



Council Agenda

Council Chambers
Windsor Town Hall
December 4, 2023



Zoom Instructions

Dialing in by Phone Only:

Please call: **309 205 3325 or 312 626 6799**

When prompted for participant or meeting ID enter: **874 6631 3554** then press #

1. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/87466313554>

When prompted for participant or meeting ID enter: **874 6631 3554**

1. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
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 Armstrong
3. PLEDGE OF ALLEGIANCE – Councilor Armstrong
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) Board of Education
 - b) Windsor Housing Authority
 - c) Wilson/Deerfield Advisory Committee
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Authorize submittal of Community Investment Fund Grant application for Wilson area planning study (Town Manager)
- b) *Approve the acceptance of Great Pond Village public roads and infrastructure (Town Manager)
- c) *Authorize Town Manager to request the Connecticut Siting Council to hold a formal public hearing and to submit an application to be a party to the proposed solar project on River Street (Town Manager)
- d) *Approve an appropriation of \$600,000 from the General Fund Unassigned Fund Balance for HVAC equipment and design services related to Oliver Ellsworth School HVAC Improvement Project and authorizing the waiving of bids per section 5-2(d) of the Charter (Town Manager)
- e) *Approve an appropriation of \$107,500 from the General Fund Unassigned Fund Balance to the Board of Education for costs associated with addressing Oliver Ellsworth School humidity and air quality (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the November 20, 2023 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: December 4, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Community Investment Fund Application – Wilson Area Action Planning

Background

The town is eligible to apply to the State's Community Investment Fund 2030 (CIF). This competitive grant program is focused on fostering economic and community development in 54 communities that have the designation of a Public Investment Community (PIC) and/or Alliance District. Windsor qualifies for this grant funding as both a PIC and Alliance District. Municipalities as well as not-for-profit organizations and community development corporations that operate within them may apply. The deadline for the fourth round is December 15, 2023.

As part of the CIF program, the CT Department of Economic and Community Development (DECD) invites planning grant applications in the amount of \$250K that can go towards certain eligible expenses, including community engagement, feasibility studies, zoning analyses, conceptual drawings, and construction budget development.

In round three of the CIF, the Town applied for and was awarded a \$4M grant for the Wilson Park project. The Town had also applied for a planning grant to determine the appropriate land use for several vacant or underutilized sites in the Wilson area but that application was not funded. DECD received 162 eligible applications requesting \$620M in grant funds, so the program is very competitive. DECD provided positive feedback to our planning approach. They noted that evidence of site access for each location to conduct the study would be helpful, as well as any evidence that the planning study would result in future CIF applications

Staff is recommending resubmitting the planning grant application for the Wilson sites strengthened by feedback from DECD.

Discussion

The following long-vacant or underutilized parcels in the Wilson area could potentially be developed for housing, commercial, or mixed-use space or preserved as open space.

| Address | Known As | Zone | Acreage |
|------------------|----------------|------|---------|
| 581 Windsor Ave. | Spillane | B1 | 1.86 |
| 459 Windsor Ave. | Mahon | B2 | 2.00 |
| 465 Windsor Ave. | Barn Site | B2 | .25 |
| 349 Windsor Ave. | Commuter Lot | R8 | 1.35 |
| 248 Windsor Ave. | P&S Affordable | B2 | .49 |

| | | | |
|------------------|---------|-------|------|
| 156 Windsor Ave. | Udolf | B2 | .43 |
| 10 Garden Street | Russo | I, I1 | 9.96 |
| 94T Wilson Ave. | Russo | B2 | .36 |
| 96 Wilson Ave. | Russo | B2 | 1.03 |
| 110 Wilson Ave. | Russo | B2 | 1.22 |
| 33 Meadow Rd. | Everton | B2 | 7.32 |

The planning study would review each site in light of any physical constraints (wetlands, floodplain, and layout challenges) and current zoning requirements. Some sites that are currently zoning business or industrial may be more appropriately zoning for residential development based on current development patterns. Conceptual site plans and preliminary development cost estimates would be prepared, as well as development or preservation strategies.

Financial Impact

We anticipate a very competitive funding round. As such, demonstrating the leveraging of local funds is critical. It is recommended that a local match of \$25,000 be incorporated in the proposal utilizing a portion of the FY24 General Fund allocation for the Senior and Workforce Housing Planning Initiative in the Community Development budget. Several of the parcels could be good candidates for housing or mixed-use development so we believe this would be an appropriate use from that budgeted amount.

Other Board Action

Four of the proposed sites (Spillane, Mahon, Barn Site, and Udolf) are included on the town’s Priority Redevelopment Properties list recommended by the Economic Development Commission and approved by the Town Council. Should a planning grant be awarded, then we anticipate working with the Wilson Deerfield Advisory Committee on community outreach efforts.

Recommendation

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


“MOVE that the Town Manager is authorized to submit an application to the Department of Economic and Community Development pursuant to the attached resolution for the Community Investment Fund in the amount of \$250,000 and that a commitment of \$25,000 from the FY 24 Community Development operating budget be made as a local match.”

Attachments

Municipal Resolution
Area Map

Certification

I hereby certify that there is \$250,000 in the Community Investment Fund and \$25,000 in the FY 24 Community Development operating budget to fund the above appropriations.



James Bourke, Finance Director

MUNICIPAL RESOLUTION

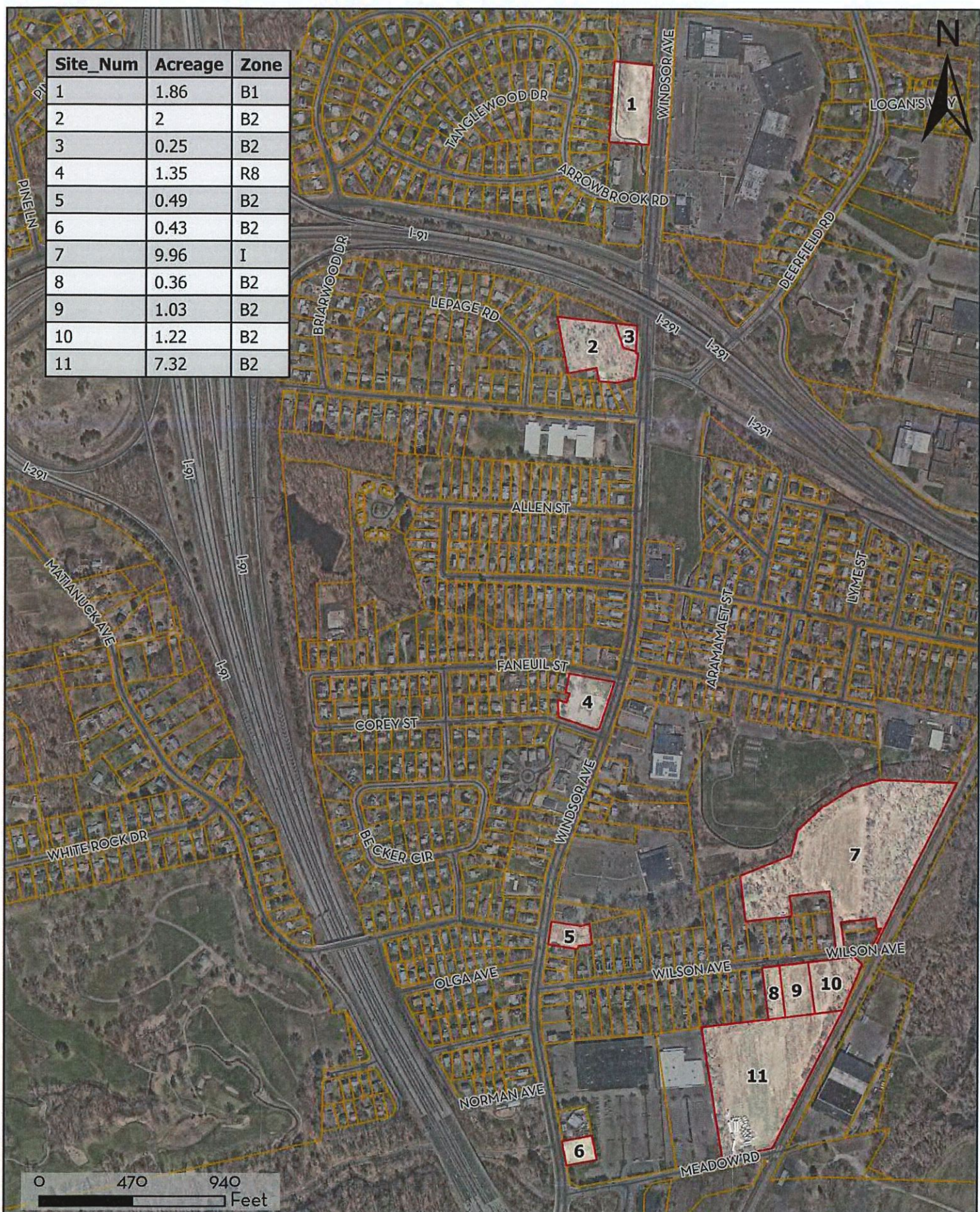
WHEREAS, pursuant to Connecticut General Statutes Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor make an application to the State for \$250,000 in order to undertake the Wilson Area Action Planning and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by 32-285a
2. That the filing of an application for State financial assistance by the Town of Windsor in an amount not to exceed \$250,000 is hereby approved and that Town Manager Peter Souza is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

| Site_Num | Acreage | Zone |
|----------|---------|------|
| 1 | 1.86 | B1 |
| 2 | 2 | B2 |
| 3 | 0.25 | B2 |
| 4 | 1.35 | R8 |
| 5 | 0.49 | B2 |
| 6 | 0.43 | B2 |
| 7 | 9.96 | I |
| 8 | 0.36 | B2 |
| 9 | 1.03 | B2 |
| 10 | 1.22 | B2 |
| 11 | 7.32 | B2 |




Agenda Item Summary

Date: December 4, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne P. Choate, P.E. Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Public Improvements Associated with Great Pond Village, Phase 2

Background

On November 9, 2021, the Town Planning and Zoning Commission approved the re-subdivision of 333 Arlington Road, 1900, 2000 and 2100 Day Hill Road, and 300 Scotland Road, for the construction of roads, sidewalks, utilities, and other public improvements associated with Great Pond Village Phase 2. This project included construction of all, or portions of, the roadway and public improvements associated with Concord Road, Lexington Street and Groton Road off of Day Hill Road.

At this time, the Town Council is requested to accept the public right ways, easements and associated public improvements.

Discussion/Analysis

The construction of all public improvements on approximately 730 feet of Concord Road, 1483 feet of Lexington Street, 2475 feet of Groton Road, 1620 feet of multi-use trail along Day Hill Road and stormwater facilities have been completed. The Great Pond Improvement District and Combustion Engineering, Inc./ ABB have asked the town to accept these public improvements, public access easements (along Day Hill Road), and temporary snow storage easement. Removal of snow from the sidewalks and multi-use paths will be the responsibility of the adjacent property owners, as is consistent with the town ordinances.

CE/ABB has completed extensive environmental remediation work on the 600 acre former research and development and industrial campus. Approximately 7% of the original campus remains subject of a Stewardship Permit from the Connecticut Department of Energy and Environmental Protection (CTDEEP). All soils within the Stewardship Permit area have been remediated to residential standards. Isolated impacts to the groundwater remain and are being monitored by ABB (see attached Groundwater Exhibit). A small portion of the Groton Road right of way and improvements cross the property being monitored by ABB per the Stewardship Permit with the CTDEEP. The ground water is over 20 feet under the road surface and is not negatively impacting any wetland areas /receptors. The ground water was not impacted by construction of the infrastructure.

The public right of way will be transferred to town ownership with all environmental monitoring and liability remaining with CE/ABB not the Town of Windsor or Great Pond Improvement District. There will be an access agreement between the town and CE/ABB outlining their right to enter the roadway to complete any required monitoring or remediation. Any work and repairs will be at their cost, not the town's.

Financial Impact

With the acceptance of the improvements and right-of-way, the Town of Windsor will be responsible for the perpetual maintenance of the public improvements.

Other Board Action

At their meeting on November 14, 2023, the Town Planning and Zoning Commission, per CGS Section 8-24, recommended to accept the rights-of-way, easements and public improvements associated with Great Pond Village, Phase 2.

Recommendations

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

“MOVE to accept the deed, the public improvements, public access easements along Day Hill Road, and temporary snow storage easement associated with Great Pond Village, Phase 2 for perpetual maintenance; and authorize the Town Manager to execute associated access agreements, forms, and land recording filings as needed.”

Attachments

Area Map

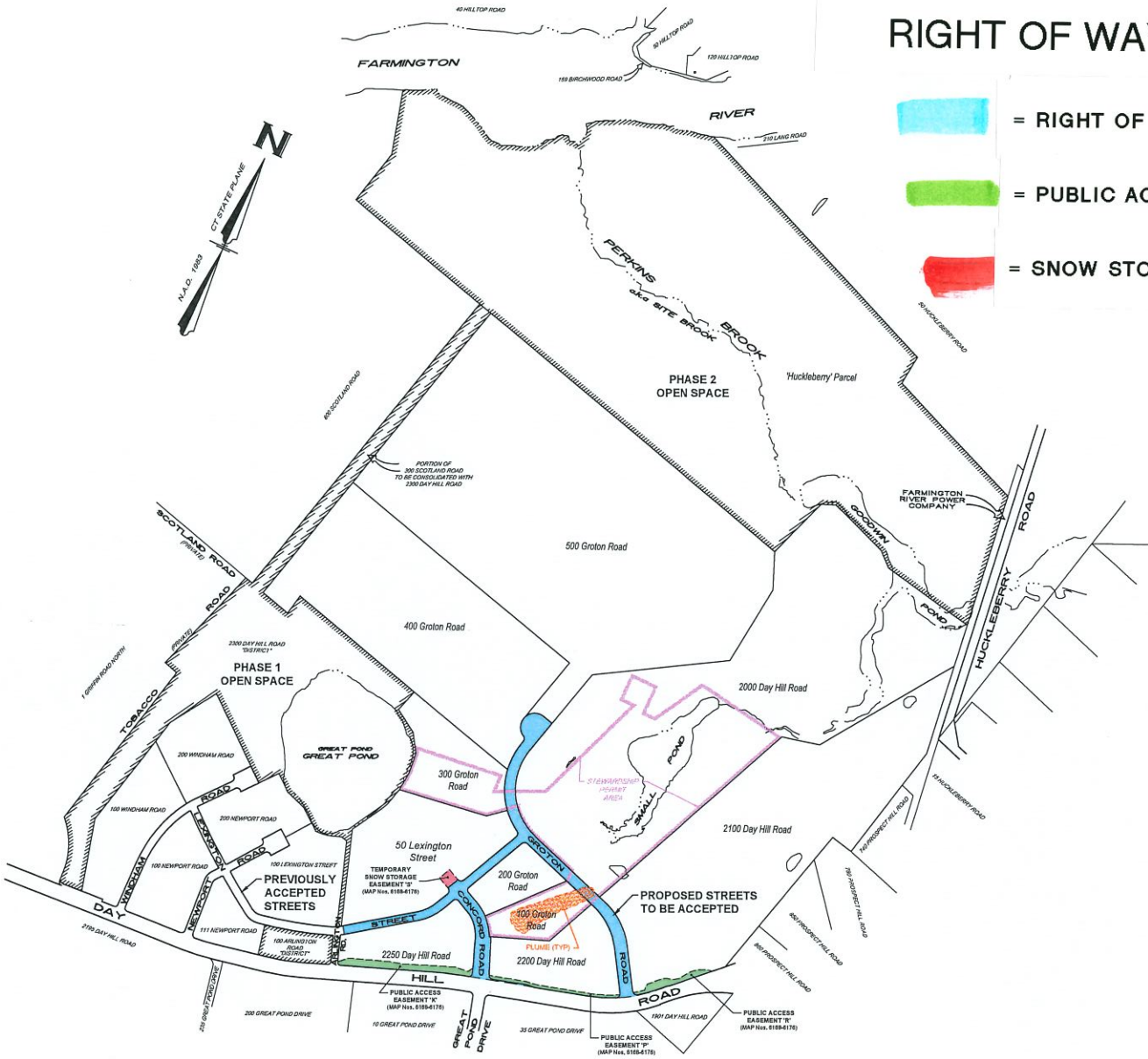
Right of Way – Easement Plan

Groundwater Exhibit



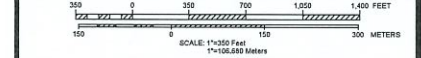
RIGHT OF WAY EASEMENT PLAN

-  = RIGHT OF WAY
-  = PUBLIC ACCESS
-  = SNOW STORAGE



| NO. | DATE | REVISION | BY |
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DISPLAY PLAN
GREAT POND
DAY HILL ROAD
PHASE 2
WINDSOR, CONNECTICUT
 PREPARED FOR:
GREAT POND IMPROVEMENT DISTRICT
 RECORD OWNERS:
GREAT POND VILLAGE LLC and
COMBUSTION ENGINEERING, INC.



30 NOVEMBER 2023

 **HESI** Hayner/Swanson, Inc.
Civil Engineer/Lead Surveyor
 3 Congdon Street
 Newberg, NH 03063
 603.863.8027
 www.haynerswanson.com

121 Middlesex Turnpike
 Burlington, MA 01803
 617.335.9320

| | | | |
|--|----------------------------------|------|--------|
| FIELD BOOK - | DRAWING NAME: 4413ASQLT_P12_00P2 | 4412 | 1 OF 1 |
| DRAWING LOG: A:\000\4412\0412\0412\PLATE ASQLT P12 | PLO: 10/24/23 | | |

GROUND WATER EXHIBIT

LEGAL DESCRIPTION

AREA 'A'
 BEGINNING AT A POINT IN THE SOUTHERLY SIDELINE OF GROTON ROAD AT THE NORTHEAST CORNER OF LOT 100 GROTON ROAD; THENCE
 N 71° 51' 09" W BY SAID SIDELINE A DISTANCE OF 611.14 FEET TO A POINT; THENCE
 NORTHWESTERLY CROSSING LEXINGTON STREET AND CONTINUING BY SAID SIDELINE BY A CURVE TO THE RIGHT, HAVING A RADIUS OF 517.50 FEET, A DELTA OF 80° 21' 38" AND AN ARC LENGTH OF 708.01 FEET TO A POINT; THENCE
 N 14° 30' 29" E BY SAID SIDELINE A DISTANCE OF 17.51 FEET TO A POINT; THENCE
 NORTHWESTERLY BY SAID SIDELINE AND BY A CURVE TO THE LEFT, HAVING A RADIUS OF 30.00 FEET, A DELTA OF 76° 39' 27" AND AN ARC LENGTH OF 40.14 FEET TO A POINT; THENCE
 NORTHWESTERLY BY SAID SIDELINE AND BY A CURVE TO THE RIGHT, HAVING A RADIUS OF 100.00 FEET, A DELTA OF 166° 39' 27" AND AN ARC LENGTH OF 290.87 FEET TO A POINT; THENCE
 S 75° 29' 31" E BY SAID SIDELINE A DISTANCE OF 75.00 FEET TO A POINT; THENCE
 S 14° 30' 29" W BY SAID SIDELINE A DISTANCE OF 244.00 FEET TO A POINT; THENCE
 SOUTHEASTERLY BY SAID SIDELINE AND BY A CURVE TO THE LEFT, HAVING A RADIUS OF 442.50 FEET, A DELTA OF 80° 21' 38" AND AN ARC LENGTH OF 666.97 FEET TO A POINT; THENCE
 S 71° 51' 09" E BY SAID SIDELINE A DISTANCE OF 618.43 FEET TO A POINT; THENCE
 S 23° 41' 48" W CROSSING SAID ROAD A DISTANCE OF 75.35 FEET TO A POINT OF BEGINNING.

CONTAINING AN AREA OF 3.088 AC (134,510 SF) MORE OR LESS.



PLAN REFERENCES:

- RE-SUBDIVISION PLAN GREAT POND DAY HILL ROAD, WINDSOR CONNECTICUT, PREPARED FOR GREAT POND IMPROVEMENTS DISTRICT, RECORD OWNER: GREAT POND VILLAGE LLC AND COMBUSTION ENGINEERING, INC., DATED: DECEMBER 7, 2021 PREPARED BY THIS OFFICE. NOT YET APPROVED OR RECORDED.
- RE-SUBDIVISION PLAN GREAT POND DAY HILL ROAD, WINDSOR CONNECTICUT, PREPARED FOR GREAT POND IMPROVEMENTS DISTRICT, RECORD OWNER: GREAT POND VILLAGE LLC AND COMBUSTION ENGINEERING, INC., DATED: SEPTEMBER 10, 2021, REVISED 10/15/21 PREPARED BY THIS OFFICE. NOT YET APPROVED OR RECORDED.

NOTES:

- THIS MAP AND SURVEY ARE SUBSTANTIALLY CORRECT AND WERE PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300B-1 THROUGH 20-300B-20 IN THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996, OR AS AMENDED; AND THE SURVEY UPON WHICH IT IS BASED WAS PERFORMED IN ACCORDANCE WITH SECTIONS 20-300B-1 THROUGH 20-300B-20 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES.
 THIS SURVEY IS BASED ON THE NORTH AMERICAN DATUM OF 1983 AS PROJECTED ON CONNECTICUT STATE PLANE COORDINATES IN SURVEY FEET AND HAVE BEEN DERIVED BY GPS METHODS BASED UPON DATA ACQUIRED THROUGH THE USE OF LEICA SYSTEM 1200 GPS UNITS AND THE EAST GRANBY CORS STATION AS A BASE IN CONJUNCTION WITH ON THE GROUND TRAVERSE.
 MONUMENTATION FOUND OR SET IS DEPICTED HEREON. MONUMENTATION HAS NOT BEEN SET AT THIS TIME, DUE TO EXPECTED OBSTRUCTION OF THE SAID MONUMENTS DURING CONSTRUCTION.
 TYPE OF SURVEY: PROPERTY SURVEY
 BOUNDARY DETERMINATION CATEGORY: ORIGINAL SURVEY
 THIS SURVEY CONFORMS TO CLASS A-1 HORIZONTAL ACCURACY
- PURPOSE OF PLAN: TO SHOW CT TRANSFER ACT AREA FOR PTP FORM III FILING.
- CURRENT OWNERS OF RECORD:
 COMBUSTION ENGINEERING, INC.
 c/o ASB CORPORATE REAL ESTATE
 12040 REGENCY PARKWAY, SUITE 200
 CARY, NC 27518
 BK 1245, PG 0021

Soil has been cleaned up to residential levels
 Only Area of Remaining Groundwater Impacts
 Groundwater is more than 20 feet below ground - not used for drinking;
 does not affect any receptors

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.



| No. | DATE | REVISION | BY |
|-----|------|----------|----|
| | | | |

CT TRANSFER ACT AREAS
 FORM III FILING

ABB Inc. - CE Windsor Site

DAY HILL ROAD
 WINDSOR, CONNECTICUT

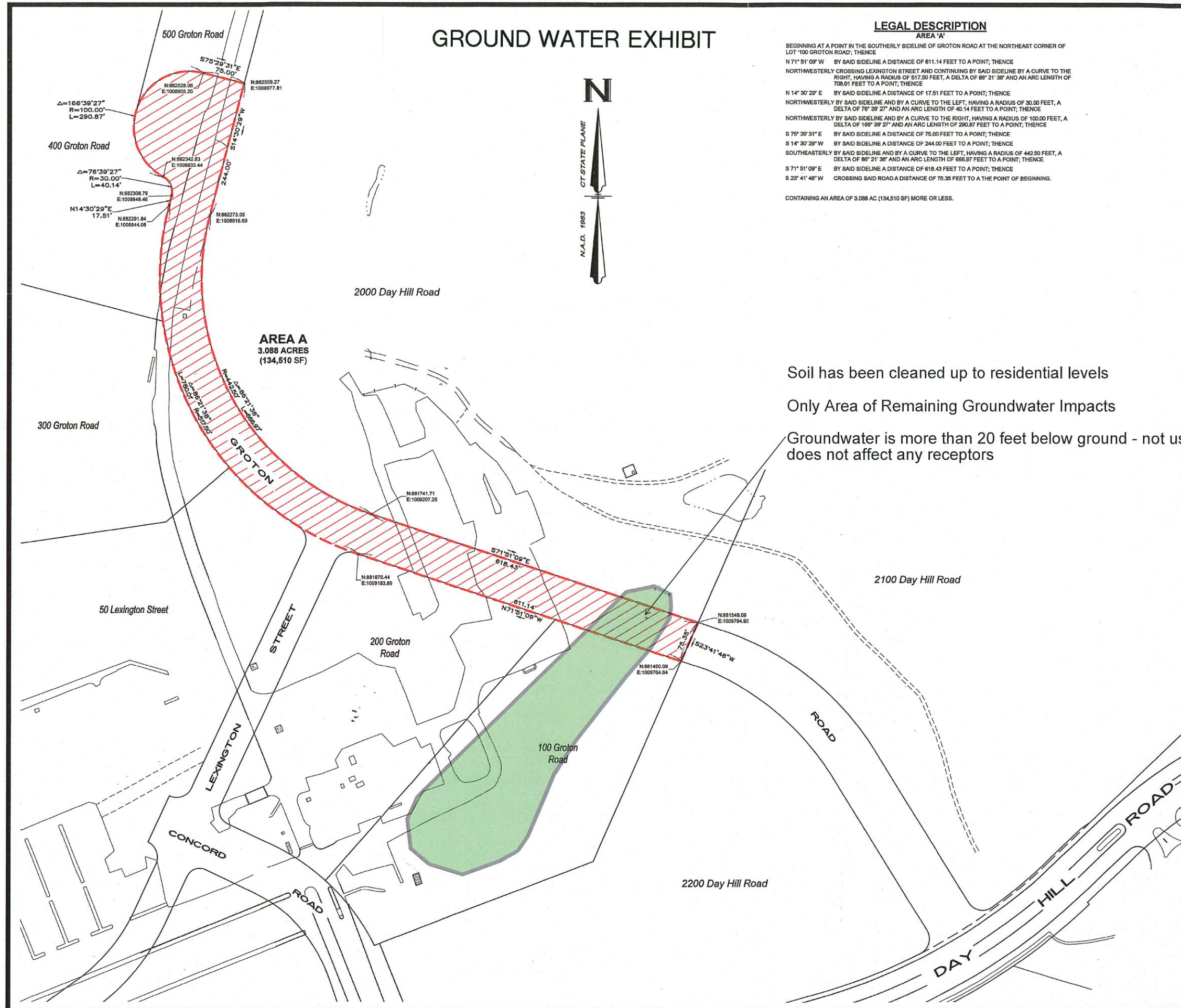
PREPARED FOR:
WSP USA ENVIRONMENTAL AND INFRASTRUCTURE INC.
 511 CONGRESS STREET SUITE 2000 PORTLAND, MAINE 04101
 RECORD OWNER:
COMBUSTION ENGINEERING, INC.,

SCALE: 1"=80 Feet
 1"=24.384 Meters


24 MAY 2023

HSI Hayner/Swanson, Inc.
 Civil Engineers/Land Surveyors
 3 Congress Street Nashua, NH 03062 (603) 883-2057
 131 Middlesex Turnpike Burlington, MA 01803 (781) 203-1501
 www.haynerswanson.com

FIELD BOOK: 1241 DRAWING NAME: 4412WOOD PROPERTYTRANSFER AREAS 4412 WOOD 1 OF 1
 DRAWING LOC: J:\4000\4412\DWG\4412WOOD



Agenda Item Summary

Date: December 4, 2023
To: Honorable Mayor and Members of the Town Council
Reviewed by: Peter Souza, Town Manager 
Subject: Proposed Solar Development at 445 River Street

Background

Verogy, a renewable energy business that develops, finances, constructs, manages, and operates solar-generating facilities is proposing a 3.0 megawatt Solar PV project on 18 acres of agricultural land off of River Street to be known as Windsor Solar One. Verogy submitted their Petition of Declaratory Ruling on November 9th to the Connecticut Siting Council. The Town received notice from the Siting Council on November 15th.

Per State law, local regulations and decision-making authority only apply to solar arrays less than or equal to 1 megawatt in capacity. Solar arrays greater than 1 megawatt and under 65 megawatts not intended to serve the immediate site's energy needs are exempt from local zoning control and fall under the jurisdiction of the Siting Council.

The Town Council is requested to provide direction to staff relative to the potential next steps to participate in the Siting Council's formal review and decision-making process related to Verogy's Petition of Declaratory Ruling.

Discussion/Analysis

By law, within 60 days of receipt of a Petition for a Declaratory Ruling, the Siting Council must:

- a) issue a declaratory ruling;
- b) agree to issue a declaratory ruling by a specified date;
- c) decide not to issue a declaratory ruling; or
- d) order the matter set for public hearing.

The Siting Council must take final action within 180 days of receipt unless the decision deadline is extended, as agreed to by the parties.

The Siting Council retains discretion to hold a public hearing, based on written arguments of potential harm caused by the proposed facility. The Town, as well as other interested persons or entities, may formally request the Siting Council to hold a public hearing. Similarly, the town and others, such as neighbors and homeowner's associations, may request the Siting Council to grant them what is known as 'party status'. While anyone may speak at a public hearing, gaining 'party status' allows the party to have greater involvement in the hearing and review process.

It is recommended that the Town Council authorize the Town Manager to request the Connecticut Siting Council to hold a formal local public hearing and to also submit an application for 'party status' related to Verogy's Petition of Declaratory Ruling. These submittals need to be made by no later than December 13th.

As the Siting Council process is a technical and complex process, it is appropriate to have outside legal counsel experienced in Siting Council procedures to assist the town. To that end, Town Attorney Kevin Deneen and town staff have met with an outside law firm concerning the possibility of them assisting the Town in reviewing the proposed Solar Farm on River Street and providing guidance/representation during the Siting Council's

decision-making process. It is staff's plan to retain legal counsel to provide assistance and guidance related to the Siting Council process.

Financial Impact

There will be expenses related to retaining outside expertise related to the Siting Council process in areas such as legal and analysis of potential environmental impacts (e.g. noise, wetlands, visual). It is difficult to estimate costs at this point as the depth and length of the review and potential public hearing process is not well defined.

Recommendations

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

“MOVE that the Town Manager is authorized to request the Connecticut Siting Council to hold a formal local public hearing and to submit an application for party status related to Windsor Solar One’s Petition of Declaratory Ruling, No. 1598.”

Attachment


None

Agenda Item Summary

Date: December 4, 2023

To: Town Council

Prepared By: Marco Aglieco, Facilities Manager

Reviewed By: Peter Souza, Town Manager, Mark Goossens, Director of Public Works 

Subject: Oliver Ellsworth Humidity Mitigation

Background

In September, the Town Council approved waving of bids for design services related to the Oliver Ellsworth School HVAC Improvement project, due to the long lead time for equipment and the need to mitigate the high humidity levels at the school. Based on that approval a three-prong approach was initiated: 1) contracted van Zelm Engineers to review the existing HVAC systems and develop a scope of work to address the high levels of humidity; 2) contracted with an engineering firm to review and assess the building envelope; and 3) engaged a firm to test the building's concrete floors for any moisture problems. All three firms have concluded their preliminary reports and have provided recommendations based on their findings.

The primary recommendation is to provide Dedicated Outdoor Air Systems (DOAS) that will provide the appropriate amount of conditioned outside air into the building. These units have a long lead time and will need to be pre-ordered in order to receive the units in the time frame required for construction. Design engineers have verified the sizing and type of units required for pre-ordering and have confirmed these units will work with the existing infrastructure.

Improvements to the aging building envelop will continue to be evaluated and prioritized. It is anticipated several of the recommendations could be accomplished this coming construction season. There are not any immediate issues to address relative to moisture in the concrete floors.

Discussion/Analysis

As noted above, the initial design of HVAC improvements at Oliver Ellsworth School is complete and rooftop Dedicated Outdoor Air System equipment has been specified. The option of procuring electric heat pumps was also evaluated. The cost of this alternative is estimated to be approximately \$100,000 more than the recommended equipment which are powered by natural gas. A more important consideration with the electric heat pump option is the extremely long lead time for required electrical equipment. The lead time for needed replacement equipment is estimated to be 55 to 60 weeks which would preclude the project from being completed in 2024.

In order to facilitate meeting the 16 to 18 week manufacturing and delivery time for the proposed DOAS equipment, it is proposed the Town Council authorize funding the equipment purchase and waive formal bidding procedures for the equipment. Estimated equipment cost is \$500,000.

Additionally, in order to complete the full project design and develop construction documents, additional funding in the amount of \$100,000 is requested. Design services includes HVAC and structural engineering and construction documents, hazardous material testing, cost estimating and additional evaluation of potential building envelope improvements.

Financial Impact

The cost of the equipment and design services equal \$600,000. It is recommended the General Fund Unassigned Fund Balance be the funding source.

Legislation was passed in 2022 to establish the HVAC Indoor Air Quality Grant Program for Public Schools. This partial reimbursement grant allows for projects that will be completed as well as projects that have already been completed going back to March of 2020. We do not believe we are able to prepare a complete application by the deadline of December 31st as we are awaiting the final design and project cost estimates which we would anticipate in February. Assuming the current grant guidelines remain in place for the next round, we anticipate to submit an application in the next round which is expected to accept applications in late spring or summer of 2024. Please note this a very competitive and highly subscribed grant.

Other Board Action

The Public Building Commission has reviewed and approved requesting funding for the DOAS units as recommended by the design consultant.

Recommendations

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

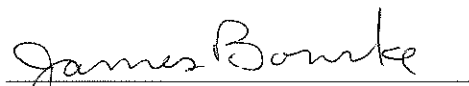
“MOVE, to approve an appropriation of \$600,000 from the General Fund Unassigned Fund Balance for HVAC equipment and design services related to Oliver Ellsworth School HVAC Improvement Project and authorizing the waiving of bids per section 5-2 (d) of the *Town Charter*.”

Attachment

None

Certification

I hereby certify that \$600,000 is available in the General Fund Unassigned Fund to meet the above appropriation.



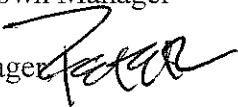
James Bourke
Finance Director

Agenda Item Summary

Date: December 4, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott Colby, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Appropriation to Board of Education for Oliver Ellsworth Humidity Mitigation Expenses

Background

The Windsor Public Schools had unanticipated expenses to address the issue of high humidity levels and resulting mold conditions this summer and early fall at Oliver Ellsworth School. In order to mitigate the issues, the Board of Education has utilized funds for a variety of actions that were not part of their planned FY 24 operating budget.

The Town Council is respectfully requested to approve an appropriation to the Board of Education to meet the unbudgeted expenses.

Discussion/Analysis

The Board of Education has incurred a range of expenditures related to addressing the excessive humidity and mold concerns this summer and early fall. These expense categories include:

| | |
|---------------|---|
| \$60,000 | cleaning/remediation |
| 9,015 | environmental testing |
| 15,415 | replacement of furniture & flooring, supplies |
| <u>23,050</u> | <u>dehumidifiers</u> |
| \$107,500 | total expenses (rounded) |

As these expenditures were not budgeted in the Board of Education's FY 24 annual operating budget, it is recommended the Town Council approve an appropriation of \$107,500 from the General Fund Unassigned Fund Balance for the Board of Education to meet the unexpected costs.

Financial Impact

The recommended funding source for \$107,500 is the General Fund Unassigned Fund Balance. The reserve fund has a balance of approximately \$39.7M after taking into consideration the possible use of \$600,000 for Oliver Ellsworth HVAC design and equipment as well as \$380,000 for the Welch Pool reconstruction project.

Other Board Action

None

Recommendations

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

“MOVE to approve an appropriation in the amount of \$107,500 from the General Fund Unassigned Fund Balance for expenditures related to Oliver Ellsworth School humidity mitigation and said funds be transferred to the Board of Education.”

Attachment

None

Certification

I hereby certify that \$107,500 is available in the General Fund Unassigned Fund Balance to meet the above appropriation.


James Bourke, Finance Director



Town Council
Resignations/Appointments/Reappointments
December 4, 2023

Resignations

None

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 20, 2023
Regular Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 7:30 p.m.

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

2) PRAYER OR REFLECTION

Councilor Walker led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Walker led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

Leslie Harrison, 41 Early Dawn Circle, stated that she is opposed to the solar farm being built at 445-427 River Street. She is not opposed to solar energy production but rather her objection to this project is based on the extremely close proximity the project has to residences as she believes it will negatively affect property values in that area and could potentially be a health and safety risk. She did some research of similar installations in the surrounding towns. The developer on this project is the same one that has been extremely unresponsive to the East Windsor residents' complaints of increased noise coming from the solar farm on East Road. This should raise a red flag. There was nothing in the literature that was sent to her in the mail that provided any information detailing who would have the financial responsibility for deconstructing this equipment once it reaches the end of its unusable life. She continued to explain her points on why this solar farm should not go forward and urged the Town Council to not go forward with it.

Susan Miller, 130 Palisado Avenue, is in favor of the solar farm. The CT Siting Council, not the Town Council, will be making the final decision on this project. It is essential that we move all our fossil fuels as soon as possible in order to minimize the impacts of a warming planet. The development of solar farms will be vital in order to ensure there is

adequate energy available for the needs of the entire community. Ms. Miller continued to state why she is in favor of the solar farm. She feels the proposal as outlined is worth pursuing.

Eric Weiner, 130 Palisado Avenue, said that as a new Council tonight they will be asked to approve \$3,000,000 for Welch Park pool which is in serious need of renovation and repair. There's no question about that. He would urge the Town Council ask from the Town Manager a full list of the capital projects expected over the next two years. It's his firm belief that we have woefully underinvested in the physical infrastructure of our schools. We've done the minimal required maintenance. Many of the schools are dated. He'd like to see the Council take more attention to this matter.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem thanked all the speakers that came out tonight. She recognized the Windsor Education Foundation who had an event called 'First Bingo night'. It is a fundraiser. She gave a shout out to the Windsor High School band that did a very good job honoring all our veterans. She asked everyone to be safe while travelling and wished them a wonderful Thanksgiving.

Councilor Armstrong thanked the speakers that came forward tonight. She looks forward to hearing from others as well, as they take what they do very seriously. During the season, there are those not as fortunate as we are. She asked that everyone reach out to others. There are many resources in the Town of Windsor for those to find things to do, especially at the L.P. Wilson center. The First Cathedral Church is having a service on November 21st at 6:30 PM. She thanked those who voted for the Town Council and thanked Town Manager Souza and his staff for all they do.

Councilor Walker wished everyone a Happy Thanksgiving.

Councilor Pelkey stated he recently graduated from the Windsor Citizen's Academy. It is a great and informative program. He would recommend it to everyone. He reminded everyone about the Windsor street parking ban. Hayden Station is having its annual holiday craft fair on December 10th from 9:00 AM – 2:00 PM at the Hayden Station firehouse. Northwest Park just kicked off their concert series. The next date is Saturday, December 2nd and tickets are \$20. You can find out more information about the concert series on the Friends at Northwest Park's website. There are lots of opportunities to volunteer on a board or commission in town or as a firefighter. Please get in touch with any Councilor or the Town Manager and they will relay that information to the appropriate staff. He thanked the troops overseas and those that are not here with us during Thanksgiving.

Councilor Gluck Hoffman gave a thank you to the speakers in voicing their concerns and opinions. She thanked those who voted for the Town Council and voted them back into their seats. She looks forward to working with the Town Council, the Town Manager



Souza and Assistant Town Manager Colby and Helene Albert along with all the town staff and their respective departments. She wished everyone a wonderful Thanksgiving and a blessed holiday season.

Councilor Eleveld was at the Veteran's Day event and said it was a very nice way of honoring our veterans. Applications for participation in the Shad Derby pageant are available for the public starting today. Students interested should go to their schools and their guidance counselors should have the applications. Windsor Rotary is having their annual poinsettia sale. There is a link on the Windsor Rotary website to order some. He wished everyone a Happy Thanksgiving and stated to travel safely if you are travelling.

Deputy Mayor Klase reminded everyone that this Saturday is Small Business Day in Windsor. She urged the community to visit Windsor establishments and wished everyone a happy holiday.

Councilor Smith wished everyone a Happy Thanksgiving and asked that the community reach out to others during this time to help others in need.

Mayor Black-Burke said thank you to the speakers that came forward this evening. The Council did hear from the Strawberry Hill Road community during the November 6th meeting and the Town Manager does have some information on those inquiries. She congratulated the 2023 Bridge Builder awardees which included former Mayor Donald Trinks. The 2023 Citizen's Academy was a wonderful program. She gave a shout out to all the staff as this is a great way to learn about our town. December 2nd will be the Torchlight Parade and she invited all the Councilors to attend the function to support it.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

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

Oliver Ellsworth School Humidity Mitigation Design - 9574

We have contracted with three firms to study the source of humidity and recommend solutions. The lead firm, van Zelm Engineers, focused on the Mechanical, Electrical & Plumbing system. The second firm, Gale Associates, focused on the building envelope. This included Room Pressurization and Infrared Imaging. The third firm, EnviroMed, focused on Slab Moisture. All three firms completed their study and draft reports. All three firms also presented their findings and recommendation to the Public Building Commission. Final reports are expected shortly. A summary of the findings are as follows:

- 1) Dedicated Outdoor Air Units are recommended to provide the required outdoor air to the building.

- 2) Building Envelope has numerous issues, such as leaks, inadequate insulation, faulty windows, and other areas of concern. The final report to itemize recommendations in to manageable projects.
- 3) Slab is acceptable in current state and not the source of moisture. If future flooring repairs or modifications are performed, a water proof sealant is recommended, as good practice.

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 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. At our last PBC meeting the Engineer presented a proposal with the help of the Geotechnical Engineering firm, Weston & Sampson for Drainage Evaluations. The Public Building Commission (PBC) is currently reviewing and is expected to provide recommendations at next PBC meeting.

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 100% 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. Completion for phase two is scheduled by end of November 2023 and phase three by end of December 2023.

Aquatic Facilities Improvements Goslee Pool Houses Renovations - 9564

Construction is complete. Items remaining are minor punch list items, which should be completed by the end of November 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 three new Dedicated Outside Air Systems have been set on the roof and

are 80% complete. Phase one work is expected to be completed by the middle of January of 2024. 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 95% complete. The PBC expects the controls to be completed by the end of 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 have been removed and new units installed on the roof. New ductwork is completed with system startup to follow. Construction is expected to be completed by the end of November 2023.

Welch Park Pool House Renovations Project -

The PBC approved construction drawings for this project this past fall. Bids have been received and reviewed. Anticipated construction is projected for Winter-Spring of 2024.

Councilor Smith asked for an update on the Windsor High School HVAC project. What is the scope that is involved with this project? Town Manger Souza said the high school project is in the design phase and we have not entered that yet at this point. Mr. Aglieco,

Buildings Facility Manager, stated that we are looking at the chillers right now to update them with some energy incentives.

Councilor Smith asked for a sense of the scope on the Oliver Ellsworth School as well. Mr. Aglieco, stated the Oliver Ellsworth building was looked at entirely—the HVAC, the plumbing, mechanical and the building envelope and slab. The good news is that the slab is acceptable and not the source of the problem. The building envelope however has many issues with the insulation deficiencies, old windows, etc. We are getting an itemized list of what our recommendations are and what we can try to do to maximize the benefits on that. On the HVAC side, they are recommending dedicated outdoor air units that will provide all the outside air required for the classrooms, gymnasium and cafeterium. They will also be closing off outside air from the unit ventilators so they will just maintain the temperature in the space. The boilers and chillers will remain as is and will function as they currently do.

b) Zoning Board of Appeals

Joseph Breen, Zoning Board of Appeals, stated for this year, we've had an unusually low amount of applications for variances. On average we usually have 1-3 cases to be heard per month. This year we only had one meeting and during that meeting there was only one application. For the whole year of 2023, we've only had one application. The board continues to work very well together. We have one vacancy on the board.

Councilor Walker said Mr. Breen mentioned the one variance they received for the ZBA was the solar field at Loomis Chaffee. He asked why Loomis Chaffee brought that item to the ZBA. Mr. Breen responded he didn't remember off hand. It was well presented by an engineering company regarding the solar field. It passed unanimously. Town Manager Souza added that he will track down the application and give it to the Town Council.

8) TOWN MANAGER'S REPORT

Property Revaluation Update

The Property Assessor's office and our contractor are finishing the valuation portion of the State-mandated property revaluation process. The purpose of a revaluation is to determine the fair market of all properties across town and is required to be done at least once every five years. Property owners will be receiving the new property valuation notices in the mail this week.

Additional information has been placed on the town's webpage <https://townofwindsorct.com/assessor/> including a property look up tool entitled "Revaluation Results Property Search" which is a data base of all properties. It indicates the October 2023 assessed valuation and the change compared to the October 2022 Grand List. We have also created a map showing residential sales between October 2022 and October 2023.

Before December 12, a property owner may go to www.vgsi.com/schedules to schedule an informal hearing, or call 1-888-844-4300. Hearings, which are by appointment only will be held at town hall, weekdays from December 4th through the end of December. If a property owner is still not satisfied with the valuation, by February 20, 2024, they can file an appeal application to meet with the Board of Assessment Appeals. Those hearings will be held during the month of March 2024.

State law requires that municipalities assess real estate at 70% of the fair market value. Please note that the percent change in assessed value does not represent an equivalent percent tax change.

Also, please do not apply the current Tax or Mill Rate to the new assessment. The tax rate for July 2024 will not be set until this coming spring as part of the annual budget adoption process.

Proposed Solar Farm on River Street

The CT Siting Council received Verogy's petition on Monday, November 13, 2023 for the proposed 3.0 megawatt solar field at 445 River Street. Local regulations and decision-making authority only apply to solar arrays less than or equal to 1 megawatt in capacity. Solar arrays greater than 1 megawatt, not intended to serve the immediate site's energy needs, are exempt from local zoning control. In Connecticut, this jurisdiction lies with the Siting Council.

Parties to a Siting Council petition include the applicant, and upon a formal application for party status, the town, abutting property owners, and any other party the Siting Council deems eligible due to potential for harm. The Siting Council may or may not hold a public hearing. This is at their discretion and is based on written arguments of potential harm caused by the proposed facility.

If the Siting Council sets a public hearing, all persons who do not hold the status of party or intervenor, are able to either speak at the public comment portion of a hearing or submit written comments to the Siting Council.

Individuals have until Wednesday, December 13, 2023 to submit public comments and formal requests for a public hearing. Town staff plans to submit a request for a public hearing.

Public comments, formal requests for a public hearing, and formal requests for party and intervenor status can be sent to the Connecticut Siting Council, 10 Franklin Square, New Britain, CT 06051 or emailed to Siting.Council@ct.gov.

Please visit www.townofwindsorct.com for more information including a link to the CT Siting Council Petition containing all information regarding this proposed development and the request forms for party or intervenor status.

Winter Parking Rules

From November 15th to April 15th of each year, there is no parking on Windsor streets between the hours of 1:00 AM and 6:00 AM.

Also, there is no parking on any street during a snow or ice storm that has been in progress for 1 hour or more. Residents are asked to not leave their vehicles on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

Please remember to clear sidewalks (and fire hydrants if there is one abutting your property) within 12 hours after a storm in accordance with our code of ordinances.

Torchlight Parade and Carol Sing Along

Come join First Town Downtown and the Windsor Volunteer Fire Department in the Windsor Center on December 2, 2023 for an evening of holiday festivities at the annual Carol Sing and Torchlight Parade. The Carol Sing starts at the Town Hall portico at 6:00 PM and then at 6:30 PM festively decorated fire trucks and other parade participants proceed north on Broad Street from Capen Street to the town center.

Traffic detours will be set up as Broad Street and several side streets will be closed.

For more information, call 860-247-8982 or go to www.firsttowndowntown.org

Aging in Place Safely Grant

A new grant called the "Aging in Place Safely" offers up to \$5,000 for qualifying Windsor seniors to assist with small housing repairs and upgrades. It is sponsored by the State of CT Aging and Disability Services and the Minority Construction Council.

This is an income based program for senior homeowners 65 years or older. Application period runs through December 8th. Single member households may qualify if their annual income is \$39,761 or less; a two member household qualifies if their income is \$51,996 or less.

Those interested can contact the Minority Construction Council at 860-882-0675 or visit <https://mcc.ecenterdirect.com/?home=19> to complete an application. Our Senior Center also has program information and can be contacted at 860-285-1992.

Councilor Pelkey stated you can use the lookup online tool for revaluation and see what your house is valued at. He said if someone does look up their property (who had not made any improvements to their house) and they see a 70% increase or greater valuation, what do we tell them. He's struggling with what to say to others that might come to him about the increase in valuation. Is there anything the Council can suggest to their neighbors who may be seeing rather large numbers? Town Manager Souza said the percent increases are rather large. That is based upon the sales that have occurred from October 2022 – October 2023. We created a map of the sales so people could see what other houses/buildings have sold for. That's one way to put into context what is happening

in Windsor. The marketplace across the country has exploded in terms of values. He suggested that individuals avail themselves of the online tools and the informal hearings in December. He explained the process of valuation to the Town Council.

Councilor Pelkey asked if there is anything we can do to make sure that if this solar farm gets approved and goes through, that we can encourage the construction of the noise to be as far from residents as possible? Town Manager Souza said as he understands it the town has the opportunity to make those comments/suggestions at various stages throughout the Siting Council's' process. This is one of the issues we'll be looking into along with others.

Councilor Smith commented on the Senior Age in Place grant. You need a scope of work and income information when applying. What they did in Bloomfield is they had informational sessions to help those fill out their applications. Is that something that we can do as well? Town Manager Souza said it could be done.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith - nothing to report.

Finance Committee – Councilor Naeem stated there will be a meeting in the coming weeks. She thanked the Town Manager and his staff for doing such a wonderful job of laying out the information about the not always easy to understand revaluation process. On the town's website, there is a box dedicated to revaluation. There will be more informational presentations in the coming new year. She asked that property owners do not assume and apply current mill rates to the numbers that you see. If you have any questions, feel free to talk to one of the Councilors or Town Manager Souza.

Health and Safety Committee – Councilor Armstrong - nothing to report.

Personnel Committee – Deputy Mayor Klase - nothing to report.

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

MOVED by Councilor Naeem, seconded by Councilor Pelkey 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.

Paul Norris, Director of Recreation and Leisure Services, and Marco Aglieco, Building and Facilities Manager, gave an overview of the project as follows:

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.

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.

Councilor Eleveld stated that he believes the American Rescue Funds need to be used up by FY 26 correct? Town Manager Souza said that was correct. For capital projects, they need to be committed by December of 2024 and then it's two years from that point to be able to expend that money.

Councilor Eleveld stated this will take care of the capital portion that the previous Council had allocated to capital projects? Town Manager Souza said that was correct.

Councilor Naeem stated for clarification, the American Rescue Funds have specific requirements in terms of what those funds can be used for beyond what the town has allocated. It cannot be used for certain types of infrastructure projects. Is that correct? Town Manager Souza responded that there are limitations. The US Treasury's final rules

allowed communities receiving less than \$10 million greater flexibility. There are a degree of restrictions but they are not as restrictive as they had been proposed.

Councilor Naeem said these funds cannot be used towards some of the needs that we have from a school infrastructure perspective, correct? Town Manager Souza stated that he believes we are able to use capital funds for those purposes. The Town Council had appropriated money to complete, in combination with the Board of Education, a project at John F Kennedy School for HVAC improvements.

Councilor Pelkey stated that he liked this plan. He asked what is the design for the diving boards at Welch Pool? Mr. Norris replied the diving boards will be removed.

Councilor Pelkey asked if there will be locker space or more deck furniture for this deck space. Mr. Norris responded they are in the process of creating a budget for Fiscal Year 25 that will include some deck benches and picnic tables at that location.

Councilor Pelkey asked about the splash pad. Is it going to be fenced separately like Goslee Pool? Mr. Norris said it will still be fenced in as we want to protect our enclosed toddlers so they don't wander off into the potential harm of the larger pool.

Councilor Pelkey asked what the purpose is for the lights. Mr. Norris said that he's not used them since he's been here.

Councilor Pelkey inquired about the time frame. Do we have plans for contingencies should something happen? Mr. Aglieco stated they are at the mercy of Mother Nature, however, the schedule has been stated in the documents that May 1st was the completion date. It was reinforced during the bid process and in bid review. It gives us a little window in case there is a delay. We can try to push them to get additional labor on. If need be, we have some money in contingency funds for that. There are some equipment concerns. We've indicated to them that if there is equipment specified with long lead times that we would look to find an equivalent for that as it could be found quicker. Mr. Norris added that they will also have available Goslee Pool and Veteran's Pool to take up any slack for any type of delay.

Mayor Black-Burke asked about potential delays. She asked Mr. Norris if they could be notified if a pool will not be open.

Mayor Black-Burke asked as far as the renovations that have happened, when will be the life span until the next one? Mr. Norris said at the current pools they have had those houses there since the late 60's. The only thing we've really done to them is good maintenance, good cleaning and many coats of paint. He said that we'll easily get another 30-40 years out of the facilities that we have. The major thing that we have done is that we have sheltered the filtration system. That will add a minimum of 15 years of life expectancy to that equipment. Regarding the liner at Welch Pool, that will be part of this project and we'll get 20 years out of that as well.

Mayor Black-Burke said she feels renovating Welch Pool is a great use of the American Rescue Funds.

Councilor Walker pointed out that it was first mentioned to bond this project. We looked at the fact that revaluation was coming down the road and that we use American Rescue funds for this project instead. He is in agreement with it.

Motion Passed 9-0-0

- 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 Improvements Project; and authorize the use of \$2,700,000 in American Rescue Funds and \$380,000 from the General Fund Unassigned Fund Balance

MOVED by Councilor Naeem, seconded by Councilor Pelkey 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.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to accept the resignation of William Pelkey from the Capital Improvements Committee and the Wilson/Deerfield Advisory Committee.

Motion Passed 8-0-1 (Councilor Pelkey abstained)

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of November 6, 2023 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to approve the minutes of the November 6, 2023 Regular meeting as presented.

Motion Passed 5-0-4 (Deputy Mayor Klase, Councilors Smith, Armstrong, and Pelkey abstained)

b) Minutes of the November 13, 2023 Special Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the minutes of the November 13, 2023 Special Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman to adjourn the meeting at 9:30 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary