



Council Agenda

Council Chambers
Windsor Town Hall
March 18, 2024



Zoom Instructions

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7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Smith
3. PLEDGE OF ALLEGIANCE – Councilor Smith
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) Commission on Aging & Persons with Disabilities
 - c) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Set a Public Hearing for April 1, 2024 at 7:00 p.m. on proposed technical amendments to the Town Center Tax Increment Financing Plan (Town Manger)
- b) *Approve an appropriation of \$30,000 from the FY 24 Community Investment Initiatives for Mill Brook hydraulic engineering study (Town Manager)
- c) *Authorize town manager to enter into Master Municipal Agreement with CT DOT (Town Manager)
- d) *Receive Memorandum from Board of Education relative to Public Act 13-60 (Town Manager)
- e) Consider settlement in Wagner vs. Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the March 4, 2024 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

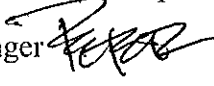
16. EXECUTIVE SESSION

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

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: March 18, 2024
To: Honorable Mayor and Members of the Town Council
Prepared By: Patrick McMahon, Economic Development Director
Reviewed By: Peter Souza, Town Manager 
Subject: Windsor Center Tax Increment Financing District Master Plan – Set Public Hearing to Consider Technical Amendments

Background

The Town Council adopted the Windsor Center Tax Increment Financing (TIF) District Master Plan on October 17, 2022 and made technical amendments in the fall of 2023. The Master Plan contains a list of parcels that are within the TIF District Boundary Map. It has been determined that adjustments are needed in the values of eight properties in the District. It is recommended to amend the District Master Plan to ensure accuracy as to the Original Assessed Value of the District by which TIF revenue and revenue to the General Fund is calculated. The District Master Plan can be amended at any time by the Town Council after conducting a public hearing.

Discussion/Analysis

It is important to have an accurate accounting of parcels with the TIF District in order to establish the Original Assessed Value (OAV) of the District. The OAV is the baseline to determine any Incremental Assessed Value (IAV) generated within the district each year – a portion of which will be reinvested within the District (75%) and a portion will be deposited into the General Fund (25%). The needed adjustments to the eight properties results in several portions of the TIF plan needing to be amended. The amendments are outlined below.

Amendment 1

276 Broad Street (VFW) was shown as taxable rather than as exempt. The result is a reduction of the taxable real property amount by \$289,660.

Amendment 2

There were four adjustments to 33 Mechanic Street (First Town Square) condominiums at Units 104, 115, 117, and 202 as veterans' exemptions were not factored in. This results in a total reduction of the taxable real property amount by \$11,870.

Amendment 3

Properties at 54, 62, and 64 Poquonock Avenue were converted to condominiums but not until after the October 1, 2021 grant list was set. The condominium values were enumerated in the district master plan rather than the property values before they were converted to condominiums. The total value before conversion was \$741,160 and \$775,320 after conversion. This results in a total reduction of the taxable real property amount by \$34,160.

Amendment 4

The above amendments result in a total reduction of taxable real property (OAV changes) of \$335,690.

Existing District Master Plan OAV figure:	\$44,272,858
Amended District Master Plan OAV figure:	\$43,937,168

Amendment 5

Under state law, no more than 10% of taxable real property can be contained within all TIF Districts combined. This percentage is derived by dividing the taxable assessed value in the District (\$43,937,168) by the gross taxable grant list as of October 1, 2021 (\$2,676,734,678). The recommended changes results in a decrease in the percentage from 1.65% to an amended figure of 1.64%. Windsor Center is the only established TIF District to date.

Amendment 6

Exhibit D – Forecasted Estimate of Captured Assessed Value (CAV) and Incremental Tax Revenue has been updated to incorporate the assessed values per the recommended changes. These changes do not substantially change the estimates for total incremental tax revenue and the allocations to the TIF account and General Fund.

Total Incremental Tax Revenue Before Amendment:	\$16,440,950
Total Incremental Tax Revenue After Amendment:	\$16,439,778
75% Capture for District Before Amendment:	\$12,330,712
75% Capture for District After Amendment:	\$12,329,834
25% General Fund Before Amendment:	\$4,110,237
25% General Fund After Amendment:	\$4,109,945

Financial Impact

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

Other Board Action

The Economic Development Commission and the Windsor Center TIF Advisory Committee will review the technical amendments at its March 20, 2024 meeting.

Recommendations

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

“MOVE that a Public Hearing be set for April 1, 2024 at 7:00 p.m. to allow for public comment on the proposed technical amendments to the Windsor Center Tax Increment Financing District Master Plan.”

Attachments

Windsor Center Tax Increment Financing District Master Plan Redline Draft



Windsor Center Tax Increment Financing District Master Plan

Town Council Adopted: October 17, 2022

Town Council Amended: October 16, 2023

[Town Council Amended:](#)

DISTRICT MASTER PLAN

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Exhibit B – Assessor’s Certification of Original Assessed Value (OAV)

Exhibit C – Map of Planning Area for TOD Master Plan

Exhibit D – Estimate of Captured Assessed Value (CAV) and Incremental Tax Revenue

Exhibit E – Written Advisory Opinion of the Planning and Zoning Commission

Exhibit F – Public Hearing Notice

Exhibit G – Public Hearing Minutes

Exhibit H – Town Council Resolution

I. INTRODUCTION TO THE WINDSOR CENTER DISTRICT

The Town of Windsor, a municipality organized under the laws of the State of Connecticut, plans to enhance and revitalize its historic downtown known as Windsor Center.

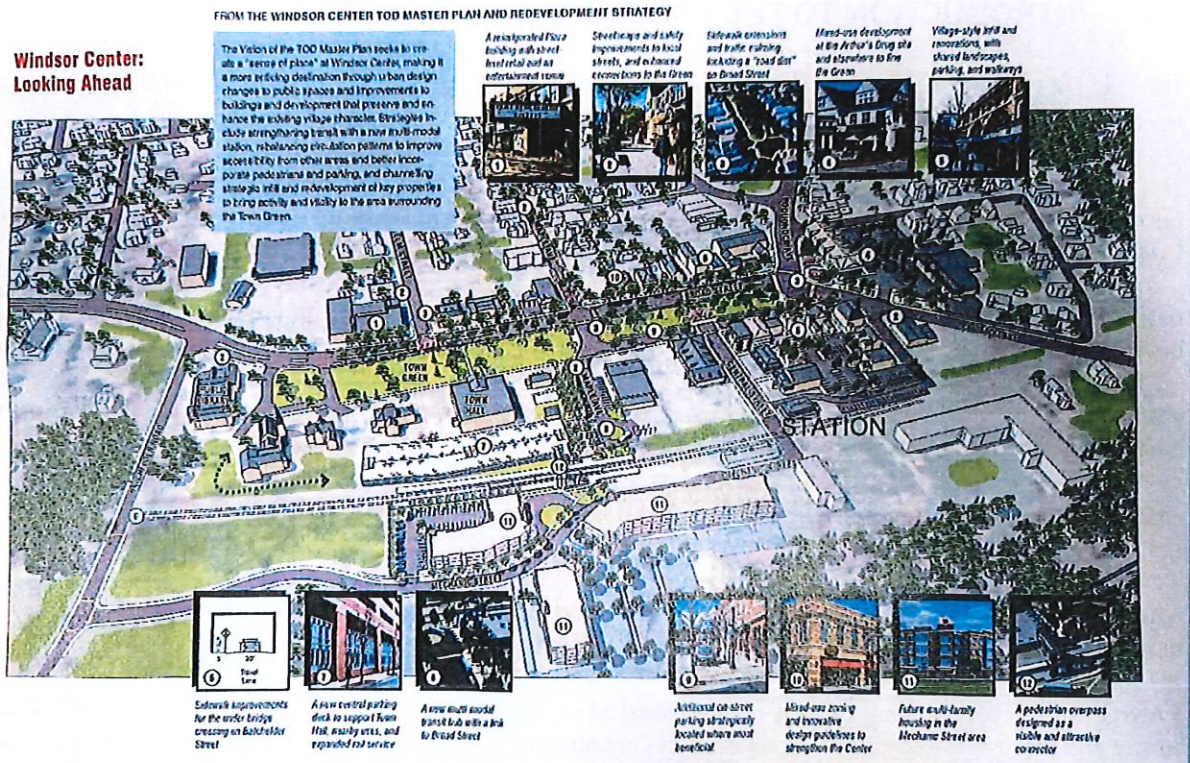
The residents of Windsor and its Boards and Commissions have identified the enhancement of the Center as a top priority as indicated in the Town of Windsor's Plan of Conservation and Development and Windsor Center Transit Oriented Development Master Plan.

Based on a series of workshops and planning exercises, participants in the Windsor Center transit-oriented development planning process developed an overall vision for the future of Windsor Center, which is as follows:

- **Walkable and Connected** – a compact district that takes advantage of transit and reinforces all of the uses by becoming an increasingly walkable, well-connected cluster of uses, places, services, and amenities;
- **Vibrant and Diverse Uses** – a vibrant district that boasts a diverse mix of uses that enhances the area as a place to live, work, visit, and play;
- **Accessible and Safe** – a convenient district that is easy to access from other areas and allows pedestrians, bicycles and automobiles to get around safely and efficiently; and
- **Attractive and Distinctive** – a clearly defined district through the urban design of its streets, ways and public spaces and through the consistent qualities of its constituent buildings that preserve and enhance the existing village character and historic and iconic assets, while encouraging new uses that provide additional attractions for people to come to the Center.

Broadly the objectives of this District Master Plan are to:

- Expand the economic vitality of the Town of Windsor;
- Provide new employment opportunities, and retain existing employment;
- Expand housing choice for all types of households;
- Construct or improve physical facilities and structures through the (re)development of commercial, residential, retail, mixed use, transit-oriented development and downtown development;
- Capitalize on unique assets such as the Farmington and Connecticut Rivers, the Town Green, and the Hartford Line commuter rail;
- Maximize the use of existing infrastructure; and,
- Implement the goals and objectives contained within the adopted *Town of Windsor Plan of Conservation and Development* and *Windsor Center Transit Oriented Development Master Plan*



Windsor Center Transit Oriented Development Planning Efforts

From 2012 to 2014, the Town undertook a community-based planning process to prepare the Windsor Center Transit-Oriented Development Master Plan (TOD Plan). This planning and facilitation study was intended to optimize the potential for town center development by identifying the key opportunities, identifying obstacles to redeveloping selected sites, completing a market analysis, and coordinating train station development with existing development and other transit services.

Housing is a key to support existing small businesses and spur additional enterprises to locate in the town center. The households residing in new market rate, workforce and senior housing will add vitality and generate daily economic activity. Opportunities for appropriately scaled and designed in-fill housing exist at several locations including Windsor Center Plaza (a.k.a. Arthur's Plaza), former Fusco site (20-26 Poquonock Avenue), and the Mack Street and Poquonock Avenue intersection.

Another important strategy is to bring both town residents and visitors to the town center on a more regular basis. This can be accomplished through continued programming at the Windsor Art Center, additional community events, creation of new entertainment or leisure attractions as well as new restaurants and shops. Completing the revitalization of the historic Plaza Building provides a catalytic opportunity. There are also other opportunities and locations that could contribute to bringing more individuals to the town center through creative partnerships.

With over 55,000 square feet of existing space, the various buildings located within the area bounded by Central and Union Streets, represent an opportunity to strengthen existing small businesses and attract new enterprises. The current mix of uses lends itself to attracting customers throughout the day and into the evening hours. By continuing to facilitate a number of relatively small incremental steps through a set of collaborative partnerships, this block could be enhanced.

A fourth strategic area relates to mobility. Mobility in terms of walking, traffic / parking management, coordination of multi-modes of transportation (trains, buses, bikes) is crucial to build upon the center's existing

compact, walkable nature. This strategy includes finding ways to link the east and west sides of Broad Street to take advantage of the many current and future transportation assets in the town center.

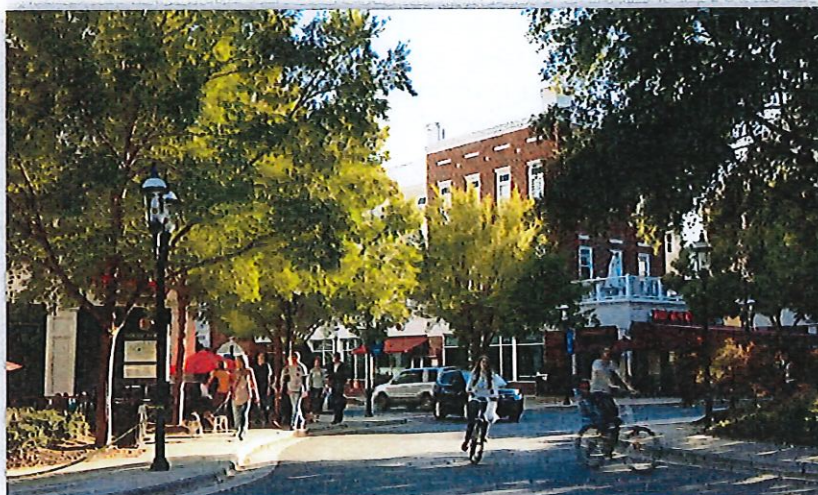
A significant mobility-related recommendation of the study is the reconfiguration of Broad Street to reduce the number of through lanes from two in both directions to one in each direction with dedicated turn lanes and the addition of formalized on-street parking. The goal is to reduce vehicle speed, shorten the distance of pedestrian street crossings and add more convenient parking. In FY21, the Town Council authorized staff to pursue this strategic recommendation through authorizing design. Partial project funding from the State of Connecticut in the amount of \$1.2 million has been awarded to date largely through the advocacy of State Representative Jane Garibay.

Lastly, the plan identified a number of actions that the town could employ to incentivize further investment in the town center. These include targeted financial assistance, adjustments to zoning regulations, and investments in roadways, sidewalks and coordinated/shared parking areas. The town has done this through offering a Façade Improvement Program, pursuing grants to construct sidewalks on Batchelder Road and Mechanic Street, as well as modifying zoning regulations and offering project-based incentives.

Windsor Center as a Community Focus

Prior to the potential use of Tax Increment Financing (TIF), the citizens of Windsor and its Boards and Commissions have supported revitalization through our annual budget. The Town has also pursued state grants for revitalization, such as the recently awarded Connecticut Communities Challenge Grant. The new TIF tool will be an important additional funding source to implement needed improvements.

One outcome of Windsor's multi-year and numerous planning efforts for the area is the consensus that a focus and commitment to revitalization is important. With the implementation of the Windsor Center TIF District Master Plan, and the enhancement of the Town's traditional business district, the Town envisions significant private investment in new business ventures, major redevelopment, rehabilitation of



historic properties, and new public infrastructure that will benefit the local community and economy. The Town foresees the enhancements funded through TIF will add to the Center's vibrancy and will successfully attract new businesses, visitors, and consumers, and maximizes its potential as one of Connecticut's great downtowns

Justification for Creation of the Windsor Center TIF District

The Windsor Center TIF District Master Plan seeks to combat sprawl and maximize the utilization of infrastructure already in place. Full implementation of this Plan will result in private investment that will generate new tax revenue to be used for implementation and sustainment of the development strategy. This program exemplifies the community's desire to undertake planned growth and development, and authorizes project costs such as administration, public projects, development incentives, and reimbursement of any bonded indebtedness which may occur to meet the needs of the development strategy. Furthermore, the provision of jobs for area residents creates opportunity, and stimulates our local economy. Therefore, this development strategy and the goals set

forth within contribute toward the advancement of the Town's goals to provide new employment opportunities, broaden the tax base, and improve our local economy.

This development strategy seeks to accomplish and contribute to the economic growth and betterment of the general health, welfare, and safety of the residents of Windsor. As such, the Town's designation of the District and creation of the Windsor Center Development Fund constitute a good and valid public purpose. Without the development strategy, the Windsor Center area will not reach its economic and community development potential.

The Mechanism of TIF as an Economic and Community Development Tool

Creating a Windsor Center TIF permits the community to establish a baseline of present property values to be known as Original Assessed Value (OAV) from which new incremental value will be calculated. A portion of the real property taxes generated from new incremental value in the district can be captured for use in the district. This plan calls for the use of 75% of the new taxes generated in the district to be utilized for downtown area related projects. By establishing a baseline of values and using the revenue for downtown-related projects, it creates a fund to offset those project costs in lieu of raising the funds through property taxes. This fund might be thought of as a forced savings account, which, due to its existence, may mitigate the tendency to delay necessary projects or improvements due to budgetary constraints.

This TIF shall provide capital reinvestment revenue for the Windsor Center district. Each project represents an important piece in the core development of the Center district and will play a significant part in maintaining the unique physical qualities of Windsor with access to retail and service activities. The investments are also meant to spur and assist with other economic development activities. Projects like downtown enhancement and railroad station area improvements are important for the historic fiber of Windsor Center and the fiscal health of the Town. In other cases, such as the Broad Street functional and streetscape improvements the projects are meant to address basic infrastructure needs that will serve residents and visitors alike. Improving mobility and accessibility will enhance the Windsor Center experience, improve pedestrian and vehicular safety, and positively impact property values.

The development fund from the TIF proceeds may be used to support economic development, assist in the retirement of debt related to projects, or be used annually toward individual projects identified below.

Over time, the development fund use will become more refined, but will be visited annually by town staff, the TIF Advisory Committee and Town Council as part of the annual budget approval process. Said annual review will include input from town staff, key stakeholders and citizens.

In Summary

Tax increment financing is a proven method of strengthening ties between businesses, the community, and the broader regional economy. To facilitate enhancement of the area, it is imperative that we acquire the ability to leverage initial investments occurring within Windsor Center as a catalyst for further investments. The Town of Windsor, in adopting this development strategy, will create a municipal Tax Increment Financing District. Tax increment revenues will be made available for several projects; some projects that are general in nature, and others that are site specific. The Town desires to capture 75% of the new incremental assessed valuations within the district. The TIF District will remain in place for a period of 20 years from adoption and will include tax increment revenues solely on real property.

The TIF District becomes effective upon adoption by the Town.

II. LIST OF THE TAX IDENTIFICATION NUMBERS FOR ALL LOTS OR PARCELS WITHIN THE TIF DISTRICT

As of October 1, 2021, the Original Assessed Value (OAV) of the taxable real property in the Windsor Center TIF District is ~~\$44,272,858~~ 43,937,168. The Assessor's Certificate of Original Assessed Value is included as Exhibit B.

The OAV of all proposed and existing TIF Districts in the Town (taxable real property) may not exceed the state-established maximum of 10% of the total taxable real property in the Town as of October 1 of the year immediately preceding the establishment of the tax increment district. The Town of Windsor does not have any pre-existing TIF Districts. Therefore, the OAV of proposed and existing TIF Districts in the Town of Windsor (taxable real property) represents 1.63% of the total taxable property in the Town as of October 1, 2021. As shown in Table 1, below, the OAV within all proposed and existing TIF Districts in the Town is below the state maximum.

Table 1: Original Asset Value (OAV) as a Percent of all Town Taxable Real Property

OAV, Proposed Windsor Center TIF District (Taxable Real Property)	\$44,272,858 <u>43,937,168</u>
OAV Existing TIF Districts (Taxable Real Property)	\$0
Total Proposed and Existing TIF Districts (Taxable Real Property)	\$44,272,858 <u>43,937,168</u>
October 1, 2021 Gross Taxable Real Estate Grand List	\$2,676,734,678
Total OAV within TIF Districts as % of All Gross Taxable Real Estate Grand List	1.6 <u>5</u> 4

Throughout the term of the District, the Increased Assessed Value (IAV) shall always be calculated based on the OAV. Decreases in the Captured Assessed Value shall not obligate the Town to make up any shortfalls in Tax Increment Revenues. All assessed real property value captured in the Windsor Center TIF District will be added to the general tax rolls at the end of the District's term.

A map delineating the properties in the tax increment financing district is attached as Exhibit A.

III. DESCRIPTION OF THE PRESENT CONDITION AND USES OF LAND AND BUILDINGS

Windsor Center has a number of competitive advantages such as three state routes converging downtown, the beautiful town green and municipal buildings and the presence of the Hartford Line and bus transit. However, there are a number of properties in need of redevelopment, buildings in need of restorative work, and commercial spaces to fill with businesses. To strengthen the center as a vibrant, walkable, mixed-use district, it will take a variety of public and private sector actions to capitalize on the positive attributes and to address the hurdles or challenges. The challenges and opportunities of Windsor Center are well documented in the Plan of Conservation and Development and the Windsor Center Transit Oriented Master Plan. These plans outline goals, objectives, and a roadmap to implement a comprehensive revitalization of these areas.

Windsor Center has the elements necessary for a vibrant downtown and a comprehensive approach to revitalization is needed focusing in on the sense of place, historic preservation, small business assistance, promotion of events, transit improvements, and well-maintained public spaces.

The Town has made significant strides in enhancing Windsor Center over the last two decades through such efforts as the First Town Square and Windsor Station Apartments. The Town would like to capitalize on these investments to encourage additional private sector investment. The TOD Master Plan determined that a financial subsidy program would need to be in place to attract developers and that modification to zoning regulations

would be required to support Transit Oriented Development. The Town has updated the zoning regulations for Windsor Center and the Windsor Center Tax Increment Financing District will satisfy the need for financial support to developers.

IV. DESCRIPTION OF THE PUBLIC FACILITIES, IMPROVEMENTS, AND PROGRAMS TO BE ADDED OR FINANCED

Collaboration through a strong public/private partnership is essential to the revitalization of Windsor Center and to the success of this TIF plan. A key objective is to encourage private capital investment through improvements in the District accomplished by dedicating “captured revenues” for municipal maintenance and improvements. The Town’s expenditures act to support and enhance the investor’s capital commitment by ensuring well-maintained infrastructure and esthetics for the public.

The Town approves the following list of activities as eligible and authorized project costs.

Capital Costs, including but not limited to:

- The acquisition or construction of land, improvements, infrastructure, public ways, parks, buildings, structures, railings, street furniture, signs, landscaping, plantings, benches, trash receptacles, curbs, sidewalks, turnouts, recreational facilities, parking, transportation improvements, transit equipment, pedestrian improvements and other related improvements, fixtures, and equipment for public use;
- The acquisition or construction of land, improvements, infrastructure, buildings, structures, including facades and signage, fixtures, and equipment for commercial, residential, mixed-use or retail use or transit-oriented development;
- The demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures, and fixtures;
- Historic preservation and restoration of buildings that are either eligible or listed on the State and/or National Register of Historic Places;
- Clean energy initiatives such as solar renewable energy, electric vehicle charging stations, etc.;
- Environmental remediation;
- Site preparation and finishing work; and
- Fees and expenses associated with the capital cost of such improvements, including, but not limited to, licensing, permitting, planning, engineering, architectural, testing, legal and accounting.

Financing Costs

Debt service payments, including closing costs, issuance costs, and bond retirement premiums, for indebtedness incurred for authorized project costs.

Professional Service Costs

Procurement of engineers, architects, planners, consultants, or attorneys, as needed, to facilitate implementation of the Transit Oriented Development Plan and Windsor Center District Master Plan.

Administrative Costs

Reasonable charges for the time spent by municipal employees, First Town Downtown, other agencies or third-party entities associated with the implementation of a district master plan.

Maintenance and Operation Costs

Costs of increased public services within the District that result from successful implementation of the Town’s Plan of Conservation and Development Goals and Objectives, including but not limited to, increased public safety/security (police, fire, emergency), increased public maintenance (plowing, mowing, trash/litter removal, installation/replacement of marketing/promotion hardware, beautification), and increased utility costs

Technical and Marketing and Promotions Costs

- Marketing and promotion of events or programs organized by the municipality or First Town Downtown

- Establishing a permanent economic development revolving loan fund or targeted investment funds, to support municipal economic development strategies
- Providing skills development and workforce training for residents of the municipality

A. Municipal Costs, Public Facilities, and Infrastructure Activities within the District

Table 2 is a representative list of projects that could potentially benefit from the use of TIF revenue. However, the projects listed below may be completed with any combination of TIF revenue, general fund revenue, bonding, state and federal grants or other sources of funds.

<p>Table 2</p> <p>TIF District Project Costs</p>		
Project/Program/Category	Description	Preliminary Estimated Cost
Transit Oriented Development Area Predevelopment	Planning, appraisals, environmental reports, legal for town-owned Mechanic Street Lot	<i>\$50,000</i>
Broad Street Complete Streets	Planning and construction of complete streets improvements including but not limited to sidewalks, bumpouts, signals, street furniture, landscaping, etc.	<i>\$4,500,000</i>
Palisado Avenue Corridor Improvements	Accessibility and aesthetic improvement from Windsor Center to Historic District including repairs to retaining wall	<i>\$2,310,000</i>
Poquonock Avenue Streetscape Enhancements	Implementation of streetscape enhancements including, but not limited to, sidewalks, bike paths, bike lanes, street furniture, landscaping, etc.	<i>\$500,000</i>
Public Facilities	Repairs to Town Hall, Library, Luddy House, Train Station, Freight House	<i>\$1,000,000</i>
Improvements to Town Property, Public Spaces, and Parks	For purposes related to the physical improvement of Windsor Center and equipment related to maintenance and upkeep.	<i>\$500,000</i>

Building Improvements	Implement Façade, Signage and Building and Safety Code Improvements program to support private sector investment	<i>\$500,000</i>
Support First Town Downtown	Downtown Manager responsible for 4 Point Approach to revitalization	<i>\$50,000 annually</i>
Small Business Revolving Loan Fund	A revolving loan fund program to support business growth and expansion in Windsor Center	<i>\$250,000</i>
Poquonock Avenue Access to Millbrook Open Space	Provide for access point to Millbrook Open Space from Poquonock Avenue including pedestrian bridge	<i>\$500,000</i>
Economic Development Studies	Economic development studies including planning, market analysis, marketing, feasibility, and associated consulting fees.	<i>\$100,000</i>
Other Economic Development Projects and Programs	Any other projects or programs deemed important for the economic development and improvement within the district	<i>\$100,000</i>

B. Municipal Costs, Public Facilities, and Infrastructure Activities outside of, but related to, the District

Projects costs outside of, but related to, the district that are directly associated with infrastructure improvement and public safety may use TIF funds. Table 3 are specific activities eligible to receive TIF funds and shall be limited to properties within the planning area for the TOD Master Plan shown in Exhibit C or immediately adjacent thereto.

Table 3 Project Costs outside of, but related to, the District		
Project/Program/Category	Description	Estimated Cost
Neighborhood Streetscape Improvements	Implementation of streetscape enhancements including, but not limited to, sidewalks, bike paths, bike lanes, street furniture, or landscaping	<i>\$200,000</i>
Open Space and Park Improvements	Design and construction of enhancements to open space, trails and park facilities	<i>\$250,000</i>

V. DESCRIPTION OF THE COMMERCIAL, RESIDENTIAL, MIXED-USE OR RETAIL IMPROVEMENTS, OR TOD ANTICIPATED TO BE FINANCED IN WHOLE OR IN PART

Credit Enhancement Agreements (CEAs)

Credit enhancement agreements permit the "captured" property tax dollars to be channeled directly to the business doing the development. The money must be used for the project but the business is given considerable latitude in its use of these funds, unless stipulated otherwise by the municipality.

A portion of the captured tax increment may be used for a variety of private projects within the District; to include, but not be limited to Credit Enhancement Agreements (CEAs) for the rehabilitation or redevelopment of property, compliance with building codes, façade improvements, acquisition and demolition of privately owned property, and the provision of Revolving Loan Funds for inventory or operating capital and investments in real property.

Regardless of whether these projects are undertaken by existing property owners or future developers, all capital improvements made on private property for eligible qualified projects will be financed by each respective developer and become the sole liability of said developer. Additionally, all improvements must be done in compliance with local and state laws.

The Town of Windsor further proposes to enter into Credit Enhancement Agreements (CEAs), on a limited basis, within the structure of this District Master Plan and the Tax Increment Financing Policy set forth by the Windsor Town Council. The Town of Windsor, through a decade of planning, realizes the importance of development within Windsor Center, but more so the importance of development that conforms to the historical, social, and cultural characteristics of the community. CEAs provide the community a tool that is flexible and locally controlled to incentivize private development that conforms to its vision and goals.

The Town also asserts that it should assist developers that are willing to take a risk in innovative redevelopment/rehabilitation efforts within the District. As such, it makes sense for the Town to collaborate with these developers for projects that provide a direct public benefit. The Town has interest in collaborating in those specific real estate development projects that offer the greatest redevelopment potential and meet the Town's goals regarding land and building uses in the Windsor Center District. This is accomplished by identifying specific parcels of real estate within the District that the Town wishes to aid, and allocating a portion of the TIF proceeds to the project through a Credit Enhancement Agreement (CEA) with the property owner/developer.

CEAs may be negotiated individually with property owners or developers of properties listed on the Town's Priority Redevelopment Properties list. Financial incentives provided to individual owners/developers of these respective properties may be funded solely from the incremental tax revenues generated from their private investments. Furthermore, it must be demonstrated that investment would otherwise be inhibited but for the financial incentive. Tax increment revenues allocated for reimbursement to the developer or business as articulated in CEAs may not exceed 100% of the incremental tax revenue from any individual parcel, and the term of the agreement shall not exceed the number of years remaining in the life of the district. Each CEA must be in accordance with the Town's Municipal Tax Increment Financing Policy at the time it is executed.

VI. FINANCIAL PLAN

The Original Assessed Value (OAV) of the real taxable property in the District was \$44,272,858 as of October 1, 2021. The Town of Windsor will capture seventy five percent (75%) of the increased assessed value of the real property located with the District for the duration of the 20-year term of the District. The TIF revenues so collected will fund and/or contribute to the funding of the approved projects, including such projects described in Tables 2 & 3.

1. Cost estimates for the public improvements and developments anticipated in the district master plan

Municipal approval of the TIF District Master Plan will not constitute a financial appropriation. Annual action through the budget process by the Town Council will be required for financial appropriation for each community investment option. Also, it is recognized that TIF revenue must be spent per the municipally approved Town of Windsor Tax Increment Financing Policy.

2. The maximum amount of indebtedness to be incurred to implement the district master plan

It is presumed in most cases that public improvements will not be undertaken unless TIF revenues, or other sources, are available at an adequate level. However, the Town reserves the right, in those circumstances where it is imperative that public infrastructure be developed prior to a private investment, to incur debt to facilitate, in part or in whole, any of the projects outlined within the District Master Plan. This does not, however, obviate the need for a regular municipal legislative process for acquiring any financing through bonding.

3. Sources of anticipated revenues

The primary source of revenue to implement the District Master Plan is incremental revenues generated by the property tax. Other sources of revenues that may be used to fund projects and programs in Tables 2 & 3 include, but are not limited to, state and federal grants and general fund revenues.

4. A description of the terms and conditions of any agreements, including any anticipated assessment agreements, contracts or other obligations related to the district master plan

Any Credit Enhancement Agreements shall be approved under the Windsor Tax Increment Financing Policy.

5. Estimates of increased assessed values of the tax increment district

The estimates of the captured assessed values for the TIF district during the life of the District Master Plan are included in Exhibit D.

6. The portion of the increased assessed values to be applied to the district master plan as captured assessed values and resulting tax increments in each year of the plan

The original assessed value of taxable real property (land and buildings) within the district boundaries is ~~\$44,272,858~~ \$43,937,168 as of October 1, 2021. A certification by the municipal assessor of the Town of

Windsor that the original assessed value established represents the taxable real property within the District's physical description, as delineated on the attached map, is attached as Exhibit B.

The Town of Windsor plans to capture 75% of the increased taxable assessed value. Taxes generated from the captured assessed value will be allocated to support approved municipal based costs within the district or associated with the district. Exhibit D is a 20 Year pro forma projecting the TIF revenue that will be generated from the District based on the captured assessed value. The estimate assumes 0.5% growth each year. It is estimated that ~~\$12,330,712~~ \$12,329,834 in TIF revue will be generated over the life of the TIF.

7. Windsor Center Tax Increment Financing Development Fund

The Windsor Center Tax Increment Financing Development Fund provides for seventy-five percent (75%) of the increase in assessed value of the District to be captured and designated as captured assessed value. The tax increment (or TIF revenues) will be deposited by the Town into the Development Fund for a period of twenty (20) years. The Development Fund is pledged to and charged with the payment of the project costs. Credit Enhancement Agreements made with private property owners will be handled separately and independently from one another, and payments to a property owner or developer for reimbursement of eligible development costs under the terms of an agreement shall be restricted to no more than 100% of the captured incremental tax revenue from designated project.

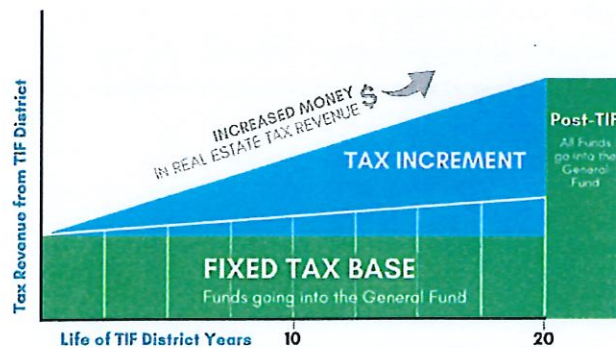


Illustration of TIF mechanism

The Windsor Center Tax Increment Financing Development Fund is established consisting of a project account (the "Project Account") pledged to and charged with payment of project costs. A separate Project Cost Subaccount will be established for each development project in the District that is subject to the development strategy in this plan. Development Subaccounts will also be created for each Credit Enhancement Agreement, which will be pledged to and charged with payment to the Developer under the terms of that agreement for reimbursement of eligible development costs.

In the instances of indebtedness issued by the municipality to finance or refinance project costs, a segregated project fund will be established for the repayment of principal, interests and costs. No bonding is anticipated at the inception of this District.

The Credit Enhancement Agreement executed between the Town and each separate Developer will make a provision for payments to the Developer from the applicable Development Subaccount. The TIF revenues disbursed pursuant to the Credit Enhancement Agreements are hereby understood and to be reflected in each CEA to be used by the developer for costs that are deemed eligible within the development strategy. In each fiscal year, pursuant to the Credit Enhancement Agreements, the Town will make payment to the Developer(s) within sixty (60) days from which time the associated property taxes are paid in full for that year.

Credit Enhancement Agreements will specify that reimbursement will only be made to the Developer in those years where the Town's valuation for the entire District exceeds the assessed valuation of the District assigned by the Town to the District as of October 1, 2021.

VII. OPERATIONAL AND MAINTENANCE PLAN

Improvements in the TIF District within the public way will at all times be owned by the Town of Windsor, or its successors, designees, and assigns, which will be responsible for payments of all maintenance expenses on said improvements, except those State-owned public ways within the TIF District. Improvements made to private properties will be owned and maintained by each individual owner of record. During the life of the district, the Town Manager, or their designee(s), after considering the advice of the TIF Advisory Committee, will be responsible for all administrative matters concerning the implementation and operation of the district.

VIII. DURATION OF THE TAX INCREMENT FINANCING DISTRICT


The term of the Windsor Center TIF district is twenty (20) years commencing on the date that the Plan is approved by the legislative body of the Town and ending 20 years from such approval date.

IX. MODIFICATIONS TO THE DISTRICT MASTER PLAN

This District Master Plan may be modified at any time by a majority of the Town Council after the Council has entertained comments and concerns at a properly advertised public hearing to be held prior to, or simultaneously with, the Council meeting at which the proposed amendment will be considered.

EXHIBIT A – DISTRICT BOUNDARY MAP and PARCEL IDENTIFICATION



 **Town of Windsor, CT**

Printed: 8/31/2022 9:08 AM

The proposed Windsor Center Tax Increment Financing District incorporates primarily B2, NZ and R-8 zoned land fronting on Poquonock Avenue, Palisado Avenue, Bloomfield Avenue, Broad Street, Union Street, Central Street, Mechanic Street, Batchelder Road, Maple Avenue and Court Street.

Parcels in the District:

MBL	Location	Property Use	Taxable Real Property	Non Taxable Real Property	Total
76 460 5	5 PALISADO AVE	Single Family	92,330		92,330
76 64 1	10 PALISADO AVE	Com/Res Mix Use	346,570		346,570
76 460 4	11 PALISADO AVE	Single Family	86,590		86,590
76 460 3	15 PALISADO AVE	Com/Res Mix Use	109,690		109,690
76 460 2	33 PALISADO AVE	Auto Repr	110,390		110,390
76 460 1	41T PALISADO AVE	Com Ln Undv	980		980
76 460 1	45 PALISADO AVE	Restaurant	170,786		170,786
76 460 1	55 PALISADO AVE	Restaurant	230,860		230,860
76 111 8	67 PALISADO AVE	Municipal		5,250	5,250
76 96 5A	210 PLEASANT ST	Land	1,260		1,260
65 96 32	25 PROSPECT ST	Single Family	102,270		102,270
65 96 34	6 POQUONOCK AVE	Com/Res Mix Use	346,430		346,430
65 96 35	10 POQUONOCK AVE	3 Family	89,810		89,810
65 96 36	14 POQUONOCK AVE	Res/Com Mix Use	126,700		126,700
65 96 37	20 POQUONOCK AVE	Park Lot	22,330		22,330
65 97 5	23 POQUONOCK AVE	State		105,420	105,420
65 96 38	26 POQUONOCK AVE	Vac Com Land	117,250		117,250
65 97 4	29 POQUONOCK AVE	Parking Lot	52,430		52,430
65 97 3	35 POQUONOCK AVE	Rest/Clubs	231,000		231,000
65 96 39	38 POQUONOCK AVE	Com/Res Mix Use	243,530		243,530
65 97 2	41 POQUONOCK AVE	Com/Res Mix Use	407,540		407,540
65 96 40	46 POQUONOCK AVE	Prof Bldg	235,970		235,970
65 97 1	53 POQUONOCK AVE	Store	184,800		184,800
65 96 41	54 POQUONOCK AVE	Com/Res Mix Use	315,700		315,700
65 96 41	62 POQUONOCK AVE	Com/Res Mix Use	243,110		243,110
65 96 41	64 POQUONOCK AVE	Com/Res Mix Use	182,350		182,350
65-96-41	54 POQUONOCK AVE (54A)	Condo	30,240		30,240
65-96-41	54 POQUONOCK AVE (54B)	Condo	35,630		35,630
65-96-41	56 POQUONOCK AVE (56A)	Com-Condo	111,440		111,440
65-96-41	58 POQUONOCK AVE (58A)	Com-Condo	64,890		64,890
65-96-41	60 POQUONOCK AVE (60A)	Condo	48,720		48,720
65-96-41	60 POQUONOCK AVE (60C)	Condo	31,080		31,080
65-96-41	62 POQUONOCK AVE (62-1)	Condo	47,040		47,040
65-96-41	62 POQUONOCK AVE (62-2)	Condo	51,380		51,380
65-96-41	62 POQUONOCK AVE (62-3)	Condo	40,320		40,320
65-96-41	62 POQUONOCK AVE (62-4)	Condo	38,990		38,990
65-96-41	62 POQUONOCK AVE (62-5)	Condo	38,500		38,500
65-96-41	62 POQUONOCK AVE (62-6)	Condo	38,710		38,710
65-96-41	64 POQUONOCK AVE (64A)	Condo	50,820		50,820
65-96-41	64 POQUONOCK AVE (64B)	Condo	48,370		48,370
65-96-41	64 POQUONOCK AVE (64C)	Condo	48,370		48,370

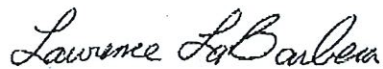
65 96 41	64 POQUONOCK AVE (64D)	Condo	50,820		50,820
65 96 44	66 POQUONOCK AVE	Com/Res Mix Use	300,300		300,300
65 98 3	73 POQUONOCK AVE	Store	128,310		128,310
65 96 45	76 POQUONOCK AVE	Store	323,477		323,477
65 98 2	79 POQUONOCK AVE	Two Family	118,510		118,510
65 98 1	85 POQUONOCK AVE	Store	176,260		176,260
65 101 5	95 POQUONOCK AVE	Com/Res Mix Use	320,880		320,880
65 96 46	96 POQUONOCK AVE	Res/Com Mix Use	259,000		259,000
65 101 4	101 POQUONOCK AVE	Store	194,600		194,600
65 96 47	102 POQUONOCK AVE	Single Fam	76,300		76,300
65 101 3	103 POQUONOCK AVE	Com/Res Mix Use	451,780		451,780
65 96 48	106 POQUONOCK AVE	Two Family	103,110		103,110
65 101 2	109 POQUONOCK AVE	Vacant Com	73,360		73,360
65 96 50	124 POQUONOCK AVE	Restaurant	336,980		336,980
65 101 1	125 POQUONOCK AVE	Vacant Com	342,650		342,650
65 96 52	144 POQUONOCK AVE	Com/Res Mix Use	171,780		171,780
65 456 74	147 POQUONOCK AVE	Comm Bldg	343,140		343,140
65 102 8	150 POQUONOCK AVE	Prof Bldg	364,210		364,210
65 456 165	165 POQUONOCK AVE	Store	357,840		357,840
65 102 9	180 POQUONOCK AVE	Prof Bldg	260,820		260,820
65 456 75	22 MACK ST	Com Ln Undv	12,810		12,810
76 468 1	139 BROAD ST	Rest/Clubs	413,336		413,336
76 95 9	144 BROAD ST	Store	819,910		819,910
76 95 9	152 BROAD ST	Store	382,270		382,270
76 494 1	153 BROAD ST	Fraternl Org	147,630		147,630
76 494 11	159 BROAD ST	Com/Res Mix Use	264,740		264,740
76 494 10	175 BROAD ST	Com/Res Mix Use	201,390		201,390
76 86 3	176 BROAD ST	Office Bldg	925,610		925,610
76 86 4	186 BROAD ST	Com/Res Mix Use	207,550		207,550
76 494 9	187 BROAD ST	Office Bldg	136,990		136,990
76 86 5	190 BROAD ST	Com/Res Mix Use	326,249		326,249
76 494 8	195 BROAD ST	Com/Res Mix Use	246,477		246,477
76 86 6	208 BROAD ST	Pvt School		300,860	300,860
76 86 7	216 BROAD ST	Rest/Clubs	365,981		365,981
76 93 1	219 BROAD ST	Store	1,426,250		1,426,250
76 86 8	226 BROAD ST	Store	231,910		231,910
76 86 9	240 BROAD ST	Municipal		101,360	101,360
76 93 2	245 BROAD ST	US Govt		830,620	830,620
76 85 11	250 BROAD ST	Bank Bldg	804,930		804,930
76 85 12	260 BROAD ST	Bank Park	104,930		104,930
76 93 4	261 BROAD ST	Municipal		292,670	292,670
76 85 13/1	270 BROAD ST	Bank Bldg	515,340		515,340
76 93 5	275 BROAD ST	Municipal		3,446,450	3,446,450
76 85 14	276 BROAD ST	Fraternl Org	289,660	289,660	289,660
76 84 19	280 BROAD ST	Mixed Use	1,154,160		1,154,160
76 93 5	281 BROAD ST	Municipal		12,530	12,530
76 93 5	287 BROAD ST	Municipal		41,790	41,790
76 93 6	289 BROAD ST	Office Bldg	649,670		649,670
76 84 21	296 BROAD ST	Store	544,460		544,460

76 93 7	311 BROAD ST	Church		1,040,060	1,040,060
77 84 21	318 BROAD ST	Supermkt	1,228,150		1,228,150
76 93 9	323 BROAD ST	Municipal		4,481,400	4,481,400
77 84 21Q	330 BROAD ST	Restaurant	137,060		137,060
77 84 22	340 BROAD ST	Prof Bldg	923,230		923,230
66 84 23	354 BROAD ST	Single Fam	172,200		172,200
77 65 1	355 BROAD ST	Pvt School		623,000	623,000
76 86 2	17 BLOOMFIELD AVE	Bank Bldg	191,450		191,450
76 86 1	29 BLOOMFIELD AVE	Comm Condo	262,430		262,430
65 97 6	34 BLOOMFIELD AVE	Office Bldg	192,640		192,640
76 86 1	35 BLOOMFIELD AVE	Rtl Condo	234,710		234,710
65 97 7	40 BLOOMFIELD AVE	Res/Com Mix Use	223,300		223,300
76 494 5	15 CENTRAL ST	Office Bldg	149,030		149,030
76 494 25	25 CENTRAL ST	Store	161,840		161,840
76 494 5	35 CENTRAL ST	US Govt		241,430	241,430
76 93 5C	38 CENTRAL ST	US Govt		3,220	3,220
76 494 5	45 CENTRAL ST	Municipal		78,960	78,960
76 93 5	50 CENTRAL ST	Municipal		26,320	26,320
76 494 2	10 UNION ST	4 Family	207,480		207,480
76 494 3	20 UNION ST	Municipal		392,000	392,000
76 64 2	1 ROWLAND LN	Vacant	700		700
76 86 17	31 COURT ST	Park Lot	73,010		73,010
76 86 16	35 COURT ST	Park Lot	69,580		69,580
76 86 14	43 COURT ST	Office Bldg	133,210		133,210
76 64 9	7 MECHANIC ST	3 Family	108,570		108,570
76 64 8	19 MECHANIC ST	Single Fam	104,020		104,020
76 93 5	40 MECHANIC ST	US Govt		143,360	143,360
76 64 6	41 MECHANIC ST	Com/Res Mix Use	427,042		427,042
76 64 4	69 MECHANIC ST	Apartments	12,161,100		12,161,100
76 64 80	80 MECHANIC ST	Municipal		72,940	72,940
76 64 101	33 MECHANIC ST (101)	Condo	129,150		129,150
76 64 102	33 MECHANIC ST (102)	Condo	121,520		121,520
76 64 103	33 MECHANIC ST (103)	Condo	127,750		127,750
76 64 104	33 MECHANIC ST (104)	Condo	124,250 121,250		124,250
76 64 105	33 MECHANIC ST (105)	Condo	156,310		156,310
76 64 106	33 MECHANIC ST (106)	Condo	127,120		127,120
76 64 107	33 MECHANIC ST (107)	Condo	113,120		113,120
76 64 108	33 MECHANIC ST (108)	Condo	130,690		130,690
76 64 109	33 MECHANIC ST (109)	Condo	161,070		161,070
76 64 110	33 MECHANIC ST (110)	Condo	103,880		103,880
76 64 111	33 MECHANIC ST (111)	Condo	138,320		138,320
76 64 112	33 MECHANIC ST (112)	Condo	109,970		109,970
76 64 113	33 MECHANIC ST (113)	Condo	115,080		115,080
76 64 114	33 MECHANIC ST (114)	Condo	118,230		118,230
76 64 115	33 MECHANIC ST (115)	Condo	117,250 114,250		117,250
76 64 116	33 MECHANIC ST (116)	Condo	117,320		117,320
76 64 117	33 MECHANIC ST (117)	Condo	157,570 154,700		157,570
76 64 118	33 MECHANIC ST (118)	Condo	117,670		117,670
76 64 201	33 MECHANIC ST (201)	Condo	177,520		177,520

76 64 202	33 MECHANIC ST (202)	Condo	176,120 173,120		176,120
76 64 203	33 MECHANIC ST (203)	Condo	173,600		173,600
76 64 204	33 MECHANIC ST (204)	Condo	178,290		178,290
76 64 205	33 MECHANIC ST (205)	Condo	173,320		173,320
76 64 206	33 MECHANIC ST (206)	Condo	176,190		176,190
76 64 207	33 MECHANIC ST (207)	Condo	130,340		130,340
76 64 208	33 MECHANIC ST (208)	Condo	112,630		112,630
76 64 209	33 MECHANIC ST (209)	Condo	131,180		131,180
76 64 210	33 MECHANIC ST (210)	Condo	161,070		161,070
76 64 211	33 MECHANIC ST (211)	Condo	168,140		168,140
76 64 212	33 MECHANIC ST (212)	Condo	156,590		156,590
76 64 213	33 MECHANIC ST (213)	Condo	117,530		117,530
76 64 214	33 MECHANIC ST (214)	Condo	117,460		117,460
76 64 215	33 MECHANIC ST (215)	Condo	114,380		114,380
76 64 216	33 MECHANIC ST (216)	Condo	114,100		114,100
76 64 217	33 MECHANIC ST (217)	Condo	114,100		114,100
76 64 218	33 MECHANIC ST (218)	Condo	154,700		154,700
76 64 219	33 MECHANIC ST (219)	Condo	114,030		114,030
76 64 301	33 MECHANIC ST (301)	Condo	130,340		130,340
76 64 302	33 MECHANIC ST (302)	Condo	115,780		115,780
76 64 303	33 MECHANIC ST (303)	Condo	133,910		133,910
76 64 304	33 MECHANIC ST (304)	Condo	164,150		164,150
76 64 305	33 MECHANIC ST (305)	Condo	163,450		163,450
76 64 306	33 MECHANIC ST (306)	Condo	156,520		156,520
76 64 307	33 MECHANIC ST (307)	Condo	117,530		117,530
76 64 308	33 MECHANIC ST (308)	Condo	114,310		114,310
76 64 309	33 MECHANIC ST (309)	Condo	117,530		117,530
76 64 310	33 MECHANIC ST (310)	Condo	117,250		117,250
76 64 311	33 MECHANIC ST (311)	Condo	117,250		117,250
76 64 312	33 MECHANIC ST (312)	Condo	154,000		154,000
76 64 313	33 MECHANIC ST (313)	Condo	120,330		120,330
76 86 11	14 MAPLE AVE	Office Bldg	100,310		100,310
76 85 10	19 MAPLE AVE	Motel	367,570		367,570
76 85 9	21 MAPLE AVE	Com Ln Dev	79,100		79,100
76 86 10	22 MAPLE AVE	Office Bldg	286,370		286,370
76 86 12	26 MAPLE AVE	Prof Bldg	226,100		226,100
76 86 13	30 MAPLE AVE	Office Bldg	322,350		322,350
77 63 3	2 BATCHELDER	Pvt School		60,060	60,060
77 63 3	4 BATCHELDER (LOT)	Pvt School		74,620	74,620
			44,272,858	12,374,320	56,647,178
			<u>43,937,168</u>	<u>12,663,980</u>	<u>56,601,148</u>

EXHIBIT B – ASSESSOR’S CERTIFICATE OF ORIGINAL ASSESSED VALUE

In accordance with Sections 7-339ee (B) and 7-339gg of the Connecticut General Statutes, I hereby certify that the total amount of gross taxable assessment of properties located in Tax Increment Finance District of the Town of Windsor as established by a vote of the Town Council on October 17, 2022 does not exceed ten per cent (10%) of the total value of gross taxable real property on the Grand List of October 1, 2021. The total gross taxable assessment for all real property located in the Windsor Center Tax Increment Finance District of the Town of Windsor as of the Grand List of October 1, 2021 equals \$ ~~44,272,858~~ 43,937,168 which is equal to 1.654% of the total gross taxable assessment of all real property as of the Grand List of October 1, 2021.



Lawrence LaBarbera, Town Assessor

Date: ~~October 16, 2023~~

EXHIBIT C – PLANNING AREA FOR TOD MASTER PLAN



The planning area for the TOD Master Plan and Development Strategy encompasses properties within approximately $\frac{1}{2}$ mile of the proposed future rail station in Windsor Center, a convenient walking distance and a meaningful measure of the scale of compact village and mixed-use districts.

EXHIBIT D – FORECASTED ESTIMATE OF CAPTURED ASSESSED VALUE (CAV) AND INCREMENTAL TAX REVENUE **(THIS EXHIBIT TO BE SUBSTITUTED WITH UPDATED TABLES)**

TIF Year	CENTER PLAZA	ARDERY SITE	Remainder of District	Total Incremental Assessed Value	Total Incremental Tax Revenue	75% to District	25% to General Fund
1			213,273	213,273	7,096	5,322	1,774
2	9,407,230		214,339	9,621,569	320,110	240,082	80,027
3	14,356,720	11,209,730	215,411	25,781,861	857,763	643,322	214,441
4	14,428,504	11,265,779	216,488	25,910,770	862,051	646,538	215,513
5	14,500,646	11,322,108	217,571	26,040,324	866,362	649,771	216,590
6	14,573,149	11,378,718	218,658	26,170,526	870,693	653,020	217,673
7	14,646,015	11,435,612	219,752	26,301,378	875,047	656,285	218,762
8	14,719,245	11,492,790	220,850	26,432,885	879,422	659,567	219,856
9	14,792,841	11,550,254	221,955	26,565,050	883,819	662,864	220,955
10	14,866,806	11,608,005	223,064	26,697,875	888,238	666,179	222,060
11	14,941,140	11,666,045	224,180	26,831,364	892,679	669,510	223,170
12	15,015,845	11,724,375	225,301	26,965,521	897,143	672,857	224,286
13	15,090,925	11,782,997	226,427	27,100,349	901,629	676,221	225,407
14	15,166,379	11,841,912	227,559	27,235,851	906,137	679,603	226,534
15	15,242,211	11,901,122	228,697	27,372,030	910,667	683,001	227,667
16	15,318,422	11,960,627	229,841	27,508,890	915,221	686,416	228,805
17	15,395,014	12,020,430	230,990	27,646,434	919,797	689,848	229,949
18	15,471,989	12,080,533	232,145	27,784,667	924,396	693,297	231,099
19	15,549,349	12,140,935	233,306	27,923,590	929,018	696,763	232,254
20	15,627,096	12,201,640	234,472	28,063,208	933,663	700,247	233,416
20-year Total	279,109,527	210,583,610	4,474,279	494,167,416	16,440,950	12,330,712	4,110,237

Assumptions:

Original Assessed Value of the District as of October 1, 2021 Grand List - \$ ~~44,272,858~~ 43,937,168

20 year TIF Term

Center Plaza (144-152 Broad Street) redevelopment incorporates two phases

Phase I Assessment = \$9,407,230 (est.)

Phase I&2 Combined = \$14,356,720 (est.)

Ardery Site (109-125 Poquonock Avenue) redevelopment - \$11,209,730 (est.)

Constant Mill Rate of 33.27

0.5% annual increase projections are for planning purposes

Assessment growth from development and market forces evenly spread for simplicity of forecasting

75% Capture

TIF Year	CENTER PLAZA	ARDERY SITE	Remainder of District	Total Incremental Assessed Value	Total Incremental Tax Revenue
1			213,273	213,273	7,096
2	9,407,230		214,339	9,621,569	320,110
3	14,356,720	11,209,730	215,411	25,781,861	857,763
4	14,428,504	11,265,779	216,488	25,910,771	862,051
5	14,500,646	11,322,108	217,571	26,040,325	866,362
6	14,573,149	11,378,718	218,658	26,170,525	870,693
7	14,646,015	11,435,612	219,752	26,301,379	875,047
8	14,719,245	11,492,790	220,850	26,432,885	879,422
9	14,792,841	11,550,254	221,955	26,565,050	883,819
10	14,866,806	11,608,005	223,064	26,697,875	888,238
11	14,941,140	11,666,045	224,180	26,831,365	892,680
12	15,015,845	11,724,375	225,301	26,965,521	897,143
13	15,090,925	11,782,997	226,427	27,100,349	901,629
14	15,166,379	11,841,912	227,559	27,235,850	906,137
15	15,242,211	11,901,122	228,697	27,372,030	910,667
16	15,318,422	11,960,627	229,841	27,508,890	915,221
17	15,395,014	12,020,430	230,990	27,646,434	919,797
18	15,471,989	12,080,533	232,145	27,784,667	924,396
19	15,549,349	12,140,935	233,306	27,923,590	929,018
20	15,627,096	12,201,640	234,472	28,063,208	933,663
20-year Total	279,109,527	210,583,610	4,474,279	494,167,417	16,440,950

Assumptions:

Original Assessed Value of the District as of October 1, 2021 Grand List -

~~\$44,272,858~~ \$43,937,168

20 year TIF Term

Center Plaza redevelopment incorporates two phases

Phase I Assessment = \$9,407,230 (est.)

Phase I&2 Combined = \$14,356,720 (est.)

Ardery Site redevelopment - \$11,209,730 (est.)

Constant Mill Rate of 33.27

0.5% annual increase projections are for planning purposes

Assessment growth from new development and market forces evenly spread for simplicity of forecasting

75% Capture

EXHIBIT D – FORECASTED ESTIMATE OF CAPTURED ASSESSED VALUE (CAV) AND INCREMENTAL TAX REVENUE

<u>TIF Year</u>	<u>CENTER PLAZA</u>	<u>ARDERY SITE</u>	<u>Remainder of District</u>	<u>Total Incremental Assessed Value</u>	<u>Total Incremental Tax Revenue</u>	<u>75% Capture</u>	<u>25% General Fund</u>
<u>1</u>			<u>211,594</u>	<u>211,594</u>	<u>7,040</u>	<u>5,280</u>	<u>1,760</u>
<u>2</u>	<u>9,407,230</u>		<u>212,652</u>	<u>9,619,882</u>	<u>320,053</u>	<u>240,040</u>	<u>80,013</u>
<u>3</u>	<u>14,356,720</u>	<u>11,209,730</u>	<u>213,715</u>	<u>25,780,165</u>	<u>857,706</u>	<u>643,280</u>	<u>214,427</u>
<u>4</u>	<u>14,428,504</u>	<u>11,265,779</u>	<u>214,784</u>	<u>25,909,066</u>	<u>861,995</u>	<u>646,496</u>	<u>215,499</u>
<u>5</u>	<u>14,500,646</u>	<u>11,322,108</u>	<u>215,858</u>	<u>26,038,611</u>	<u>866,305</u>	<u>649,728</u>	<u>216,576</u>
<u>6</u>	<u>14,573,149</u>	<u>11,378,718</u>	<u>216,937</u>	<u>26,168,804</u>	<u>870,636</u>	<u>652,977</u>	<u>217,659</u>
<u>7</u>	<u>14,646,015</u>	<u>11,435,612</u>	<u>218,022</u>	<u>26,299,648</u>	<u>874,989</u>	<u>656,242</u>	<u>218,747</u>
<u>8</u>	<u>14,719,245</u>	<u>11,492,790</u>	<u>219,112</u>	<u>26,431,147</u>	<u>879,364</u>	<u>659,523</u>	<u>219,841</u>
<u>9</u>	<u>14,792,841</u>	<u>11,550,254</u>	<u>220,207</u>	<u>26,563,302</u>	<u>883,761</u>	<u>662,821</u>	<u>220,940</u>
<u>10</u>	<u>14,866,806</u>	<u>11,608,005</u>	<u>221,308</u>	<u>26,696,119</u>	<u>888,180</u>	<u>666,135</u>	<u>222,045</u>
<u>11</u>	<u>14,941,140</u>	<u>11,666,045</u>	<u>222,415</u>	<u>26,829,600</u>	<u>892,621</u>	<u>669,466</u>	<u>223,155</u>
<u>12</u>	<u>15,015,845</u>	<u>11,724,375</u>	<u>223,527</u>	<u>26,963,748</u>	<u>897,084</u>	<u>672,813</u>	<u>224,271</u>
<u>13</u>	<u>15,090,925</u>	<u>11,782,997</u>	<u>224,645</u>	<u>27,098,566</u>	<u>901,569</u>	<u>676,177</u>	<u>225,392</u>
<u>14</u>	<u>15,166,379</u>	<u>11,841,912</u>	<u>225,768</u>	<u>27,234,059</u>	<u>906,077</u>	<u>679,558</u>	<u>226,519</u>
<u>15</u>	<u>15,242,211</u>	<u>11,901,122</u>	<u>226,897</u>	<u>27,370,229</u>	<u>910,608</u>	<u>682,956</u>	<u>227,652</u>
<u>16</u>	<u>15,318,422</u>	<u>11,960,627</u>	<u>228,031</u>	<u>27,507,081</u>	<u>915,161</u>	<u>686,370</u>	<u>228,790</u>
<u>17</u>	<u>15,395,014</u>	<u>12,020,430</u>	<u>229,171</u>	<u>27,644,616</u>	<u>919,736</u>	<u>689,802</u>	<u>229,934</u>
<u>18</u>	<u>15,471,989</u>	<u>12,080,533</u>	<u>230,317</u>	<u>27,782,839</u>	<u>924,335</u>	<u>693,251</u>	<u>231,084</u>
<u>19</u>	<u>15,549,349</u>	<u>12,140,935</u>	<u>231,469</u>	<u>27,921,753</u>	<u>928,957</u>	<u>696,718</u>	<u>232,239</u>
<u>20</u>	<u>15,627,096</u>	<u>12,201,640</u>	<u>232,626</u>	<u>28,061,362</u>	<u>933,602</u>	<u>700,201</u>	<u>233,400</u>
<u>20-year Total</u>	<u>279,109,527</u>	<u>210,583,610</u>	<u>4,439,055</u>	<u>494,132,192</u>	<u>16,439,778</u>	<u>12,329,834</u>	<u>4,109,945</u>

Assumptions:

Original Assessed Value of the District as of October 1, 2021 Grand List - \$43,937,168

20 year TIF Term

Center Plaza redevelopment incorporates two phases

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EXHIBIT E – WRITTEN ADVISORY OPINION OF THE PLANNING COMMISSION

Memorandum

To: Honorable Mayor and Council Members
Cc: Peter Souza, Town Manager
From: Eric Barz, Town Planner
Date: October 12, 2022
Re: Review of Windsor Center TIF District Master Plan

The Planning and Zoning Commission discussed the proposed Tax Increment Financing (TIF) District Master Plan for Windsor Center at their regular meeting held on October 11, 2022. The Commission found the Windsor Center TIF will further the community and economic development goals contained in the Town's Plan of Conservation and Development.

The Commission recommends that the Town Council approve the Windsor Center TIF District and District Master Plan.

EXHIBIT F – PUBLIC HEARING NOTICE

Legal Notice Town of Windsor

The Windsor Town Council will hold a public hearing on the “Windsor Center Tax Increment Financing District and District Master Plan”, Monday, October 17, 2022 at 7:20 p.m. in the Council Chambers, Town Hall, 275 Broad Street, Windsor, Connecticut to review and discuss the following:

Authorizing the Creation of the Windsor Center Tax Increment Financing District and Adopting the Windsor Center Tax Increment Financing District Master Plan.

The proposed Windsor Center Tax Increment Financing District incorporates primarily B2, NZ and R-8 zoned land fronting on Poquonock Avenue, Palisado Avenue, Bloomfield Avenue, Broad Street, Union Street, Central Street, Mechanic Street, Batchelder Road, Maple Avenue and Court Street. All as more specifically depicted in the proposed Windsor Center Tax Increment Financing District Master Plan.

At the public hearing interested persons may be heard and written communications may be received. The Windsor Center Tax Increment Financing District Master Plan is available for public inspection during normal business hours in the Town Clerk’s Office, at the Windsor Public Library and on the Town’s website.

Information on how to attend the Zoom meeting via phone or computer will be included on the Town Council agenda. Please go to www.townofwindsorct.com, click on the virtual meeting info button found on the front page and select Town Council meeting for October 17, 2022. The agenda will be posted 24 hours prior to the meeting.

EXHIBIT G – PUBLIC HEARING MINUTES

**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
OCTOBER 17, 2022
PUBLIC HEARING**

APPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:20 p.m. by Mayor Trinks.

Present: Mayor Donald Trinks, Deputy Mayor Lisa Rampulla Bress, Councilor Black-Burke, Councilor James Dobler, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Kenneth Smith, Councilor Jody Terranova, and Councilor Len Walker (arrived at 7:25 p.m.)

Mayor Trinks read aloud the notice of the public hearing to hear public comment on:

“AUTHORIZING THE CREATION OF THE WINDSOR CENTER TAX INCREMENT FINANCING DISTRICT AND ADOPTING THE WINDSOR CENTER TAX INCREMENT FINANCING DISTRICT MASTER PLAN.”

2) PUBLIC COMMENT

Coralee Jones, 1171 Matianuck Avenue, stated although she loves the town green and is in favor of ideas that would benefit the town and favor the green, she is not confident that the TIF plan is how to do this. The Tax Increment Financing District Master (TIF) plan carves out money to benefit a few. Based on today's assessments, the town's budget would get about \$650,000 less revenue per year for 20 years. She is wondering how the Town Council will address that short fall. She and Linda Alexander were part of First Town Downtown (FTDT) when it was first created. A road diet was discussed then. It was decided at that time that the best way to handle this was to do a trial basis and see how it worked. Individuals living in the Wilson area have complained about the traffic issues they have getting onto Route 159 since the narrowing of the road. The next 20 years is a long time. She knows we need to build a fund, but with the uncertainty of what things will look like even in the next few years, 20 years is way long time to speculate what can happen. She is in favor of improving the town center, however, she is not convinced this plan is a fair way to accomplish that objective.

Linda Alexander, 155 Fieldstone Drive, echoed what Coralee Jones said. She also was a part of when FTDT was first established. She is opposed to the TIF plan. This plan will divert tax revenues from the usual beneficiaries, the taxpayers of Windsor, and the services they depend upon. It will instead give it to a select group of people, namely developers and contractors to

pay for things the taxpayers don't support, want or need. Among the items for consideration is \$4.5 million to narrow Broad Street, which can be done on a trial basis which will cost less money and will determine if it would help or hurt businesses. She asked how a person would shop for groceries, etc. in the town center without a car. Overall, the plan will take money away from taxpayers, residents and existing town businesses who are struggling to recover from COVID mandates. It may sound great on paper but it doesn't take into account the needs of the majority of Town of Windsor taxpayers. It's selective and discriminatory. It does not support businesses in Wilson, Deerfield, Hayden Station, Poquonock or Rainbow Road where you'll find many long-time business owners operating in older buildings that can use some rehab.

Richard Esposito, 4 Batchelder Road, stated he is the President of the Board of Directors of FTDT, was a past member of the Windsor Chamber of Commerce for many years and was also on their Board of Directors. He has lived in Windsor for over 12 years and appreciates and enjoys the Town of Windsor as a wonderful and diverse community to reside, work and play in. Windsor is a very welcoming, vibrant and well run town due to the wonderful work and high standards of its town residents, town officials and town staff. This excellence is exemplified by the town's AAA S&P credit rating, its reputation as a business-friendly environment and significant tax base, all of which are the envy to surrounding towns and beyond. This evening he speaks for himself and FTDT stating that they both support the TIF district plan. He believes that innovative programs like the proposed TIF district plan are essential elements for a comprehensive town strategy to maintain the vitality and to build upon the existing potential that exists in the town's center.

Michele Vannelli, 1152 Poquonock Avenue, stated she will not pretend to understand all the intricacies of the TIF plan. It seems complex and confusing as to how and where generated funds would be channeled within the confines of this new tax district. Frankly, she views this plan as fractionalizing Windsor's taxpayers. If you want to generate and track tax money for exclusive use in a targeted zone, she suggested that generating a plan that would facilitate the joint Department of Transportation construction of the long overdue Day Hill North flyover would be a good start. The creation of a tax district inclusive of Day Hill Road and Kennedy Road would benefit everyone if we are to create a targeted funding mechanism for the continual maintenance and possible redesign of town-owned roads such as Day Hill Road and Kennedy Road. Like it or not, we will soon experience an expansive explosion of tractor trailer traffic as we've never seen it before. Their use of the roads will make them deteriorate more quickly. This is a much more pressing issue than the targeted downtown zone. Also, there will be 17 more tractor trailers using Day Hill Road once the Town Planning & Zoning approves the proposal at the 415/425 Day Hill Road site. She asks that the Town Council forgo this TIF plan. We need to avoid telling tax payers that their taxes have to increase to offset the amount of money allotted for road way destruction caused by Amazon and other tractor trailer traffic.

William Pelkey, 133 Portman Street stated he is not in favor of the TIF plan due to the way it is currently written. He feels the town should rewrite it. When you start looking at this type of district, you'll be thinking there will be more development. There is always a potential issue when you start creating one district only. There may be more development, but it may be moved from somewhere else that it would have landed in town. I think if someone were looking to have

a restaurant or build some housing in the town, it may move to the center opposed to somewhere else. Where do we start to focus ourselves? He is concerned with the current 75/25 split. We know that property values tend to appreciate over time. From a mathematical standpoint, when you start out, it takes a while to gain some funds but it takes a while to build or develop as well. So in the first few years, we are stealing from town funds for this. He'd like to see the language changed so that in the first few years we aren't taking what could have been normal appreciating growth that would have just gone to the town as a whole and having to split it off. One other concern is to do with some of the phrasing from town staff and other boards and commissions on how we can 'lock in' our current priorities and goals. He thinks that is the problem as it is our 'current' priorities and goals. Over 20 years, things can change. We won't have the flexibility. Lastly, a lot of what the district does, as per the proposed TIF plan, are things that other tools like the Property Tax Abatement already do for the town. He does not see the full benefit from that portion of the TIF plan. He encouraged the Council to listen to what the citizens are saying tonight.

Donald Jepsen, 495 Palisado Avenue, stated that he is generally in favor of the TIF. Going back to the grand list of last year sounds wonderful, but it was really four years ago. That was our last revaluation. In a few months, we will have another revaluation. As we all know, residential values have sky rocketed post COVID as have vacancy rates. He wishes the baseline would be on the next revaluation. He feels that would be more fair. He asked how the Council would spend the money during the annual budget process. Would this budget go before the voters as a part of the process during the referendum? If it failed, what would be the mechanisms? Either way, if the referendum did fail, the mill rate will change and will affect the way the Council uses the money for the TIF plan. There was a lot of talk about a TIF Advisory Commission. He does not see anything about this Commission anywhere. How do you get on it, who is on it, etc? There was a redevelopment agency years ago that perhaps we can reactivate for that purpose. Those are his observations.

Alfred Loomer, 5 Sarah Anne Lane, stated he is a member of the Economic Development Commission (EDC) that worked on that policy through the summer. The EDC is a bipartisan committee which painstakingly went through and reviewed the TIF plan with the thought of what they can do to help the town center. The purpose of the TIF policy is to segregate property taxes of Windsor town center residents and reinvest it. It is merely an accounting mechanism. It does not specifically designate money. It does not take policy away from Town Council to segregate that money but it incents the EDC for providing incentives to possible developers and other developments in town. We spent a lot of time on this. He thanked the Council for their time and hoped that they consider this policy in their deliberations.

Paul Panos, 48 Brookview Road, stated that if there is any government money that will be used to encourage a developer to do anything, they should be rejected. This is his overall view of the TIF plan.

3) ADJOURNMENT

Mayor Trinks declared the Public Hearing closed at 7:45 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary

EXHIBIT H – TOWN COUNCIL RESOLUTION

AUTHORIZING CREATION OF THE WINDSOR CENTER TAX INCREMENT FINANCING DISTRICT AND ADOPTING THE WINDSOR CENTER TAX INCREMENT FINANCING DISTRICT MASTER PLAN FOR THE DISTRICT

WHEREAS, Chapter 105b of the Connecticut General Statutes authorizes municipalities in Connecticut to create tax increment financing (“TIF”) districts for the purpose of incentivizing economic development and infrastructure, and supporting employment, housing, economic growth and other projects; and

WHEREAS, the proposed district, to be known as the Windsor Center Tax Increment Financing District (the “District”), will be created pursuant to the Act and the Windsor Center Tax Increment Financing District Master Plan attached hereto as Exhibit A (the “District Master Plan”), which details the creation, structure, development, financing, operation and maintenance of the District; and

WHEREAS, pursuant to the District Master Plan, the Town of Windsor (the “Town”) will capture seventy five percent (75%) of the future increased assessed property values within the District for an anticipated term of 20 years and utilize up to one hundred percent (100%) of the real property tax revenues generated from such increased property values, along with private funds, to fund infrastructure improvements, economic development programs, traffic and road improvements, streetscaping, branding and administrative costs; and

WHEREAS, the Town is in need of economic development and infrastructure improvements in the Windsor Center area; and

WHEREAS, there is a need to provide continuing employment opportunities for the citizens of Windsor and the surrounding region; to improve and broaden the tax base in the Town; and to improve the economy of the Town and the State of Connecticut; and

WHEREAS, a portion of the real property within the proposed District (i) is in a substandard, deteriorated, deteriorating or blighted area; (ii) is in need of rehabilitation, redevelopment or conservation work; or (iii) is suitable for commercial, residential, mixed-use or retail uses, downtown development or transit-oriented development; and

WHEREAS, as shown in Exhibit B of the District Master Plan, the original assessed value of the taxable property within the District does not exceed ten percent (10%) of the total value of taxable property within the Town as of October 1, 2021; and

WHEREAS, the creation of the District will help to provide continued employment for the citizens of the Town and the surrounding region; to improve and broaden the tax base in the Town; and to contribute to the economic growth and well-being of the Town and the State of Connecticut; and

WHEREAS, the establishment of the District would not be in conflict with the Town's Charter; and

WHEREAS, the District Master Plan was transmitted to, and a study of the District Master Plan and a written advisory opinion as required by the Act was requested from, the Town Planning and Zoning Commission to the authorization and the establishment of the District; and

WHEREAS, the Town Council has held a public hearing on the proposal to establish the District in accordance with the requirements of the Act, upon at least ten (10) days prior notice published in a newspaper of general circulation within the Town; and

WHEREAS, the Town Council has considered the comments provided at the public hearing, both for and against the District.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WINDSOR AS FOLLOWS:

Section 1. The Town Council of the Town of Windsor hereby authorizes creation of the Windsor Center Tax Increment Financing District, the boundaries of which are included in the District Master Plan, and adopts the Windsor Center Tax Increment Financing District Master Plan attached hereto as Exhibit A.


Section 2. The Town Council of the Town of Windsor hereby authorizes that seventy-five percent (75%) of the future increased assessed property values within the District shall be retained as captured assessed value in accordance with the District Master Plan and up to one hundred percent (100%) of the real property tax revenues generated from such captured assessed value may be used to fund the various costs and improvements set forth in the District Master Plan.

Agenda Item Summary

Date: March 18, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Mill Brook Hydraulic Study and Erosion and Scour Control

Background:

Mill Brook Open Space, located at 147 Pigeon Hill Road, is a 95 acre area that was used as a golf course until its closure in 2014. Purchased by the Town in 2018, the site has been designated as dedicated open space.

A portion of the approximately four mile long Mill Brook runs through the town's 95 acre open space parcel between Pigeon Hill Road and Mack Street. Over the decades, the brook has experienced erosion and scouring of its banks. In an effort to mitigate the effects of erosion and scouring, it is proposed that a review of the Mill Brook watershed area and hydraulic analysis of the affected areas be conducted to properly evaluate the situation and determine potential mitigation alternatives. Town Council is respectfully requested to authorize funding for the initial analysis and planning work.

Discussion/Analysis

The adopted FY 24 operating budget and Capital Improvement Program (CIP) includes the Mill Brook Enhancement and Stream Stabilization Project. \$420,000 in funds for planning, engineering, permitting, and initial corrective measures is included in the FY 24 budget. This initial planning and evaluation work is estimated to cost \$30,000.

The initial planning and evaluation phase will consist of a consulting engineering firm conducting field assessment work, evaluation of areas experiencing erosion and scour, review of the broader Mill Brook watershed and FEMA data along with the completion of a hydraulic analysis. Based on this work, a project report will be prepared outlining potential mitigation actions to alleviate the erosion and scour in the identified areas as well as identify required permitting processes.

If funding is approved, the field analysis, hydraulic study, and delivery of the report by the consulting engineering firm is expected to be completed in two to three months.

Financial Impact

The adopted FY 24 Capital Improvement Program (CIP) includes the Mill Brook Enhancement and Stream Stabilization Project. \$420,000 in funds for planning, engineering permitting, and initial corrective measures is included in the FY 24 budget. This initial planning and evaluation work is estimated to cost \$30,000.

Other Board Action

None

Recommendations

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

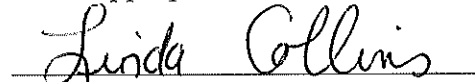
“MOVE to approve an appropriation of \$30,000 from the FY 2024 Community Investment Fund for the Mill Brook Enhancement and Stream Stabilization Project.”

Attachments

Mill Brook Photos

Certification

I hereby certify that \$30,000 is available in the FY 2024 Community Investment Fund to meet the above appropriation.

A handwritten signature in black ink, reading "Linda Collins", is written over a horizontal line.

Linda Collins

Assistant Finance Director



Area 1 Looking Downstream



Area 1 Looking Upstream



Area 2 East Bank



Area 2 West Bank



Area 3 Stream Obstruction




Area 3 West Bank

Agenda Item Summary

Date: March 18, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne P. Choate, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Master Municipal Agreement for Construction Projects

Background:

In 2013 the Connecticut Department of Transportation streamlined the process of developing funding agreements with municipalities by developing a standard Master Municipal Agreement (MMA), with each municipality.

The Town of Windsor entered into an MMA for Construction Projects with the CT DOT for a ten (10) year term in 2013, with a year-long extension being signed in 2023. The MMA is set to expire in April 2024. The Town Council is requested to authorize the town manager to execute a new ten year Master Municipal Agreement with CT DOT.

Discussion/Analysis

The MMA for construction projects covers the standard non-project specific provisions, including all required state and federal rules and regulations, applicable to this type of funding. The MMA for construction projects includes contract specifications and the obligations of both the CT DOT and the municipality, such as administration procedures, procurement procedures, inspection requirements, construction standards, and reimbursement procedures.

Once an MMA for a type of project funding is fully executed, the CT DOT will issue Project Authorization Letters (PALs) that provide the funding details for specific projects, procurement or provisions of services.

The PAL will serve as the written documentation that authorizes the distribution of funding to the municipalities for a specific type of project. The PAL will include the funding source(s) for the project, the maximum reimbursement to the municipality, an estimated cost break-down for the project, the amount of the demand deposit due to the state, the project amount, and any affirmative action goals assigned to the project. In order for the PAL to become effective and binding to both parties, the municipality will be required to return a copy of the PAL, signed by the designated official, to the CT DOT. Each PAL will be presented to the Town Council for approval and authorization to execute.

The term of the MMA for construction projects is ten (10) years from the effective date, which is the date the MMA is executed by the CT DOT.

Financial Impact

Entering into the MMA will not have a direct cost to the town.

Other Board Action

None

Recommendations

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

“RESOLVED, that Peter Souza, Town Manager, be hereby designated as the ‘Designated Official’ defined in the Agreement between the State of Connecticut, Department of Transportation and the Town of Windsor entitled ‘Master Municipal Agreement for Construction Projects’ and that Peter Souza, as ‘Designated Official’ be authorized to sign said agreement.”


Attachments

None

Agenda Item Summary

Date: March 18, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Public Act No. 13-60 – An Act Concerning the Consolidation of Non-Educational Services

Background

In 2013 the General Assembly adopted PA 13-60, which requires the local Board of Education (BOE) to annually submit an itemized estimate of maintenance expenses to the town's appropriating authority at least two months prior to the authority's annual budget meeting. This act defines "itemized estimate" to mean an estimate in which broad budgetary categories are divided into one or more line items, including salaries, fringe benefits, utilities, supplies and grounds maintenance.

The Public Act allows a town's appropriating authority (Town Council) to make spending recommendations and suggestions to the school board regarding consolidation of non-educational services by no later than 10 days after the school board submits its annual itemized estimate. The school board may accept or reject the suggestions.

Discussion / Analysis

The town's general government departments and school department have a long history of collaborating both formally and informally. For example, the town's public works department for many years has been responsible for grounds maintenance and snow removal at school facilities. We have a combined risk management function staffed by one person. Through this formal arrangement, we combine administrative functions related to property and causality liability insurance, worker's compensation and safety training.

Working in partnership with the Public Building Commission, our respective facilities management staff (2 town and 1 BOE) coordinate the planning, designing, and implementation of major building projects at the various school facilities. The town's defined benefit pension plan includes non-certified BOE staff and is managed by a committee comprised of representatives from both entities. We have also worked closely with the school administration in transitioning both entities to self-insured health and prescription drug programs.

Attached is a memorandum from the Director of Business Services outlining the Physical Plant Services for the FY 25 proposed budget.

Recommendations

It is suggested that the Town Council review and consider providing a response to the Board of Education by April 1, 2024.

Attachments

Memo from Director of Business Services

Memo

To: Peter Souza, Windsor Town Manager
From: Danielle Batchelder, Director of Business Services & Human Resources
Date: February 4, 2024
Re: **PUBLIC ACT PA 13-60**

Effective October 1, 2013, the General Assembly enacted Public Act No. 13-60 - AN ACT CONCERNING THE CONSOLIDATION OF NONEDUCATIONAL SERVICES.

This act mandates each local board of education to prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city.

The board or authority that receives such estimate shall make spending recommendations and suggestions to such board of education as to how such board of education may consolidate non-educational services and realize financial efficiencies.

Such board of education may accept or reject the suggestions of the board of finance. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education.

An estimate of the maintenance costs is reflected on the attached document - Windsor Public Schools Physical Plant Services FY 2025 Budget.

Please contact me should you have any questions. Thank you for your consideration.

Attachment



Town Council
Resignations/Appointments/Reappointments
March 18, 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
March 4, 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 Pelkey led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Pelkey led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Susan Miller, 130 Palisado Avenue, who is the Chair of Windsor Climate Action. She thanked the Town Council for their service to the town. The heating system for Milo Peck is back up for discussion. She is concerned about the use of fossil fuels for the project and that is up once again for approval. We should be working towards a net zero energy for our schools and all our municipal buildings.

Paul Broxterman, 13 Cleary Lane, President of the 095 Junior Warriors cheerleading and football asked the Council's assistance with a couple of issues that have not been addressed in a clear and timely manner. The 095 Junior Warriors football teams are going into their fourth season this year. For the past two years the 095 Junior Warriors have been the only midget football and cheer program in Windsor. They have requested that the Park and Recreation department list their program on the town's website for registration and scheduling as they have done in the past for the previous program. They have been denied the use of the restrooms at the Sage Park field house because the Windsor Giants have sole use of the facility as stated in the Memorandum of Understanding (MOU). They were told the only way to change that is to change the MOU but they were informed that they cannot find the MOU. He'd like to Town Council's intervention to expedite this matter and determine when they can use that facility – at least the restrooms. He noticed that there are many appropriations that are listed

regarding recreational fields at different schools. He stated that this was done for Sage Park side a couple years ago and people were pretty pleased.

Caleb Kissoon, 23 Longview Drive, stated he is a fifth grade student at Clover Street Elementary. He is taking this opportunity to share his thoughts on the potential budget cut. Before discussing the impact of the budget cut, it is crucial to address the current state of his school. The student population is increasing leading to larger classroom sizes. Our school building needs maintenance, such as the need for larger bathroom stalls. Currently, he benefits from the Challenge program three times per week and him and his school mates have received tremendous support from their SEL instructor. It's alarming that there is a possibility of the school budget being reduced. Our schools require increased support, not a decrease. He explained why this is so and asked the Council to take action on not decreasing the budget.

Sarah Barnett, 586 Stone Road, said she's a life-long Windsor resident. She is here to voice her support for the Board of Education's proposed budget. She listed items that need to be addressed at Clover Street School. A budget cut would lead to layoffs which would then lead to larger class sizes. She urged the Council to be the voice for Windsor's youth and give them the opportunity to have the best education that Windsor has to offer.

Eric Weiner, 130 Palisado Avenue, said he'd like to extend Susan Miller's remarks a bit. There seems to be a common theme amongst our speakers tonight and that there seems to be a lack of proper investment from Councils past in our town's infrastructure. The bill is coming due now. Your job as a Council is to look at for our present and the future and look out for our youth. How can you turn to the youth that might come back to you and tell them what they have done for our climate when you had an opportunity to do the right thing? He urged the Council to stop investment in the fossil fuel infrastructure in Windsor.

Lorelei Adams, 47 Loomis Avenue, wanted to add to what Paul Broxterman had said. She is the Cheer Director for the 095. They have to go the High School field house to use the bathrooms when there are bathrooms right there that we have no use of and it belongs to the town. She is advocating that the cheer and football be added to the website for those seeking that kind of activity for their children.

Shelly-Ann Fearon, 8 Winthrop Road, is here on behalf of the 095 cheer and football team. Being a somewhat new resident of Windsor, she signed her daughter up for the cheer team at the Shad Derby. Her daughter is now 11 and joined the program when she was 9. She has found sisterhood with her other teammates. She's had inquiries from parents on how they can sign their children up for cheer/football but she couldn't give them a website to go to as there is not one for the 095.

Max Coretto, 119 Park Avenue, is from the Windsor Climate Action group and wants to talk about the Milo Peck upgrade items. He's a firm believer that upgrades and new construction should be performed using the current and most (inaudible) proof technology as well as the greenest technology available. The opportunity to remove

reliance on oil at Windsor schools and to skip over the false middle step of methane gas infrastructure and move to future air heat pumps or other full electric options is amazing. He gave efficiency facts about heat pumps. He believes that there's a future for efficient heating and cost competitive heating and cooling initiatives.

Felisha Relph, 356 Rood Avenue, is also here to speak of the 095ers. We carry the name of Windsor on our backs but we don't get that support when it comes to our program for the league. She outlined all the events they've had and where they've gone to date. This is something the town should look at as 'backing' another youth sport in the Town of Windsor.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Naeem thanked everyone that came out tonight to share your concerns with us. She encouraged everyone to keep doing that.

Councilor Walker attended the Black History program at the Connecticut Valley Tobacco Museum. It was interesting. There's a new mural done by an artist, Ellis Echevarria which portrays young farm workers in Windsor. It will be traveling to the room that's under renovation at the West Indian Social Club called the Founder's Room. It's part of the process to help educate Windsor and everyone in the greater Hartford area about the significance of West Indians doing farm work while everyone else was at war and their contributions. Most West Indians living in the greater Hartford area are relatives or descendants of these people. It was a good program. To the cheer and football individuals, he's sure that through the Town Manager and Mr. Paul Norris will figure out the bathroom issues. He gave Caleb a thumbs up and said he would vote for him. He attended the Executive session and the Planning session for the Taste of the Caribbean which is coming up on August 3rd. It's an all-day event. They are looking for volunteers to help. On Friday the Kiwanis Club put on a dinner to help fund scholarships which was very well attended.

Councilor Pelkey thanked everyone that came out tonight. We benefit from hearing from you. He told the young man that came before them to continue to do so and make it a life time habit. There are still roles available within the Windsor Volunteer Fire Department. You can contact any of us, call town hall, or go to windsorfire.org. He reminded everyone that we still have a parking ban in effect until April 15th.

Councilor Gluck Hoffman gave the young man that came up a 'well done'. To the folks of the 095, her daughter was in the Windsor Giants. It was an incredible experience for them as a family and being a member of the community as well. She'd be happy to do whatever she can to get the word out because she thinks it's a very important program and it molded her daughter to what she is today. She thanked them for what they do. We had the Shad Derby Queen Gala candidates on Friday. She thanked the councilors that came out to the program. She recognized the young women that did participate and got up there. Most of them don't like speaking in public and they did an extraordinary job. She listed the candidates. She also recognized all the local businesses that have

supported the Shad Derby for multiple years and thanked them. Support these organizations and businesses in town.

Councilor Eleveld stated that they had the Windsor Shad Fest Queen's contestants gala. He was there along with other councilors. There are nine young ladies that did well in public speaking. That's the kick off for the whole Shad Derby events this year.

Councilor Armstrong said it's rewarding to see so many people out this evening making comments and participating in the meeting. We appreciate that very much. She was impressed by the young man that spoke, who someday may possibly be President. We need to encourage our young so they know what is going on especially with government. There was a lot going on in February with all the programs. There's always something to do in Windsor. She encouraged everyone to look at the website and that all get involved, the young and the old. We should take care of ourselves as well. She was not aware of the 095 before tonight and she thanked those that came out to speak about it. She would encourage the youth to come out and participate in the program as well.

Deputy Mayor Klase stated as we face revaluation and the budget issues that we're going to be looking at, it's really important to hear from the residents about what is important. She thanked them for coming out to advise us about the football and cheer program, the school budget and our commitments to increasing our investments to green energy. She did a special shout out to the town staff, to the Board of Education staff, and to our board/commissions volunteers who do a lot of work to put these events together.

Councilor Smith said in February he attended a Black History month celebration hosted by the Connecticut Valley Tobacco Museum. It was a wonderful event. A lot about back in the day with tobacco farms. He took some pictures of the displays and one he took he can't forget it. It's a saying by Dr. Martin Luther King, Jr. that says, "All lives begin to end the day we become silent about things that matter." He likes the saying and wants to implement it into his life.

Mayor Black-Burke said the wrong way alert saved lives in Windsor. Having that on our highways is very important. She thanked the first responders here in the town for always being ready and willing to serve and keeping us safe here in town. It's read across America day season. John F. Kennedy school held their read across America day on Friday, March 1st. She had the opportunity to visit the CREC head start center on Friday. She was invited there. This Friday, Clover Street School will be having their read across America day. She urged the councilors to show their support by attending these events. Being one of the descendants of someone who came here on a farm work program to Windsor, it was a special place for her so she had to be at the event this past Thursday at the Connecticut Valley Tobacco Museum as they continue to commemorate and lift up that work. A lot was going on during the last couple of weeks here in Windsor. Lastly, she said thank you for the engagement. That is why we are elected officials is because we want to hear from residents and represent them. She thanked the audience for coming out and sharing their concerns with the Council. We will do our best to work with town staff to understand and figure out what can be done. She thanked Caleb for his advocacy.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Dave Furie, Board of Education, gave the following report:

- The Windsor Board of Education recently passed their 2023-2024 budget with a 6.40% increase over the current year's budget.
- Windsor Public Schools is now accepting Pre-K applications (from March 1 to March 30 ONLY). In addition, the Welcome Center is now accepting new student registrations for Grades K-12 for the 2024-2025 school year. Please visit the district's website, www.windsorct.org, for the Pre-K application and online registration for new students entering Grades K-12. All current Windsor Public School students will need to complete the re-enrollment process beginning on May 1, 2024.
- WHS Indoor Track and Field – The Girls won their 9th Class L Indoor State Championship in a row on February 12. The Boys won their first CIAC State Open on February 17. Both the Boys and Girls teams will be recognized at the March 19, 2024 at the Board of Education Regular Meeting beginning at 7:00 PM.
- The WHS Teens of Praise Gospel Choir will participate in Hartford's Got Talent Season 2 Finale on Friday, May 31 at 7:00 PM at the Bushnell. Tickets are not yet available so please check the district website later in the spring.
- Dr. Hill's next Coffee Talk will be on Tuesday, March 19, 2024 at 10:00 AM in the LP Board Room.
- 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.

Councilor Pelkey stated regarding the report, he doesn't feel like he's getting to know what is going on in the school system or at the board. He'd like to hear more about that. He heard more from the public tonight such as the Clover Street School vestibule floods. Those are things we have control over. This way, we can maintain some of these issues. So when Mr. Furie or Mr. Lockhart come to the Town Council meetings, he'd love to hear a report about that along with some of the policies that are being discussed or have been discussed at the school board that relates to some things that the Council has control over. He is fine with celebrating the successes of our students, but he'd also like to know a little bit more about what is going on with the buildings. Mr. Furie responded that as you

know, we try to have one board member attend Capital Improvement Program (CIP) meetings. Many of the buildings will be discussed tonight during this meeting. We realize it's important for the Board to get that same information that Dr. Hill or Town Manager Souza would get. Some of the Board attends Public Building Commission meetings. Clover Street school is on the agenda tonight. We just had a project at Clover Street School to have a playscape installed. Mr. Lockhart had been the representative for Clover and has some expertise with buildings. He got together with the PTO and parents, the SEL staff and custodians to look at the grounds and make sure that what was being put into Clover made sense. What might be appropriate in a K-5 school is different compared to Poquonock and Oliver Ellsworth with K-2 schools. You want to have something that is appropriate, yet also usable by all townspeople on the weekend. He added if that's the thought of the Council to add that type of information, he would love to be able to do that.

Deputy Mayor Klase said she knows that the Council will get a much larger comprehensive look at the budget. She appreciates all the work the Board has done to complete it. She also thanked the Board for getting the notice out as there was a parent and student that spoke about the budget tonight.

Councilor Armstrong said she sees that the Board has done their homework in getting the parents and the students out to speak tonight. She appreciates when that happens.

Councilor Eleveld asked if the Board has approved the budget? Mr. Furie said yes they have. Councilor Eleveld asked if there were any significant changes in the Superintendent's proposed budget? Mr. Furie said there was not.

Councilor Eleveld said if we want to look at the budget, we can view the one that is online since there were no changes made. Mr. Furie said that is correct.

b) Board of Ethics

Sonia Worrell-Asare gave a report as follows:

The board meets at the call of the chairperson, with regular meetings scheduled quarterly. During the past year, the following meetings were held:

DATE	TYPE	ATTENDANCE
January 10, 2023	Regular Meeting	3
April 11, 2023	Regular Meeting	4
July 11, 2023	Regular Meeting	4
October 10, 2023	Regular Meeting	4

The Board of Ethics did not have any advisory opinions during the year of 2023. The board reviewed the Code of Ethics and found that it is sufficient. No recommendations for changes were made.

Deputy Mayor Klase thanked the Board for all they do.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Phenomenal Women of Windsor

Windsor's Human Relations Commission will be sponsoring an award ceremony for the "Phenomenal Women of Windsor" on March 8, 2024 at 6:30 PM at the L.P. Wilson Community Center. This event will celebrate the many women within the community who have positively contributed towards making a change in Windsor. All are welcome to attend. To register go to the Town of Windsor website at www.townofwindsorct.com.

Legislative Dialogue

Please join the Windsor League of Women Voters on Wednesday, March 6th at 6:00 PM for a Legislative Dialogue. Senator John Kissel, Senator Doug McCrory, State Representative Jane Garibay and State Representative Maryam Khan will be discussing the 2024 Legislative Priorities and Actions. The meeting will take place at the Windsor Town Hall in the Town Council Chambers. This event is free and open to the public. This program will also be aired live. For questions, please contact Kathy Carroll at kmcarroll1971@gmail.com

Eversource Work

Due to anticipated load growth and aging distribution infrastructure servicing Windsor and surrounding areas, Eversource is in the process of completing power pole replacements and upgrades to the distribution lines. Work is currently ongoing in the area extending from Abbey Lane to the Rood Avenue substation. Eversource is preparing to start the next phase of work which begins at the Rood Avenue substation heading north into the Sunnyfield Drive area. Many of the poles being replaced in this phase are in easements that run through a portion of residential properties. The third phase of work will run from Sunnyfield all the way to Pigeon Hill Road and then continue across Poquonock Avenue to the River Street / Kennedy Road area. Eversource will keep residents and property owners notified of the work being done in the area and any temporary outages that may be necessary to complete the work. Work on the second phase is expected to begin the end of March or early April. The overall is estimated to last approximately six months.

Matianuck State Park Habitat Management

The Connecticut Department of Energy and Environmental Protection (DEEP) is once again planning to conduct a prescribed burn at a portion of the sand dune within the Matianuck Natural Area Preserve in coming 30 to 60 days weather permitting. The dunes represent some of the last remaining sand plain habitat in Connecticut. Managing these areas by prescribed burning is an effective way to sustain and enhance their value to wildlife.

DEEP Wildlife Division last conducted a prescribed burn here in spring 2022 that was safe and successful. Their plan is to conduct a prescribed fire on a 2.5 acre section of the grassy sand dune located at the center of preserve. The Fire Department and Fire Marshal's Office have been contacted by CT DEEP.

Tree Removal at Veterans Cemetery

The Department of Public Works will be removing the large pine trees along the northern side of Veterans Cemetery. Some are becoming too large and top heavy posing a hazard to pedestrians as well as the grave monuments. They will also be pruning some of the maple trees along the center drive into the cemetery. In addition town staff is also starting to plan and prepare for future expansion of the cemetery to the north.

Fiscal Year 2025 Budget Development

The development of the proposed Fiscal Year 2025 budget is underway by town staff. This budget will be implementing the State mandated property revaluation which is required at least once every five years.

There has been a significant increase in residential property values since the last revaluation in October 2018. The rate of appreciation for residential properties far outpaced the rate for commercial and industrial properties. In addition, the value of office properties dropped notably because of high vacancy rates attributable to many large businesses employing remote and work from home models.

These dynamics create a number of difficult choices and decisions for the upcoming budget process as the tax impact to residential properties is projected to be significant due to revaluation. The choices and decisions will need to balance maintaining services levels, meeting increase service demands, and taxpayers' ability and willingness to pay.

On March 28th town staff will be hosting a public information meeting at 6:30 p.m. here at Town hall to provide an overview of the Town Manager's proposed FY 25 budget. The budget will be formally presented to the Town Council on April 1st. The Town Council will review the budget during the month of April. The annual budget referendum will be held in May.

Councilor Eleveld said we heard a concern of the 095ers about using the restroom. Is that something we can look into? Town Manager Souza said he will have a conversation with the Recreation Department this week and will be back in touch with the Board president of the organization.

Councilor Eleveld said there was a comment made about the website for the 095ers. Do we have anything on the town's website for the 095ers? Town Manager Souza said he would have to check into that.

Councilor Eleveld said there was a comment made about drainage. Is that drainage referencing the Sage Park field or is that referencing Clover Street? Town Manager Souza said he believes it was Sage Park fields. Councilor Eleveld said that he thought we had redone that field and solved the drainage issue or at least mitigated the drainage issues there. Town Manager Souza said that was part of the plan but he'll have to get more details on that.



Councilor Pelkey said the Town Manager had mentioned the legislators coming for folks. Do we have commitments from various legislators? Do you know who has committed to coming? Town Manager Souza stated he does not know specifically as this is an event that is sponsored by the League of Woman Voters.

Councilor Pelkey gave another example of issues with Windsor Sanitation.

Councilor Pelkey said that if he recalls, we have a referendum for the Wilson Park coming up shortly. Is that correct? Town Manager Souza said yes, it will be on Tuesday, March 12th at regular voting hours for all seven locations. Councilor Pelkey said this effort will be funded by no Windsor tax dollars for that park correct? Town Manager Souza that is correct. We are receiving substantial State of Connecticut grant money and the Town Council has appropriated the use of some of the federal American Rescue fund money to make up the balance of that project. There are no local dollars going towards that design or construction of the project.

Mayor Black-Burke iterated it would be important that students and parents have access to the 095er information.

Mayor Black-Burke asked about the wi-fi infrastructure in the school system. Is that the Board of Education or the town that takes care of that? Town Manager Souza said it's the Board of Education predominantly. They are connected to the Connecticut Education Network which is managed by the Board of Education staff.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith stated the TIC held a meeting on February 28th. The purpose of the meeting was to get an update of funding of the CIP plan for fiscal year 2024 capital projects originally proposed to be financed through long-term bonds. There are about 34 capital projects in the plan for 2024 that were adopted by the Town Council in September 2023 of the six year capital improvements plan for 2024-2029. These are projects with broad community support and reflects the recommendations of the citizens of Windsor, boards and commissions and town staff in various departments. The projects are all in various stages. Some of these projects are now requiring an authorization which we will be doing for some of the projects tonight. He explained what happened during the meeting and which projects they focused on and their outcome.

Finance Committee – Councilor Naeem stated she has nothing to report.

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

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

Personnel Committee – Deputy Mayor Klase has nothing to report.

Deputy Mayor Klase stated the CIP booklet is on the Town of Windsor's website. She asked if Councilor Smith can say what was discussed with the Milo Peck project. Councilor Smith said the proposed bond ordinance for the original design and construction was approved at the February 22, 2022 Special Town Meeting. Concerns were raised relative to the use of fossil fuel for the heating system portion of the HVAC system. Comments from Town Council members, Clean Energy Task Force members and others included suggestions of conducting a comprehensive analysis on the fossil fuel option with the original design. In May of 2022, the Town Council approved an appropriation of \$35,000 for some professional service, which was to look at various options of not replacing that boiler with a fossil fueled operating system but with one that is energy efficient—an alternative design. The evaluation came back with two options. One option was the original design consistent of natural gas and electrical components which came to an estimated \$2.8 million. The other option was an all electric design which was estimated to cost \$3.06 million. A difference of \$260,000 between the fossil and all electric option. The Public Building Commission met with the town's Clean Energy Committee to discuss the options. The PBC then met on December 3rd and recommended option one (fossil fuel) as the preferred design. He explained that this is where the project is now at and stated town staff is evaluating the information to see where we go from here.

Deputy Mayor Klase asked if option two is still being looked into. It hasn't been decided to go to option one or two at this time correct? Councilor Smith said that is right.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Authorize the submittal of a grant application to the CT Recreational Trails program for a segment of multi-use trail north of the Wilson Boat Launch

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to authorize the submission of a Recreational Trails Grant application to the Department of Energy and Environmental Protection in the amount of \$720,000 which represents eighty percent of the \$900,000 total project cost.

Patrick McMahon, Economic Development Director, stated the proposed project would connect to a section of existing trail constructed between the Wilson Boat Launch and Meadow Road and to the future Riverfront Recapture park system on the Windsor/Hartford border. The project also connects to the Captain John Bissell Trail across the bridge into South Windsor and trails systems beyond. The trail will provide access and overlooks along the picturesque Connecticut River.

The proposed section is separated from the Deerfield neighborhood by the railroad which is at a higher elevation than the trail. Also, a substantial vegetative buffer exists on both sides of the railroad that would make accessing the neighborhood difficult. According to the Police Department, the town has not experienced any safety issues to neighboring

properties related to sections of the river trail that currently exist including the portion from the Wilson Boat Launch to Meadow Road and Windsor Center River Trail. This proposed phase includes ten feet of pavement and will end in a cul-de-sac which will allow for safety vehicle and public works maintenance access. Trails have consistently been shown to increase (or have no effect on) property values, to have no measurable effect on public safety, and to have an overwhelming positive influence on the quality of life for trail neighbors as well as the larger community.

Trail maintenance will entail in season mowing every two weeks, eliminating deadwood as needed and cleaning up debris after flooding as is done with the existing sections.

A Public Information Meeting was held on February 28, 2024 that was attended by approximately 20 people in person and on-line. An overview of the planning and design efforts to date was presented, and town staff and a representative of the consulting design firm answered questions. Overall feedback was very positive and there were no significant concerns raised by attendees. A Riverfront Recapture representative expressed support for the application.

Our design firm, East-West Engineering, has provided an estimate with contingency of approximately \$900,000 to bring the trail just short of a decision point for potential future routing through the Loomis Chaffee campus. This would represent a \$720,000 application to the state with a \$180,000 local match. If we are successful in being awarded a construction grant, the full project cost for phase 1 would need to be authorized as this is a reimbursable type of grant. Construction of the River Trail is included in the Capital Improvement Plan for FY28.

Deputy Mayor Klase said she had the opportunity to attend the information meeting and comments were very positive and people were overly supportive of the project. It was nice to see Riverfront Recapture publicly state it. She thanked Mr. McMahon for all his work on the project.

Councilor Eleveld stated that this trail is presently a trail to nowhere and he wishes we could continue it into the Windsor Center area. The majority of the land is traversing state land and we still need to come up with \$180,000 to cover their land. He will be voting for this however, since if we don't grab that money now we might not have it later.

Councilor Pelkey asked who assumes liability should something happen to someone on that trail? Is that the town or is that the state? Mr. McMahon said he believes there is a broad immunity through the State Statutes for recreational trails. Town Manager Souza said he believes that is the case.

Councilor Pelkey stated he won't be voting yes on this project. He hasn't heard anything to that would change his mind. He likes the overall concept but it's a trail to nowhere. He feels that at this time we could use that \$180,000 in other areas that might need it instead of appropriating it for this project. If the DEEP and the state is encouraging us to do this, he thinks the state can come up with \$180,000.

Councilor Smith asked what the total amount of funding would be. Mr. McMahon said the state has allocated \$10 million for this year.

Councilor Smith asked how competitive Mr. McMahon felt that Windsor's application is and does he feel confident that this will receive a positive allocation. Mr. McMahon stated it will be a very competitive grant round, just like it always is. He thinks the fact that this is a designated greenway by the State of Connecticut and that it's another section that will ultimately provide connectivity from Windsor center down to downtown Hartford is good. He feels that is quite a bit of value. They do generally like to provide funds for construction based on grants that were provided for planning.

Councilor Armstrong asked if this is just to apply for the grant, correct? Mr. McMahon stated that is correct.

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

12) NEW BUSINESS

- a) Authorize the early voting location for the April 2024 Presidential Preference Primary, the August 2024 Primary and the November 2024 Election

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, to approve having one early voting location at Windsor Town Hall for the Presidential Preference Primary scheduled for April 2, 2024; the State Primary scheduled for August 13, 2024; and the Election scheduled for November 5, 2024.

Scott Colby, Assistant Town Manager, stated State law requires that towns have at least one early voting polling location. State statute provides the legislative body of any municipality with the population of 20,000 or greater the option to have a second early voting polling location. The Registrar of Voters are recommending to have early voting for the April 2nd Presidential Preference Primary at one polling location utilizing Windsor Town Hall. The Registrars are confident the one polling location at town hall will provide ample opportunity for Windsor voters to access early ballots. Staff also recommends the approval of the one location at town hall for the August primary as well as the November election.

By having one location for early voting, it provides less confusion to voters as the days allowed for early voting changes depending upon the election. It is simpler being in a centralized location that also has access to the Registrar's Office and the Town Clerk's Office. Operating multiple early voting locations requires additional resources, including staffing, equipment, and logistics. Consolidating these resources into a single location within the town can lead to cost savings and efficient use of personnel and equipment.

Deputy Mayor Klase said she is going to vote for this and appreciates having the one early voting location because of the short turn around time. However, she would like to see us plan elections, post this time period, using two early voting locations.

Councilor Pelkey asked the difference between an absentee ballot and an early vote ballot and if you can withdraw one versus the other and vote in person on election day. Ms. Anita Mips, Registrar of Voters, said early voting is like actually being at the polling location on election day. So when you cast that early voting ballot, you are done. You cannot come back. If you did an absentee ballot prior to an election, you have until 10:00 AM on the day of election to change your vote. You have to go to the Town Clerk's office in person to do that. They will then pull that ballot and allow you to vote another ballot. That will not happen with early voting.

Councilor Eleveld said that early voting will be similar to absentee ballot voting where you'll place your vote into an envelope correct? Ms. Mips said yes. Councilor Eleveld then said it would have to be sealed and the person receiving the early voting ballot would sign off on it, correct? Ms. Mips said that is correct and it would then be placed in the ballot box where it will remain under lock and key. It will get counted the same as absentee ballots would get counted on the night of the election.

Councilor Eleveld said election day registration is still an option correct? Ms. Mips stated they are now calling those same day registration. Even with the early voting, if someone comes in and they are not registered to vote for either party, they have the option to register to vote but they can't vote on that day. They have to come back the next day to vote. That's if they register before 12 noon. If they register after 12 noon, they will need to wait two days before they can vote.

Councilor Eleveld asked if there is no early voting the day before the election. Ms. Mips said that is correct as it doesn't give them enough time to prepare.

Councilor Eleveld said if someone registers on Saturday, they would be voting on election day. Ms. Mips said that is correct.

Councilor Eleveld asked if we still have the same day registration where you can vote on election day. Ms. Mips said that yes they still have the same day registration but it's different because if they are new voters to the town, the staff would have to call the town from which the person is coming from or registered in. It's a check and balance so the person won't be voting in two towns.

Councilor Eleveld said that if our town has 20,000 or more voters, that gives the town the prerogative to have a second voting location. Is that right? Ms. Mips said that was correct.

Councilor Eleveld said we also have a financial impact at \$9,300 for the upcoming election. Ms. Mips said that is why one voting location makes sense. Ms. Virgo Christie, Registrar, said because it's also going to entail equipment that is not easily available in a second location. That would be a big factor of having a second location. It's just not feasible. Councilor Eleveld said it's doubling the equipment plus that equipment is probably not able to be used for the regular election right? Ms. Mips said it was the equipment from the State that the town uses for keeping track of the voters. We have

inquiries for local voters and we can go online to check and see if they are registered in another town within the State of Connecticut.

Ms. Mips explained why there is early voting in the State of Connecticut.

Councilor Naeem asked if there are additional state funds coming down to support some of the costs for early voting? Ms. Mips stated the State gave every town \$10,500 to help with the expenses. Ms. Virgo-Christie added that the State is pushing for additional funding.

Councilor Naeem asked in terms of the training and having support to man the early voting, are we feeling confident that that will be able to achieve the requirements in terms of having people to staff it? Ms. Mips said as of right now, they are good with that.

Councilor Armstrong thanked both Ms. Mips and Ms. Virgo-Christie for all they do.

Deputy Mayor Klase said that she understands how difficult these sites are to set up but she is saying for future reference it might be worth looking into talking to our legislators to see if we can get some funding. Part of the reason for the early voting act is to provide access to voting for people who work, etc. She's not saying this should be done today or tomorrow but down the road a couple of years from now we can look into a second site.

Motion Passed 9-0-0

b) Approve collective bargaining agreement with Windsor UPSEU - Dispatchers

MOVED by Deputy Mayor Klase, seconded by Councilor Smith to approve the collective bargaining agreement between the Town of Windsor and UPSEU Local 424, Unit 10 for the period of July 1, 2023 through June 30, 2026.

Amelia Bliss, Human Resources Director, stated the collective bargaining contract with the United Public Service Employees Union (UPSEU) Public Safety Dispatchers expired on June 30, 2023. Negotiations largely centered on wages, disability and health benefits, and contract language related to a variety of issues, including overtime "order in" language and sick leave benefits for newly hired dispatchers. Management and the bargaining unit have reached an agreement for a contract that runs from July 1, 2023 through June 30, 2026. Members of the employee association have ratified the proposed agreement and the Town Council is now being asked to approve the contract. She outlined the key items town management and the bargaining unit have agreed to.

Councilor Eleveld asked if we are providing employees with longevity pay. Ms. Bliss said that benefit is grandfathered. At the time we grandfathered it the people that already had it got to keep it and the new hires no longer have that option.

Motion Passed 9-0-0

- c) Introduce and approve an appropriation in the amount of \$1,695,000 to fund the Clover Street School Field Improvements project; and authorize the use of \$1,000,000 from American Rescue Funds and \$695,000 from the General Fund Unassigned Fund Balance

MOVED by Deputy Mayor Klase, seconded by Councilor Walker to introduce and approve an appropriation in the amount of \$1,695,000 to fund the Clover Street School Field Improvements Project; and authorize the use of \$1,000,000 in American Rescue Funds and \$695,000 from the General Fund Unassigned Fund Balance.

Town Manager Souza gave a quick overview of the projects that are being introduced tonight for approval.

Suzanne Choate, Town Engineer, stated the cricket field is used on a regular basis from May through the fall for practice as well as competitive play. The facility is used in the evening during the week and on weekend days. The condition of the natural turf playing surfaces are less than desirable and at times unplayable as the underlying clay soils do not drain properly. Also, small sink holes form on a regular basis creating hazardous conditions for users. There is an existing wooden outbuilding at the facility which contains two restrooms, a small concession area and a storage / multi-use room. This structure is over 40 years old and is in poor to fair condition and is not ADA accessible.

The proposed project scope has three main elements; field reconstruction, new parking lot area, and replacement of the existing multi-use restroom building. Field reconstruction will include raising the grade of the field by, on average, 1.5 feet to attain proper drainage of the field. Installation of underdrains and stormwater improvements will also be done. A new access drive and parking lot area with approximately 45 spaces would be built. The existing multi-use restroom building would be replaced with a prefabricated concrete building. The building would have two ADA accessible restrooms, a small concession area, and an approximately 12' x 12' multi-space room.

If funding is approved, it is anticipated construction would start this summer and be substantially completed in the spring/summer of 2025. To allow the new grass field to become established, the facility would be out of service for two playing seasons.

Town Manager Souza said the motion before the Council this evening does require a Special Town Meeting and we are asking the Town Council to approve the use of \$695,000 in our General Fund Unassigned Fund Balance. \$1 million would come from the American Rescue Funds. We have at this time approximately \$1.5 million in American Rescue Funds that are not committed to a project. So we're looking at using \$1 million in American Rescue Funds and an additional \$500,000 which will be used for a variety of things over the course of the next nine months.

Councilor Armstrong said she thinks this is very productive as we just had our Town Improvements Committee meeting and she sees some of those items they are concerned about have now been added to the agenda because there was consideration

for piping to be done because of the flooding at that field. This field can be used for other activities besides being a cricket field. There were concerns by Mr. Lockhart that the water was flowing down into the cricket field and that it would be looked into. Also, the storage area, there was a building there and work was going to be done without restoring that and now it has been added because of the feasibility of the cost. Councilor Armstrong asked if it would be ready for use in 2026? Ms. Choate said 2026 is correct.

Councilor Eleveld asked if the 'wicket' is the center area that they use to hit the ball back and forth? Ms. Choate said that is right. Councilor Walker said the wickets are at both ends of the pitch which is the playing area where the ball moves between the people hitting it.

Councilor Eleveld stated we are going to remove the field house which is a storage facility, bathroom, etc. Is that going to be done right away or when the field is usable? Ms. Choate said it's within the same project over the construction period. She's not sure exactly when that would be.

Councilor Eleveld said we'll be using the Unassigned Fund Balance to fund this expenditure. Is that correct? Town Manager Souza said it would be a combination of American Rescue funds. The requirement is that it be under contract by December of 2024 and the money be spent prior to December of 2026. So within this construction time frame, we'd be able to spend both American Rescue funds and use the General Unassigned Fund Balance.

Councilor Eleveld's concern is we are placing a building on a piece of property that will have no use for approximately two years and it will get wear and tear from sitting there. Why can't we hold off with the building? Town Manager Souza said part of it will be the timing of the project and when that part of the project gets done it does need a new foundation and an immediate site preparation done. This project has not yet been fully bid so we don't have a contractor in place to determine scheduling yet, but the anticipation is that we want to get the field and the drainage work done this construction season so it can be hydro-seeded come this fall to get a full growing season in. That will be a substantial amount of work. The anticipation is the site for the building itself would probably occur in the spring of calendar year 2025. That is our expectation. The other factor is placing the order for the building. There will be a cost escalation so the longer we wait there will be a cost escalation. He doesn't believe it will be placed on the site this fall. It will be more than likely the spring or summer of 2025.

Councilor Pelkey said he is all for this project. As we go about this, he is wondering if we could lock in a price at today's price but not have the building put in place for the same reason as Councilor Eleveld stated. He would not like to see a pipe break in a new building and then we have that problem to take care of. He shares Councilor Eleveld's concern.

Councilor Smith asked Ms. Choate if this project from her experience has good vast community support? Town Manager Souza responded that the Cricket Club over the

years has grown in size. The club also provides a youth program in the summer and early fall. We did hold a public information meeting. There wasn't a lot of attendance there but the people that did attend were positive and some of the residents expressed some concerns about parking and drainage. Overall, it's a supported project. The field gets used on a regular basis between the May and October timeframe practicing during week days and having games on the weekends. There is an active group in town that is using it.

Councilor Smith said is it fair to say that cricket is not the only activity that occurs there or is anticipated to be there? Town Manager Souza said in terms of stormwater and drainage, the field will be much more usable and so there's opportunity for recreation to program it for other uses as well, but cricket will still be the prominent user.

Motion Passed 9-0-0

- d) Set a Special Town Meeting for March 18, 2024 at 6:30 p.m. to act on an appropriation in the amount of \$1,695,000 to fund the Clover Street School Field Improvements project; and authorize the use \$1,000,000 from the American Rescue Funds and \$695,000 from the General Fund Unassigned Fund Balance

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on March 18, 2024 at 6:30 p.m. (prevailing time) to act on an appropriation in the amount of \$1,695,000 to fund the Clover Street School Field Improvements Project; and authorize the use of \$1,000,000 in American Rescue Funds and \$695,000 from the General Fund Unassigned Fund Balance and BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Town Meeting.

Motion Passed 9-0-0

- e) Introduce and approve an appropriation in the amount of \$1,390,000 to fund the Clover Street School Restroom and ADA Improvements project; and authorize the use of \$1,390,000 from the General Fun Unassigned Fund Balance

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to introduce and approve an appropriation in the amount of \$1,390,000 to fund the Clover Street School Restroom and ADA Improvement Project; and authorize the use of \$1,390,000 from the General Fund Unassigned Fund Balance.

Town Manager Souza said the construction services for Phase 1 are for the library, cafeteria, and gymnasium areas. Work will include the installation of new partitions, lighting, doors, walls, tile, fixtures, and exhaust fans. Upgrades to plumbing, sprinklers,

ductwork, and electrical are also required. The project has been designed to meet ADA standards.

If authorized, construction for Phase 1 would start in June 2024 and be substantially complete by the end of August 2024. Improvements to the remaining restrooms in the classroom pods will be programmed for funding in the FY 25 capital plan. The preliminary cost for Phase 2 is \$2.0M.

Councilor Walker asked if the bathrooms have not been ADA compliant, how did we put it off? Town Manager Souza said it's been a combination of priorities. Each year, we work with the school staff and try to find a balance in terms of their priorities. The focus of the Board of Education for the last 3-4 years has been roofs and HVAC projects.

Councilor Walker said as this will require a significant amount of work, what if the work can't be done over the summer? Do we have backup plans for the kids and where they are going to go school? Town Manager Souza stated that is why the project has been divided into phases. We will not be doing all the restrooms within that school at one time. We will be focused on the common area. We had hoped to do the entire building, but it was clear with only 8 weeks of construction time, we wouldn't be able to do that and complete all the restrooms appropriately. The Board of Education's administration is clearly on board. He has not spoken of a contingency plan with them, but we can do that with Ms. Batchelder and Dr. Hill.

Councilor Gluck Hoffman asked how many students suffered because we didn't have compliance in place? Town Manager Souza said he cannot answer that question. Over the years he's not sure how many students have had an issue with not accessing those restrooms. He'd have to follow that up with Board of Education administration.

Motion Passed 9-0-0

- f) Set a Special Town meeting for March 18, 2024 at 6:30 p.m. to act on an appropriation in the amount of \$1,390,000 to fund the Clover Street School Restroom and ADA Improvements project; and authorize the use of \$1,390,000 from the General Fund unassigned Fund Balance

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on March 18, 2024 at 6:30 p.m. (prevailing time) to act on an appropriation in the amount of \$1,390,000 to fund the Clover Street School Restroom and ADA Improvement Project; and authorize the use of \$1,390,000 from the General Fund Unassigned Fund Balance and Be it further RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town meeting.

Motion Passed 9-0-0

- g) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,000,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$3,000,000 BOND AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, seconded by Councilor Smith that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,000,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$3,000,000 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 made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

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

MOVED by Deputy Mayor Klase, seconded by Councilor Walker to introduce and approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,000,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$3,000,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Councilor Eleveld said there was an HVAC upgrade in 2016, 2017, 2018 correct? Town Manager Souza said yes, there were HVAC improvements done at that time. Councilor Eleveld asked if that was bonded or paid in cash. Town Manager Souza said he believes the majority of it was bonded.

Councilor Eleveld said so we are again looking at bonding more money for this project. He's in favor of the project, but it sounds like we're financing something that is being financed once again. Town Manager Souza said that we did have outstanding payments and debt service payments on that first portion of the work. This portion of the work is adding to that system. It's bringing what the dehumidification and direct outside air system which the original project did not include. We are not undoing work that we're still paying debt service on. We're adding to the project and improving the ventilation.

Mayor Black-Burke said she's glad that we are working on this project.

Motion Passed 9-0-0

- h) Set a Special Town meeting for March 18, 2024 at 6:30 p.m. on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,000,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$3,000,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."



MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on March 18, 2024 at 6:30 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,000,000 FOR COSTS IN CONNECTION WITH OLIVER ELLSWORTH SCHOOL HVAC IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$3,000,000 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 Special Town meeting.

Motion Passed 9-0-0

- i) Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,155,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2 HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$2,500,000 BONDS AND NOTES AND \$655,000 FROM THE GENERAL FUND UNASSIGNED FUND BALANCE TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, seconded by Councilor Smith that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,155,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2 HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$2,500,000 BONDS AND NOTES AND \$655,000 FROM GENERAL FUND UNASSIGNED FUND BALANCE TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 8-0-0 (Councilor Eleveld out of room)

MAIN MOTION

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to introduce and approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,155,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2 HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$2,500,000 BONDS AND NOTES AND \$655,000 FROM GENERAL FUND UNASSIGNED FUND BALANCE TO FINANCE THE APPROPRIATION."

AMENDMENT TO MOTION

MOVED by Councilor Pelkey, seconded by Councilor Gluck Hoffman that "AN ORDINANCE APPROPRIATING \$3,155,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2 HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$3,155,000 FROM THE GENERAL FUND UNASSIGNED FUND BALANCE TO FINANCE THE APPROPRIATION."

Deputy Mayor Klase asked Town Manager Souza what it would do if we took the \$3,155,000 from the General Unassigned Fund Balance versus bonding it. Town Manager Souza that would bring the projected General Fund Balance at the end of the year it would reduce it to \$33 million and it would make it approximately 23% of the FY 24 budget. It would reduce the required debt service, but he noted that there would be a large drop in debt service between FY 24 and FY 25 because of our existing debt. So we had planned the borrowing amount to basically take advantage of that decrease in existing debt. The debt service we would plan on a 3% increase, which is \$250,000. If this was fully cash financed, we reduce the need for that portion of that 3% increase. You have the fund balance that would be approximately 23% at \$33 million. Looking to FY 25 and beyond it doesn't take away all your flexibility for using the General Fund Unassigned Fund balance for FY 25 and FY 26, but it does take away to a degree some of that flexibility at this point before the Town Council sees the proposed budget. He anticipates the Council will want to use Opening Cash for FY 25. Opening Cash needs to be looked at in at least a 3-4 year perspective because Opening Cash creates a shortfall or a gap in the following budget year. To make any kind of noticeable mitigation on the tax consequences due to revaluation, we'd probably have to use upwards to \$4-\$4.5 million in Opening Cash.

Councilor Smith said he understands it to be using this funding here as bond funds would not have a significant impact on the debt service because there have been some debt payments that have fallen off Fiscal Year 2025. That to him is a huge benefit. He just wants to make sure he is clear on that. Town Manager Souza confirmed that was correct.

Councilor Walker asked what is the negative to it if we don't do the bonding for this project? Town Manager Souza said the only downside would be that you would be reducing to a degree the flexibility on how you use your General Unassigned Fund Balance as you go through your FY 25 budget discussion. We don't know what FY 25 will bring in terms of the operating budget. That would be the only downside. It takes away a little bit of that flexibility at this time compared to when you've gone through the full budget review in April.

Councilor Naeem echoed Town Manager Souza's comments on this as we've been reviewing what options we have to work with for our upcoming budget. The use of Opening Cash is going to be pretty critical. We'll need to phase it out over several years. \$3-\$4 million a year will make a significant impact in terms to the tax burden and what the average residential taxpayer will be paying. For those reasons, and the fact that we do have the flexibility with our debt service end, she will be voting against the amendment as we need to be leveraging the Opening Cash in the most productive way as possible to keep the impact on the taxpayer as low as possible.

Councilor Eleveld said this debt servicing will run us about \$250,000 per year? Town Manager Souza said yes on average it will.

Councilor Eleveld stated with \$2.5 million we've got, if I'm hearing you correctly and looking forward a little, rating agencies like to see at least 18%-21%. Town Manager

Souza said our debt policy that the Council established quite a few years ago was to have 15%-20% of next year's budget. It's generally in that range.

Councilor Eleveld said we're looking at roughly, for the next year or two's budgets, we're looking needing somewhere in the neighborhood of \$29-\$30 million in cash reserves if we assume a \$140,000-\$150,000 overall budget. By using these funds, we'll drop down to \$33 million. By not using these funds, we'll be sitting somewhere in the neighborhood of \$35-\$36 million. The problem is if we take \$2 million of Opening Cash in year one, in year two we would need another \$2 million plus perhaps an additional amount in order to start reducing that Opening Cash. In that sense, it becomes a weight around our neck as we go forward. He does prefer having a little flexibility so he would be inclined to vote no on this amendment.

Councilor Pelkey said this is part of the longer term planning. He understands there are concerns about Opening Cash. We need to get rid of that for the reasons that Councilor Eleveld just indicated, but ultimately we want to be able to invest in our future. The more that we're paying in debt, the more we can't invest. If we're paying \$8 million in debt service per year, maybe we can find a way to shortly lower that down to say \$6 million a year. There's \$2 million more a year that we can use to fund the various projects for school improvements and other things. This is something that we really need to start tackling because we have a lot of items, we have aging infrastructure for different properties and whether we need new buildings or renovations, or anything else, that is obviously a discussion. However, if we do have that, we have more capacity to borrow, we'd also have more funding to pay cash for those items. That's his consideration on the matter.

AMENDED MOTION - Motion Failed 1-8-0 (Councilor Pelkey for the motion)

Councilor Eleveld asked if there is another phase beyond this one. Town Manager Souza said yes there are. This is the north end of the building in terms of HVAC. Also in the CIP we were also hoping to do the floor finishes and replacement of the suspended ceilings within the Board of Education end of the building. So that is not part of this \$3 million project. We got that component. Then on the southern end of the building, there is additional HVAC work that needs to get done. This building was built in the 1950's. The Council embarked on this project about 2-3 years ago with design and then the first phase of the work was approved last year which did the ventilation component of the north end of the building.

Town Manager Souza acknowledged that the buildings are older and that the Town Council has invested a lot of money. Previous Councils have not neglected the reinvestment in our facilities. Have we been able to do everything we wanted to do? Of course not. Funding for this CIP for this year is approximately \$18 million of investment in our town facilities. The CIP that Councilor Smith has about \$70 million of borrowing project and another \$30 million of projects through various funding sources. The \$18 million the Council is looking to invest this year is 60% goes to the Board of Education related facilities and 40% goes to our general government facilities. The Town Councils



in the past need to be given the credit due for investing in the community and investing in our structures, be them Public Safety facilities or school buildings, our roads or our parks.

Councilor Eleveld agreed with the Town Manager.

MAIN MOTION

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

- j) Set a Special Town meeting for March 18, 2024 at 6:30 p.m. on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,155,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2 HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$2,500,000 BONDS AND NOTES AND \$655,000 FROM THE GENERAL FUND UNASSIGNED FUND BALANCE TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, seconded by Councilor Smith that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on March 18, 2024 at 6:30 p.m. (prevailing time) on the following ordinance entitled, "AN ORDINANCE APPROPRIATING \$3,155,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2 HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$2,500,000 BONDS AND NOTES AND \$655,000 FROM GENERAL FUND UNASSIGNED FUND BALANCE TO FINANCE THE APPROPRIATION and Be it further RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town meeting.

Councilor Eleveld stated that there will be multiple Special Town meetings on March 18. He encouraged all to come out and vote on the projects.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the February 5, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the February 5, 2024 Regular Town Council meeting as presented.

Councilor Pelkey asked what general direction is given to Helene Albert that transcribes the minutes. Is it to summarize them or do it verbatim? Town Manager Souza said it's certainly not verbatim. The tradition here at the town has been to summarize the discussion.

Councilor Pelkey said according to Robert's Rules of Order, minutes are to be a record of what happened in the meeting, not done verbatim of what was said. This takes time and he'd rather see her using her time elsewhere. He's not sure if the Council needs to give her direction on that or if it can come from the Town Manager. If it can be possible to say that the speaker was in favor of a motion or spoke about the 095ers. With the video we can review what was said and make a reference to the minute mark. Clearly the public can listen to the information but it limits the amount of time she would have to spend (or anyone else) with doing the minutes while still providing an accurate recording of what happened.

Deputy Mayor Klase suggested that this be discussed in the agenda setting meeting so they work through their leaders.

Mayor Black-Burke stated that Robert's Rules of Order does make mention to how meeting minutes are codified. If there are pieces the Council would like to hear a little more about as Councilor Armstrong alluded to at our last meeting, definitely you can go back and listen to the tape. In the minutes themselves, the overview of what has occurred, motions made and so forth should be on there. It does not need to be verbatim.

Motion Passed 9-0-0

b) Minutes of the February 20, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the minutes of the February 20, 2024 Regular Town Council meeting as amended.

Councilor Armstrong stated that on page 9, it states that Mayor Black-Burke had attended 'black programs'. It should state, 'black history programs.'

Mayor Black-Burke said in Public Comments, Mr. Panos' first name should be Paul and not Bob.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

Charles Jackson, 26 Wilson Avenue, said he has a simple question. How does he address the Mayor? It used to be Mr. Mayor. One of the councilors stated they have been calling her 'Madame Mayor.' He just wants to make sure that he's addressing her correctly. Mayor Black-Burke said she would talk to him after the meeting about how to address her. Mr. Jackson thanked the Council for doing all that they do. It's not easy being an elected official in this town or any town.

16) EXECUTIVE SESSION



17) ADJOURNMENT

Mayor Black-Burke reminded everyone that next Tuesday on March 12th we do have a referendum for Wilson Park. Please be safe and thank you for your engagement and God speed.

MOVED by Councilor Pelkey, seconded by Councilor Armstrong to adjourn the meeting at 10:27 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary