen, and locker rooms. These units are electrically powered and will condition the outside air to

the proper temperature and humidity before entering the building. They would be sized and designed to supply all the fresh requirements of the building and also maintain a positive or neutral building pressure. All new HVAC equipment would be connected to the existing Building Energy Management systems to control and conserve energy usage.

The proposed project will need to be designed in an expeditious manner in order to bid the project in the January / February time period. Furthermore, due to the extended lead time for delivery of the DOAS equipment currently at approximately 30 weeks, equipment orders will need to be placed in early November. Construction would primarily occur in the June to September timeframe.

An appropriation in the amount of \$150,000 is respectively requested from the General Fund Unassigned Fund Balance to fund design service.

Mayor Trinks stated that there has been public chatter about the unit that is currently up that it might be the wrong unit, it's a used unit, etc. He asked Mr. Aglieco, Building Facilities Manager, if we had a chance to look at it? Mr. Aglieco answered that he did have a chance to look it over and the unit that is in there is per the design specifications that were sized for the building. He was told by the engineer that was done based on the building load. The unit can reduce its capacity all the way down to 20% of its design. It can modulate accordingly to the building load.

Mayor Trinks asked if they make these with a type of thermostat on them to show humidity levels? Can it effect the amount of air being brought in? There is no automatic component to this that can control humidity levels correct? Mr. Aglieco asked if he was asking about the present unit. Mayor Trinks answered yes. Mr. Aglieco answered that there isn't one on the existing equipment but on newer units there is.

Deputy Mayor Bress asked if the Council could somehow meet before the next two weeks so we can consider this issue a little sooner. Town Manager Souza said we will keep that in mind, especially as we get closer to the tail end of October.

Councilor Gluck Hoffman said Councilor Walker asked about the other schools. Have we considered at looking not only the school buildings but the town buildings themselves? Town Manager Souza said each building is unique and has its own characteristics and environmental conditions. We have a few properties that tend to have more moisture challenge than others. Some have been a challenge with the dampness. He has not spoken in detail to Dr. Hill about the school buildings. When they did speak, they focused on Oliver Ellsworth. He doesn't believe there has to be testing done in the town facilities at this point.

Councilor Naeem stated that she knows that we want to have a design process off of the funds that are coming in and to be able to order the equipment in a timely fashion so it can be delivered by June. Is there concern that we might be losing anything in the pressure of things? She wants to make sure this design process is given enough time to be thought through and that we don't rush into it just because we need to order the equipment in time. Town Manager Souza stated one of the biggest elements of the

critical path is to identify what those sources of outside error are. We don't believe that will be the cure all. It's important that we get that information so the system can be designed and sized properly. We are not abandoning what was done a number of years ago. A large part of that system will be operational. He doesn't think that we are sacrificing anything by waiving the bidding. Mr. Aglieco added that we need to give the contractors enough information and time to look at the building. From the testing that we are doing they should have ample information. From there, they will review it to make sure it's going to do what we expect it to do.

Councilor Smith asked if the current system was put in place in 2018 to replace the existing system. It wasn't reengineered, it was just replaced right? Mr. Aglieco stated that he believed they reviewed the system and evaluated it. The design they came up was to replace the ventilators with new ventilators, to replace the chiller with a new economical chiller that was more efficient, and the boilers were upgraded as well to be condensing boilers instead of standard boilers.

Councilor Smith asked if the chillers are refrigerant or cold water. Mr. Aglieco responded it is chilled water.

Councilor Smith said it was a change in the use from its original use when it was K-5 and now it's Pre-K-2. All the bathroom doors are open so there's more space available. With 13 bathrooms, could that impact the efficiency of that system? Mr. Aglieco stated that it wouldn't really impact the system. The more load you put on it, the more efficiently it will run.

Councilor Smith asked if the building is under negative pressure or positive pressure. Mr. Aglieco said it's a negative pressure.

Councilor Naeem stated for clarification, at the high levels, what are the key issues with the current system? Mr. Aglieco said it was the negative building pressure. It is pulling air from elsewhere other than the designed areas. That air is coming in unconditioned. The other issue is that it does not have the capability to dehumidify properly. It needs to have more dehumidification capability. This system is not able to do that.

Councilor Smith asked is that because the air cools too fast and it doesn't give the rest of the system time to take the humidity out? Mr. Aglieco said no. There is no means to reheat the air coming off of the coil that has cooled it. In the summertime when there isn't any children in school, there is no load or very little load. Naturally when it was designed the heat load from the students was factored into the design. Because there is no capability to reheat, you cool the air and it cools down real quickly and the system has to wait for the heat to build back before it can do anything.

Councilor Smith then inquired about previous efforts to maximize energy efficiency. Is the building just too tight for that system? Mr. Aglieco said no if anything it's not tight enough because we are getting negative air.

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

- c) Set a Special Town Meeting for September 18, 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 Naeem that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on September 18, 2023, at 7:00 p.m. (prevailing time) on the following 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" and BE IT FURTHER RESOLVED that the Town Clerk is authorized and directed to post and publish notice of said Special Town Meeting.

Town Manager Souza stated the wording on the motion that the Council adopted on August 7th was incorrect therefore a new Special Town Meeting needs to be set. This next step, the Special Town Meeting, authorizes the funding which then allows for the school administration to submit a formal application to the State of Connecticut to receive a grant which can be 48%-50% of this \$2.9 million, but the municipality must authorize the funding as a first step. This is what this action will do tonight.

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

- d) Set a Public Hearing for September 18, 2023 at 7:20 p.m. related to a proposed segment of multi-use path between 2100 Day Hill Road and Prospect Hill Road

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem that a Public Hearing be held at the Windsor Town Hall on Monday, September 18, 2023 at 7:20 p.m. to approve the proposed path segment location in the Day Hill Road Corridor pursuant to Section 15-33 of the *Town of Windsor Code of Ordinances* and FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Town Manager Souza stated recently a section of multi-use path was completed at Great Pond Village along Day Hill Road. There is now a gap in the multi-use path on town-owned property between the recently developed section and Prospect Hill Road. In order to close the gap, approximately a 300 linear foot section of path is proposed to be constructed. By constructing this segment there will be a multi-use path from Helmsford Way all the way to the intersection of Blue Hills Avenue and Griffin Road North. The proposed segment is completely on town property therefore no easements are needed.

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 be the responsibility of the town as it is the property owner.

At this time, the Council is being requested to hold a public hearing in accordance with Section 15-33 of the *Town of Windsor Code of Ordinances*. Following the public hearing, the Town Council will be requested to approve the designated path location for construction.

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

e) Overview of Emergency Medical Services Study

Town Manager Souza stated the Windsor Volunteer Ambulance Association (Windsor EMS) is a private not-for-profit entity that provides emergency medical response and transportation to the Windsor community. There are over 4,000 calls for emergency medical service (EMS) per year in the town. The ambulance association, along with the Police Department, responds to these calls. If the association does not have personnel available, an outside EMS agency is requested to respond.

This spring the town engaged The Holdsworth Group, an emergency medical services consulting firm, to complete a review of the emergency medical services delivery system. The system review was prompted by questions raised by the public and Town Councilmembers related to Windsor EMS' staffing levels, response times, financial stability and greater reliance on mutual aid from surrounding EMS agencies.

The Council's Health & Safety Committee reviewed in detail the EMS System Study on August 14th. The Committee requested that the report be placed on the Town Council's September 5th meeting agenda for a high level overview. The Committee is suggesting the Town Council hold a separate workshop in September to review the report and recommendations.

A study report was completed which includes information regarding topics such as current system overview, community demographics, EMS economics, system utilization, response times, capital investment needs, recruitment and retention, service delivery options, and budget forecasts.

Town Manager Souza touched on some high level findings as well as recommendations given by the Holdsworth Group.

Councilor Naeem stated there is a lot packed into this report. This is long-term planning and not a quick what do we do in this moment kind of problem. There are a lot of options on the table. If we were to move forward with all of them, there is quite a price tag. So we really need to sit down and think of the long-term ramifications and how do we do this in a manner where EMS will be sustainable. She is hopeful we could all get together this month to map this out.

Deputy Mayor Bress stated that not only at the workshop will we hear more but the Town Manager is looking for some input possibly on some prioritization.

Mayor Trinks asked if the workshop would include all the councilors? Councilor Naeem stated that yes, it would. The consultant will be there as well.

Councilor Smith would like to see a real cost to how much we are underwriting the ambulance. We provide them with a facility, we pay for their utilities. From what he read on the insurance report today, we pay in their insurance about \$58,000. Have we always done that? Town Manager Souza said yes we have.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to:

- REAPPOINT LeighAnn Tyson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.
- REAPPOINT Cheryl Curtis as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.
- REAPPOINT Caren Barry as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.
- REAPPOINT Fran Ward-Nelson as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2026 or until a successor is appointed.
- REAPPOINT Kathleen Woodward as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.
- REAPPOINT Karen Zak as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.
- REAPPOINT William Pelkey as a Republican member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.
- REAPPOINT Lakisha Hyatt as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.

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

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the August 7, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve the minutes of the August 7, 2023 Public Hearing as presented.

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

b) Minutes of the August 7, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Smith to approve the minutes of the August 7, 2023 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman to adjourn the meeting at 9:44 p.m.

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

Respectfully Submitted,

Helene Albert
Recording Secretary