



Council Agenda

Council Chambers
Windsor Town Hall
November 20, 2023



Zoom Instructions

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2. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Walker
3. PLEDGE OF ALLEGIANCE – Councilor Walker
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Zoning Board of Appeals
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS



12. NEW BUSINESS

- a) *Introduce and approve an appropriation in the amount of \$3,080,000 to fund the Welch Pool Improvement Project; and authorize the use of \$2,700,000 in American Rescue Funds and \$380,000 from the General Fund Unassigned Fund Balance." (Town Manager)
- b) *Set a Special Town Meeting for December 4, 2023 at 7:00 PM to act on an appropriation in the amount of \$3,080,000 to fund the Welch Pool Improvement Project; and authorize the use of \$2,700,000 in American Rescue Funds and \$380,000 from the General Fund Unassigned Fund Balance." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the November 6, 2023 Regular Town Council Meeting
- b) *Minutes of the November 13, 2023 Special Town Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: November 20, 2023

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Welch Pool Facility Renovations Funding Authorization

Background

In FY 17 the Town Council approved funding to complete an assessment and evaluation of the outdoor aquatic facilities due to their aging condition. Work on the plan included compiling relevant historical data on pool infrastructure, assessing/evaluating the suitability of existing equipment and facilities, reviewing facility maintenance, making recommendations for a maintenance program, and developing plans and recommendations for improvements. The assessment identified three primary focus areas: 1) filtration systems, 2) changing/restroom facilities, and 3) possible replacement of the Veterans Pool.

In FY 18, the Town Council appropriated funds to replace/repair filtration equipment. In FY 21, the Town Council appropriated funds for the design of renovations and upgrades at Welch and Goslee pool facilities which consisted of new building entryways, misting stations to comply with state health codes, upgrades to showers, toilets, sinks, faucets, changing area, create appropriate staff and first aid stations, lighting, and upgrade to the wading pool, fencing, relocate the filtration system, and decking at Welch Pool.

Improvements to the Goslee Pool facility were completed this past summer. At this time the Town Council is requested to consider approving funding renovations and improvements to the Welch Pool facility.

Discussion/Analysis

The engineering and design of the Welch Pool bathhouse/changing facility and pool are complete, and the project has been bid. The project includes complete interior renovation of the bathhouse with a 368 sq. ft. addition and roof replacement. The redesigned interior of the bathhouse will have a new entry vestibule with a staff admittance desk and completely new ADA-compliant men's and women's restrooms. The project includes all new plumbing fixtures, flooring, and painted wall surfaces. An existing adjacent bathroom will be transformed into a family changing room. The current water filtration equipment will be moved into the building for weather protection. The pool decking and coping will be replaced, and a new pool liner will be installed. The existing wading pool will be replaced with spray features. The perimeter fencing on the south west side of the pool area will be extended, providing approximately 400 sq. ft. of seating space.

The Public Building Commission has reviewed the construction bids and approved this project. If authorized in early December, construction would start in January and depending on winter weather conditions substantial completion is estimated in early May.

Financial Impact

This project is in the current fiscal year's Capital Improvements Program (CIP), with a preliminary cost estimate of \$2,750,000. Based on project bids received, the total project costs are now estimated to be \$3,080,000, including contingency. The project cost elements are as follows:

Construction	\$2,604,000
Hazardous Materials	30,000
Clerk of Works	31,000
Inspection/Admin	15,000
Contingency	<u>400,000</u>
Total	\$3,080,000

It is recommended the project be funded through use of \$2,700,000 in American Rescue Funds and \$380,000 from the General Fund Unassigned Fund Balance. Through cash funding this project overall long-term debt service burden would be mitigated. An estimated \$40,000 in bond issuance costs as well as \$1,240,000 in interest costs would be avoided over a 15 year period. If the project costs were bonded over a 15 year period at a 5% interest rate the average annual debt service payment would be \$290,000.

Other Board Action

The Town Planning and Zoning Commission completed a CGS 8-24 review and approval on May 17, 2023. The Public Building Commission will continue to provide project oversight if funding is approved.

Recommendations

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

- 1) Introduce and approve an Appropriation

“MOVE to introduce and approve an appropriation in the amount of \$3,080,000 to fund the Welch Pool Improvement Project; and authorize the use of \$2,700,000 in American Rescue Funds and \$380,000 from the General Fund Unassigned Fund Balance.”

- 2) Set a Special Town Meeting

“MOVE that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on December 4, 2023 at 7:00 p.m. (prevailing time) to act on an appropriation in the amount of \$3,080,000 to fund the Welch Pool Improvement Project; and authorize the use of \$2,700,000 in American Rescue Funds and \$380,000 from the General Fund Unassigned Fund Balance.”

And

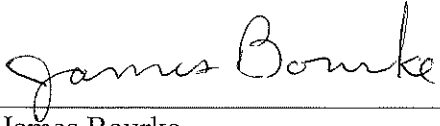
“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Town Meeting.”

Attachments

Welch Pool – Existing & Proposed Layout

Certification

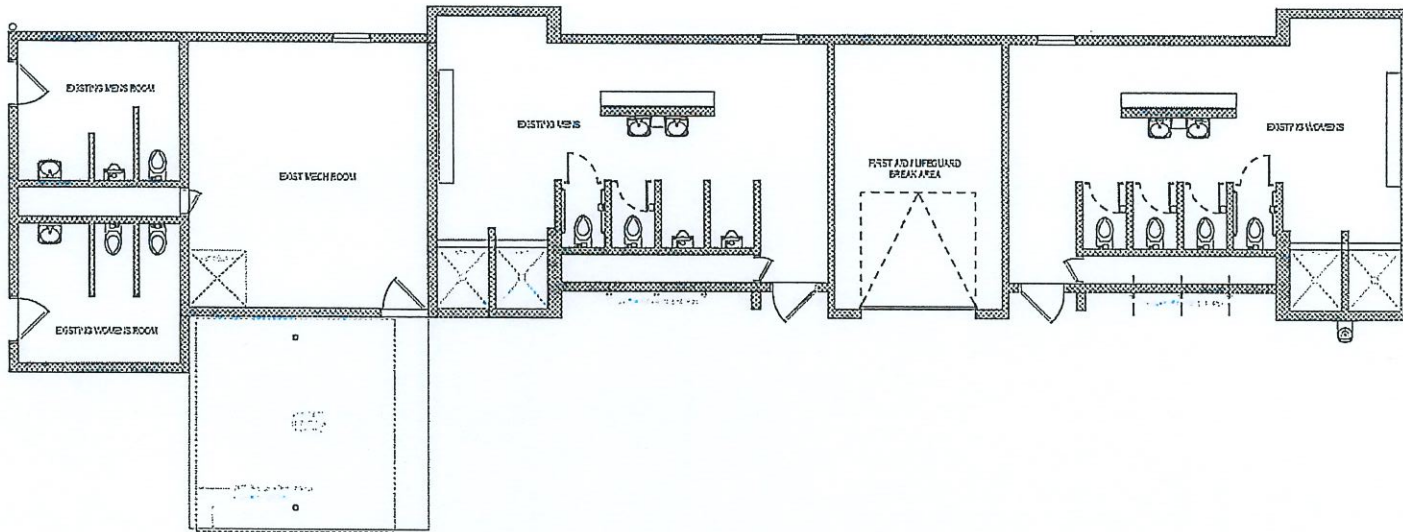
I hereby certify that \$2,700,000 is available in American Rescue Funds and \$380,000 is available in the General Fund Unassigned Fund to meet the above appropriation.

A handwritten signature in cursive script that reads "James Bourke". The signature is written in black ink and is positioned above a horizontal line.

James Bourke
Finance Director

Welch Pool

WELCH POOL - EXISTING CONDITIONS



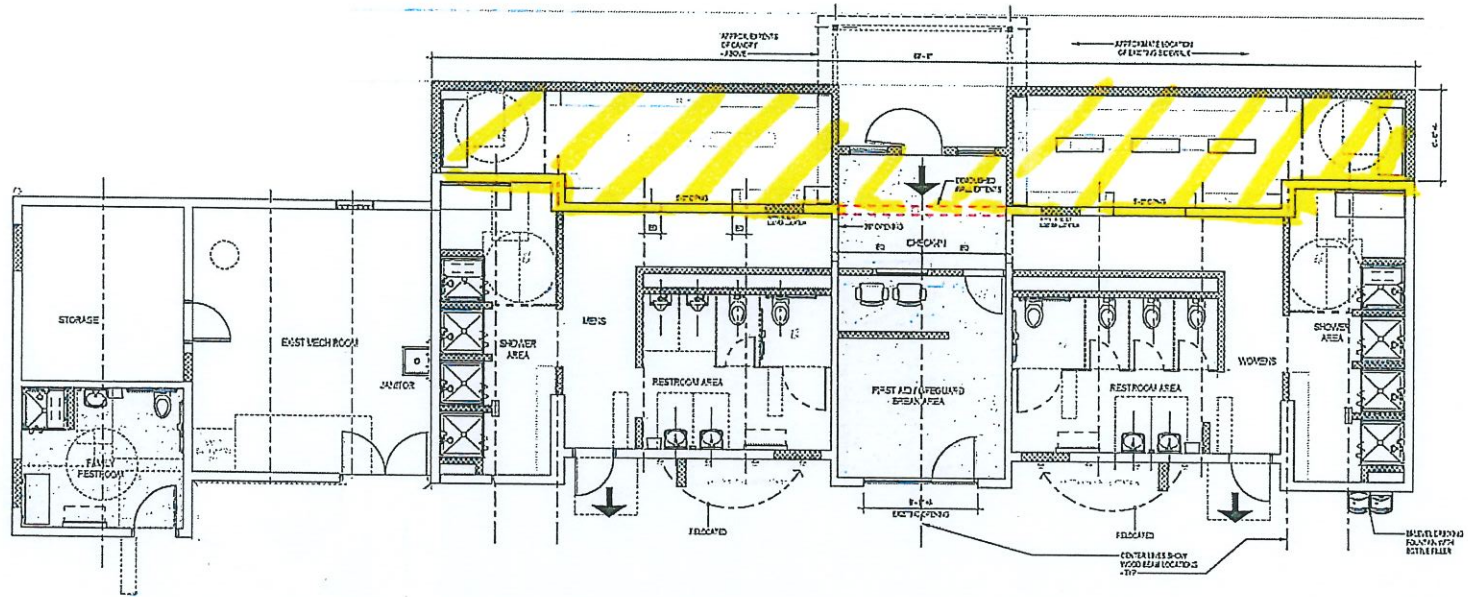
TOWN OF WINDSOR


WELCH POOL RENOVATIONS



Weston & Sampson

WELCH POOL - PROPOSED LAYOUT



 = New square footage

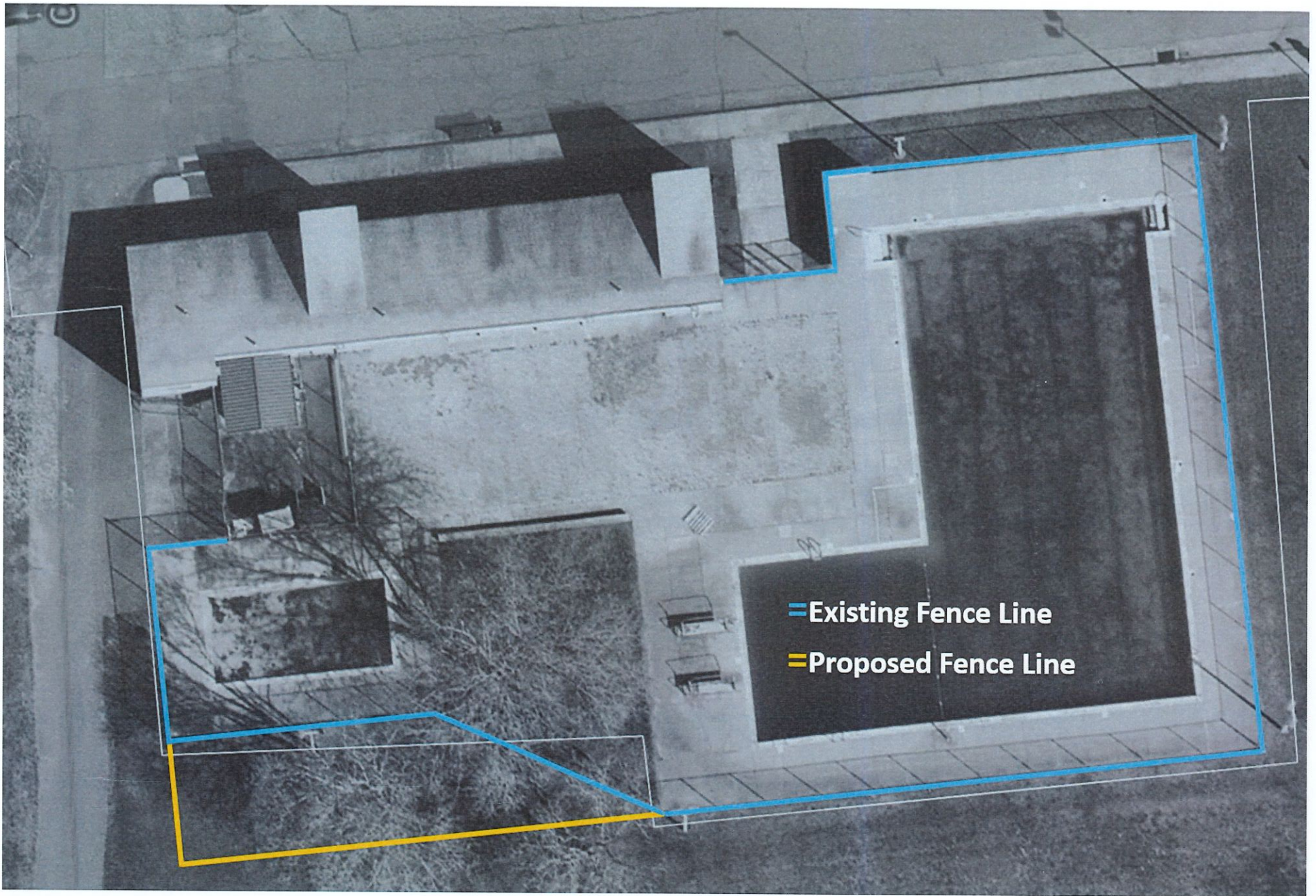


TOWN OF WINDSOR

WELCH POOL RENOVATIONS



Weston & Sampson



Welch Pool Fence Line



Town Council
Resignations/Appointments/Reappointments
November 20, 2023

Resignations

- A. Accept the resignation of William Pelkey from the Capital Improvements Committee and the Wilson/Deerfield Advisory Committee.

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

None

Names submitted for consideration of appointment

None



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
November 6, 2023
Regular Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

2) PRAYER OR REFLECTION

Councilor Naeem led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Naeem led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation honoring Mike Cook, WIN-TV

Deputy Mayor Bress read the proclamation honoring Mike Cook from WIN TV.

- b) Proclamation honoring Jim Shea, Windsor Volunteer Fire Department

Councilor Naeem read the proclamation honoring Jim Shea of the Windsor Volunteer Fire Department.

- c) Proclamation honoring Fire Chief Bill Lewis

Councilor Black-Burke read the proclamation honoring Fire Chief Bill Lewis.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Susan Miller, 130 Palisado Avenue, congratulated those that were retiring from the Town Council. She appreciated their many years of service. She is here to speak in support of the town's financial support of the Emergency Medical Services in town. It came to light this year there were some deficiencies in the program and they were able to plug some holes. She hopes that will continue to be a priority.

Diane Lehan, 29 Early Dawn Circle, spoke of the potential solar farm in the community. Until she received a mailing from the attorney representing Windsor Solar One, she was totally unfamiliar with solar farms until she googled them. The first article she read was about the many problems encountered in the neighboring town of East Windsor and the lack of transparency and response from their developer. Besides being visually intrusive and an eyesore, the panels may contain hazardous materials, there could be damage to the existing wildlife interfering with their habitat, and there could be additional drainage issues. She feels there will be a decline in property values of the homes abutting the farm due to noise pollution and possible visual impact of highly reflective surfaces. Many studies have recommended that they should not be placed within 1,000 feet of residential properties. She is not opposed to the solar farm but rather the location of the farm.

Daniel Brewer, 93 Sunnyside Circle, stated he wanted to address the same issue regarding the solar farm. His major concern would be the noise that would come from the induction devices that transfer the power from DC to AC. The fans inside the equipment create a high pitched noise that, especially in the evenings, would be troublesome.

Christa Sterling, 9 Waterview Drive, said she also has a problem with the possible solar farm. She feels that spot is not a good one to pick for the project. She added it is a lot to ask those living in the Strawberry Hill development to have the solar farm especially since there has already been so much development there. She said that she thinks they can use the land for other things.

Bill Williams, 69 Sunrise Circle, stated he is directly across the street from the potential solar farm. He is concerned about the noise. Where he lives is a beautiful location. He likes to sit in his backyard to listen to the critters at night. He thinks if the farm keeps the sound at no higher than what he hears from the natural setting that we live in, he would say that's good. He's not sure that will be the case. This is a major concern of his.

Nathan Wolliston, 46 Berrios Hill Road, thanked the outgoing councilors on their service to the town.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem echoed the same sentiments as Councilor Walker regarding the outgoing councilors and their service. As the newbie on the Council, Jim, Lisa, Don and Ken were very welcoming and helpful during her tenure on the Council. Thank you for all you've done for me and the town. She gave a shout out to the Economic Development team who received an award from the Economic Development Association for best practices in land use and economic development incentives.

Councilor Dobler thanked everyone in town for making his role so much easier. He thanked those in town for putting their trust in himself, and others on the dais, to do what is best for the citizens and the students of Windsor. He attempted to look at each situation as unique and vote not according to what his colleagues wanted but rather to vote for what was best for Windsor. He suggested to the new council to not get caught up with

national politics as we all have different views. As long as we stay true to the approach of doing what is the best for Windsor, and not what is necessarily best for the political party, he thinks we'll all be better off. He thanked each councilor, past and present, about having good conversations and making Windsor the best town possible.

Councilor Walker heard the comments about the solar farm. His suggestion is that the entire neighborhood get together and organize as a group. There seems to be a general concern. People in Windsor do have the right to exercise their opinions. He thanked the members of the Council that are leaving.

Councilor Black-Burke said thank you to all the individuals that came out and spoke tonight. She gave a shout out to Cheryl Rosenbaum and her team at the Caring Connection. They celebrated their birthday and held an art show last Thursday. It was a great event. She is proud of what they have accomplished. To the colleagues that are leaving, she wanted to thank them all for their service and all they've done for her and the community.

Councilor Gluck Hoffman echoed the sentiments of Councilor Walker regarding the solar farm. She thanked the outgoing councilors for all they have done and Peter Souza, Town Manager, for all he has done.

Councilor Eleveld thanked Councilor Smith, Deputy Mayor Bress, Councilor Dobler and Mayor Trinks for all their services. He reminded everyone to come out and vote tomorrow.

Deputy Mayor Bress thanked everyone that came out to speak tonight from Strawberry Hills. She said this issue important to her for several reasons. She is a full supporter of solar power, but she does not like the idea of having a solar farm 500 yards from neighbors. She quoted a regulation of the town. She doesn't want the Strawberry Hill residents to give up. Everyone on the Council and town staff is committed to the quality of life in Windsor. She thanked her family and board and commission volunteers. Mayor Trinks has been an absolute pleasure serving with him and the rest of the Councilors who have provided support to her in her efforts to serve Windsor. She thanked the community for making it a pleasure to serve them and continuing to do all they do for the other residents of Windsor.

Councilor Smith said it's been an honor serving the citizens of Windsor and working with town staff and fellow councilors. He thanked everyone for the opportunity.

Mayor Trinks thanked the community for the greatest run anyone could hope for. He has lived in town his whole life, has married his high school sweetheart, and then became Mayor. He thanked his wife for supporting him in the countless hours and nights that he was not there with her. You cannot do it without the support of a loved one at home. It's been an extraordinary run. Mayor Trinks said he's worked with three Town Managers and he's never worked with anyone with the integrity level of Peter Souza, Town Manager. Every person that works for the Town Windsor puts in 110%. There's never been anybody sitting on the dais tonight that he hasn't enjoyed getting to know personally

and to serve with. It is unusual to get a group like this and for them to all get along. For all the years that he has served, it has been a privilege and honor.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Ayana Taylor, Board of Education, gave the following report:

- The first regular meeting of the new Board of Education will be on Tuesday, November 21, 2023 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.
- The BOE has received notification from the CT Association of Boards of Education (CABE) that it has been recognized as a **Board of Distinction Level II**. Boards must achieve at least two Level Two items in each Level II criteria category to receive this award. The Board of Education and Superintendent Dr. Hill will be recognized at the CABE Conference on November 17 and 18.
- In addition to the recognition above, the district also received one of CABE’s **Bonnie B. Carney Award of Excellence for Educational Communications** for Dr. Hill’s Coffee Talk and his Chat and Chill with Supt. Hill podcasts.
- The WPS Annual Service Awards recognizing WPS employees with 10 years of experience, and every 5 year increment beyond 10 years, was held on Wednesday, November 1 at Maneeley’s in South Windsor. Over 70 district employees were honored that evening.
- The State of Connecticut has announced funding for our National School Lunch Program starting November 6, 2023 until the end of the 2023-2024 school year. Additional funding will allow Windsor Public Schools operating the National School Lunch Program to lower the lunch meal cost to students for the remainder of the school year 2023-2024.

Below are the Lunch Meal Cost Effective Monday, November 6, 2023:

Lunch Meal Cost 2023-2024	
Elementary Schools	\$1.00
Sage Park Middle School	\$1.25
Windsor High School	\$1.50
REDUCED-PRICE \$0.00	

- Dr. Hill's next Coffee Talk will be on Tuesday, November 14 from 6:00 - 7:00 PM in the LPW Board Room. Please RSVP on the district website.
- Election Day is Tuesday, November 7. Best wishes to all the Town Council and BOE candidates. It is a professional day for district staff and no school for students.

Councilor Black-Burke wanted to hear what the funding source is for the reduction for school lunches and the rationale. Ms. Taylor stated the State of Connecticut is the funding source and the rationale is that there is food insecurity across the state. COVID exasperated it. Some students do not eat if they do not come to school. The breakfast remains free.

8) TOWN MANAGER'S REPORT

Town Manager Souza stated that the town will continue to monitor the possibility of the solar farm application being submitted to the Connecticut Siting Council. As of today, we have not received any formal record that it has been submitted although we do anticipate the developer submitting it to the Connecticut Siting Council. That process does allow for a formal public hearing to be held and for the town and various town use boards to view comments and potentially make conditions on certain size types of facilities. We will monitor that and provide information on the town's website once we get more information regarding a timeline in terms of the application process to the Siting Council.

Important Information for Election Day, November 7th

Polling Locations: All 7 of Windsor's polling locations will be open tomorrow, November 7th from 6:00 AM – 8:00 PM. Please bring your photo ID.

Election Day Voter Registration is available tomorrow, November 7th at Windsor Town Hall only from 6:00 AM to 8:00 PM. Please bring a photo ID and a piece of mail addressed to your Windsor address. You will then be able to vote here at Town Hall.

Thank you to Chiefs Bill Lewis and Jim Shea

I would like to extend my sincere appreciation to Fire Chief Bill Lewis and Assistant Fire Chief Jim Shea for their decades of leadership and service to the Windsor Volunteer Fire Department. Each of these gentlemen dedicated countless hours to our community and strived to make our volunteer department one of the best.

Potential Solar Project on River Street

As of yet, we have not obtained formal notification from the Connecticut Siting Council that they have received a petition for approval of a solar facility on River Street. The Siting Council is the agency that has primary jurisdiction over reviewing proposed large scale renewable energy developments. The Siting Council process allows for a formal hearing process and the Town and its various land use boards may review the application and provide comment. It is expected the private developer will be submitting a petition to



the Siting Council in the coming weeks. Once the town receives formal notification, we will work to place information on the town's website for public review.

Town Offices Closed Friday

Town offices will be closed on Friday, November 10th in observance of the Veteran's Day holiday.

Veteran's Day Observance

The public is invited to attend the annual Veteran's Day Observance on Friday, November 10th, at 7:00 PM in the Council Chambers at Windsor Town Hall.

This year's speaker is Claire Cashwell. Claire enlisted in the U.S. Army as a young lady and her service took her from Fort Dix, New Jersey, to Sinop, Turkey, to Fort Lewis, Washington, when she eventually completed her military service at the rank of Sergeant/E5. After the military, she worked in accounting for a government agency, totaling 36 years of public service.

In addition to the main speaker, the Windsor High School Band will perform, and the Windsor High School ROTC will be presenting the flags and a three volley salute to the dead. For more information, call 860-285-1838.

Weekend Wheels 10 year Anniversary

Since 2013, the Weekend Wheels program has made 23,500 weekly distributions totaling approximately 136,000 pounds of food.

The Windsor Food & Fuel Bank's Weekend Wheels program recently celebrated its 10th anniversary of distributing food to Windsor schoolchildren. Many children receive free or reduced meals during the school week, but may be lacking food on the weekends. Weekend Wheels keeps children nutritiously satisfied through the weekends so they are ready to focus and learn in school. Children from eligible families receive a weekly home delivery bag filled with groceries.

The program began distributions to elementary age children, then expanded to include middle school age children. Starting this fall, the program is expanding to include high school age students. For more information, call Susan Nunes at 860-285-1839.

Thank you to Town Councilmembers and Mayor Trinks

I'd like to thank Councilors Smith and Dobler, Deputy Mayor Bress and Mayor Trinks for their years of service on the Council. Your respect for the Council – Manager form of government and to our professional staff is very much appreciated. Thank you each for your common sense approach to governing as well as your passion and dedication to the Windsor community.

Deputy Mayor Bress asked how a citizen would check in on the process to see how it is going. Would you suggest the Siting Council or the town's website? Town Manager Souza stated to check both. The Connecticut Siting Council does have a website where folks can follow along their 'docket'. When that application is formally made, the Siting Council

creates a 'docket' number. The town will do their best to try and link something from the town website to the Connecticut Siting Council so people can navigate that a bit easier.

Councilor Eleveld said his understanding is there is a possibility of the town or community requesting a Public Hearing. Is that correct? Town Manager Souza yes, it is correct.

Councilor Eleveld asked if that is something the Town Manager would bring forward to the Council? Can an individual request a Public Hearing or does it need to come from a municipality? Town Manager Souza said he'd have to look into that to see who can make the request.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – nothing to report.

Finance Committee – Councilor Naeem stated there was a meeting on October 30. They covered the year end and first quarter financials for a few of the town's funds. The next steps regarding the property revaluation process was also discussed.

Health and Safety Committee – Councilor Black-Burke stated the committee hosted a workshop for the full Council and there will be further discussion later in the agenda about it.

Personnel Committee – Deputy Mayor Bress thanked Helene Albert, Executive Assistant in the Town Manager's office for all she has done to support the success of the Council and the Personnel Committee not only for the past four years but also for the 21 years she has worked for the town in this role.

Mayor Trinks stated that after the swearing in ceremony on the 13th, the Council will be tasked with assigning a Town Treasurer and Town Attorney for the Town of Windsor.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Provide direction to Town Manager relative to Emergency Medical Services Study recommendations including approval of capital equipment replacement

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to direct the Town Manager to negotiate a multi-year Operations Agreement with Windsor Volunteer Ambulance Association to include elements related to service delivery expectations, staffing levels, board structure, financial and operating reporting as well as planned Town financial contributions for ongoing operations and capital needs; in addition the Town Council agrees to incrementally increase the town's annual financial contribution to Windsor EMS by up to an additional \$390,000 over the upcoming three fiscal years to assist in funding a capital equipment replacement plan.

Town Manager Souza gave an overview of the Emergency Medical Services study and what has been done so far.

Attached is the study report 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.

Primary recommendations of the study on page 25 of the report include:

- Begin aggressively recruiting EMT and paramedic staff through word of mouth, social media, direct mail and developing in-house training programs to 'grow your own' (*Underway*).
- Make capital reinvestments in medical equipment by taking advantage of capital leasing programs. Payments could be deferred until the FY 25 budget.
- Order five new identical ambulances on a staggered schedule as soon as possible. The acquisition will reduce down time and maintenance costs. Delivery time will be at least 18 months.
- Add a dispatch priority field to each call for both EMS and police units so that response times to high and low priority calls can be better tracked (*this recommendation has been implemented*).
- Analyze call volumes, mutual aid use and completed transports monthly (*underway*). Adjust staffing times of the peak unit to capture the most calls – potentially on a quarterly basis or as needed (*will be implemented as staff is hired & trained*).
- Work together to create an Operating Agreement between Windsor EMS and the Town memorializing both the transparency of EMS operations and finances as well as the commitment from the Town in the form of planned subsidies to stabilize the system going forward. This has a by-product of assisting in recruiting since staff can see there is career stability in joining the Windsor EMS.
- Utilizing the FY 24 approved budget resources, add ambulance coverage during the 9 AM – 9 PM peak period as soon as personnel can be hired.

Based on discussion at the Town Council's October workshop the primary focus areas for next steps include the following areas:

- Recommend Windsor EMS' Board of Directors have a range of professional experience and skills, update organizational bylaws, as well as increase board engagement and oversight roles.
- Address capital reinvestments in medical equipment by taking advantage of capital leasing programs before November 30th to lock in existing pricing. (Payments can be deferred until the FY 25 budget).
- Address aging ambulance fleet by ordering five ambulances prior to January 2024 with a staggered delivery schedule. Please note delivery time is expected to be at least 18 months. (Lease payments would start in late FY 25/early FY 26 and FY 27 based on delivery time and staggered schedule.)
- Negotiate a multi-year Operating Agreement between Windsor EMS and the Town to include elements such as service delivery expectations, staffing levels, board

structure, regular financial and operating reporting as well as planned town financial contributions / subsidies for ongoing operations and capital needs.

Reinvestment in patient care equipment is recommended to be initiated prior to the end of this month to avoid an expected price increase prior to the end of the year. The consulting report recommends use of a multi-year lease payment plan versus a capital expenditure of approximately \$490,000.

Replacement of the aging ambulance fleet is recommended to be initiated as soon as possible prior to the end of the year utilizing a five year lease. Windsor EMS currently has five ambulances ranging in age from 6 years to 14 years. The mileage of the fleet range from 89,127 to 221,257 with the median being 162,661 miles. With the goal of staffing three ambulances during peak hours, the consultant recommends Windsor EMS maintain a fleet of five ambulances. This will help ensure adequate reserve units are available if others are off line for service or repairs.

It is recommended ambulances be replaced on a 5 to 6 year cycle based on expected annual usage. As outlined in the attached report, it is recommended that five ambulances be ordered with delivery of three to occur as soon as possible within 18 months and two to be delivered one year later.

Reinvestment in medical /patient care equipment is recommended to be done prior to the end of this month. It is recommended that Windsor EMS utilize a multi-year lease payment plan versus a capital expenditure of approximately \$490,000. Based on updated pricing, a five year lease structure would require a \$104,550 annual payment (starting July 2025) for a total of \$522,750 over the life of the lease. Alternatively, a 5 year lease with a 20% (\$98,000) upfront payment would result in an \$82,000 annual payment and a total of \$508,000 over the 5 year lease term.

It is recommended five ambulances be ordered with delivery of three to occur as soon as possible within 18 months and two to be delivered one year later. Assuming a 5 year lease term, the annual payment per vehicle is estimated to be approximately \$55,000. Assuming an 18 month production and delivery time for the first three vehicles, the annual lease payments would be \$165,000 starting the first part of FY 26. Delivery of the additional two replacement units would be expected in early FY 27 with a projected annual lease payment of \$120,000 (reflects inflation factor).

Councilor Walker said he wanted to reiterate what he said the last time, that if we are going to use tax payer funds to assist the ambulance service, that we need to get the town attorney involved and come up with an agreement where it is not just going to be a separate entity but that we have full oversight and full accounting for what is going on.

Councilor Eleveld said it is a very large investment on the part of the town. He thinks that we need to move forward with this. He'll be voting in favor of it.

Councilor Black-Burke agreed that we had a lot of discussion during the workshop related to the governing structure, the Board of Directors and what needs to be done. With the recommendation that is being brought forward, we will be getting some of that

report or oversight which is definitely needed. It would be her expectation that as we move along we will be getting reports through the Health & Safety Committee or quarterly/bi-annual updates to let them know where we are as far as expenditures, delivery of vehicles, etc. She believes they should be having that level detail coming back to the Town Council. She thinks that it's a part of that, but wants to go on the record that will be a part of it. Town Manager Souza said yes, that is the intention to be able to get an agreement that will outline that frequency in the type of report.

Deputy Mayor Bress added the Finance Committee would be another avenue to use to review expenditures.

Councilor Eleveld asked when we are supposed to approve funds as delaying the purchase of the ambulances would end up costing us additional money. Town Manager Souza said based upon if the Town Council approves this motion this evening, this would give Windsor Volunteer Ambulance the ability to order both the medical equipment replacement as well as the vehicles. They are working off the sense the Council is committed to funding at these levels over the course of the next 5-6 years. That gives the Windsor Volunteer Ambulance, Board of Directors and their staff the okay to order with the understanding that the Town Council is committing those dollars which goes through a budget process. No down payment is required by any of the vendors we have spoken to. This would give them the opportunity to move forward.

Mayor Trinks is in full support of this.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Approve acceptance and expenditure of a grant from the State of Connecticut for Adult Day Services

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to authorize the acceptance and expenditure of the Connecticut Department of Social Services Grant to Adult Day Centers in the amount of \$115,384.62.

Cheryl Rosenbaum, Caring Connection Manager, stated the State of Connecticut Department of Social Services has awarded the Caring Connection Adult Day Health Care Center funding through a statewide initiative to support accredited Day Centers that remained operating during the COVID-19 pandemic.

The grant funding is in the amount of \$115,384.62. The Town Council is respectively asked to authorize the acceptance and expenditure of the grant funds.

The State of Connecticut Department of Social Service grant funds are planned to be used to adjust staff wages to be more market competitive, to aid in program marketing

and client recruitment, provide staff training and development opportunities, as well as to meet increased costs of contract services, equipment and supplies.

The grant funds may be expended over several fiscal years.

Deputy Mayor Bress thanked Cheryl and Representative Garibay for getting this grant.

Councilor Black-Burke said the work that is happening at the Caring Connection, everyone should take the time to understand it. She couldn't thank Cheryl enough. Just the work and advocacy that has gone into it has been great.

Councilor Eleveld said these funds may be expended over the course of several years not just one year, correct. Ms. Rosenbaum said that is correct.

Motion Passed 9-0-0

- b) Consider possible settlement in Cristofaro vs Town of Windsor

MOVED by Deputy Mayor Bress, seconded by Councilor Naaem to move item 12 b and 12 c to after Executive Session item 16.

Motion Passed 9-0-0

- c) Consider possible settlement in Gagnon vs Town of Windsor

Moved to after item 16 on the agenda.

13) RESIGNATIONS AND APPOINTMENTS

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

- APPOINT Bradbury Stearns as an Unaffiliated member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2026 or until a successor is appointed
- APPOINT Marco Romero as an Unaffiliated member to the Youth Commission for a three year term to expire January 30, 2025 or until a successor is appointed
- APPOINT Timothy Tomcho as a Democratic member to the Conservation Commission for a five year term to expire November 30, 2026 or until a successor is appointed
- MOVE to APPOINT Joseph Zepperi as a Republican Alternate member to the Conservation Commission for a five year unexpired term to expire November 30, 2024 or until a successor is appointed
- APPOINT Kaitlin Walsh as a Democratic member to the Library Advisory Board for a three year unexpired term to expire April 30, 2025 or until a successor is appointed

- APPOINT Dawn Kirkwood as an Unaffiliated member to the Zoning Board of Appeals for a four year term to expire November 10, 2026 or until a successor is appointed
- REAPPOINT James Durant as a Republican Alternate member to the Zoning Board of Appeals for a four year term to expire November 10, 2025 or until a successor is appointed
- REAPPOINT Charles Copeland as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2026 or until a successor is appointed
- REAPPOINT Sandra Reault as a Republican member (homeowner) to the Fair Rent Commission for a three year term to expire March 31, 2026 or until a successor is appointed
- REAPPOINT Carol Engelmann as a Democratic member to the Windsor Housing Authority for a five year term to expire July 31, 2028 or until a successor is appointed

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the October 16, 2023 Public Hearing

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to approve the minutes of the October 16, 2023 Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of October 16, 2023 Regular Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to approve the minutes of the October 16, 2023 Regular Town Council meeting as presented. Correction: Page two in Councilor Walker's comments – Holocaust survivor's last name is not Lasor. It should be Lezkowski.

Motion Passed 9-0-0

- c) Minutes of the October 18, 2023 Special Town Council meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to approve the minutes of the October 18, 2023 Special Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to enter into Executive Session at 9:11 p.m. for the purpose of:

- a) Strategy and negotiations with respect to pending claims and litigation (Cristofaro vs Town of Windsor)
- b) Strategy and negotiations with respect to pending claims and litigation (Gagnon vs Town of Windsor)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; and Marty Maynard, Risk Manager

Guests: Cori-Lynn Webber, Law Office of Cori-Lynn Webber

Councilor Black-Burke left Executive Session at 9:21 p.m.

Councilor Black Burke re-entered Executive Session at 9:26 p.m.

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to exit Executive Session at 9:34 p.m.

Motion Passed 9-0-0

17) ADJOURNMENT

- 12b) Consider possible settlement in Cristofaro vs Town of Windsor

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to accept the settlement of Cristofaro vs Town of Windsor as discussed in Executive Session.

Motion Passed 8-0-1 (Councilor Black-Burke abstained)

- 12c) Consider possible settlement in Gagnon vs Town of Windsor

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to accept the settlement of Gagnon vs Town of Windsor as discussed in Executive Session.



Motion Passed 9-0-0

MOVED by Councilor Gluck Hoffman, seconded by Deputy Mayor Bress to adjourn the meeting at 9:36 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary

TOWN OF WINDSOR, CONNECTICUT

SPECIAL MEETING

TOWN COUNCIL

November 13, 2023

Windsor Town Hall – Council Chambers

UNAPPROVED MINUTES

The swearing in of all Town Council members took place immediately prior to the commencement of the Town Council's Special meeting. Sworn in by Town Clerk Anna Posniak were: Mary Armstrong, Nuchette Black-Burke, Ronald Eleveld, Kristin Gluck Hoffman, Darleen Klase, Ojala Naeem, William Pelkey, Leroy Smith and Lenworth Walker

1. CALL TO ORDER

The meeting was called to order at 7:09 p.m.

Present: Mary Armstrong, Nuchette Black-Burke, Ronald Eleveld, Kristin Gluck Hoffman, Darleen Klase, Ojala Naeem, William Pelkey, Leroy Smith and Lenworth Walker

2. ELECTION OF MAYOR

MOVED by Councilor Darleen Klase, seconded by Councilor Len Walker, to nominate Nuchette Black-Burke as Mayor.

Motion Passed 9-0-0

3. ELECTION OF DEPUTY MAYOR

MOVED by Mayor Black-Burke, seconded by Councilor Gluck Hoffman, to nominate Darleen Klase as Deputy Mayor.

Motion Passed 9-0-0

4. APPOINTMENT OF STANDING COMMITTEES

Mayor Black-Burke appointed the following councilors to the following sub-committees of the Town Council:

Finance Committee

Chair – Councilor Ojala Naeem
Councilor Leroy Smith
Councilor Ronald Eleveld

Health & Safety Committee

Chair – Councilor Mary Armstrong
Deputy Mayor Darleen Klase
Councilor Lenworth Walker

Personnel Committee

Chair – Deputy Mayor Darleen Klase
Councilor Ojala Naeem
Councilor Kristin Gluck Hoffman

Town Improvements Committee

Chair – Councilor Leroy Smith
Councilor Mary Armstrong
Councilor William Pelkey

Councilor Eleveld moved and the Town Council appointed Lenworth Walker as the Minority Leader.

5. APPOINTMENT OF TOWN ATTORNEY

MOVED by Mayor Black-Burke, seconded by Councilor Gluck Hoffman, to appoint the law firm of O'Malley, Deneen, Leary, Messina & Oswecki as the Town Attorney for the Town Council for a two-year term until the second Monday in November 2025.

Motion Passed 9-0-0

6. APPOINTMENT OF TOWN TREASURER

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman, to appoint Mr. Randall Graff as Town Treasurer for a two-year term until the second Monday in November 2025.

Motion Passed 9-0-0

7. ADJOURNMENT

MOVED by Councilor Naeem, seconded by Deputy Mayor Klase, to adjourn the meeting at 7:25 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary