



Council Agenda

Council Chambers
Windsor Town Hall
December 18, 2023



Zoom Instructions

Dialing in by Phone Only:

Please call: **646 558 8656** or **646 931 3860**

1. When prompted for participant or meeting ID enter: **812 9547 3266**
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

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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 – Mayor Black-Burke
3. PLEDGE OF ALLEGIANCE – Mayor Black-Burke
4. PROCLAMATIONS/AWARDS
 - a) Proclamation honoring Fred Miodowski for his civic engagement
 - b) Certificates of Achievement/Appreciation for fire prevention poster contest
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES



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10. ORDINANCES
 11. UNFINISHED BUSINESS
 12. NEW BUSINESS
 - a) *Approve acceptance of State of Connecticut grant to support cost of early voting (Town Manager)
 - b) *Approve Fiscal Year 2025 Budget Parameters (Councilor Naeem)
 - c) *Approve Fiscal Year 2025 Budget Calendar (Councilor Naeem)
 - d) *Approve Fiscal Year 2025 Budget Format (Councilor Naeem)
 - e) *Approve Town Council meeting dates for calendar year 2024 and January 2025 (Town Manager)
 - f) *Approve 2024 schedule of Board/Commission Annual Reports to the Town Council (Town Manager)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the December 4, 2023 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT

★Back-up included

Proclamation

Honoring Fred Miodowski

WHEREAS, Fred Miodowski has been an esteemed resident of the Town of Windsor for 36 years, sharing the journey with his wife Donna; and,

WHEREAS, Fred's commitment extends beyond personal pursuits as he actively engages with numerous organizations. A dedicated 27 year (life member) of the Connecticut First Company governor's Foot Guard in Hartford, Fred has also served in the State Guard Reserve for the Military Funeral Honors program for 25 years. Additionally, he has lent his support to the American Legion Honor Guard; and,

WHEREAS, As a proud member of Bugles Across America, Fred had the honor of participating in ceremonies during the visit of the Vietnam Veterans Rolling Wall to Windsor. His involvement also extends to Wreaths Across America, where he pays tribute to veterans from all wars at the Windsor Veteran's Cemetery; and,

WHEREAS, Using his skills as a trumpet player, Fred contributes significantly to the community with his unwavering commitment of helping to ensure that Taps is played for veterans at their memorial services. Remarkably, Fred has performed this solemn duty at over 4,000 military funerals to date; and,

WHEREAS, Embodying the spirit of remembrance, Fred lives by the motto, "We will never forget."

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF WINDSOR THAT:

Fred Miodowski be recognized and commended for his outstanding contributions to the Windsor community. His dedication goes above and beyond, helping to ensure that departed war veterans are remembered and honored through the rendition of Taps at their memorial services.



A handwritten signature in black ink, appearing to read 'Nuchette Black-Burke', written over a horizontal line.


Nuchette Black-Burke
Mayor of Windsor
December 18, 2023

Agenda Item Summary

Date: December 18, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Anna Posniak, Town Clerk
Anita Mips, Registrar of Voters
Victoria Virgo-Christie, Registrar of Voters

Reviewed By: Peter Souza, Town Manager 

Subject: Secretary of the State Early Voting Grant

Background

In January, the Secretary of the State's office will distribute grants to each municipality for costs related to implementing and administering early voting for the first time in Connecticut. Voters will have the ability to vote an early ballot beginning with the 2024 Presidential Preference Primary.

Town Council is asked to approve accepting the grant and authorize the expenditure of funds.

Discussion/Analysis

The Town of Windsor will receive \$10,500. These monies will be used to offset the costs associated with early voting such as labor and training costs, printing of ballot costs, polling location related expenses, voter education or equipment and supplies. All grant funds need to be expended by December 31, 2024 with a one-time extension upon approval of the Secretary of the State's office. The Town Clerk will oversee the grant application and subsequent reporting requirements.

Below is a table showing early voting time periods by type of election. Early voting is not permitted for local stand alone referendum questions or budget referendums.

Overview of Early Voting Requirements

Overview of Early Voting Requirements Requirement	General Election	Primary	Presidential Preference Primary	Special Election
Start of Early Voting Period	15 days before	8 days before	5 days before	5 days before
End of Early Voting Period	2 days before	2 days before	2 days before	2 days before
Duration of Early Voting	14 days	7 days	4 days	4 days

Financial Impact

There is no local funding match required for the grant. These funds will be placed in a segregated special revenue account and are planned to be utilized for implementing early voting for the Presidential Preference Primary (April 2nd), State Primary (August 13th) and the Presidential Election (November 5).

The estimated cost of implementing early voting is difficult to project at this time as additional guidelines are expected to be released within several weeks by the Secretary of State's Office. As we work with the Registrar of Voters in the coming 30 to 60 days to develop an implementation plan, a cost estimate will be developed and refined. The town's FY 24 adopted budget includes an allocation of \$4,000 in anticipation of the State approving early voting.

Other Board Action

None

Recommendations

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

“MOVE to accept the Connecticut Secretary of the State's Early Voting grant and authorize the expenditure of grant funds.”

Attachments


None

Agenda Item Summary

Date: December 18, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Preliminary Budget Assumptions and Parameters for FY 2025

Background

As part of the annual budget process, the Town Council provides staff with a set of budget guidelines and parameters to be used in preparing the annual operating budget. As we proceed through the budget process, these preliminary projections for revenues and expenditures will be refined as new information is gathered.

Discussion/Analysis

Attached are suggested revenue, expenditure and service delivery guidelines and parameters for FY 25. These parameters set the stage for developing a proposed budget that will attempt to maintain current levels of service, identify resources to address unmet and emerging service delivery needs, as well as continuing multi-year investments in programs such as open space preservation, debt and asset management, infrastructure improvements and funding for other post-employment benefits.

Results of property revaluation will be a primary factor to consider in preparing the proposed budget over the coming months. At this point, it is projected that with property appreciation due to State-mandated revaluation and economic development growth, the net taxable grand list will increase approximately \$926 million or 26%. The category of single family residential is increasing over 50% and condominiums/planned communities are increasing over 42%, while the commercial/industrial property category is expected to see an increase of 7% overall. Appreciation in the commercial/industrial property category is being negatively impacted due to large decreases in office building values. Please note the October 1, 2023 Grand List will not be formally completed until January 31, 2024.

Non-property tax revenue categories comprise approximately 16% of the current budget and include such items as State aid, interest earnings, cell tower lease revenue, building permits and other various fees. As in years past, it can be a challenge to forecast non-tax revenues at this early stage in the budget process as a number of factors influence these revenue sources. One uncertainty is the level of municipal state aid we anticipate to receive. We will not know these amounts until Governor Lamont's proposed budget is introduced in February.

Building permit fees, real estate conveyance fees and land recording fees are projected to be similar to what was budgeted from these sources for FY 24. We anticipate improved interest earnings as compared to FY 24 budgeted levels in FY 24 and heading into FY 25. Please note this assumption may change as there is the possibility of downward pressure on interest rates moving forward.

On the expenditure side, our assumptions and projections related to individual expenditure categories will become more firm over the coming months as we compile new data from our vendors, consultants and cooperative purchasing coalitions. We are currently projecting increases in health insurance costs of approximately 18%. This increase is largely driven by past claim trends as well as growing costs for specialty prescription drugs. We are forecasting the utility expense category to increase by approximately 14%. Retirement costs are expected to increase approximately 3%. The budgeted unit price for gasoline and diesel fuel are projected to increase modestly. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to increase by approximately 1%.

The guidelines and parameters acknowledge the impacts of property revaluation and include direction to present a budget that attempts to maintain current levels of service as well as identifies needed resources to address unmet and emerging service delivery needs. Also included is direction to continue the multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, parks and aquatic facilities.

Lastly, in FY 2021 the Town Council approved a resolution directing staff to present a proposed budget reflecting no use of Opening Cash. Opening Cash is the use of General Fund reserves as a revenue source, and is included in the budget as a way to decrease or mitigate the mill rate for a given fiscal year. The adopted FY 24 budget did not include the use of Opening Cash. Please note the Town Council during the budget review process has the ability to budget the use of Opening Cash.

Other Board Action

The Finance Committee met on December 13, 2023 and recommended that the Town Council approve the attached FY 25 budget assumptions and parameters.

Recommendations

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

“MOVE that the attached FY 25 budget assumptions and parameters be approved as presented.”

Attachments

Proposed FY 25 Budget Assumptions & Parameters

Fiscal Year 2025 Budget Assumptions and Parameters

Revenues

Overall State Aid projections will be consistent with FY 24 adopted levels, and adjusted as based on the Governor's budget which will be released in early February.

Building permits, conveyance fees and land recordings are projected to remain level with FY 24 adopted budget amounts.

Interest earnings are anticipated to remain favorable for FY 25. We are estimating a blended rate of return for FY 25 of approximately 3.5%.

No opening cash will be included as part of the Town Manager's proposed budget, as per the Town Council's June 2021 direction. Alternative scenarios utilizing cash reserves will be presented for consideration.

Expenditures

Employee and retiree insurance benefit self-insured claims and premiums (health, prescriptions, dental, life and disability) are projected to increase approximately 18% (\$690,000).

Town contributions to defined benefit and defined contribution retirement plans are forecasted to increase approximately 3.0% (\$165,000).

Transfer payment to Great Pond Improvement District is expected to increase 120% due to the completion of new private developments and resulting Grand List growth (\$760,000).

Budgeted costs for utilities (electricity, natural gas, water) are forecasted to increase 14% (\$240,000).

Budgeted per gallon costs for gasoline and diesel are expected to increase 3.5% (\$14,000).

MDC sewer ad valorem is expected to increase 1.0% (\$47,000).

General Fund appropriation for debt service is a planned increase of 3% (\$250,000).

Capital spending is forecasted to decrease 19% (-\$680,700). This is related to the Town Council funding a *Community Investment Initiative* program for FY 24.

No increase in the appropriation for Other Post-Employment Benefits (OPEB), which is budgeted at \$800,000 in the FY 24 budget.

*** % increases and dollar estimates are preliminary projections. They are subject to change as budget process proceeds*

Continue contribution to the Caring Connection (FY 24 adopted budget \$100,000).

Provide continued financial support to Windsor EMS reflecting an estimated 3% increase (\$20,000).

Service Delivery

In recognition of property revaluation impacts, present a budget that attempts to maintain current levels of service as well as identifies needed resources to address unmet and emerging service delivery needs (e.g., traffic enforcement, workforce development / succession planning, senior transportation, infrastructure maintenance, cyber security, affordable senior and workforce housing). Continue multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, and park facilities.


*** % increases and dollar estimates are preliminary projections. They are subject to change as budget process proceeds*

Agenda Item Summary

Date: December 18, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2025 Budget Calendar

Background

The attached budget calendar outlines the process for submittal, review and adoption of the annual operating budget.

Discussion/Analysis

The proposed budget calendar is generally consistent with previous budget calendars and calls for a public hearing to be held on Monday, February 5, 2024 to hear budget requests and comments. The proposed budget is planned to be distributed to the Town Council on Wednesday, March 27, 2024. On Monday, April 1, 2024 a public hearing will be held prior to the Council's regularly scheduled meeting.

The Finance Committee reviewed the draft calendar and recommends the following adjustments:

- Add a budget review session the week of April 8th to reduce the number of departments to review on April 15th with the understanding the BOE follow-up session (if needed) would be on April 15th. Town staff recommends a meeting date of April 8th at 6:30 PM.
- Move the Monday, April 22nd meeting to Tuesday, April 23rd so to not conflict with the first night of Passover. The April 23rd meeting would be to hear public comment and preliminary deliberations.

Budget adoption is proposed for Wednesday, April 24, 2024. As in years past, the formal setting of the referendum date is established when the Town Council adopts the budget. The recommended date for the Adjourned Town Meeting (referendum) is traditionally the second Tuesday of May, which would be Tuesday, May 14, 2024.

The schedule incorporates dates related to Public Act #13-60. This act requires the Town Council to make recommendations and suggestions to the local Board of Education regarding the consolidation of non-educational services within 10 days of the Board of Education submitting its budget information.

Dates for budget information meetings hosted by the Town Manager and staff have been scheduled for Thursday, February 15, 2024 and Thursday, March 28, 2024. These informal meetings provide residents an opportunity for discussion of the budget process, overall revenue outlook, as well as various fiscal and service delivery topics.

Community budget forums sponsored by the League of Women Voters and Windsor CT Votes have traditionally been held in various locations after the Council has approved the budget and before the referendum. Dates for these forums will be established in the April time frame.

Financial Impact

None

Other Board Action

The Finance Committee met on December 13, 2023 and recommended approval of the FY 2025 Budget Calendar that reflects adding a meeting during the week of April 8th and a meeting on Tuesday April 23rd versus April 22nd so to not conflict with the first night of Passover.

Recommendations

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

“MOVE that the attached FY 2025 Budget Calendar be approved as presented.”

Attachments

Proposed FY 2025 Budget Calendar

TOWN OF WINDSOR
FY 2025
BUDGET CALENDAR

DATE	DAY	STEP
February 5, 2024	Monday	Public Hearing by Town Council to hear budget requests from citizens
February 15, 2024	Thursday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
February 16, 2024	Friday	Board of Education to submit to Town Council information regarding Public Act 13-60 (<i>tentative date</i>)
March 4, 2024	Monday	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 11, 2024	Monday <i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 11, 2024	Monday	Finance Committee Meeting (<i>tentative date</i>)
March 27, 2024	Wednesday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget)
March 28, 2024	Thursday	Informational meeting on Proposed Budget (<i>hosted by staff</i>)
April 1, 2024	Monday	Town Manager's Presentation of FY 25 Proposed Budget Public Hearing re: public opinion regarding budget as proposed by Town Manager Regular Town Council meeting
April 3, 2024	Wednesday	Board of Education, Revenues, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund
April 8, 2024	Monday	Library Services, Health Services, Police Department, Ambulance Services, Fire and Rescue Services
April 15, 2024	Monday	Board of Education, Information Services, Human Services, Recreation & Leisure Services, Child and Adult Day Care Enterprise Funds
April 17, 2024	Wednesday	Development Services, Community Development, Administrative Services, General Government, General Services/Capital Spending, Insurance Internal Service Fund, Town Support for Education
4/22/2024 April 23, 2024	Monday Tuesday	Public Comment, Preliminary Deliberations (<i>tentative and may be combined with Final Deliberations</i>)
April 24, 2024	Wednesday	Public Comment, Town Council final deliberations and vote (<i>tentative and may be combined with Preliminary Deliberations</i>)
May 14, 2024	Tuesday	Recommended date for Adjourned Town Meeting (<i>referendum</i>)
May 20, 2024	Monday	Regular Town Council Meeting; Town Council sets tax rate
June 21, 2024	Friday	Tax bill mailing completed
June 30, 2024	Sunday	End of current fiscal year


Note: Windsor School Vacation Week 4/08 – 4/12
Passover (begins at sundown on 4/22/24)

Agenda Item Summary

Date: December 18, 2023

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2025 Budget Format

Background

The *Town Charter* requires that should the Town Council desire any changes to the budget format that these changes need be adopted by January 15th.

Discussion/Analysis

Finance staff is not proposing any changes to the budget format for FY 25. As was done for the FY 24 budget, we will be presenting American Rescue Funds (ARF) grant revenues and expenditures in the applicable department budgets of the FY 25 budget to reflect initiatives that have been approved by the Town Council, as well as the associated information on the special revenue page for American Rescue Funds.

Financial Discussion

None

Other Board Action

The Finance Committee met on December 13, 2023 and recommended that the Town Council approve that the FY 25 budget format remain the same as FY 24.

Recommendation

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

“MOVE that the FY 25 budget format remain the same as FY 24.”

Attachments

None

Proposed 2024-2025 Town Council Meeting Schedule

The following chart contains the proposed dates for regular Town Council meetings for the 2024 calendar year and for January 2025. All meetings will be held in the **Town Council Chambers** at the Town Hall or via zoom, will commence at **7:30 P.M.**, will be televised on the *Windsor Government Television* and will be available via video streaming on the town's website.

Day	Date
Tuesday	January 2, 2024 (January 1 - New Year's)
Tuesday	January 16, 2024 (January 15 - Martin Luther King Day)
Monday	February 5, 2024
Tuesday	February 20, 2024 (February 19 - President's Day)
Monday	March 4, 2024
Monday	March 18, 2024
Monday	• April 1, 2024
Monday	May 6, 2024
Monday	May 20, 2024
Monday	June 3, 2024
Monday	June 17, 2024
Monday	• July 1, 2024
Monday	• August 5, 2024
Tuesday	September 3, 2024 (September 2 - Labor Day)
Monday	September 16, 2024
Monday	October 7, 2024
Monday	October 21, 2024
Monday	November 4, 2024
Monday	November 18, 2024
Monday	December 2, 2024
Monday	December 16, 2024
Monday	January 6, 2025
Tuesday	January 21, 2025 (January 20 - Martin Luther King Day Observed)

- April, July, and August -- only one regular Council meeting is scheduled.

MEMORANDUM

Date: December 18, 2023
 To: Honorable Mayor and Members of the Town Council
 From: Peter Souza, Town Manager
 Re: Proposed 2024 Schedule of Board/Commission Annual Reports to the Town Council

The following chart contains the proposed dates for Board and Commission annual reports at regular Town Council meetings for the 2024 calendar year.

Date of Council Meeting	Board/Commission
Tuesday, January 16, 2024	Metropolitan District Commission (January 15 - Martin Luther King Day)
Monday, March 4, 2024	Board of Ethics
Monday, March 18, 2024	Commission on Aging & Persons with Disabilities Metropolitan District Commission
Monday, April 1, 2024	Conservation Commission
Monday, May 6, 2024	Economic Development Commission Board of Assessment Appeals
Monday, May 20, 2024	Fair Rent Commission
Monday, June 3, 2024	Historic District Commission
Monday, June 17, 2024	Housing Code Board of Appeals
Monday, July 1, 2024	Human Relations Commission Metropolitan District Commission
Monday, August 5, 2024	Inland Wetlands & Watercourses Commission
Tuesday, September 3, 2024	Arts Commission Insurance Commission (September 2 - Labor Day)
Monday, September 16, 2024	Library Advisory Board
Monday, October 7, 2024	Town Planning & Zoning Commission
Monday, October 21, 2024	Wilson/Deerfield Advisory Committee Metropolitan District Commission
Monday, November 4, 2024	Youth Commission Windsor Housing Authority
Monday, November 18, 2024	Zoning Board of Appeals



Town Council
Resignations/Appointments/Reappointments
December 18, 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
December 4, 2023
Regular Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

REVISED

1) CALL TO ORDER

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

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

Absent: Deputy Mayor Darleen Klase

2) PRAYER OR REFLECTION

Councilor Armstrong led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Armstrong led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

Shelly Pike, 32 Midian Avenue, stated that her house has been completely destroyed due to an illegal roof permit that was given to her neighbor from the Building Department. She continued to speak on how her house has been impacted by the illegal roof permit that was given to her neighbor.

Mayor Black-Burke recessed and adjourned the meeting at 7:43 p.m.

Mayor Black-Burke reconvened the meeting at 8:10 p.m.

Nicole Archer Hardy, 115 Pierce Boulevard, stated that she has a kindergartner that attends Oliver Ellsworth School. She spoke of receiving a weekly update on the remediation efforts and humidity levels within the school. She'd like the Council to go forward with the items on tonight's agenda. She is hoping the town is helping with the

expenses involved in this effort and that the Oliver Ellsworth budget does not get impacted nor does it cause dismissal of staff that are needed at the school. She'd be disappointed if we are impacting how Oliver Ellsworth is functioning because we now had to make sure that the school is safe.

Diane Lehan, 29 Early Dawn Circle, stated she received a letter regarding revaluation for her home. She googled the effect of solar farms on property values. Her home is right across the street from the proposed farm. The recommended safe distance from a solar farm is 1.2 miles. She quoted some information she found on google which stated there is a 7% property value decline when there is a solar farm near your house. Houses within ½ mile of a solar farm have a resale value on average from 1.5%-2.3% less than houses a little bit away. She is against the solar farm being installed on the property on River Street.

Daniel Brewer, 93 Sunrise Circle, said some concerns he has for the solar farm being installed include the noise level and the panels having been known to leak arsenic and chemicals into the environment. Strawberry Hills abuts protective wetlands which could be effected. He continued to explain what harm the solar farm will do the environment and he is opposed to the solar farm being built.

Joel Herman, 107 Rood Avenue, stated he is concerned about the revaluation and is not sure if it will spike the taxes, but it seems irresponsible to send out property revaluations without stating how the taxes will be effected. His property was 76% higher. He had a hearing with the town today and he doesn't feel that he got anywhere with them. He is curious as to who paid for this revaluation and how they were paid. He submitted a Freedom of Information request to find that out.

Paul Panos, 48 Brookview Road, addressed the Oliver Ellsworth school project for the HVAC system. He finds what is missing in all the materials is what the problem is with the current system. He feels the heat pump option will be expensive whereas the chilled water avenue would be a better route. Again, there is still something lacking in the investigation.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem thanked everyone that came out to speak. The Torchlight Parade was great. There were a couple of vendor fairs happening that she couldn't attend but a few councilors did attend. It was wonderful to see all the small businesses we have here in Windsor. She encouraged everyone to keep supporting them by visiting them to take some items off your holiday list. Revaluation happens every five years and is mandated. Property values have not only gone up in Windsor but around the State as well. If you are seeing a 50%, 60%, or 70% increase in your property value, it doesn't mean that is what the increases in tax will be. We'll be working hard along with the Town Manager

and staff to figure out what we have to work with in this coming budget year over the next coming months.

Councilor Armstrong encouraged everyone to use the resources that are available at the Town of Windsor. She attended the CCM conference as well and it was an enlightening experience. They were all engaged. She attended one session entitled, "Lions, Tigers and Bears." It was a diversity session. She was seated at a table of four. There was a young man that she had conversations with. He was very reserved when he first was at the table and then he began to open up towards the end of their time together and gave great solutions. The woman presenting the session asked if anyone would like to say anything. The room was quiet except for the young man who said he was glad to be at a table of people who are open-minded and would listen to what he had to say. Although as town councilors we sit on opposite sides of the table, we are still open-minded, here to listen and hopefully have solutions as we invite the community in large to reach out to us.

Councilor Walker asked everyone to remember to support the small businesses. It's good to hear from our constituents and we can agree to disagree. He'd like those that come up to speak, to speak with civility. Property values have increased which is good. The piece that people don't like is the effect on taxes. We will still maintain a AAA bond rating.

Councilor Pelkey had an opportunity to be at the Torchlight Parade and it was wonderful. He encouraged everyone to make use of the sessions that are being offered for revaluations to get a better understanding of what that entails. You can go on the town's website to see how to sign up for them. The Hayden Station Fire Department is having their vendor fair this coming weekend. You can get some great gifts from there. We have some open positions on the boards and commissions and for volunteer firefighters. You can contact the Town Manager's office or town staff and they will get you connected with the appropriate personnel.

Councilor Gluck Hoffman said there were many wonderful events happening in town this weekend. On December 10th, the Windsor Junior Women's Club will be holding a fill the firetruck at Poqunock. She encouraged everyone to stop by. The EMS and Police Department go above and beyond on a daily basis and she just wanted to thank them for all they do.

Councilor Eleveld said it is that time of the year. Programs are available for those that are less fortunate. Project Santa comes to mind as one of them. During this time it would be wonderful for residents to give if they are able to do so.

Deputy Mayor Klase - absent

Councilor Smith welcomed everyone attending the meeting. He attended CCM last week and while at the conference he attended some workshops. He was able to get some great insights from how other municipalities are and have been addressing vacant space and creating viable downtowns. The other workshops were very informative as well. Windsor does have a free food scrap drop off program and he encouraged others to use it. There is a program with a deadline of December 8th that is in Bloomfield, Windsor, East Hartford, and West Hartford. These towns have been awarded funding from the State of CT Dept. of Aging for a program 'Aging in Place Safely' grant. This grant provides up to \$5,000 for seniors 65 or older for home repairs. The application is available online or it can be picked up at designated resource centers. The intake session will be held on December 5th. That session explains how to fill out the application. It will be held in Bloomfield at Senior Services at 333 Park Avenue, Bloomfield. He encouraged all that are 65 and older and interested to apply for this grant.

Mayor Black-Burke stated this past week in Windsor there were a lot of events happening. She attended the pop up shop. It was an excellent turn out. We have some difficult pieces ahead of us such as revaluation and the solar farm. She believes as a community we can get through those hurdles if we take the time to do it together with civility and being understanding of what the varying opinion might be. She gave kudos to town staff. She gave a shout out to First Town Downtown. The Windsor High School marching band was great as well.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Leonard Lockhart, Board of Education, gave the following report:

- The Windsor Board of Education is excited to announce that they have been recognized by the CT Association of Boards of Education (CABE) as a Board of Distinction for the fourth time in a row. Most of the board members were able to attend the CABE Convention on November 17 and 18. The board also received the Bonnie B. Carney Award of Excellence for Educational Communications. This year, the board members and central office staff had the honor to watch our own Leonard Lockhart elected as the new president of CABE. Congratulations, Leonard!
- The next regular meeting is Tuesday, December 19, 2023 at 7:00 PM in the LPW Board Room. Prior to the regular meeting, the Board will hold a public forum at 6:30 PM on the budget process. The public forum is limited to 7:00 PM. The meetings will be held via Zoom and in person in the LPW Board Room. The agendas will be posted on the district website.
- At the November 21, 2023 Board of Education regular meeting, six students from Sage Park Middle School and Windsor High School received the CT Association of

Public School Superintendents (CAPSS) Student Leadership Awards. The CAPSS Student Leadership Award is given to three students at each school who show leadership to the school, academic prowess relative to ability, and service to others in the community. The goal of the award is to focus on students whose accomplishments and activities go beyond academic success and include serve and leadership, making them role models for other students. This year's recipients from SPMS are: Ricki Bravo for Academic Excellence, Chase Sinclair for Community Service, and Ella Kemp for Leadership. WHS student recipients are: Sophia Wilson for Academic Excellence, Ariana Prendergast for Community Service, and Kevin Quarshie for Leadership.

- Dr. Hill's next Coffee Talk will be on Tuesday, December 19, 2023 at 10:00 AM in the LPW Board Room. Please go to www.windsorct.org to RSVP for the event.
- Please remember to check our website, www.windsorct.org, for the most updated information, athletic schedules and academic calendar. Snow day information will be located on a banner on the website as soon as possible if inclement weather should affect the school day. In addition, the district will send out a communication about schools being closed, delayed or early dismissal through our notification system. Families should make sure their child's school has their most up-to-date contact information.
- The Board of Education would like to wish all our families, staff and community members the best of the holiday season. Schools will be closed for the holiday break from Monday, December 25, 2023 through Monday, January 1, 2024, returning to school on Tuesday, January 2, 2024. Offices will be closed on Monday, December 25, 2023 and Tuesday, December 26, 2023 as well as on Monday, January 1, 2024. Offices will reopen on Tuesday, January 2, 2024. Happy Holidays!

Mr. Lockhart stated the Board of Education is going to start embarking on a long range planning committee. One item they will be talking about is the 10 year plan for the buildings that house their staff and students. They will be working through the Board of Education and the Joint Town Council/Board of Education Committee on that effort. They will be attending the Public Building Commission meetings on a consistent basis moving forward. What they would like to do is to be a voice for the district to where they would like to see our school system in 10 years. He encouraged the Town Council to attend the Public Building Commission meetings as well. What the Town Council hears can be helpful for them to make some very educated decisions on how they move forth and invest in their infrastructure.

Councilor Walker asked about the school bus issues and not picking up the kids on time. Parents are still complaining. Mr. Lockhart said it is being addressed aggressively by the Board of Education. It has been addressed through the Superintendent's office as well. They did have DATCO in front of them at a meeting and it was a contentious meeting and

humbling meeting for the vendor. We made it clear we had a conversation with them a year ago and again another year after that. It is being aggressively addressed.

Councilor Armstrong said that her great grand daughter attends Sage Park school and she is pleased that when the buses are late she receives a text. That is a big help to her and she thinks to others as well. She commended the Board of Education on doing that.

Councilor Gluck Hoffman asked that Mr. Lockhart state the website where individuals can get all the information on signing up for texts. He said it is www.windsorct.org.

b) Windsor Housing Authority

Carol Engelmann, Chair of Windsor Housing Authority, and Maria Demarco, President at DeMarco Management Corp., stated the following:

- To date, for the 2023 year, no property has been sold, leased, or transferred. All property continues to be utilized for low- or moderate-income rental housing.
- No new construction projects have been being undertaken by the Housing Authority.
- No additional projects have been undertaken for which funding was requested or secured from sources other than reserves and/or rental income, however multiple grants have been requested for Fitch Court and Shad Run.
- The following grants have been approved. Please note, we anticipate that these amounts will be the least amount awarded and final numbers will be based on the final contractor costs.

○ CBDG & CHFA (Shad Run Terrace & Shad Run Terrace Ext.	\$6,000,000
○ Fitch Court	\$2,000,000
○ Tenant Services Grant (Applauding Grant Funding) For resident activities/services	<u>\$10,000</u>
○ Total Grant Dollars Awarded	\$8,010,000

Property Conditions

Fitch Court Apartments – Fully occupied, unit/property conditions are above average industry average. Currently experiencing roof issues which are scheduled to begin repair in Spring of 2024. GRANT Awarded.

Millbrook Village Apartments - 2018-2019 Full renovation completed for Millbrook.

Shad Run Terrace/Shad Run Extension Apartments –Current units are being individually updated at the time of vacancy. One-bedroom Units built in the 1960's, unit need interior rehabilitation/modernization exterior, roofing, sidewalks, and driveways need upgrades as well. GRANT Awarded.

Councilor Walker said the presentation was refreshing and it answered his question about the vacancies at the Windsor Housing Authority along with how the audit is coming along.

He gave accolades to Steve McKay and he feels he is at the right spot as Treasurer at the Housing Authority.

Councilor Pelkey stated the change is noticeable and he is happy to know as a citizen his fellow neighbors are being taken care of and are happy about their town. He commended all of them on the job they are doing. He asked what do they feel is their primary challenge? Ms. Demarco stated it is the condition of the buildings at this time. She said they are working on that right now and know they have a ways to go and would like to modernize as well. The units are small. We can use more handicapped accessible units and we are looking at opportunities to do that.

Councilor Smith asked about Fitch Court and Shad Run. Regarding Fitch Court, you received a grant for \$500,000 for roof repairs to start in the spring of 2024. Has the project gone out to bid? If not, when it goes out to bid will you make an effort to solicit Section 3 business contractors? Ms. Darlene West, Windsor Housing Authority, responded they are in the process of putting the bid together. It should be done within the next 2-3 weeks. We are not going to close the door on sending out those bids and will be making them available to all qualified contractors.

Councilor Smith asked about Shad Run. What is the funding source and how much is the potential grant? Ms. Demarco stated the town applied on behalf of the Windsor Housing Authority. They are a sub recipient. The grant they applied for is a CDBG grant and it has to go through the town and it was for a total of \$2 million. They will probably seek to enhance the funds to do all the renovations they need. That would include interior and exterior renovations and handicapped accessibility.

Councilor Smith said he understands \$2 million has been applied for through the CDGB program. Are you saying you will increase the scope of work because there is a potential for an extra \$1 million through the state. Do you know what program that will be? Ms. Demarco stated it is called the SSHP (State Sponsored Housing Program) grant as Shad Run is a state run program.

Councilor Smith asked what they will be doing with the \$1 million? Ms. Demarco stated that she's not sure that it will be \$1 million. Ms. West said that they've done a complete assessment for everything which includes roofs, windows, solar, the driveways and interior renovations which comes to about \$6 million.

Mayor Black-Burke said the report the councilors received this evening from the Windsor Housing Authority should be placed everywhere. It is great work. She applauded the Windsor Housing Authority for all their work. Discussion ensued about where the information could be disseminated.

Councilor Eleveld said there was a comment made that you are looking at \$6 million. I see that you have two pending grants with CDBG and you have a CHFA supporting

housing grant. Is the \$6 million you're referring to expected to come from the two grant applications. Ms. Demarco said that it was.

c) Wilson/Deerfield Advisory Committee

Alvin Bingham, Wilson/Deerfield Advisory Committee, and Mr. Charles Jackson, Wilson/Deerfield Advisory Committee, gave the following report:

WDAC has met with town staff from different departments to discuss topics including 1) Safety and neighborhood watch support with the Police Department; 2) Public space maintenance efforts with the Engineering Department; 3) Delivery of emergency services with the Town Manager's office and Police Department (as well as the local EMS); and 4) Development updates in the neighborhoods with Community and Economic Development staff including the proposed Wilson Park and plans for Riverfront Recapture land and trail network. Through these discussions the committee has learned about town initiatives, different services and their internal procedures. They have also shared their concerns and visions for their neighborhood.

WDAC has also continued to engage with external community organizations. In July the Committee met with *The Collective Space* and learned about the business. As a result, the committee recommended to the Town Council the use of Rescue Funds money to support this startup. In September, committee members toured CREC's Roger Wolcott Early Childhood Center, learning the organization's vision, and programmatic and development plans for the building.

During this reporting period, WDAC also took an active role in improving the community. A beautification sub-committee was formed, and, since its inception, has been working tirelessly to beautify the neighborhood and to form an inclusive community to support these efforts. Some of the initiatives, consequent results of this subcommittee include:

- Conducted an online and paper survey in Wilson to determine the community's interest to pursue beautification efforts and to gather input on beautification ideas.
- Collaborated with town staff to purchase and determine the placement of large planters (similar to those in Town Center). As a result, planters have been purchased and recently placed on Windsor Ave.
- Collaborated with CREC to securing funds from the town's *Community and Neighborhood Enhancement Program* to support with the beautification of its newly acquired building on East Wolcott Street. As a result, funds were secured and a community planting event took place in early October.
- Engaged with neighborhood small businesses to gather interest on beautifying their properties. As a result, WDAC is developing a matching initiative to provide planters to neighborhood businesses ideally in the Spring of 2024.

Additionally, the subcommittee, led the planning efforts of the yearly Wilson Earth Day Cleanup Event. This event was a success and drew volunteers that ranged from young families, to youth, to seniors.

Councilor Smith asked about the commuter parking lot and if that is under town control. Mr. Bingham stated that the commuter lot used to be state-owned. It was sold to Windsor Federal Bank and they leased it back to the town. The town's agreement is that they maintain the lot. Mr. Bingham said they met with Windsor Federal and they approved the signs so the Police wouldn't have that excuse where they could not ticket people. The town put these signs up and still does not enforce the lot.

Councilor Eleveld said some of the pictures that were handed out to the council are of vehicles on the street. Is that in relations to the no overnight parking? Mr. Bingham said yes. Councilor Eleveld asked when the pictures were taken. Mr. Bingham said between 11:00 PM and 5:00 AM. Councilor Eleveld asked if it was possible or have you checked with Windsor Federal if they have problems with tickets being given as far as you know? Mr. Bingham said that they met with them and that is how they agreed that the signs could be placed in the town and be enforced.

Mr. Jackson said that truckers will find a spot in town and just leave their truck there for a day or two. This is not a petty issue. It is becoming a 'dumping ground'.

Councilor Armstrong asked which commuter parking lot they were talking about? Mr. Bingham said between Faneuil and Corey, across from the Wilson Pizza shop.

Councilor Pelkey said if there is anything he could do to help, he extended his services.

Councilor Pelkey said he is somewhat disappointed to the 'lack of care' of what residents want. He asked the Town Manager to communicate this to the Chief of Police. He's seen some of the same thing in his smaller neighborhood in Deerfield. He hopes this is something that can be addressed. He'd like to see the enforcement going on and he hopes that gets communicated as an expectation going forward.

Councilor Walker said the parking ban date has been moved to a shorter time where it will begin in December instead of November. Mr. Bingham stated the Police Chief wants to shorten the time of enforcement.

Councilor Walker was surprised that it was moved to December. He stated that he was wondering why there were cars on the street when they shouldn't be there. Whatever we are doing in the northern end of Windsor we need to do the same for those working in Wilson.

Mayor Black-Burke asked the Town Manager to clarify the ban. Town Manager Souza stated that historically, prior to the present police administration, we'd spend the first 3-4

weeks giving warnings to folks parking on the street. Unless there is an actual storm that occurs, those first 3-4 weeks officers are instructed to provide a warning. Then the next time that vehicle is there, they are instructed to be able to give a violation notice.

Mayor Black-Burke explained that the November 15th date is a grace period that is extended for the Wilson area. Town Manager Souza said it's for the entire town.

Mr. Bingham stated that he disagrees. He worked with former Police of Chief Searles. Those warnings went up in October and on November 15th the enforcement began.

Mr. Jackson said it seems to be self-managed by the officers. He spoke with several officers at The Bean and they have said they don't give out tickets until after New Year's or middle of December. There were four officers sitting at that table when that was said. Councilor Armstrong asked if there has ever been any history of towing. Mr. Bingham said he's asked that of the Police Department but the Police Chief will not ask how they cars were there and left. He read some questions that were given to the Police Chief that were not answered.

Councilor Naeem would like to get clarification on details of the parking ban. Town Manager Souza said there is a ban regardless if it snows or not.

Councilor Smith said that you have truckers that live in Windsor and it's super difficult to park in Windsor. The closest place is New Haven. Do you ever have truckers come up to you, your committee, saying that they are having difficulty trying to park their truck as there is not any of that kind of parking available.

Mayor Black-Burke interjected that the question Councilor Smith raises is a valid one but she's not sure if that is one for the Wilson/Deerfield Advisory Committee to address. Rather it should be the Town Council that addresses that and then communicates to the public that such a place does exist.

Mr. Bingham asked to answer Councilor Smith's question. He stated that there is commuter lot at Exit 35 over at Mount St. Benedict's Avenue. That commuter lot right after the cemetery going west to the left is where you can park your truck overnight.

8) TOWN MANAGER'S REPORT

Winter Wonderland at LP Wilson Community Center

Come enjoy the outdoor Winter Wonderland event at the L.P. Wilson Center on December 13, 2023 from 6:00 PM – 7:30 PM.

There will be holiday lights, trees and inflatables with Santa and his little helpers. Bring your own camera for a picture with Santa. Work on an arts & crafts project in Santa's Workshop.



Drive through on your own from December 11 to December 15 from 6:00 PM – 8:00 PM for a self-guided tour of the Holiday Joy Lights. Free. All ages are welcome to attend. If you have any questions please call at (860) 285-1990.

Senior Center Annual Holiday Party

The Windsor Senior Center will host its Annual Holiday Party this Wednesday, December 6th, from Noon to 2:00 PM. A holiday meal will be served. Entertainment will be provided and door prizes have been donated by Windsor businesses. Residents \$12 and non-Residents \$14. For more information call 860-285-1990.

Turkey Distribution

The annual Turkey Distribution was held on Thursday, November 16th. Both daytime and evening pick-up hours were offered for this drive-thru service. There were 270 households registered compared to 216 last year. Along with the social services staff and volunteers, the Youth Services Bureau offered community service hours for their *Youth in Action* students to assist. Senior Transportation offered rides for seniors to pick up, and 31 home deliveries were made to home-bound participants. The Windsor Food and Fuel Bank, (WFFB) provided a grocery gift card in the amount of \$30 to accompany each turkey.

Thanksgiving Meals for Home Bound Residents

In collaboration with the Windsor Police Department and the Salvation Army holiday program, a total of 37 meals were prepared and delivered to our seniors who were either homebound, disabled, or isolated for the holidays and in need of a meal.

Socktober

Social Services Windsor CARES socktober collection has concluded. CARES collected 3,180 pairs of new winter socks to be distributed this holiday season to those in need. The department thanks everyone who has assisted in making this possible.

CCM Municipal Excellence Award

On Tuesday, November 28, staff from our Town Clerk's Office, IT Department, Town Manager's Office, and Public Relations Department proudly accepted CCM's Municipal Excellence Award at the Connecticut Conference of Municipalities annual conference. The Town of Windsor was recognized for the WinWag Photo Contest that reminds residents June is dog licensing month. Our multi-disciplined team made significant improvements to the photo contest that increased community engagement and ultimately in more licenses being issued. Congratulations to staff for earning this statewide recognition.

Property Revaluation Update

As Council knows, property owners received the new property valuation notices in the mail this past week as part of the State mandated revaluation process. Similar to the other

towns and the entire region, home prices in Windsor have appreciated tremendously over the past 5 years.

Revaluation information is on the town's webpage at <https://townofwindsorct.com/assessor/> that includes 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 at the town hall, will be held on December 7, 12, 13 and 21st.

A property owner may file a formal appeal application prior to February 20, 2024 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.

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.

Wreaths Across America

Carmon Community Funeral Homes of Windsor, with the assistance of Windsor's American Legion Gray-Dickenson Post #59, will host its annual Wreaths Across America wreath-laying ceremony on Saturday, December 16, 2023 at 12:00 p.m. at the Windsor Veterans Memorial Cemetery. Everyone is invited to attend this special event. More than 800 wreaths were placed in the cemetery on East Street by volunteers at the 2022 event.

To order a wreath for placement on the grave in the Windsor Veterans Cemetery, contact Carmon Community Funeral Homes at 860-688-2200 by December 11th.

Housing Repair Grants for Income Qualified Elderly Homeowners

At the last Town Council meeting, I mentioned the grant program for elderly homeowners geared to small scale home repairs. The program administrator is the Minority Contractors Council. They will be at Windsor Senior Center on December 7th from 10:00 AM to 12 PM to assist elderly homeowners in completing grant applications. Seniors should bring photo identification, proof of home ownership, income verification (2022 Income Tax Return), and photos of needed repairs/damage. Please call the Senior Center at 860 285-1992.

Councilor Eleveld asked if Vision Appraisal is the company we are using for revaluation. Town Manager Souza confirmed that is correct. Councilor Eleveld asked if they got paid a flat fee for the services they provided. Town Manager Souza said yes and he believes it was \$120,000 for a 9-10 month process. Councilor Eleveld said they don't get paid based upon the outcome of the valuations of properties right? Town Manager Souza said that was correct. Councilor Eleveld then asked if the valuation is derived upon real estate sales from October of 2022 – October 2023? Town Manager Souza said that was correct.

Councilor Pelkey asked in regards to the meetings going on for revaluation, it looks like there are just four days left and not that many spots available. Will demand outstrip supply? Town Manager Souza said that the days he mentioned do have a good number of slots open. We will see in the next few days how fast those slots fill up and then have discussions with the consultant to see if they are available to do additional informal hearings.

Mayor Black-Burke stated that the Town Council will be establishing a Joint Board of Education/Town Council sub-committee. From the Council, the members that will participate in that committee will be Deputy Mayor Klase, Councilor Naeem, and Councilor Walker. That will be the team that will represent the Town Council for the Joint Board of Education/Town Council committee.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith stated there will be a meeting on December 11, 2023.

Finance Committee – Councilor Naeem stated the committee will be meeting next Wednesday, December 13th at 7:00 PM.

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

Personnel Committee – Deputy Mayor Klase – absent.

10) ORDINANCES

11) UNFINISHED BUSINESS

12) NEW BUSINESS

- a) Authorize submittal of Community Investment Fund Grant application for Wilson planning study

MOVED by Councilor Naeem, seconded by Councilor Eleveld 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.

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.

Patrick McMahon, Director of Economic Development Services, gave an overview of the project as follows:

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
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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.

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.

Councilor Pelkey asked about underutilized parcels. What is the criteria you use in categorizing them as underutilized? Mr. McMahon said almost all of them are completely vacant and one has a decrepit barn on the property. He added each property owner has been notified and they have a choice of being part of this study. They don't have to be a part of it if they don't want to.

Councilor Eleveld asked what sort of assistance would these properties look at requesting. Mr. McMahon said the property owners themselves have not had a specific request. As a part of the planning study, our expectation is we'd look at title searches, we'd look at 'fit' tests which is basically looking at the property, the amount of acreage and constraints by way of wetlands or steep slopes, and determining what kind of square footage could potentially be constructed on that site and whether or not in that particular part of the community is the best served to be retail or mixed use or potential housing development.

Motion Passed 8-0-0 (Deputy Mayor Klase absent)

b) Approve the acceptance of Great Pond Village public roads and infrastructure

MOVED by Councilor Naeem, seconded by Councilor Pelkey 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.

Suzanne Choate, Town Engineer, stated Great Pond Improvement District has completed the construction of Great Pond Village Phase 2 to Town standards including; roads, sidewalks, multi-use paths, utilities, and landscaping. This phase of the project included

construction of all or portions Concord Road, Lexington Street and Groton Road. For reference, the Phase 1 public improvements were accepted in October of 2020 and included Newport Road, Arlington Road and a portion of Lexington Street.

The attached Right of Way, Easement Plan illustrates the roadways proposed to be accepted in blue, the public access easements in green and the temporary snow storage easement in red.

The last plan in you package illustrates the roadway to be conveyed by ABB, Inc. in a red hatch and the area of continued groundwater monitoring in green. The impacted groundwater is 20 feet below the surface. The small area requires continued observing of monitoring wells located on ABB property, outside of the roadway. All soils beneath the road have been cleaned up to residential levels meaning there is no risk to people walking over or along the road. ABB remains legally and financially responsible for monitoring and cleanup of the groundwater. Transfer of the ownership of the road does not create any liability or obligations for the Town of Windsor. The remainder of the right-of-way is proposed to be conveyed to the Town of Windsor by Great Pond Improvement District and Great Pond Village.

The Town Planning and Zoning Commission approved the re-subdivision in November 2021 and have recently, at its meeting on November 14, 2023, recommended to accept the rights-of-way, easements and public improvements as illustrated in the Right-of-Way, Easement Plan.

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. Snow removal on sidewalks and multi-use paths will be the responsibility of the abutting property owners.

Councilor Naeem stated all the roads that we are accepting tonight are usable correct? Ms. Choate said that is correct.

Motion Passed 8-0-0 (Deputy Mayor Klase absent)

- c) Authorize the 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

MOVED by Councilor Naeem, seconded by Councilor Pelkey 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.

Town Manager Souza gave an overview of the item. He stated that 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.

Councilor Eleveld asked if we are going to use outside counsel and what the anticipated cost is. Do you have any idea? Town Manager Souza said it is very difficult to estimate what those costs will be. We do have an hourly quote from outside legal counsel but it really depends on the level of service and how complex it is if they grant a public hearing and party status. All those components will influence the amount of hours that we'd have to utilize the external counsel for.

Councilor Eleveld asked if the Town Manager will be coming to the Town Council with an appropriation for that. Town Manager Souza believes that he would not need to. We would work under our current authority.

Councilor Eleveld stated party status would just potentially provide an opportunity for the public or for us to have a comment related to this application, correct? Town Manager Souza said it allows the town as a party status or an abutter or anyone else granted that the ability to participate in the hearing at a higher level beyond simply providing written or verbal comment. It provides us the ability to have expert witnesses and provide factual information if needed.

Councilor Eleveld said, his primary concern is environmental damage and the remediation and removal of the equipment in some future point, should this be approved. He does not want the Town of Windsor to get stuck with the bill for a hazardous waste site. Solar panels are considered hazardous waste. He's hoping that we can succeed in putting this item aside and that it doesn't happen at all. He continued to state his point by giving examples of other communities and what they went through. He thinks it would be better situated on Day Hill Road on some of our commercially developed property and not a solar farm.

Councilor Naeem commented she thinks this motion on the table tonight will help us move forward to be able to advocate for the public hearing. She encouraged everyone that has been showing up to please continue doing so as this process moves forward, but to also reach out to your state legislators.

Councilor Pelkey said he is in support of this. We do need to keep in mind the future funding of this project and the cost analysis of that going forward. He does support the opportunity for our residents, through the town, to be able to communicate better to the Siting Council. He also wants to make it clear that we here in Windsor, our hands are basically tied. We do not have much of say in this. Just as Councilor Naeem said, please reach out to your state legislators. They are the ones that would have the greatest impact. He is not in favor of calling this a 'farm' because it's really a power plant.

Councilor Eleveld stated that we have two State Senators, Douglas McCrory and John Kissel and two Representatives, Maryam Kahn and Jane Garibay. These are the four representatives that you'd should send a note to.

Mayor Black-Burke added that she thinks it's important that we continue to listen to our residents as it relates to the solar farm proposal, but she feels it is also important to have someone looking at all the pieces. So having Council dedicated to doing that, to look through the fine print, she believes that has to be done so we aren't missing anything. She asked Town Manger Souza to reiterate to the audience and those watching steps to becoming 'party status' to this solar farm. Town Manager Souza said there are forms that need to be completed to request a party status. They are both on the CT Siting Council and on the town's home web page at the bottom you'll see a box that talks about the solar farm and within that it has the forms in which can be submitted. The forms are not over complex and need to be submitted by December 13th to the Siting Council.

Motion Passed 8-0-0 (Deputy Mayor Klase absent)

- 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 *Town Charter*

MOVED by Councilor Naeem, seconded by Councilor Eleveld 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*.

Dave Madigan

Marco Aglieco, Building Facilities Manager, and Dave Madigan from van Zelms Engineering gave an overview of the item. Mr. Aglieco stated on Monday, October 16th, the Public Building Commission met with van Zelm Engineers on site to start the process of preparing a study. The initial scope was to determine what is causing high humidity levels and to recommend a solution. After an exhaustive 3-week effort by van Zelm Engineers with numerous meetings and follow ups, they completed their study.

In regards to the equipment selection, we asked that they look for the best type of equipment that could solve the problem at hand, reach out to multiple manufactures and adhere to lead times that would allow us to meet the constraints of the construction schedule.

The type of units recommended, by van Zelm Engineers, are Dedicated Outdoor Air Systems with energy recovery wheels, also known as DOAS units. Two options were provided. Both options have an Energy recovery wheel that will recover energy from the exhaust air stream. Option 1 is a DOAS unit with a water coil to provide cooling in the summer and heating in the winter as well as a gas fired furnace for dehumidification in the summer. Option 2 is a Heat Pump DOAS unit with a Direct Expansion refrigeration to provide cooling, heating and dehumidification.

van Zelm's professional recommendation is Option 1. This is based on lead time (16-18 weeks), overall cost (\$100K less), efficiency (net 10% energy savings), better control, lower noise levels, and overall building operation. This was also reviewed by the Public Building Commission and after an extensive review of the pros and cons, the commission recommended Option 1 as the solution.

Of the multiple manufacturers that were reviewed, only two were able to meet the specification. This was mainly due to the limited space for equipment and ductwork above the ceiling. Of the two remaining manufacturers, the design will be based on valent units.

The Public Building Commission (PBC) has approved Option 1 for the DOAS units and van Zelm Engineers to proceed with the design of current recommendations.

Councilor Eleveld said that we are looking at a \$600,000 expenditure. He noticed in the notes that going with a heat pump would cost an additional \$100,000 is that correct? Mr. Aglieco responded that was correct. Councilor Eleveld then asked if the lead time of that is over a year. Mr. Aglieco stated that was correct. Councilor Eleveld stated that this means the kids going into school in the fall would still be going into the old system. Mr. Aglieco confirmed that was correct. Councilor Eleveld stated that the replacement would not occur until December 2025. Mr. Aglieco said that was correct. Councilor Eleveld stated it's an issue of cost but also of speed. Mr. Aglieco stated that was right.

Councilor Eleveld asked since there are only two manufacturers for the equipment we need are we are going to look for the best price possible? Mr. Aglieco responded there were multiple manufacturers that made this equipment. Two of which meet the requirements for the layout that we required. Of those two, one was the original designer and the other manufacturer is a company that owns the other company. They both make the same model but put a different brand on it. It doesn't make a whole lot of difference between the two. He is familiar with this unit and they are a good quality product. We could go to both manufacturers for pricing.

Councilor Eleveld asked what the cause of this whole issue was. Mr. Madigan, stated it's a complicated situation. The basic cause is two-fold. One, these unit ventilators bring outside air in continuously but they only cool it. The cooling is the method of dehumidifying. By cooling it you remove moisture from the air. They only cool in response to the temperature requirements of the classroom. These classrooms don't have very extensive, outside glazing so they don't get a lot of solar load. Continuously, whether the space is occupied or not, whether it's warm outside or not, they are bringing this outside air in. In order to keep the space at the right temperature, they don't have to cool all the time. So, the air is being brought in without being dehumidified because the cooling is being done in response to keeping the space temperature at the right level. Lots of moist air comes in and it just gets partially dehumidified. The relative humidity in the space goes up and when you have continuous conditions of 60% RH or greater, you get mold growth. That situation combined with a negative pressure in the building, which was bringing in air from a lot of cracks and openings in the building not dehumidified at all, was creating a continuous situation of higher relative humidity that led to the mold growth. What they are presently doing is providing a dedicated source of outside air with energy recovery which will minimize the energy requirements to deal with that. It will then properly dehumidify. Councilor Eleveld then summarized what had been said.

Councilor Eleveld asked if the air conditioners are working at the school during the summer or not? Mr. Madigan stated they are working but they just didn't see the 'sensible' load. There are two forms of cooling. One is sensible which means changing the temperature. The other is latent which means removing the moisture in the air. They were responding to a sensible load, which wasn't there. There is not a sensible high load in the classroom. It doesn't require a lot of cooling in order to maintain the space temperature. So when the outside air comes in, it's not being cooled because the cooling coil is responding to space temperature. So it's not removing that moisture. You need to force the removal of moisture by bringing that air temperature down within the dew point so that moisture will be extracted from the air. Then you'd have to reheat the room because otherwise it will be too cold. Mr. Madigan explained the way to reheat the room and what that entails and the air quality issues at the school.

Councilor Eleveld asked if installing these units will take care of the problem. Mr. Madigan stated he is very confident that it will.

Councilor Smith asked if the building envelope is also an issue. Mr. Aglieco stated that yes they found some issues with the building envelope. That is something they are still reviewing.

Councilor Smith asked what the unit is powered by. Mr. Aglieco said it is a water coil unit which can heat in the winter time and cool in the summer time. It has a gas furnace to do the dehumidification in the summer time.

Town Manager Souza asked Mr. Madigan to speak about the heat recovery component which ultimately projects it to decrease the use of natural gas of the existing system. Mr. Madigan said the focus of this effort was to deal with the mold situation but it is effectively bringing the HVAC systems into compliance with present design standards and present energy codes. You basically bring the outside air in, you cool it and warm it and then throw it away. It is very energy intensive. For classrooms that have relatively high ventilation requirements because of all the students, that can be 40%-50% of your total heating and cooling that is conditioning the outside air, the other half is heat loss through the envelope of the building. They are employing an energy recovery wheel, it's called a heat wheel which basically exchanges heat from the exhaust stream to the intake stream. In the winter, it preheats the air coming in and in the summer it pre-cools and dehumidifies the air coming in. By doing that, it reduces the energy requirements for conditioning the outside air by roughly 75%. You can see the impact of the energy recovery on your energy bill if 50% of your heating and cooling energy is dedicated to dealing with outside air and you can save 75% of that energy. It's a substantial savings on your energy bill.

Town Manager Souza recapped the option that is being proposed. The equipment has a 16-18 week lead time from the point of ordering. That would allow, everything else being equal, that the equipment would be delivered in that May-June time frame which would allow construction to occur this coming summer season. In the interim, van Zelm Engineering will be developing all the construction documents and specifications. Then the town would be going through prequalifying bidders. We go through a process to get bids on the construction/installation of the units. We'll be doing that in the January-February time line. It will be brought back to the Council as soon as we can in February for funding authorization for that component of the project which would allow for construction, assuming that money is approved, as soon as schools are let out. Maybe there is some work that may be able to be done on off hours prior to school being let out for the season. Those would be the next milestones for this project tonight if it gets approved.

Councilor Naeem stated that with this proposal, the goal is that construction will be completed before the coming school year. Town Manager Souza stated that is correct.

Councilor Naeem stated the difference in time line between the gas power versus electric is about a 6 month delay. Town Manager Souza said we're probably looking at a year delay.

Councilor Smith said if we're going to get an electrified furnace it would take a year to get that as opposed to a gas fired furnace. Mr. Aglieco said the heat pump option, which is the refrigerated unit, would have a longer lead time but would also require an upgrade on the electrical system. That would mean new electrical panels and running additional wiring from the new panels all the way to the units where the gas fired unit is with a 16-18 week lead time.

Councilor Pelkey said it sounds like there is no competition in terms of the equipment. We don't have many people that we can go to. Mr. Aglieco answered the problem is the configuration of the unit to go with a standard unit. One of the things they told them is to look for manufacturers that meet our time line. Councilor Pelkey added given what we're looking for, there's no sense to put it out to bid. Mr. Aglieco stated there are two companies and one owns the other.

Councilor Pelkey asked what the life expectancy of the unit is. Mr. Aglieco stated it is typically 20 years on a roof type unit. But the water coil unit has a lot less moving parts. It is much more easily replaced whereas the heat pump unit has a digital compressor in it, it's heavier, and has many more moving parts. The heat pump unit would break down sooner than the water coil unit.

Councilor Walker said with electrical use that would be a one year delay. Mr. Aglieco interjected that they are saying it would take 60 weeks for an electrical panel. Councilor Walker doesn't think the parents or kids at the school can wait that long. So he's thinking we should go with the other option instead of electrical.

Mayor Black-Burke asked about the timeline. Town Manager Souza clarified the recommended option would allow construction to start at the end of this school year. If we went with all electrical, the lack of availability of the panels that need to be upgraded, that is the second option, would force that construction to be delayed until the future school year.

Motion Passed 8-0-0 (Deputy Mayor Klase absent)

- 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 issues

MOVED by Councilor Naeem, seconded by Councilor Pelkey, 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.

Town Manager Souza stated 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
23,050	dehumidifiers
<u>\$107,500</u>	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.

Town Manager Souza introduced Dr. Terrell Hill, Superintendent of Schools, and Danielle Batchelder, Director of Business Services and Human Resources, from the Board of Education.

Councilor Pelkey asked why this isn't covered by the school in the Board of Education budget. Dr. Hill, stated this is not something that a school budgets for on an annual basis. The Board of Education has spent an exorbitant amount of money in the past to help remedy the situation. It's been an ongoing issue. At this point, it has moved beyond the regular budget. Ms. Batchelder stated that when they started their budget all of these expenses were not budgeted under our major maintenance. If we were to absorb this through the district general fund we would not be able to do other projects planned within our major maintenance budget for this school year.

Mayor Black-Burke said that the past Council had stated they would stand by the Board of Education and help with expenses if things needed to be disposed of or to be cleaned due to the mold issue. We worked with the Board of Education to ensure that was done. Now they need to get more money to fund the general fund so they can work on other projects.

Councilor Eleveld received a communication from the public that a company called Blue Sky was supposed to be handling the cleaning and remediation and the town was supposed to be paying for that. In those communications it sounded like you had said the town was paying for it. Town Manager Souza said he did not find a record at the town stating they paid that bill. So, that would seem that the Board of Education paid for it. Ms. Batchelder said during that process Marty Maynard was her main contact and they looked at him because he does this for the town. When she was responding to Mr. Slate, she was trying to explain the process of procurements for him. We paid the bill. We were dealing with them day in and day out.

Motion Passed 8-0-0 (Deputy Mayor Klase absent)

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of November 20, 2023 Regular Town Council meeting

MOVED by Councilor Naeem, seconded by Councilor Pelkey to approve the minutes of the November 20, 2023 Regular meeting as presented.

Motion Passed 8-0-0 (Deputy Mayor Klase absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

Eric Weiner, 130 Palisado Avenue, stated he is here representing Windsor Climate Action. They did not go to the last Public Building Commission meeting where plans for Oliver Ellsworth were being discussed, whether to go with natural gas or go with an all electric green solution. The town's done a great job in sourcing clean electricity. We

would have objected had we caught that. At some point, the town has to stop patching buildings and be a little forward thinking for our children and grand children. He discussed his opinion on the matter.

Leonard Lockard, 57 Columbia Road, wanted to thank the Town Council for the appropriations that were appropriated this academic year at Oliver Ellsworth. We wanted to make sure we make the school system whole in that aspect. He agrees with the previous speaker, as we go down this 10 year plan, we will be looking at energy efficiency ways as we construct our new buildings. We want to be as green as possible. He just wants to continue down that path. There are still envelope issues with the building. This would be a great time to be forward thinking.

16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman to adjourn the meeting at 10:40 p.m.

Motion Passed 8-0-0 (Deputy Mayor Klase absent)

Respectfully Submitted,

Helene Albert, Recording Secretary