



Council Agenda

Council Chambers
Windsor Town Hall
January 16, 2024



Zoom Instructions

Dialing in by Phone Only:

Please call: **305 224 1968 or 309 205 3325**

1. When prompted for participant or meeting ID enter: **828 2426 8559**
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 – Councilor Gluck Hoffman
3. PLEDGE OF ALLEGIANCE – Councilor Gluck Hoffman
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,810,000 FOR COSTS IN CONNECTION WITH THE INTERNATIONAL DRIVE RECONSTRUCTION PROJECT; AND AUTHORIZING THE ISSUE OF \$1,810,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- b) *Set a Public Hearing for February 5, 2024 at 7:15 p.m. on bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,810,000 FOR COSTS IN CONNECTION WITH THE INTERNATIONAL DRIVE RECONSTRUCTION PROJECT; AND AUTHORIZING THE ISSUE OF \$1,810,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- c) *Approve an appropriation of \$350,000 from the General Fund Unassigned Fund Balance to fund the FY 24 Stormwater Management project (Town Manager)
- d) *Introduce an appropriation in the amount of \$4,355,000 for the development of Wilson Park project at 458 Windsor Avenue utilizing \$4,000,000 from the Connecticut Community Investment Fund and \$355,000 in American Rescue Funds (Town Manager)
- e) *Introduce a resolution to set a referendum date and approve ballot language for the Wilson Park project at 458 Windsor Avenue (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the January 2, 2024 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and negotiations with respect to pending claims and litigation (Windsor UPSEU - Dispatchers)

17. ADJOURNMENT


★Back-up included

Agenda Item Summary

Date: January 16, 2024

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: International Drive Rehabilitation - Construction

Background

International Drive is a highly used urban roadway with heavy truck volumes. Average Daily Traffic (ADT) is estimated at approximately 7,000 vehicles per day. The most recent pavement evaluations indicate that the pavement condition of a substantial portion of International Drive southbound is within the fair to poor range with a pavement condition index (PCI) as low as 51 on the roadway. Transverse and longitudinal cracking, alligator cracking, as well as potholing and patching are visible in the pavement.

In 2020 the Town submitted two applications for state funding, through the Connecticut Department of Transportation's (CT DOT) Local Transportation Capital Improvement Program (LOTICIP) for the pavement rehabilitation of this roadway. One application was for Phase 1 (Northbound) and the second was for Phase 2 (Southbound). Phase 1 was awarded LOTICIP funding. In 2023, the northbound lanes of International Drive were reconstructed. The southbound lanes, Phase 2 of the project was not awarded grant funding.

At this time, a bond ordinance is respectively being introduced to fund Phase 2 – reconstruction of the southbound two lanes from the East Granby town line to the intersection of Rainbow Road. The project length is approximately 3,800 linear feet.

Design of Phase 2 was completed in conjunction with the Phase 1 under a Town Council appropriation of \$85,000 at the November 2, 2020 meeting and additionally by \$38,000 at the June 7, 2021 meeting.

Discussion/Analysis

The project will remove and replace all asphalt and place it with 8" of new bituminous concrete. In areas of less than 6" of granular base, additional processed aggregate will be placed and compacted. Project scope also includes replacing bituminous curbing and catch basin tops along the roadway. Design of Phase 2 was completed in conjunction with the Phase 1 design

The project is part of the FY24 CIP. The construction was recently bid. At this time, staff is seeking funding for the construction of this project. If funding is approved, the construction is expected to commence in the spring of 2024 and be complete in the fall of 2024 depending on weather.

Financial Impact

The project costs are as follows:

Construction	\$ 1,480,000
Inspection, testing, survey	\$ 148,000
Contingency	\$ 148,000
Bonding	\$ 34,000
Total	\$ 1,810,000

This project is in the Capital Improvement Program (CIP) for the FY24 fiscal year. The CIP allocated \$2,290,000 for this project. Based on received bids, the requested funding is in the amount of \$1,810,000 in bonding. The estimated average annual debt service, based on a 15 year term and a 5% interest rate is \$169,000.

Other Board Action

None

Recommendations

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

1) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,810,000 FOR COSTS IN CONNECTION WITH THE INTERNATIONAL DRIVE RECONSTRUCTION PROJECT; AND AUTHORIZING THE ISSUE OF \$1,810,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,810,000 FOR COSTS IN CONNECTION WITH THE INTERNATIONAL DRIVE RECONSTRUCTION PROJECT; AND AUTHORIZING THE ISSUE OF \$1,810,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“MOVE that a Public Hearing be held in the Council Chambers at the Windsor Town Hall on February 5, 2024 at 7:15 p.m. (prevailing local time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,810,000 FOR COSTS IN CONNECTION WITH THE INTERNATIONAL DRIVE RECONSTRUCTION PROJECT; AND AUTHORIZING THE ISSUE OF \$1,810,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

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

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$1,810,000 FOR COSTS IN CONNECTION WITH THE INTERNATIONAL DRIVE RECONSTRUCTION PROJECT; AND AUTHORIZING THE ISSUE OF \$1,810,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION EIGHT HUNDRED TEN THOUSAND DOLLARS (\$1,810,000) for costs in connection with the roadway reconstruction of International Drive, comprised of new roadway pavement and curbing, as well as other related items, including drainage improvements, line striping and other related improvements (the "Project"). The appropriation may be spent for construction, inspection fees, engineering fees, consultant fees, right-of-way costs, equipment, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Town Engineer is authorized to determine the scope and particulars of the Project and may reduce or modify the Project scope, and the entire appropriation may be expended on the Project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE MILLION EIGHT HUNDRED TEN THOUSAND DOLLARS (\$1,810,000) to finance the appropriation for the Project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the Project and not separately appropriated to pay additional Project costs. The bonds or notes shall be issued pursuant to Sections 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed ONE MILLION EIGHT HUNDRED TEN THOUSAND DOLLARS (\$1,810,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that Project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised


Effective Date

Agenda Item Summary

Date: January 16, 2024

To: Honorable Mayor and Members of the Town Council

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

Reviewed by: Peter Souza, Town Manager 

Subject: FY 2024 Stormwater Management Improvement Project

Background

The Stormwater Management Program is an ongoing multi-year asset management program to improve the condition of the town's storm system, develop a plan to reduce the amount of pollutants that enter the stormwater system, and reduce the backlog of requests and complaints from residents regarding needed improvements to the storm sewer system. The purpose of this agenda item is to request Town Council approval of funding for the design and construction of planned stormwater projects.

Discussion

The Stormwater management projects planned for calendar year 2024 vary in scope and may include items such as replacing old or damaged drainage structures, addressing problematic drainage issues by expanding the drainage network, repairing outfalls, dredging stormwater basins and ponds, and repairing and stabilizing sections of watercourses in town. Other initiatives to be taken with this funding include developing and implementing a program to reduce pollutants entering the storm sewer system, as required by the CT DEEP's MS4 General Permit.

In previous years, stormwater monies were used to repair drainage on Mack Street, Brewster Road, Preston Street, beginning work on Abbey Lane and to fund materials, supplies and rental equipment needed by the Department of Public Works staff to complete a variety of outfall improvements, slope stabilization and detention basin improvements throughout town.

Currently, staff has identified the following projects and uses of these funds:

- Abbey Lane drainage pipe repairs
- Pheasant Run drainage improvements
- Materials for DPW stormwater projects
- Outfall Repairs and Improvements
- Detention Basin Repairs and Improvements

Financial Impact

The requested FY 2024 amount is \$350,000. It is requested the project be funded through use of cash reserves versus bond financing as originally outlined in the FY 24 Capital Improvements Plan. This funding approach avoids an estimated \$140,000 in interest costs if bonded over a 15 year period. The recommended funding source is the General Fund Unassigned Fund Balance which has an estimated balance of \$38.7 million.

Other Board Action

None

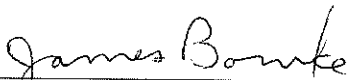
Recommendations

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

“MOVE to approve an appropriation of \$350,000 from the General Fund Unassigned Fund Balance for the FY 24 Stormwater Management Improvement Project.”

Certification

I hereby certify there is \$350,000 available in the General Fund Unassigned Fund Balance for the FY 24 Stormwater Management Improvement project.


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

James Bourke
Finance Director

Agenda Item Summary

Date: January 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Authorize Funding of Proposed Wilson Park

Background

Over the past several years, the topic of preferred re-uses of the vacant town-owned parcel at 458 Windsor Avenue has been discussed by the Town Council. A series of steps to gather community input has been taken since 2018. On November 16, 2020, the Town Council requested staff prepare a concept plan for the 5.68 acre parcel to reflect neighborhood open space with park improvements and amenities.

A multi-disciplinary staff team created two high level concepts for a gateway community park. In developing the concepts, staff reviewed information gathered from previous community input efforts including an online survey and discussions with the Wilson Deerfield Advisory Committee.

In 2022 our design firm, BSC Group, and town staff conducted a multi-channel approach to securing input on the design. The town received a \$4.0M grant award for the Community Investment Fund 2030 (CIF) this past fall.

At this point, it is recommended that the Town Council consider the following: introduction of an appropriation, as well as introducing a resolution to set a referendum date and ballot question. The project per Sec 9-3 of the *Town Charter* requires a referendum as it exceeds 3% of this fiscal year's tax levy. It is recommended that on February 5, 2024 the Town Council act on the funding appropriation and decide whether to set a referendum date and question for March 12, 2024.

Discussion

This parcel, at the gateway to Wilson, provides an opportunity to develop an inviting multi-purpose park that helps bring neighborhood and community residents together in both informal and formal ways. To help guide the park design process the following vision or goal elements were utilized:

- Connect people and places
- Activate public space for individuals / families and community
- Enhance the gateway to the neighborhood
- Complement existing and future park network and assets

The park design includes a range of features such as walking paths, significant play features for children, informal gathering areas, performance or event spaces, and ample landscaping.

Our design firm, BSC Group, conducted a multi-channel approach to securing input on the design and had developed bid-level documents.

Site enhancements include site grading, utilities, parking areas / walkways, and allocations for site amenities, play structures, pavilion/amphitheater and furnishings. Based on bids received the project cost including a contingency is estimated to be \$4.35M. This exciting project will transform a long underutilized parcel into a multi-dimensional park that will provide an array of amenities for the neighborhood residents as well as the entire community.

If authorized and approved at a referendum, construction would be anticipated to start early this summer and be completed for use in summer 2025.

It is proposed that the Town Council consider setting a referendum question for the full project scope on March 12, 2024. In order to do so a formal vote on the date and the ballot question would need to be taken by no later than February 5, 2024.

Financial Impact

This project is in the current fiscal year's Capital Improvements Program (CIP), with a preliminary cost estimate of \$4,500,000. Based on project bids received, the remaining project costs are now estimated to be \$4,355,000 including inspection, construction administration and contingency. The project cost elements are as follows:

Construction	\$3,700,000
Inspection/Admin	145,000
Contingency	<u>510,000</u>
Total	\$4,355,000

It is recommended the project be funded through use of \$4,000,000 in Connecticut Community Investment Grant funds and \$355,000 in American Rescue Funds (ARF). The State funds are through a reimbursement grant and the town will make periodic reimbursement requests.

In July 2022 the Council allocated \$500,000 in American Rescue Plan Act funds towards the project. \$145,000 of these funds have been utilized for design services. Leaving \$355,000 available for the project construction.

Other Board Action

The Wilson Deerfield Advisory Committee has expressed support in maintaining the property as community open space and the concept plans presented. Staff have continued to update the Wilson Deerfield Advisory Committee about the status of the project.

The Town Planning & Zoning Commission reviewed and approved the site plan in July of 2023.

Recommendation

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

Item 12 d) Introduce an Appropriation

“MOVE to introduce an appropriation entitled, “AN APPROPRIATION OF \$4,355,000 FOR THE DEVELOPMENT OF THE WILSON PARK PROJECT, AND AUTHORIZING THE USE OF \$4,000,000 IN CONNECTICUT COMMUNITY INVESTMENT FUNDS AND \$355,000 IN AMERICAN RESCUE FUNDS TO FINANCE THE APPROPRIATION.”

Item 12 e) Introduce Resolution Setting Referendum Date and Question

MOVE to introduce the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the appropriation entitled ‘**AN APPROPRIATION OF \$4,355,000 FOR THE DEVELOPMENT OF THE WILSON PARK PROJECT, AND AUTHORIZING THE USE OF \$4,000,000 IN CONNECTICUT COMMUNITY INVESTMENT FUNDS AND \$355,000 IN AMERICAN RESCUE FUNDS TO FINANCE SAID APPROPRIATION**’ shall be submitted to the voters of the Town on Tuesday, March 12, 2024, between the hours of 6:00 A.M. and 8:00 P.M. (prevailing time) in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, That said resolution shall be placed upon the voting machines or paper ballots under the following heading:

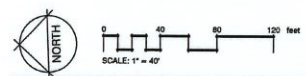
"SHALL THE TOWN OF WINDSOR APPROPRIATE \$4,355,000 FOR THE WILSON PARK PROJECT AND AUTHORIZE THE USE OF \$4,000,000 IN CONNECTICUT COMMUNITY INVESTMENT FUNDS AND \$355,000 IN AMERICAN RESCUE FUNDS TO FINANCE SAID APPROPRIATION?"

Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.

FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election.”

Attachments

Project Plan



WILSON GATEWAY PARK - WINDSOR, CT

DECEMBER 12, 2022



Town Council
Resignations/Appointments/Reappointments
January 16, 2024

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
January 2, 2024
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 Eleveld led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Eleveld led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

5) PUBLIC COMMUNICATIONS AND PETITIONS

Neill Sachdev and Jim Burke, Windsor Arts Center, gave an update on the Arts Center and what they will be doing going forward. This year, they have experienced dramatic growth and an exciting change. The Arts Board of Directors has doubled in size with a diversity of individuals. There are waiting lists for both exhibitions and studio spaces and they look forward to meeting that demand.

Mr. Burke gave an update on accomplishments of the Arts Center made throughout 2023. The Arts Center conducted some meetings and gathered information on what individuals are looking for in the arts arena. Mainly, it showed that they want more arts and specifically they are looking to include more interactive arts. Also they are looking for better communication with the community in announcing events which the Arts Center will be having.

Mr. Sachdev announced two upcoming programs and invited the Council to attend those.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem said Happy New Year to everyone. She appreciated hearing from the Arts Center today. She encouraged everyone to go to the Arts Center events, but also to the Historical Society events as they are offering many programs as well.

Councilor Armstrong said Happy Holidays to everyone. It is a joy to see how Windsor is so supportive of its citizens and first responders. She thanked town staff for all they do and said she is looking forward to hearing from citizens as well.

Councilor Walker wished everyone a Happy New Year. He believes at the road diet meeting that there was not a zoom option set up so some people couldn't attend the meeting. He also heard that some individuals wanted to make sure that when we set up the road diet and if it doesn't work with one lane that we will go back to the two lanes. He gave the example of the last incident when there was an accident on I-91 that traffic went through the town center and it got grid locked.

Councilor Pelkey said Happy Holidays to everyone and the best in the new upcoming year. At the end of last year, we were in this room speaking of the road diet with quite a variety of opinions. He is looking forward to the debate on what the town will be doing there. He gave a push for the Northwest Park concert series which is sponsored by the Friends of Northwest Park. You can go to their website to see who is playing and on which dates.

Councilor Gluck Hoffman said Happy New Year to everyone and thanked representatives from the Arts Center for coming out to speak tonight. She wished everyone a safe weekend with the snow coming and thanked the town's first responders as well.

Councilor Eleveld said Happy New Year to everyone and to watch out for your neighbors in light of the snow that is coming. Please help your neighbor if needed.

Deputy Mayor Klase said Happy New Year to everyone.

Councilor Smith said Happy New Year to everyone and thanked everyone for their services (volunteer and other) in 2023. He is looking forward to the town's accomplishments in 2024.

Mayor Black-Burke said Happy New Year to everyone. She acknowledged that yesterday there was a fire in town and it was another example on how our neighbors take care of each other. She thanked all the first responders and the neighbors for their help. She reminded everyone that if you still have a live Christmas tree in your house to water it as it can be a fire hazard if you don't. She had an opportunity to be a part of the ribbon cutting for the Day Hill Dome in town.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

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

- The next regular meeting is Wednesday, January 17, 2024 at 6:30 PM in the LPW Board Room. The meeting will be held via Zoom and in person in the LPW Board

Room. Superintendent Dr. Terrell Hill will present his 2024-2025 budget at 6:30 PM, followed by a public forum on his budget with the regular meeting immediately following. The agenda will be posted on the district website.

- The BOE will hold Public Forums on the 2024-2025 proposed budget on Tuesday, January 23, Tuesday, January 30 and Tuesday, February 6 at 6:00 PM in the LPW Board Room and the public is invited to comment on the proposed budget at that time. At the conclusion of each public forum, the finance committee will meet to review the proposed budget. Community members will also have the opportunity to speak at the "Audience to Visitors" portion of all the finance committee meetings with the exception of the last one. If we have to go to a fourth one, that would be a 'wrap up' meeting. So there will be three meetings and if there is a need to have a fourth one, that will not have public forum. All meetings will be aired on the WIN-TV Educational Channel, Comcast Channel 95 or Frontier Channel 6103. Please see the district website for meeting agendas which will include Zoom meeting links as well as other alternative ways to view or listen to these meetings.
- If you missed the magic of "Rejoice with Song: A Winter Choral Concert" performed by the WHS Choral Department directed by Dr. Tracee White, you may view the entire concert online.
- New Kindergarten Age Requirements (2024-2025). The Connecticut Legislature recently changed the birthdate cutoff to start kindergarten from turning 5 on or before January 1 to turning 5 on or before September 1. This change goes into effect starting with the 2024-2025 school year. A child who does not meet the cutoff may still be admitted to kindergarten pursuant to public act 23-208 upon (1) a written request from the parent or guardian and (2) an assessment completed by the school that determines admitting the child to kindergarten would be developmentally appropriate.

Determining developmentally appropriate skills and behaviors for kindergarten is a complex process. As we plan for the State mandated process, for the 2024-2025 school year, families who would like to register a child for kindergarten who is turning 5 after September 1, 2024 will be permitted to do so by completing an online waiver request. If your child is turning 5 on or before September 1, you **DO NOT** need to complete this form. Once the waiver is completed you will be contacted by your school principal to schedule your child's assessment. Assessments will be held on a monthly basis starting January 2024 through August of 2024. As we continue to assess the situation and learn more about the state expectations, this process might change for 2025-2026. The online waiver request and additional information may be found on our district website.

- Windsor Public Schools and offices will be closed on Monday, January 15, 2024, in observance of Dr. Martin Luther King Jr. Day.

- Dr. Hill's next Coffee Talk will be on Wednesday, January 24, 2024 at 5:30 PM in the LPW Board Room. Please go to www.windsorct.org to RSVP for the event. It is important to RSVP so administration has an idea of how many people will be coming to the event.

Councilor Eleveld observed that when we go to the Town of Windsor, town government website, we can see the meetings in the past for the Board of Education. We cannot see anything currently. He would ask that a link be created on WIN-TV and YouTube so it connects to the town's website.

Councilor Eleveld asked the rationale or why the age change was made for kindergartners. Mr. Lockhart said he won't speak for the State legislature but in his opinion the rationale is that other states are doing it this way. Universal Pre-K is also on the table with the State legislature and is something that will be discussed soon.

Mayor Black-Burke added in regards to Councilor Eleveld's question it has been discussed widely and Connecticut is one of the states that is behind the ball on this. For many years some families have opted to keep their children back based on when that birthdate does fall. It's a conversation that is ongoing.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Town Offices Closed

Town offices will be closed on Monday, January 15, 2024 in observance of the Martin Luther King, Jr. holiday.

Dr. Martin Luther King event

The Archer Memorial A.M.E. Zion Church will be sponsoring its Dr. Martin Luther King, Jr. Celebration for the community on Monday, January 15, 2024, from 2:00 PM - 3:30 PM at the Windsor Town Hall Council Chambers at 275 Broad Street in Windsor.

The keynote speaker will be Mayor Nuchette Black-Burke. She is a lifelong resident of Windsor and has served the community for several years on the Town Council and previously on the Board of Education.

All are welcome as the community comes together in commemoration of Reverend Dr. Martin Luther King Jr.'s dream, life, and legacy. The event is free and is open to all. For questions, please contact the Archer Memorial A.M.E. Zion Church office at 860-688-5225 or at churchsec@archeramezchurch.com

Winter Parking Rules

Just a reminder of the winter parking regulations. There is no parking on Windsor public streets between the hours of 1:00 AM and 6:00 AM. Also, there is no parking allowed on public streets during a snow or ice storm that has been in progress for one hour or more.

Also please remember the town ordinance requires property owners to clear snow from the sidewalk (and fire hydrants if there is one on your property) within 12 hours after a storm.

Siting Council Virtual Meeting regarding River Street Solar Project – Update

The Connecticut Siting Council held a virtual meeting Thursday, December 21, 2023. At this meeting the Siting Council approved a request for a public hearing relative to the proposed River Street solar project. The Siting Council has not yet set a hearing date.

The Siting Council also approved the Town of Windsor for party status. We will be communicating with legal counsel in regards to preparing for next steps in the process. We will share more information as it becomes available.

I-291 Bridge Rehabilitation Project

Town staff recently participated in a meeting with representatives from CT Department of Transportation and South Windsor to discuss a future rehabilitation project of the I-291 Bridge. The bridge connecting Windsor and South Windsor over the Connecticut River was originally built in 1958 and reconstructed in 1993. This will essentially be a full rehabilitation and surfacing project which will extend the service life of the structure. Construction is anticipated to begin in the spring of 2026 and be completed in the summer of 2027. This project would be funded through federal and state funds, no town funds would be required. CT DOT is planning to hold a public information meeting later this winter. We will provide more information as it becomes available.

Broad Street Road Diet Update

Town staff recently hosted a Public Information meeting to hear updates on the recent and upcoming projects including the proposed Broad Street Road Diet.

This proposed project includes the possible reduction of Broad Street to one travel lane in each direction from Poquonock Avenue (Route 75) to the vicinity of Sycamore Street, the creation of dedicated turn lanes, on-street parking, and improved walkability in the town center area. Additional work will include the installation of updated traffic signals to support the proposed lane configuration and shortened pedestrian crossing lengths.

There was also an overview of evaluation of roundabout concept that is under consideration & being evaluated at the Bloomfield Ave/Poquonock intersection and the Broad Street/Poquonock Avenue/Palisado Avenue intersection.

Current Schedule of Major Design Milestones

- Preliminary Design - Feb. 15
- Public Information Sessions – Feb and March
- Semi-Final Design- April 15
- Final plan for CT DOT review - May 15
- Final Plans for Bidding - June 15
- Bids due - July 30
- Set Referendum Date – August/September

Funding Sources

Initial Estimate - \$4.52M inclusive of Design and Construction

- \$85,000 Town Sources for Survey and Preliminary Plans
- \$200,000 State Urban Action Grant for Design
- \$1,000,000 State Urban Action Grant for Construction
- \$3,000,000 Congressional Discretionary Spending for Construction

Balance above the state and federal grants would come from Town funds or a reduction in the project scope

Anyone interested in obtaining further information may do so by contacting the Engineering Department at (860) 285-1861, or by email at engineering@townofwindsorct.com.

Public Workshop on Riverfront Recapture Park

Riverfront Recapture is transforming 60+ acres of riverfront land into a new community park, including a regional trail extension, an expansive cove, and complementary commercial development right on the Hartford-Windsor line at the end of Meadow Road.

Help shape the future park by sharing your vision and ideas on January 13th, 11:00 AM – 2:00 PM at 330 Windsor Avenue Community Center.

There will be snacks, interactive games, art activities, and more!

For more information, please call 860-713-3131 or go to Riverfront Recapture's website at connect@riverfront.org

Councilor Walker asked if the park as proposed involves the river trail coming into Windsor. The last drawings that he saw there was an issue with whether the bikeway, walkway would be able to go through the Loomis Chaffee property. The last proposal that he saw indicated that instead of going through the property the walk or driveway would go along the train tracks. Are there any updates on that? Town Manager Souza said he does not have an update from a month or 6 weeks ago. There are two alternative routes through Loomis Chaffee's property at the northern end so it connects here with Windsor Center. Town Manager Souza further explained the project and gave some possible options.

Councilor Walker asked about the Road Diet project and if it would include new and easier programmable traffic lights? Town Manager Souza said yes there would be new signals in the project area.

Councilor Walker asked for an update on the Quiet Zone project for Windsor. Town Manager Souza said the State of Connecticut submitted two applications to the Federal government. Unfortunately, those were not successful. Those were a request for additional planning money to do the planning/engineering for the Quiet Zone for the entire length of the Hartford line. They did however, receive extra money for certain upgrades

of the Hartford line. Councilor Walker then asked if that's it. Town Manager Souza said the State of Connecticut appreciates the desire for the communities along the line to have a Quiet Zone. As other grant opportunities come along, they will pursue those.

Councilor Pelkey stated in regards to the road diet, he asked if we're making sure we have adequate planning for Newton's third law. If we change the traffic on Broad Street are they zipping on the roads behind instead? The other question is in regards to the solar power plant and the town involvement. What are we looking at for expenditures for outside counsel? Town Manager Souza said unfortunately he cannot give a ballpark figure on outside counsel as we don't know how long and extensive the Siting Council will be. We will get a better sense over the next 30 days what that potential estimated time will be. However, it's difficult at this time to provide a clear estimate.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith – nothing to report.

Finance Committee – Councilor Naeem – nothing to report.

Joint Town Council/Board of Education Committee – Deputy Mayor Klase – nothing to report.

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

Personnel Committee – Deputy Mayor Klase – nothing to report,.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

a) Presentation by Capital Region Council of Governments (CRCOG)

Matt Hart, CRCOG, gave an overview of the role and function of CRCOG and how the town interfaces with that metropolitan body.

The Capitol Region Council of Governments (CRCOG) serves a variety of functions in the region. CRCOG provides planning, programs and services to its member municipalities. CRCOG is the designated Metropolitan Planning Organization (MPOs) for the region. MPOs are required by federal law and provide a forum for a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals.

CRCOG has various divisions including Municipal Services, Regional Planning, Transportation, and Emergency Planning. There are also various committees that staff participates on pertaining to these divisions.

MUNICIPAL SERVICES

CRCOG's Municipal Services focuses on municipal shared services. These include the CRCOG Regional GIS and Purchasing Council that is used for procurement. Additionally per Connecticut General Statute (CGS) section 17a-760, each Council of Governments (COG) established a Human Services Coordinating Council and per CGS Section 9-229b, CRCOG has been designated as the regional election monitor.

REGIONAL PLANNING

CRCOG is one of nine state designated Regional Councils of Governments (RCOG). RCOGs are chartered under CGS Sections 4-124i to 4-124p and 8-31. As an RCOG, CRCOG must develop a Regional Plan of Conservation and Development (POCD). This is not a detailed land use plan, but rather a general ten year vision guide for the region. Municipalities proposing zoning text amendments or zone changes that occur within 500 feet of another municipality must submit such changes to the relevant RCOG for review. CRCOG analyzes these "referrals" for consistency with its POCD. Projects cover diverse topics: land use, zoning, housing, sustainable and livable communities, transit oriented development, brownfields, natural disaster mitigation, and data management.

TRANSPORTATION

CRCOG also assists with transportation planning throughout the region of highways, roads, rails and trails. CRCOG also administers a number of funding opportunities including the Local Transportation Capital Improvement Plan (LOTICIP) grants. The Town has received these grants for numerous roadway rehabilitation/reconstruction projects some including, International Drive (Phase I), Deerfield Road, Archer Road, Kennedy Road, and Day Hill Road (Between Northfield Drive and Marshal Phelps Road).

EMERGENCY PLANNING

CRCOG looks to access and coordinate federal, state, and local grant and financial opportunities to enhance the region's capabilities to protect the safety, security, and health of its citizens through the region's police, fire, public health, EMS and emergency planning organizations. This is done through the development and implementation of practical projects to promote regional public safety and inter-agency strategies for public safety service delivery, managerial cooperation, training and use of advanced technology.

Councilor Naeem asked that Mr. Hart give the public a better understanding of what 'regional housing plans' means. What does that entail? Does Windsor play a role in that? What does holding people accountable for a regional housing plan mean? Mr. Hart said what they are contemplating, on the housing strategy, is to do their best to assess demand and their current ability to meet that demand across the housing spectrum and what they anticipate in the future. Also we would look at what are some time tested methodologies that have been proven to work and what are some newer approaches that the region can contemplate as well. He expects there will be a variety of

recommendations related to zoning as well as local incentives. Another thing we'd like to look at is middle housing. What more can we do to rehabilitate existing 2 family, 3 family, 4 family houses that our region has thousands of which are underutilized. That is one form of housing that we can look to strengthen and repurpose. They will do their best to assess demand at present and what they see as the future along with their best set of recommendations that our towns can use and the region working collaboratively. He doesn't see them setting a set of mandates. They want to be proactive and see what is working in other parts of the state and the country too.

Councilor Naeem asked if they have a plan as they look at the coming years on how to start addressing some of the challenges we are seeing with vacant, large corporate buildings, corporate parks and so on. Mr. Hart responded they are working with Metro Hartford that is looking at the commercial office market. Downtown Hartford and the city stands to be significantly impacted by that, especially a couple of years down the line as leases come up for renewal. Windsor is impacted by that as well. They are helping to identify some solutions and he believes the regional housing strategy will look at that, to see to what extent, some of that stock could be repurposed for housing. Not all commercial properties lend themselves to that however.

Deputy Mayor Klase asked if they ever help towns purchase vendor services such as cyber security services, or those types of vendors. Mr. Hart said yes that they do.

Deputy Mayor Klase asked if they foresee any support for towns for school infrastructure. Mr. Hart asked if it was in terms of identifying grant opportunities. Deputy Mayor Klase said for new buildings or retro fitting buildings. Mr. Hart responded that yes they can provide some assistance through the grant screening process. They also, through their members, have advocated for the expansion of state dollars to use for HVAC projects in schools. They were successful with that.

Councilor Smith asked if they are self-funded or where do they get their funding from? Mr. Hart answered that they do not have the authority to issue bonds. Their organization is authorized for approximately 35 full-time positions. The budget is between \$9-\$10 million. The vast majority of their funding (55%) is federal transportation money that flows through the state for those transportation projects. There is one main operating fund. Another 30% of their revenues comes from the State, and the remainder is from member dues.

Councilor Smith asked if the Climate Pollution Reduction grant was done already. If so, what was the goal of that? Mr. Hart said that is an on-going project. Of the 69 largest metro areas in the country, they were entitled to receive a planning grant of approximately \$1 million. The Metro Hartford qualified, applied for and received a planning grant. The area that will be served by the grant is a little bit larger than CRCOG. It goes down to Middletown as well. It's the Hartford, East Hartford, Middletown Metropolitan service area. The planning grant application is due in March and the implementation grant follows only a month later in April. The grant is designed to promote

projects that will reduce green house gas emissions. That is the focus. He explained further and gave some examples for the use of the funds.

Councilor Smith asked about the original warehouse study. What does that entail? What are we trying to look at? Mr. Hart stated that warehouse/land use applications are an issue for our regions and our communities have received many applications for warehouses, often of good size. Many of our communities are struggling with these applications. This project will look to assess demand and come up with a set of recommendations that our member towns can use when they are looking at an application.

Councilor Eleveld asked about the Regional Stormwater Management study. What does regional stormwater mean? If the water falls in Windsor we usually take care of it. Mr. Hart responded that watersheds can extend across multiple communities. Stormwater impacts can as well. He gave the example of the water that collects in the stream in his backyard in West Hartford which comes from the West Farms mall and I-84, overflows his backyard goes down through the park river to the Connecticut River, impacts communities along the Connecticut River and then flows into the south. More densely populated areas are dealing increasingly with significant flooding as a result of these heavy rain events. So how are we going to adapt to that for those changing conditions in the future? It will more than likely be a variety of traditional hard infrastructure (pipes in the ground, etc.) There has been a lot of progress made with green infrastructure in terms with how that water can be dealt with below grade and handled more locally. Both the planning aspects of this as well as future design and construction are going to come at a significant cost. Would they be better off tackling this as a region instead of one town tackling it on their own? Last year they applied for a state grant under the Climate Resilience fund and they will be receiving a grant in the amount of roughly \$250,000 so they can start their work in this area.

Councilor Walker said CRCOG is a good resource. They are focused most of the year on transportation, correct. Mr. Hart said yes.

Councilor Walker said that Windsor started out with a Quiet Study. It was basically Windsor by itself. Moving forward looking at the federal funding that makes the quiet zones occur, other areas of the state joined together and said let's all do this together instead of doing it as individual towns. If the grants aren't successful, what would be CRCOG's advice for Windsor? Mr. Hart stated he doesn't think that Windsor has to start over again. We have been in close communication with the town over the years and passenger rail is a priority for the State Department of Transportation administration. As the Town Manager said, we need to continue to seek federal and state funding for this project. Mr. Hart stated that it would be better to tackle this as a region instead of just one town trying to handle it individually. Councilor Walker then said that it's not a 'done issue' then correct? Mr. Hart said that is correct as CRCOG will help where it can and will keep trying.

Councilor Armstrong asked how much are the annual membership costs and how does CRCOG acquire members? Mr. Hart stated the planning regions, the boundaries, are set by the State. The last process was a consolidation in the 2014-2015 time frame. The State consolidated from 15 to 9 member towns. At that point, CRCOG had 33 members and some of the smaller COGs were dissolving. The towns in those COGs petitioned the state to be able to join CRCOG. The planning boundaries are set by the State, however, participation in the COG is voluntary. So if a town were to decide to leave, there is a process under State Statute that they can use to do that. Mr. Hart added the annual dues are set by the Policy Board and they've not been adjusted in several years. There is a base \$3,000 annual charge that every community pays. Then the per capita is \$.69 on that \$3,000 base.

b) Overview of State statute regarding the use of Automated Traffic Enforcement Devices

Scott Colby, Assistant Town Manager, stated during the 2023 legislative session, the Connecticut General Assembly passed a traffic safety related bill which was subsequently signed into law by Governor Ned Lamont in June. Information pertaining to one of these laws is summarized below for Council members' reference and for future discussion at the Town Council's Health and Safety Committee. There are multiple steps that need to be completed prior to being able to submit a plan to the CT Department of Transportation for review and approval.

Public Act 23-116 (PA-116) implements the recommendations of the Vision Zero Council, an interagency work group dedicated to eliminating transportation-related injuries and fatalities throughout Connecticut with automated traffic enforcement safety devices also referred to as cameras.

These devices or cameras detect and collect evidence of alleged driving violations. The images captured by these devices include license plate information and the date, time, and location of alleged violations related to 1) speeding of 10 miles-per-hour or more over the posted limit and 2) failure to stop at a steady red light.

Municipalities must follow the provisions set forth by PA-116 in order to receive approval to install and activate automated traffic enforcement safety devices. Primary requirements include adoption of an ordinance authorizing the use of these cameras and submission of a plan to CT DOT. Additionally, interested municipalities must adopt a citation hearing procedure, comprehensive safety action plan, and written privacy policy/protocol. Prior to submitting a plan to CT DOT, the municipality must conduct a public hearing and the municipal legislative body must vote on the proposed plan.

Councilor Naeem asked if there is any State funding available tied to this. Is the State expecting the towns/municipalities to fund all of the costs affiliated with setting this up? Assistant Town Manager Colby replied at this time the town is exploring any possible grants that are available for the town to pursue.

Councilor Naeem asked if the State mentioned once they rolled this out if there would be a bucket of money for this program. Town Manager Souza stated the State did not. They are allowing municipalities to retain any fine fees. Those fees must go towards improving transportation mobility, investment and maintenance of the program. Right now, there are no specific grants available.

Councilor Eleveld asked if the citation is for the car or the person. Assistant Town Manager Colby stated that at this time the way we are interpreting it is it's for the vehicles.

Councilor Eleveld asked what the acronym ATESD stands for? Assistant Town Manager Colby replied it stands for Automated Traffic Enforcement Safety Device.

Councilor Eleveld said that the memo states these have to be equitably distributed within the town. Does that mean if you have one in the north end of town that you also need to have one in the south end of town and one in the middle? Assistant Town Manager Colby said when it mentions equitable distribution they are looking at a variety of different measures now and we need to further explore that with the guidance. They are looking at municipal poverty rate, percent of occupied housing with vehicles, and qualified census tracks, which at this time Windsor does not have any of those.

Councilor Eleveld asked if there is an estimated cost. Assistant Town Manager Colby said he does not have one at the moment. Town Manager Souza added that it is anticipated that it will be similar to the stationary license plate readers that we have. Those are approximately \$3,000-\$4,000 on an annual basis.

Councilor Eleveld stated that we have license plate readers in town that could be used to assist in the investigation of a crime. Then we have license plate readers but that information cannot be used in the investigation of a crime. These cameras are only to be used in the violation of an ordinance. That means to him that they cannot be used for an investigation of a crime. Are we able to set the speed limits on the device? Town Manager Souza said state law has provided for a legal traffic authority. The State does allow municipalities now on local roads, not state-owned roads, to be able to set speed limits.

Councilor Armstrong asked if we are going to hire someone to man the lights and give out tickets. Assistant Town Manager Colby responded that is something the town has to explore. Town Manager Souza stated there is that possibility depending on how many devices are put out.

Councilor Pelkey wanted to make sure that we are doing our due diligence on the Road Diet before we go forward with it.

Councilor Smith asked if this information can be shared with the Department of Motor Vehicles and insurance company. Can it be tracked? Assistant Town Manager Colby said that is something that we'd have to look into as we further explore the law and look at the devices themselves to see what the process is for being able to issue that

violation/citation. Town Manager Souza added part of that process will be the State Department of Transportation (DOT) does have a model/policy related to privacy and the use of that data once it's collected. We will see what DOT's guidance is on that.

Mayor Black-Burke said the piece of the equitable distribution keeps coming up as to where, how and what else happens. Once the information is collected, what else happens after that? What is the 'what else' that has come out of these traffic light cameras being accepted. Where else does the money go that is being collected? As we talk about the equitable distribution we need to figure out what the 'what else' is before we get too far in the process. Assistant Town Manager Colby stated that could be looked into.

Councilor Gluck Hoffman asked about the costs. With the citation coming through, how are those funds funneled through? Do they go to the Police Department or would there have to be another person handling that? Would that require hiring someone? Assistant Town Manager Colby stated the fines can be used to cover the costs of the staff or outsourcing expenses. Regarding how the money trickles through the town, that is something that we can look into the law to see what the requirements are. The funds do have to be used for either the maintenance, upgrades or improvements to these cameras/devices and for the personnel that are involved in the review process. Town Manager Souza added there have been brief conversations that this might be a good opportunity to work with neighboring communities regarding a shared service.

Councilor Pelkey asked what sort of revenue would be generated? How bad is the problem? Once we install these devices and it starts to modify behavior, how would that effect the amount of revenue we are getting? He just doesn't want to lose sight of that. We look at it and say this will be great and then find out we don't have the funds to continue doing it, and then it goes back to what it was.

Mayor Black-Burke referred the item to the Health & Safety Committee for review and recommendation.

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the December 18, 2023 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the minutes of the December 18, 2023 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS



16) EXECUTIVE SESSION

17) ADJOURNMENT

MOVED by Councilor Armstrong, seconded by Councilor Eleveld to adjourn the meeting at 9:30 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary