



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
October 16, 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 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 Gluck Hoffman led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Gluck Hoffman led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS – None

Mayor Trinks stated that some councilors will be getting a flu shot at the Town Council meeting this evening, which is an annual tradition. This is done to emphasize the importance of everybody getting their flu shot.

Ms. Jennifer Waldo, Public Nurse, stated the vaccines that are available this fall includes COVID-19, Influenza or flu and RSV. Both COVID-19 and influenza vaccines are available for those 6 months or older. The RSV vaccine is available for 16 year olds and older. She encouraged all to get vaccinated by the end of October.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem said her thoughts and prayers are with Eli's family. She appreciates all the people that have been engaging, the first responders, the Town Council, and Board of Education staff to ensure that all of the students and citizens physical and mental health is being taken care of. She said the Chili Challenge was an excellent event and was glad that the weather held out for the event. Thank you to all that came out to support the Jaycees. She did not attend the Business Breakfast, but heard from many people that it was a wonderful event. They heard from John Bourdeaux who is coming in as the head of Advance CT, which oversees lots of Economic Development activity

across the State of Connecticut. Hats off to Patrick McMahon, Peter Souza and the Chamber of Commerce for keeping these organizations engaged and making sure they continuously spotlight Windsor. When it comes to business activity across the state, we know that we are competing with a lot of our neighboring towns when it comes down to bringing the right type of business that is adding value to our town. Looking ahead, Nightmare on Broad Street is coming up on October 31st.

Councilor Dobler stated he is also concerned about Israel and the terrible incident with the student on the Windsor football team. Prayers and thoughts go out to the family as well as the entire school and all the players on the field. He had a chance to talk to a couple of them and he is glad to see they are adjusting well to what happened. This is for this present Town Council their second to last meeting and he wanted to thank everyone on both sides for the last two years. He is waiting to hear from Councilor Walker what the trophy in front of him is for.

Councilor Walker stated he brought the trophy to the meeting as they won 3rd place in the Chili Challenge. He thanked the cooks, Sophia Tette and Andrea Gamble for putting their hands together and helping them out. This year's theme was Jamaican chili. He has a question to the Council and Personnel Committee. He stated that we have an Arts Commission but our most famous artist, Lon Pelton, is not on it. The Windsor Fife & Drum Corps are in a serious financial predicament. Fundraising is down. They also have a bus that they use to transport kids but they can't use that bus any longer since their insurance premium just about quadrupled. There are parents helping to do carpooling but that is very inefficient and it's an additional burden on the parents. He talked to the Town Manager and a couple of councilors regarding how we could assist them the same way we assist other groups in town. If it comes to the kids and if we could do something for them to occupy their time that is positive, he is all for it. He added in regards to the horrible events in Israel, he had a good friend Rabbi Alan Lefkowitz that had him at one time read at that synagogue the names of Holocaust survivors and he spent time talking to him. At the First Cathedral this Sunday many went expecting a sermon but we listened to Rabbi Phillip Lezkowski, who is a 93 year old Holocaust survivor. He is glad to see the state capitol flying the Israeli flag and they lit up the dome to blue and white. He believes there is a lot of talk about the strain on both sides. He stated that during war we have soldiers and enemy combatants and there are rules of engagement in war. It is not war when one group attacks innocent citizens. It is not war when individuals look at the face of a baby and cut its head off. Councilor Walker said there's a time in life where we can stay quiet or we can speak out about it. Israel has the right to defend itself and he stands with Israel. He also knows there are innocent Palestinians and he prays for their safety and that they are protected and that they avoid injury because this is horrible. We're telling people to exercise restraints but what if it was our kids.

Councilor Black-Burke stated that it is important for us to keep addressing what has occurred in our town over the last few weeks. It has been heavy and she just wanted to take a moment to remind all of us to be friendly and neighborly and to lend a hand to those who are needing a shoulder or ear. The Rivera family's tragic loss and another family that experienced a horrific crash are some of the events that happened this week. She reminded people to share kind words. She thanked the EMS department for their

help during this time. She is hoping they are taking care of themselves after all these incidents. She added the Human Relations Commission is in the process of seeking nominations for their Bridge Builder's awards. She attended the Health & Wellness Fair on Thursday, October 12th. It was a great event, so shout out to all that had a hand in planning that. It was well attended. She saw a notice that Carol Ann Hubert passed away and she taught in town for many years. She was her kindergarten teacher. She has deep ties to First Church. She sends her condolences and well wishes to her family during this time.

Councilor Gluck Hoffman said one last statement regarding the Rivera family. The Back East family has been good enough to hold an event on this Friday on October 20th with half of their proceeds going to the Rivera family. The Rivera family is also raising donations via a Go Fund Me account to meet the funeral expenses. If you're interested in making a donation, the link is on the page from Back East Brewing Company.

Councilor Eleveld stated everybody has already spoken the thoughts that he has. He has nothing more to say.

Deputy Mayor Bress stated she agrees with Councilor Eleveld and she concurs with her fellow councilors. She didn't get a chance to be there, but she wanted to extend her condolences to Elijah's family and all who knew and loved him.

Councilor Smith echoed what Deputy Mayor Bress stated. He added that he'd like to thank Windsor Federal for sponsoring Shred Day that happened this Saturday. He'd also like to thank the League of Woman Voters for the meet the candidates debates that they hosted. He had one suggestion. The questions that are posed to the candidates should be given out randomly instead of targeted.

Mayor Trinks wanted to remind everyone to get their flu shots. The council did it tonight to promote doing it. It is so worth it.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

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

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

Work continues to progress with contractors working nights and weekends as needed to stay on schedule. The abatement of HazMat are complete. Replacement of air handlers in music wing is 90% complete. The installation of the completely new heating plant in boiler room is 100% complete and heat is currently on. The replacement of all classroom wall unit ventilators is on schedule. Current project schedules are for phase two and three to be end of November 2023.

Aquatic Facilities Improvements Goslee Pool Houses Renovations - 9564

Construction work is complete and pool opened on July 31st. Items remaining are minor punch list items, which should be completed by the end of October 2023.

Milo Peck School HVAC Construction - 9538

The PBC is waiting further directions from Town Council regarding this projects progression.

Clover Street School Roof Replacement Design Project - 9549

The project design architect, Hibbard & Rosa, has completed the construction and specification drawings. The PBC reviewed the completed drawings. Construction is scheduled for FY2026.

LP Wilson Community Center HVAC Renovations Project - 9551

Phase One of this project continues with contractors working nights and weekends as needed to stay on schedule. The HazMat abatement has been completed. New electrical power conduit installation has been completed. New flooring and room painting are completed. The GC will be setting the three new Dedicated Outside Air Systems on the roof Saturday, October 14th, depending on the weather. Phase One work is expected to be completed by the end of November 2023. The PBC expects to bid phase two in late fall 2023.

330 Windsor Ave. Community Center Gym HVAC Renovations - 9550

The three new roof top units are installed and are operating. The Direct Digital Controls are 90% complete. Roof top required new interface card to communicate with the Direct Digital Control system. Cards have been ordered and received. New cards are not a direct swap so, Contractor is working with manufacture to confirm wiring, before installing. The PBC expects the controls to be completed by mid-November 2023.

Design for Clover Street School Restroom ADA Code Compliances - 9552

The PBC reviewed completed drawings at our September 13, 2022 meeting. Hazardous Material testing will be scheduled for winter 2023 and Construction is scheduled for summer 2024.

Design for LP Wilson BOE Restroom Renovations - 9553

The PBC reviewed completed drawings at our September 13, 2022 meeting. Hazardous Material testing will be scheduled for winter 2023 and Construction is scheduled for FY2025.

Sage Park Middle School Roof Design Project - 9541

The design is substantially complete. This project would replace the remaining 93,000 sq. ft. of roof section that was installed in 1995 and is currently out of warranty. Funding has been approved by the Town Council for the construction portion of this project in the amount of \$2.9M. On October 7th, the BOE has submitted for a Grant from the State of Connecticut, Office of School Construction Grant (OSCG). Waiting for results from the OSCG before proceeding with the next steps.

Poquonock Elementary School Roof Design Project - 9558

The design is substantially complete. The PBC expects to review drawings at one of its spring 2024 meetings. Construction funding is scheduled for FY2025.

JFK Elementary School HVAC System Upgrades Phase III Project - 1932

The GC is continuing work on this project and is working nights and weekends as needed to stay on schedule. This project includes installing new HVAC units for the gymnasium and hallways. Old units in the gym and have been removed and new units installed on the roof. New ductwork is currently under way. Construction is expected to be completed by the end of November 2023.

Sage Park Middle School Slab Moisture Mitigation Project

The PBC has received the comprehensive report assessing the existing moisture conditions and had questions in regard to the findings and recommendations. PBC is not convinced that the current recommendation will solve correctly solve the moisture issue. MDC was asked to verify if any municipal water source to the building could be leaking. They have confirmed that all municipal water sourced to building are sound without leaks. Engineer has requested L-drawings to confirm existing footing drain design and has reached out to Geotechnical Engineering firm for further evaluation. PBC is awaiting response from the Engineer.

Welch Park Pool House Renovations Project

The PBC approved construction drawings for this project. This project is currently out for Bid with construction scheduled for Winter-Spring of 2024.

Councilor Naeem asked about the Sage Park/School slab moisture mitigation project. It was said that the PBC is not convinced that the recommendations will solve the issue. What more could we be doing if we're not feeling strongly about the current recommendation? Mr. Hazelton responded that as was stated in his last sentence on this item, we are looking for drawings to confirm the existing footing drain design to see where the outside drains and so forth are.

Councilor Naeem asked if Mr. Hazelton is stating that the exiting footing drains are in the right place or is making sure that all of them function properly. Town Manager Souza stated it would get into a much more of an extensive construction project. We'll potentially be doing under drains and removing the slab in certain sections at the school. We'll be able to rebuild that with a proper base and vapor barriers which is substantially different than the initial recommendation made by the consulting engineer. The PBC has asked for additional research analysis and further options.

Councilor Dobler stated that we will not be going forward with anything until we find where the moisture is coming from correct? Mr. Hazelton stated that was correct. Town Manager Souza added the moisture at this point is from ground water. There will be further analysis as to the best approach to rectify it on a long-term basis.

Councilor Eleveld said it's not MDC water since MDC has checked their lines. It's ground water so why isn't it affecting other parts of the building? Is it because they were built with a better vapor barrier underneath? Mr. Hazelton replied it could be the soil in that area.

Councilor Eleveld said you are looking at additional information before you move forward with the recommendation and action, correct. Mr. Hazelton said that was correct.

Councilor Smith stated just for clarification the section of the building you are talking about was added onto the original building, is that correct? Town Manager Souza said he believes so. It's a 1980's addition. Based upon borings that were done there does appear to be that the stone underneath the slab was not built to specifications and did not have proper or adequate vapor barrier which appears to be a part of the contributing factor.

Councilor Smith asked that is why it doesn't affect the rest of the building? Town Manager Souza said that is the conclusion.

Councilor Walker asked if this is tied into mold and will we be getting more mold into the schools? Town Manager Souza stated that based upon the report from the school facilities manager, we have not heard any indications that there is mold at Sage Park school. The moisture appears in one of the gymnasiums and a series of offices/classes in this addition area.

Mayor Trinks expressed his and the Council's thanks and appreciation to the Public Building Commission for all they do. They've got a lot on their plate. He gives his heartfelt gratitude.

b) Metropolitan District Commission

John Avedisian, Metropolitan District Commission, outlined the following:

- Drinking supply water – we're at 100% in the reservoirs.
- Water treatment production for the MDC – is still lower than the previous 5 year average per month. The average daily for 2022 is 48.51 million gallons per day. 2023 it was 47.32 million gallons per day. It's not at the 50.26 million GPD over a five year average. We still have to sell more water.
- Sewer House connection replacement program – in Windsor we do have one resident that is looking into the connection program. Hartford is two. People don't know about the back flow valve and that is something that needs to get out to the public.
- Outreach program – the outreach program for our communication people are planning to put something out in regards to the sewer back flow valves that can be installed in houses. That is a program that is out there which stops the water from coming into your house. It redirects it.

- They ran across another individual that has a septic tank. Every three years you can submit your bill to the MDC and they will pay it. However, this individual submitted it without the receipt but we eventually got the correct information and paid for it.
- Landfill – we are still going to court to get the MDC their money. The landfill has increased to about 105,000 GPD in the month of September and the current balance is \$18 million.
- Niagra Bottling – totals have gone up from 698,000 GPD to between 814,000-947,000 gallons per month.
- Operation Fuel – this year compared to last year. FY 22 we had a count of 30 individuals that received money at \$11,000. So far for FY 23 it is 13 at a cost of \$5,000.
- Hartford Courant – Mr. Avedisian asked if the Council had seen the article in the Hartford Courant entitled, “Exactly how safe is your water’? Windsor’s PFAS for MDC has been checked over the last couple of months. Right now, there are no official numbers from the government, however, there is a number from the Health Department and we are at ‘0’. We have the best water going.
- PFAS coming out of the sewer plant – that is also below the threshold. They have checked above Poquonock and found a higher rate of PFAS because it’s coming down the river from above. They are doing the best they can. They have not figured out how to take anything out. They are working on that and with new technology.
- DEEP has revised MDC’s consent order. The reason for that is that with everything that is going on in Hartford and the flooding. We can now use money from the Clean Water Act to be able to help the people in Hartford in their houses, on the street to clean it up and make the necessary changes in the street and off the street to make sure that water flows where it should go.
- There are two great programs at the MDC. The back flow valve is one of them. You can get it installed at no cost from the MDC. You can all them to get on the list.
- The commissioners decided that if a lateral needs replacement, MDC will pay for it at no cost to the customer. If it had to be replaced a replacement would cost \$10,000. In the past they had to call someone to clean the lateral. This is for current housing. We now have come up with a plan that if laterals need to be cleaned out, the MDC will clean them out.

Councilor Eleveld asked about the landfill and is that the Hartford landfill he mentioned. Mr. Avedisian responded it is the Hartford landfill he is talking about.

Councilor Eleveld stated and the water that is coming out of it is basically water coming from the sky down through the body of the dump and being pulled out from the bottom. So it is picking everything up from the dump? Mr. Avedisian said yes, that is correct.

Councilor Eleveld asked if what's being picked up is caustic or acidic. Mr. Avedisian said that is a good wild guess. The PFAS is very toxic and is a cancerous compound. It doesn't go away. The only way you can get rid of it is by filtering it or bringing it up to 2,400 degrees. The problem is the equipment that the MDC has now cannot do that, however, we can do filtering. The Health Department says whoever creates it, is responsible for it.

Councilor Eleveld said he's guessing the City of Hartford, State of Connecticut that is liable for that? Mr. Avedisian said it's actually the Department of Energy and Environmental Protection that owns the dump and not the City of Hartford. That's why we are going to the State, Governor, etc. There's \$20 million there. That money, once MDC gets it, will go to the ad valorem to keep it low.

Councilor Eleveld said this would offset our expenses to the sewer aspect of our bills. Mr. Avedisian said yes that's correct.

Mr. Avedisian said the MDC is working on having no increase to the water bill and ad valorem as well for next year.

Councilor Naeem said in Mr. Avedisian's comments he stated that the use went up. Is that for the Town of Windsor or for all towns? Is that from Niagra? Mr. Avedisian said yes, it is from Niagra.

Councilor Naeem asked what is causing the increase. Mr. Avedisian said it could be sales (selling more water). The whole issue with Niagra was everyone was concerned with saving water. So they said hey, they are getting a cheaper price than we are and they are using more water. It was the hopes that they would use more water. Anything after 650,000 gallons they get the better rate.

Councilor Dobler asked how a typical homeowner of Windsor would go about finding out if there is an obstruction or if it's just a root from a tree. Mr. Avedisian said outreach is going out via MDC bills and stating these programs are available. You say that most people don't know about their lateral, but most people don't know that they have to clean it out and it is available via MDC. MDC's communication team is sending out information via the bill and via the website. Again, this is meant for existing housing not for new housing.

Councilor Smith clarified Councilor Dobler's question by stating that you'll know when your lateral is plugged because the stuff that you want to go away won't or it will come up in your front yard. Mr. Avedisian stated that if you have a back flow valve it will be in your front yard, which is better than in your basement.

Mayor Trinks stated for him and the leaving Council how he appreciates that Mr. Avedisian took the MDC spot and all he has done to keep them apprised of happenings.

8) TOWN MANAGER'S REPORT

Special Town Council meeting/workshop

A Special Town Council meeting/workshop will be held on Wednesday, October 18th at 6:30 PM at the town hall in the Council Chambers. The focus of the workshop will be to review the Emergency Medical Services study prepared by the Holdsworth Group.

November 7 is Election Day

All Windsor polling locations will be open from 6:00 AM to 8:00 PM. Absentee ballots for the election are currently available in the Town Clerk's Office, Monday – Friday 8:00 AM to 5:00 PM.

To request an absentee ballot, voters may visit the town website at www.townofwindsorct.com or call the Town Clerk's office at 860-285-1902.

Voters may return their voted ballot to the Windsor Town Clerk's Office by:

- Mail (It is recommended to mail your ballot as early as possible to insure delivery by November 7th)
- Depositing in the ballot into the secure absentee ballot box located behind Windsor Town Hall at 275 Broad Street no later than 8:00 PM on November 7th.
- Or hand deliver the ballot to the Town Clerk's Office.

All absentee ballots must be returned by 8:00 PM on November 7th. Any ballot received after that time will not be counted.

Windsor's 2023 Leaf Collection Program

The 2023 residential leaf collection program begins on Monday, October 23rd and will end on Friday, December 15th. During this eight-week period, your bagged leaves will be picked up on the same day as your trash pick-up.

Residents need to place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a "Leaves Only" sticker that can be easily identified by the driver (i.e., the sticker facing the road). Residents can obtain these stickers at the Town Clerk's Office or the Windsor Transfer Station.

In Windsor, the transfer station accepts residents' leaves at no charge and uses them to produce compost. Leaves must be clean and not contain other items that will compromise the quality of the mulch that will be created. These items include grass clippings, branches, or other items.

If you choose to self-haul your leaves to the transfer station, there is no charge during this period for dropping off clean loads of leaves, (no contaminants or plastic bags).

The transfer station accepts leaves Mondays and Fridays from 8:00 AM to 2:45 PM, Tuesdays and Wednesdays from 10:00 AM to 2:45 PM, and Saturdays from 8:00 AM to 3:45 PM. Residents should arrive at least 15 minutes prior to closing to allow sufficient

time to unload their vehicles. The Windsor Transfer Station is closed on Thursday and Sunday. It is located at 500 Huckleberry Road in Windsor. If you have any questions regarding recycling or composting in Windsor, please call the Transfer Station at 860-285-1833.

Nightmare on Broad Street

First Town Downtown and Windsor Federal Savings will once again be sponsoring Nightmare on Broad Street in Windsor Center on October 31, 2023 from 5:30 PM – 7:30 PM. Businesses will be giving out treats to the youngsters. There will be hay rides and more! Broad Street from Batchelder Road to Palisado and Poquonock Ave will be closed to traffic. For more information call 860-247-8982 or go to www.firsttowndowntown.org.

We Are Here - Live Music, Spoken Word, Community Conversations

The Windsor Art Center pleased to invite all to attend, "**We Are Here: Community Engagement Series**," a unique and enriching series of events designed to bring the community together through music, spoken word, and community conversations at the intersection of the arts and downtown revitalization.

Dates and Locations:

- Friday, October 20th, 6-8pm @ Windsor Art Center (40 Mechanic St.)
- Saturday, October 21st, 6-8pm @ Windsor Art Center (40 Mechanic St.)
- Sunday, October 29th, 4-6pm @ LP Wilson Community Center (599 Matianuck Ave.)

Here's what you can expect:

Hour One: Enjoy mesmerizing music performances, indulge in snacks and beverages, and mingle during our social hour. Performances by Tang Sauce and Quinn Mitchell.

Hour Two: Engage in facilitated community conversations about the arts, sharing your ideas for future expanded programming initiatives. Moderated by acclaimed spoken word artist, Tarishi "M.I.D.N.I.G.H.T." Shuler

Events are free, but registration is required.

To secure your spot and learn more, please visit our website at www.windsorartcenter.org

"We Are Here" is presented by the Windsor Art Center in partnership with First Town Downtown and Windsor Adult Education. It is made possible through the Town of Windsor's Community and Neighborhood Enhancement Grant Program, with support from the Town of Windsor Recreation Services.

Medicare Seminar at L.P.Wilson Community Center

A Medicare Seminar is being presented by the Social Services Department addressing changes to Medicare and the 2024 Medicare Plans. The guest speaker will be John Sheerin from The Senior Source, LLC.

This event will be held on Tuesday, October 24th from 10:00 AM - 11:30 AM at the L.P. Wilson Community Center, All Purpose One room. RSVP to Susan Nunes, Social Services Department at 860-285-1839.

Windsor Housing Authority Seminars

In the coming months Windsor Social Services will be presenting informational seminars for residents who live in any of the Windsor Housing Authority properties. Topics will include information on energy assistance programs, emergency preparedness, mental health and wellness.

The first seminar session will be held on Tuesday, October 17th at 11:30 am in the Fitch Court community room at 156 Bloomfield Avenue. Registrations is not required. Residents from the other two housing authority properties are encouraged to schedule a ride with the Windsor senior transportation services, should they require transportation.

Discount Rate from Eversource for Familis with Financial Hardship

On December 1, 2023, Eversource will introduce a new [discount rate](#) for electric customers with a financial hardship status. Based on household income or receipt of a public assistance benefit, customers may be eligible for a discount off their electric bill per month.

To become eligible, persons must apply for or verify the financial hardship status on their electric account before the new hardship year begins on November 1. This will prevent service shut-off and ensure that you get a discount. This verification is required annually. Visit **[Eversource.com/billhelp](https://www.eversource.com/billhelp)** for more information on the electric discount and to see if you qualify.

For assistance please contact Social Services at 860-285-1839.

Councilor Gluck Hoffman stated that she has been approached by individuals regarding the vacant buildings within town. She understands that many of the properties are private and the Economic Development team works diligently with the buyers to assist them in finding tenants. Unfortunately, these locations ended up staying vacant for much longer than was anticipated. She would like Patrick McMahon, Director of Economic Development, and Peter Souza, Town Manager, to consider a vacancy tax for these buildings. She knows it's something they had briefly talked about. A vacancy tax is where you tax an empty or unoccupied commercial structure, more specifically store fronts or buildings that could possibly be in Wilson/Windsor/Poqunock areas. The purpose is to discourage absentee property ownership while also getting tax revenue. All structures in intent can vary significantly. The concept at the core of the vacancy tax is to simply charge a specific tax for property owners whose properties are unused or underused. It also creates a penalty for letting properties sit vacant for a long time. These vacant buildings diminish the morale of the community. It's something she hopes we can look into moving forward. Town Manager Souza stated he will do some research and get back to the Council on this.

Deputy Mayor Bress said that is an intriguing idea. How would Council deal with mitigating circumstances that might be beyond the control of the property owner? We need to think about how to encourage the properties to be utilized and she totally agrees with that.

However, there may be personal, professional or other types of circumstances that can get in the way and some of these properties are owned by Windsor citizens. She asked that the Town Manager take that into consideration while doing his research for the vacancy tax.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Dobler – nothing to report.

Finance Committee – Councilor Naeem said there is a meeting coming on October 30, 2023 at 6:30 PM for the Finance Committee.

Health and Safety Committee – Councilor Black-Burke said this Wednesday, we will be back here at 6:30 PM sharp. She hopes that everyone has been doing the light reading for the conversation at 6:30 PM.

Personnel Committee – Deputy Mayor Bress said the Personnel Committee met and there are some candidates up for approval by the Council and others awaiting approval. She commented on Councilor Walker’s remarks. She said that the Personnel Committee is always willing to interview anyone that applies and are happy to see anyone in the community apply.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Approve proposed amendments to the Town Center Tax Increment Financing Plan

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to approve the amended Windsor Center Tax Increment Financing District Master plan as attached.

Patrick McMahon, Director of Economic Development, stated it is important to have an accurate accounting of parcels with the TIF District in order to establish the Original Assessed Value (OAV) of the District. The OAV is the baseline to determine any Incremental Assessed Value (IAV) generated within the district each year – a portion of which will be reinvested within the District (75%) and a portion will be deposited into the General Fund (25%).

Amendment 1

To incorporate the six property cards in the District Master Plan there are several resulting proposed amendments in the attached red-lined District Master Plan.

Amendment 2 (page 7 of attachment)

Under state law, no more than 10% of taxable real property can be contained within all TIF Districts combined.

Amendment 3 (Exhibit A, page 17 of attachment)

The property card address for Geissler's Supermarket is 318 Broad Street instead of 330 Broad Street.

Amendment 4 (Exhibit D, page 25 of attachment)

Exhibit D – Forecasted Estimate of Captured Assessed Value (CAV) and Incremental Tax Revenue over a 20 year period has been updated to incorporate the assessed values of the six missing properties, as well as to account for input error in row 1 of the 'Remainder of District' column.

Financial Impact

These amendments are technical in nature, do not substantially change the finances of the District, and provide for a corrected base from which to determine incremental values and TIF revenue generation.

Motion Passed 8-0-1 (Councilor Gluck Hoffman abstained)

12) NEW BUSINESS

- a) Approve funding for Basswood Road design services

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman to approve an appropriation of \$25,000 from the Capital Projects Fund Assigned Fund Balance for the Design Phase of the Basswood Road Rehabilitation project.

Suzanne Choate, Town Engineer, stated that Basswood Road is in fair to poor condition, with a Pavement Condition Index (PCI) as low as 62 on the roadway. Linear pavement cracking and raveling are visible in the pavement.

Staff is seeking funding to initiate the design phase of this project by conducting a field survey and geotechnical investigation. Design funds will be used to complete a survey of the area and collect geotechnical data to evaluate the roadway condition and determine the scope of work for the project.

Staff will return to Town Council after determining the full scope of the project in order to seek funding for the complete design of the project.

Motion Passed 9-0-0

- b) Approve use of \$75,000 in FY 24 Community Investment Funds for improvements to the Town Clerk's office

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve an appropriation of \$75,000 from the FY 2024 Community Investment Fund and \$30,000 from Special Revenue Account #1304 for improvements to the Town Clerk's Office.

Marco Aglieco, Building and Facilities Manager, and Anna Posniak, Town Clerk, stated that the FY 2024 adopted budget includes a funding allocation for facility improvements to the Town Clerk's office. The goal of the renovation is to enhance the security of the office during non-business hours and increase functionality and security of the office space to better allow staff the ability to work with sensitive or confidential documents during business hours.

The Town Clerk's role lies in managing public records effectively, ensuring their accuracy and maintaining confidentiality. Staff computers access several state databases that contain sensitive and confidential information such as vital records and election databases.

The project includes the installation of doors, an enclosed plexiglas counter, ADA compliant customer counter, a perimeter wall along the hallway with the elevator, a cubicle partition wall within the office to create a walkway for continued public access to the vault and staff work stations set back from the customer counter. If approved, the project will begin in December and is anticipated to be completed in early January 2024.

Councilor Dobler asked if this renovation came about because of the third party assessment or was it something within the department that made you feel that we need to shore up on a security stand point. Ms. Posniak stated security was one reason but it was a few things that had her reach the decision that was needed. Some of it had to do with COVID and how they could not block their office off from the public during that time. Over the years, there have been issues where personnel are trying to work on confidential documents while at the front counter. The public at this time can walk up to your desk and see that information while you're working on the documents. This has been discussed with the Town Manager for several years and after the assessment from the State, it was decided to move forward.

Councilor Eleveld asked what is this going to look like. Mr. Aglieco stated that they had Transfer Enterprises do a layout for them. There will be three cubicles in the front. Anna's office will remain the same. The printers will be moved to the side. We have windows on the side door that are currently open that'll be closed with a new door. The smaller opening will be completely closed off. The front will be counter space with Plexiglas and a section for ADA compliant access.

Councilor Eleveld stated that we are basically enclosing everything except for the hallway to the vault. Mr. Aglieco said that will be the cubicles lined up that wall. There will be no access from there.

Councilor Eleveld asked if we are enclosing the whole area in Plexiglas. Mr. Aglieco said that the access to the vault will still be there. That will be open but there will be cubicles blocking that passageway into Anna's space.

Councilor Eleveld said there will be no solid wall? Mr. Aglieco said it will be a cubicle with a glass top. Ms. Posniak added that on the wall on the side closest to the elevator is,

there will be a wall with a window in it so the public can see in and we can see out into that hallway. Staff will be taken off of the counter where they will assist the customers and rather help the customer and then go back to their desks.

Councilor Black-Burke stated she feels this is a great piece for security. Are we getting everything we need to make the office secure? Ms. Posniak stated that what they are presenting tonight is sufficient to meet those needs.

Mayor Trinks stated that he is in favor of this project. It is important to have security of the data and the staff.

Motion Passed 9-0-0

- c) Approve use of \$60,000 in FY 24 Community Investment Funds and \$75,000 in donated funds for Windsor Food Bank improvements

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve an appropriation of \$60,000 in FY 2024 Community Investment Funds and the expenditure of an \$80,000 donation from the Windsor Food & Fuel Bank for improvements to the Windsor Food Bank at L.P. Wilson Community Center.

Marco Aglieco, Building and Facilities Manager, and Jasmine Hall, Social Services Coordinator stated that the proposed physical improvements to the space will increase capacity for the storage of food and create more efficient intake and output of food inventory. This will result in a smoother process for our donors, staff and the approximately 451 Windsor households served each month. In addition, the project will assist with the creation of a “client choice” area. This format of food distribution allows our residents in need to choose their own food, giving them a sense of power and dignity as they continue to face food insecurity.

The primary elements of the project scope include replacing all existing shelving with new stainless steel shelving, repainting, refinishing floors, upgrading lighting fixtures, and installing a ductless HVAC unit.

The project work would commence in January and be completed in approximately 30 to 45 days. During that time the food bank would operate out of 100 Addison Road in space adjacent to the police station.

Councilor Dobler said what they do is such an important part of the town. The funds that you are looking for, is that sufficient to reach your goals for the next few years? Ms. Hall stated that she thinks it is sufficient.

Deputy Mayor Bress agreed with Councilor Dobler. She attended a workshop there and Hartford Hospital did a beautiful presentation on a food bank program they had. One of the most significant things they talked about is the ability of people to come and shop and pick out their own foods, not only for dignity reasons but for health reasons. If we are moving in that direction, this is incredibly exciting for the people in our community

because it will give them some autonomy for their choices and it will look less like a service organization and more like an opportunity to be a part of our community. It would be great to do what they were doing in terms of healthy choices such as labeling healthy choices or giving people more guidance in terms of foods that would help people with certain food conditions.

Motion Passed 9-0-0

- d) Approve acceptance of \$15,000 Connecticut Department of Economic & Community Development grant related to youth violence prevention

MOVED by Deputy Mayor Bress, seconded by Councilor Gluck Hoffman that the Town Manager is authorized to accept and expend the grant award from the Connecticut Department of Economic and Community Development for youth violence prevention in the amount of \$15,000.

Paul Norris, Director of Recreation & Leisure Services, stated that the town has been awarded a \$15,000 grant by the State Department of Community and Economic Development (DECD) related to youth violence prevention. The goal of the grant is to promote positive youth development. These funds may be used to increase or enhance opportunities for youth.

The grant period will run through June 30, 2024. Funds will be used for youth violence prevention awareness programs, youth employment training during the school year, free school year access to the evening teen center at 330 Windsor Avenue Community Center, and free youth access to pools in the summer of 2024.

Councilor Black-Burke asked if they are looking for a certain type of student or can any student can be a part of this. Is this open to all students? Mr. Norris responded that one is open to all students. Along with that we will push students that are involved with the Juvenile Review Board to participate in these types of programs, may it be anger management, de-escalation or other types like it.

Councilor Gluck Hoffman stated with some of these kids, they have been under review by the Juvenile Board. Do we have a resource officer that would be there at the time if there were any issues? Mr. Norris stated he is not sure of that. What we do know is that there are one or two officers that can teach these types of classes, so we would tap into them if we could not find someone within the YSB division or contract out.

Councilor Black-Burke asked if there will be some type of report that will come back to the Town Council to hear about the programming or is that a part of the DECD and do we have to share with them. She'd love to hear more about the programming overall and how it turns out. Mr. Norris replied that yes, we could give the Town Council demographics and participation in the program. He also wanted to say that this is also about providing recreation opportunities for youth so they don't get into trouble. That is

why we have free access to the teen center from 6:00 PM – 9:00 PM at 330 Windsor Avenue as well as free access to the pool in the summer time.

Councilor Smith wasn't aware there was a fee for going to the Recreation center. How much does it cost for youth to use the pool? Mr. Norris responded \$1.50 per use or they can purchase a season pass for \$25. Most of the youth that use the pool get dropped off and they have a \$1.50 of change in their pocket and that is how they pay. This entices more youth to the pool. The drop-in center is \$1.00 per time or \$10 for the school year. Kids don't do well with buying a pass but rather pay the \$1.00 each time they go to the center. This grant gives youth the opportunity to not have to worry about the money and to still be able use the services and enjoy the facilities.

Councilor Smith commented that he didn't know why we were charging the kids for these services. He feels they should not be charged. He asked what the revenue was that was collected for the youth activities. He also stated that if Mr. Norris does not know the amount off the top of his head that maybe he can provide it later. If it's an insignificant amount of money and more kids could go for free, then you're going to keep more kids off the street. Mr. Norris said for the recreation center, it's about \$700 for the school year.

Councilor Eleveld asked if there is an underlying reason for the small fee. Mr. Norris explained that the charge came from having the youth and kids that participate have a sense of ownership and that they understand this is theirs and that they protect it. Some of the psychology behind it is if they don't have a financial investment, no matter how small it is, they don't respect themselves or the materials or the pool table that is there. We started charging \$1.00 per use and we've been doing that for 15 years now.

Deputy Mayor Bress stated when she thinks about youth violence prevention, she thinks about dating violence and things like that. Did the Recreation Department do something recently about that? It's a real problem for young people, men and women. There are organizations in Hartford that do a great job of presenting a teen violence for dating program. She just wanted to mention that.

Councilor Black-Burke thanked Councilor Smith for his comments. She thanked Mr. Norris for stating that we are not going to turn children away if they don't have the money for the use of the facilities.

Motion Passed 9-0-0

e) Approval of Fiscal Year 2023 Open Purchase Orders

MOVED by Deputy Mayor Bress, seconded by Councilor Eleveld that the remaining FY 23 General Fund purchase orders totaling \$5,189 be re-approved until January 2, 2024.

Town Manager Souza stated the Town Council approved fourteen FY 23 year-end encumbrances totaling \$209,832 on June 20, 2023. As of October 16, there are two remaining open purchase orders totaling \$5,189. Administrative tasks associated with regulatory compliance staff training still need to be completed by Fuss & O'Neill. HVAC

equipment related to the Pine Lane radio room was installed the week of October 2, but technical connectivity work will need to be done that will go beyond October 16.

Motion Passed 9-0-0

f) Town Manager Annual Performance Evaluation

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to move item 12 f until after Executive Session.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

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

- APPOINT Marie Bendzans as a Democratic member to the Human Relations Commission for a three year unexpired term to expire May 31, 2025 or until a successor is appointed.
- APPOINT Judy-Ann Cooke as a Democratic member to the Human Relations Commission for a three year unexpired term to expire May 31, 2024 or until a successor is appointed.

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the October 2, 2023 Regular Town Council Meeting

MOVED by Deputy Mayor Bress, seconded by Councilor Black-Burke to approve the minutes of the October 2, 2023 Regular 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 9:16 p.m. for the purpose of:

- a) Discussion concerning the appointment, employment, performance, health or dismissal of a public officer or employee

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

MOVED by Deputy Mayor Bress, seconded by Councilor Naeem to exit Executive Session at 10:33 p.m.

Motion Passed 9-0-0

17) **ADJOURNMENT**

f) Town Manager Annual Performance Evaluation

MOVED by Deputy Mayor Bress, seconded by Councilor Dobler to approve the Town Manager annual evaluation and approve a market adjustment to \$181,296 plus a 3% merit increase effective 10/16/23.

Motion Passed 9-0-0

MOVED by Councilor Smith, seconded by Councilor Dobler to adjourn the meeting at 10:34 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary