



Council Agenda

Council Chambers
Windsor Town Hall
April 1, 2024



Zoom Instructions

Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **885 5075 1763** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

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1. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
2. During 'Public Comment' if you do not wish to speak you may type your comments into the Q&A feature.

7:00 PM Public Hearing

To hear public comment on the FY 2024 - FY 2025 budget as proposed by the Town Manager

To hear public comment on proposed amendments to the Windsor Center Tax Increment Financing District Master Plan

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Walker
3. PLEDGE OF ALLEGIANCE – Councilor Walker
4. PROCLAMATIONS/AWARDS
 - a) Proclamation recognizing April 2024 as Fair Housing Awareness Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Public Building Commission



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8. TOWN MANAGER'S REPORT
 9. REPORTS OF STANDING COMMITTEES
 10. ORDINANCES
 11. UNFINISHED BUSINESS
 - a) *Approve amendments to the Windsor Center Tax Increment Financing District Master Plan
 12. NEW BUSINESS
 - a) *Approve acceptance of sidewalk and traffic signal easements at 1190 Kennedy Road (Town Manager)
 - b) *Set a Public Hearing for May 6, 2024 at 7:20 p.m. regarding potential reallocation of Small Cities Community Development Block Grant Recovery program income to the town's Housing Rehabilitation Program (Town Manager)
 - c) *Set a Public Hearing for May 6, 2024 at 7:20 p.m. to solicit public comment on the 2024 Small Cities Community Development Block Grant application (Town Manager)
 - d) *Re-approve Fair Housing Resolution and Policy statement (Town Manager)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the March 18, 2024 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT

★Back-up included

PROCLAMATION

Declaring April 2024 as Fair Housing Awareness Month

Whereas, the Civil Rights Act of 1968, which included what is commonly referred to as the Fair Housing Act (Title VIII of the Civil Rights Act), was signed into law on April 11, 1968, effectively prohibiting the sale, rental, and financing of housing based on race, color, national origin, religion, sex, familial status or handicapped status; and,

Whereas, shelter is a basic human need and, when shelter is denied, the quality of life is greatly diminished, making it essential that the Town of Windsor affirm its policy that housing in the Town of Windsor shall be made available to all persons on the basis of equality and fairness; and,

Whereas, the 56 years since the passage of the Fair Housing Act, judicial and administrative enforcement, as well as public and private efforts to comply voluntarily with the law, have reduced barriers to obtaining the housing of one's choice; and,

Whereas, the Town of Windsor recognizes, acknowledges and values the efforts of those who seek justice through the public and private enforcement of state and federal fair housing laws; and,

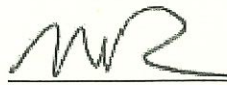
Whereas, despite this progress, more work remains in our struggle to achieve equality and racial justice and discriminatory practices still exist in this country; and,

Whereas, all Americans should be aware of their rights as set forth in the Fair Housing Act of 1968.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL:

That April 2024 is declared Fair Housing Awareness Month in Windsor and, by doing so, we recognize the efforts of those that have worked to promote equal housing opportunities and to further awareness of the Fair Housing Act of 1968.






Nuchette Black-Burke
Mayor of Windsor
April 1, 2024

Agenda Item Summary

Date: April 1, 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 – Technical Amendments

Background

The Town Council adopted the Windsor Center Tax Increment Financing (TIF) District Master Plan on October 17, 2022. 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 by the Town Council after a properly noticed public hearing, which has been scheduled for Monday, April 1 at 7:00 p.m.

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 considered the District Master Plan technical amendments at its March 20, 2024 meeting and recommended the action to the Town Council and Town Manager.

Recommendations

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

“MOVE to approve the amended Windsor Center Tax Incremental Financing District Master Plan as attached.”

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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Appendix

- Exhibit A** – District Boundary Map and Parcel Identification
- 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.

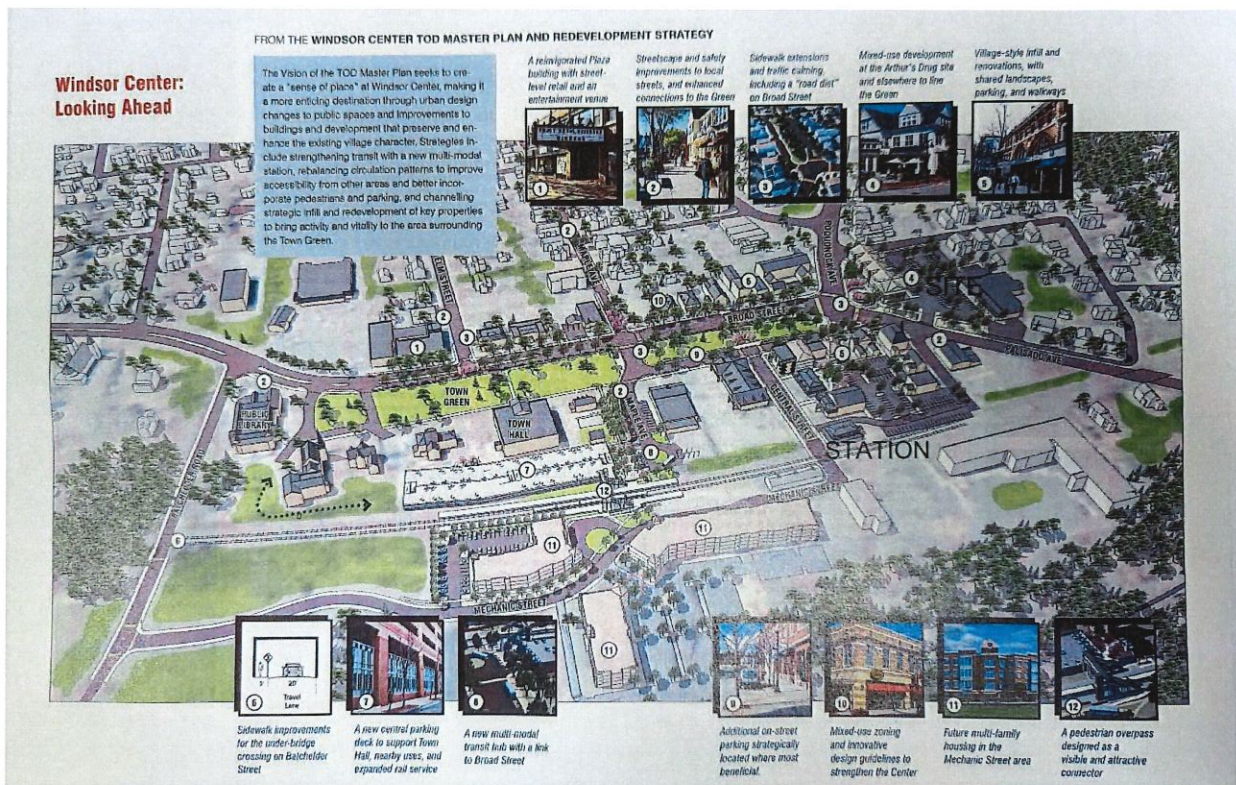
The residents of Windsor and its Boards and Commissions have identified the enhancement of the Center as a top priority as indicated in the Town of Windsor's Plan of Conservation and Development and Windsor Center Transit Oriented Development Master Plan.

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 \$44,272,85843,937,168. 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)	<u>\$44,272,85843,937,168</u>
OAV Existing TIF Districts (Taxable Real Property)	\$0
Total Proposed and Existing TIF Districts (Taxable Real Property)	<u>\$44,272,85843,937,168</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	1.654

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.

Table 2		
TIF District Project Costs		
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 \$44,272,85843,937,168 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.

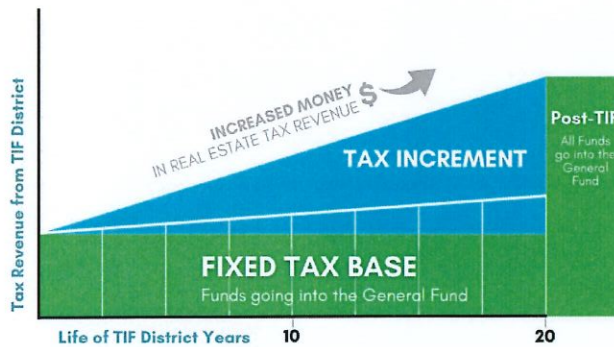


Illustration of TIF mechanism

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.

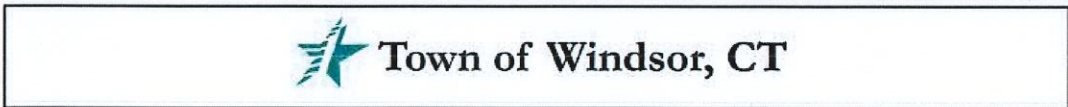
VIII. DURATION OF THE TAX INCREMENT FINANCING DISTRICT

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



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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:

M B L	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
<u>65 96 41</u>	<u>54 POQUONOCK AVE</u>	<u>Com/Res Mix Use</u>	<u>315,700</u>		<u>315,700</u>
<u>65 96 41</u>	<u>62 POQUONOCK AVE</u>	<u>Com/Res Mix Use</u>	<u>243,110</u>		<u>243,110</u>
<u>65 96 41</u>	<u>64 POQUONOCK AVE</u>	<u>Com/Res Mix Use</u>	<u>182,350</u>		<u>182,350</u>
<u>65-96-41</u>	<u>54 POQUONOCK AVE (54A)</u>	<u>Condo</u>	<u>30,240</u>		<u>30,240</u>
<u>65-96-41</u>	<u>54 POQUONOCK AVE (54B)</u>	<u>Condo</u>	<u>35,630</u>		<u>35,630</u>
<u>65-96-41</u>	<u>56 POQUONOCK AVE (56A)</u>	<u>Com-Condo</u>	<u>111,440</u>		<u>111,440</u>
<u>65-96-41</u>	<u>58 POQUONOCK AVE (58A)</u>	<u>Com-Condo</u>	<u>64,890</u>		<u>64,890</u>
<u>65-96-41</u>	<u>60 POQUONOCK AVE (60A)</u>	<u>Condo</u>	<u>48,720</u>		<u>48,720</u>
<u>65-96-41</u>	<u>60 POQUONOCK AVE (60C)</u>	<u>Condo</u>	<u>31,080</u>		<u>31,080</u>
<u>65-96-41</u>	<u>62 POQUONOCK AVE (62-1)</u>	<u>Condo</u>	<u>47,040</u>		<u>47,040</u>
<u>65-96-41</u>	<u>62 POQUONOCK AVE (62-2)</u>	<u>Condo</u>	<u>51,380</u>		<u>51,380</u>
<u>65-96-41</u>	<u>62 POQUONOCK AVE (62-3)</u>	<u>Condo</u>	<u>40,320</u>		<u>40,320</u>
<u>65-96-41</u>	<u>62 POQUONOCK AVE(62-4)</u>	<u>Condo</u>	<u>38,990</u>		<u>38,990</u>
<u>65-96-41</u>	<u>62 POQUONOCK AVE (62-5)</u>	<u>Condo</u>	<u>38,500</u>		<u>38,500</u>
<u>65-96-41</u>	<u>62 POQUONOCK AVE (62-6)</u>	<u>Condo</u>	<u>38,710</u>		<u>38,710</u>
<u>65-96-41</u>	<u>64 POQUONOCK AVE (64A)</u>	<u>Condo</u>	<u>50,820</u>		<u>50,820</u>
<u>65-96-41</u>	<u>64 POQUONOCK AVE (64B)</u>	<u>Condo</u>	<u>48,370</u>		<u>48,370</u>
<u>65-96-41</u>	<u>64 POQUONOCK AVE (64C)</u>	<u>Condo</u>	<u>48,370</u>		<u>48,370</u>

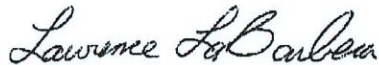
65-96-41	64 POQUONOCK AVE (64D)	Condo	50,820		50,820
65 96 44	66 POQUONOCK AVE	Com/Res Mix Use	300,300		300,300
65 98 3	73 POQUONOCK AVE	Store	128,310		128,310
65 96 45	76 POQUONOCK AVE	Store	323,477		323,477
65 98 2	79 POQUONOCK AVE	Two Family	118,510		118,510
65 98 1	85 POQUONOCK AVE	Store	176,260		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
			43,937,168	12,663,980	56,601,148

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 ½ 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 - \$44,272,85843,937,168

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

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

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

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75% Capture

<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>1</u>			<u>211,594</u>	<u>211,594</u>	<u>7,040</u>
<u>2</u>	<u>9,407,230</u>		<u>212,652</u>	<u>9,619,882</u>	<u>320,053</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>4</u>	<u>14,428,504</u>	<u>11,265,779</u>	<u>214,784</u>	<u>25,909,067</u>	<u>861,995</u>
<u>5</u>	<u>14,500,646</u>	<u>11,322,108</u>	<u>215,858</u>	<u>26,038,612</u>	<u>866,305</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>7</u>	<u>14,646,015</u>	<u>11,435,612</u>	<u>218,022</u>	<u>26,299,649</u>	<u>874,989</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>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>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>
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<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>15</u>	<u>15,242,211</u>	<u>11,901,122</u>	<u>226,897</u>	<u>27,370,230</u>	<u>910,608</u>
<u>16</u>	<u>15,318,422</u>	<u>11,960,627</u>	<u>228,031</u>	<u>27,507,080</u>	<u>915,161</u>
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<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>20-year Total</u>	<u>279,109,527</u>	<u>210,583,610</u>	<u>4,439,055</u>	<u>494,132,193</u>	<u>16,439,778</u>

Assumptions:

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75% Capture

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: April 1, 2024
To: Honorable Mayor and Members of the Town Council
Prepared By: Suzanne Choate, P.E., Town Engineer
Reviewed By: Peter Souza, Town Manager 
Subject: Proposed Sidewalk & Traffic Signal Easement – 1190 Kennedy Road

Background

Development and construction of the BDL Logistics Center located at 1190 Kennedy Road included new sidewalks along Kennedy Road, Hayden Station Road, and River Street from Kennedy Road to Hayden Station. The sidewalks that were installed fall outside of the Town's right-of-way (see attached map). There are also easements to access traffic signal equipment which fall outside of the Town's right-of-way.

Discussion

The sidewalk is considered a public walk that shall be maintained and kept in repair by the town as governed by *Connecticut General Statutes* §13a-149. Snow and ice removal will remain the responsibility of the property owner as governed in the *Windsor Code of Ordinances*, Section 15-3. These easements are required as the sidewalk and traffic signal equipment/access are outside of the public right of way. In accordance with Section 15-33 of the *Code of Ordinances*, a public hearing is not required as this sidewalk and equipment were part of a site plan approval.

Financial Impact

No financial impact other than long term maintenance is anticipated.

Other Board Action

The Town Planning and Zoning Commission recommended approval of the project to the Windsor Town Council according to CGS Section 8-24 on March 19, 2024.

Recommendations

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

“MOVE to accept the proposed sidewalk and traffic easements from NBPIV KENNEDY LLC as shown on map entitled ‘Easement Map, BDL Logistics Center, 1190 Kennedy Road, Windsor, Connecticut, Scale 1”=30’, Dated 12/4/2023’, prepared by Langan CT, Inc.”

Attachment

Area Map




Agenda Item Summary

Date: April 1, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: Peter Souza, Town Manager 

Subject: 2024 Small Cities CDBG Program Application and Program Income Reallocation Public Hearing

Background

Funds are currently available, on a competitive basis, through the federal Community Development Block Grant (CDBG) – Small Cities Program administered by the Connecticut Department of Housing (DOH). The deadline for applications to the DOH is May 31, 2024.

Town staff is recommending applying for \$400,000 to continue the community's longstanding housing rehabilitation program. Staff is also recommending the reallocation of \$120,000 in CDBG-Recovery program income to the housing rehabilitation program.

Discussion/Analysis

The CDBG program was established by the Housing & Community Development Act of 1974 to meet the diverse needs of communities. Eligible activities include, but are not limited to, housing rehabilitation, public housing modernization, infrastructure improvements, community facilities, public services, and economic development. In addition, all activities must meet one of three national objectives: 1) activities which benefit low and moderate income households (households at or below 80% of area median income); 2) the elimination of slums and blight; and 3) activities which meet an urgent community development need for which no other resources are available.

Program rules require that in order to apply for CDBG funds, municipalities must develop and follow a Citizen Participation Plan designed to maximize the opportunity for public input. According to our Citizen Participation Plan, in the preparation of a CDBG grant application, the Town will conduct both a public information meeting and a public hearing to obtain citizen views and to respond to proposals and suggestions from the public prior to grant submission.

2024 CDBG Application

We are recommending an application for \$400,000 in grant funds to recapitalize our housing rehabilitation program which focuses primarily on single family homes. Housing rehabilitation is an eligible CDBG use. However, according to the DOH 2024-2025 Action Plan for Housing and Community Development, they are prioritizing the modernization of existing public housing for seniors and disabled (such as the recent \$2M award for Shad Run) so we don't know the prospects of a grant award for housing rehabilitation. Even if the town were successful in securing this grant, based on previous experience, there will be significant lead time before those grant funds would be available for use in the housing rehabilitation program.

Program Need

The program currently has 20 applications on the waiting list for needed improvements. The program has been operating by utilizing program income which is loan repayments from

previous housing rehabilitation projects as well as a FY 24 appropriation from the General Fund operating budget. Most prior loans are deferred loans, which means that the town receives payment back when a house is sold or the homeowner passes away. Staff anticipates utilizing all available housing rehabilitation program income within the next several months.

Effectiveness

Windsor has successfully administered a housing rehabilitation program since the 1970's. More than 500 residential units have been assisted over the life of the program. While the nature of the work undertaken through the program does not significantly increase home values, it does help prevent neighborhood disinvestment and declining home values. Low and moderate income homeowners have few options when it comes to funding large home repairs.

Program Income

Program Income is defined as the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. Windsor has program income generated from: 1) housing rehabilitation loan repayments; 2) small business loan repayments; and 3) loan repayments from the redevelopment of the Tobacco Valley Inn site off of Bloomfield Avenue. The town secured a one-time CDBG-Recovery grant in the wake of the Great Recession, to assist in the demolition of the Tobacco Valley Inn to eliminate blight and prepare the site for future development.

The program income account for housing rehabilitation is expected to be nearly depleted by the end of this fiscal year. We are utilizing funds approved in the FY 24 town operating budget on existing projects but need additional funding to work through the waiting list. As such, we are proposing reallocating \$120,000 from the CDBG-Recovery account to the housing rehabilitation account.

According to the Program Income Reuse Plan, the town reserves the option to utilize program income to fund/augment a CDBG-funded activity that is different from the activity that generated the income. In order to utilize funds for an activity other than from which they were generated, the town must hold a public hearing and have the Town Council authorize the reallocation.

Citizen Participation

Town staff will hold a public information session on May 2, 2024 regarding the CDBG program, the town's experience with the housing rehabilitation program, use of CDBG program income, and will solicit feedback on the proposed application for \$400,000 to recapitalize the town's housing rehabilitation revolving loan fund and the potential reallocation of CDBG funds to the housing rehabilitation program.

In order to accommodate public notice timing requirements, the Town Council meeting schedule and the May 31, 2024 deadline for application submission, we are requesting a public hearing regarding the CDBG application and potential reallocation of CDBG program income be held before the Council meeting on May 6, 2024. It is expected that resolutions authorizing a CDGB grant application submission and use of program income would be considered the same evening.

Financial Impact

The proposed application for housing rehabilitation funds and reallocation of CDBG-Recovery program income have no impact on the town's General Fund budget.

Recommendation

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

Item 12 B

“MOVE to set a Public Hearing for Monday, May 6, 2024, at 7:20 pm, in the Town Council Chambers of Windsor Town Hall to obtain citizen input on the Town’s 2024 Small Cities Program application.”

Item 12C

“MOVE to set a Public Hearing for Monday, May 6, 2024, at 7:20 pm, in the Town Council Chambers of Windsor Town Hall to obtain citizen input on the potential reallocation of CDBG-Recovery program income to Housing Rehabilitation.”

Attachments


None

Agenda Item Summary

Date: April 1, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: Peter Souza, Town Manager 

Subject: Community Development Block Grant – Small Cities Program
Fair Housing Resolution & Fair Housing Policy Statement

Background

In accordance with Federal regulations, the Connecticut Department of Housing (DOH) requires that applicants for Community Development Block Grant – Small Cities Program funds adopt a fair housing resolution. A fair housing resolution is to be adopted by the governing body to formally embrace the goals of fair housing.

The Town Council adopted a Fair Housing Resolution on April 3, 2023. CT DOH has advised the town that a re-approved resolution must accompany each year's application.

Discussion/Analysis

The attached Fair Housing Resolution and Fair Housing Policy Statement state that the town will follow fair housing regulations and not discriminate against any protected classes in carrying out federal programs. The resolution and policy also designates the Town Manager or his/her representative to respond to fair housing complaints, provides contact information for same, and sets forth a complaint procedure.

The attached resolution and policy are the same as the Town Council approved last year.

Financial Impact

None

Other Board Action

None

Recommendation

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

“MOVE to approve the Fair Housing Resolution and Fair Housing Policy Statement as presented.”

Attachments

Fair Housing Resolution
Fair Housing Policy Statement

Certified a true copy of a Resolution adopted by the Town Council of the Town of Windsor, Connecticut in meeting duly assembled on April 1, 2024 and which Resolution has not been rescinded or modified in any way whatsoever.

(Seal)

Anna Posniak, Town Clerk

Date

APRIL 2024

**TOWN OF WINDSOR
FAIR HOUSING RESOLUTION**

WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status, national origin, or gender identity be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, The Town of Windsor is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the Town of Windsor hereby endorses a Fair Housing Policy Statement to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the Town Manager of the Town of Windsor or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Windsor and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the Connecticut Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

APRIL, 2024

**TOWN OF WINDSOR
FAIR HOUSING POLICY STATEMENT**

It is the policy of the Town of Windsor to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Windsor must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Windsor or any sub-recipient of the Town will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town.

The Town Manager is responsible for the enforcement and implementation of this policy. Patrick McMahon, Economic Development Director is the staff person responsible for fair housing and may be reached at (860) 285-1877 or electronically at mcmahon@townofwindsorct.com.

Complaints pertaining to discrimination in any program funded or administered by the Town of Windsor may be filed with the Town's Office of Community Development. The Town may attempt to resolve complaints at the local level or forward to one of the following agencies:

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs. Finally complaints may also be filed with the Connecticut Fair Housing Center, 221 Main Street, Hartford, CT 06106, Telephone (860) 247-4400 or emailed to info@CTfairhousing.org.

A copy of this policy statement will be given annually to all Town of Windsor employees who may potentially deal with fair housing complaints and they are expected to fully comply with it. In addition, a copy will be posted in appropriate locations throughout the Town of Windsor.

Peter Souza, Town Manager

Date

IF REQUESTED, THIS STATEMENT WILL BE MADE AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Patrick McMahon, Town of Windsor, 275 Broad Street, Windsor, CT (860) 285-1877.



Town Council
Resignations/Appointments/Reappointments
April 1, 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 18, 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 Smith led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Smith led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Laschone Garrison of 12 Chelsea Lane spoke in support of the budget for the school's Music Department and asked not to reduce any funds for music education. She stated that we need to keep music in our schools and that it has many positive impacts on the students. She encouraged the Council to pass the budget.

Tanesha Lewis of 36 Green Manor Avenue shared issues with water that are happening at her house and to others on her street. She has been told that it is ground water and that there is nothing that can be done. She asked for help and if there was anything that could be done so that they could have a dry basement.

Kayon Brown-Palmer of 123 Eastview Drive discussed her two son's involvement with the school's Music Department and her oldest son's involvement with the Air Force JROTC. She discussed the positive impacts both programs have had on their sons and others and encouraged the Council to pass the budget, which would keep the JROTC, the orchestra and the music program in the Windsor school systems.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld stated that the Council have not received the budget from the Town or the school yet. He said they know there is an increase but do not know where the money

has been spent. He appreciated their comments but that it was a little premature. He asked drivers to keep their eyes open for children as there is an increase in kids playing in the streets and riding their bikes around town.

Councilor Smith said he was grateful for all the people who came out to support and vote for the Wilson Gateway project and especially grateful for the DTC for volunteering their time.

Councilor Pelkey reminded residents that there is an overnight parking ban on our streets and that it will continue into April. He asked that residents keep their vehicles parked overnight in a driveway, parking lot or somewhere other than our roadways. He also encouraged anyone who might be interested or know someone who is interested in joining the Windsor Volunteer Fire Department to call Town Hall or contact any of the Councilmembers. He said they would love to have more volunteers.

Councilor Naeem thanked the residents who came out to speak and encouraged residents to come out to share their questions, comments and concerns with Council. She congratulated the Windsor boys' basketball team on being state champions and also congratulated the girls' basketball team for being conference champions. She said it is a very proud moment for Windsor. She reminded residents that on April 13th there will be a Wilson Deerfield cleanup starting at 10 a.m. More information can be found on the town's website. She encouraged people to register and signup for the event. She also noted that on Saturday, March 23rd the Friends of Northwest Park are having their annual pancake breakfast from 8-11 a.m.

Councilor Gluck Hoffman thanked those who came out to speak in support of the school's Music Departments. She shared that she was a band student throughout school and it was very important to her. She said that it is a proven fact that studying music helps with academics. She said they would pay attention to that when the budget comes forward.

Councilor Armstrong said that she was thankful to hear from residents to let Council know what is going on. She, like Councilor Eleveld, asked residents to be aware of walkers and bikers when they are driving around town.

Councilor Walker said that he looked forward to hearing from the Town Manager on what resolution he has for the cheerleaders who needed space for locker rooms and the use of a bathroom. He said at the last meeting, Mr. Broxterman was in the audience and remembered that he and Mr. Broxterman were involved with adding lights and turf to the football field, which many were against. He added that they should do whatever they can to support Mr. Broxterman, especially if it is to better use Windsor's spaces.

Deputy Mayor Klase thanked the residents that came out and would like to hear from the Town Manager about what is going on at Green Manor Avenue. She also encouraged folks to make sure they are paying attention to the town's website and the Facebook page. She said the town's staff does an amazing job of keeping us up to date there. She said there is good information about the budget, all the things that are going on, and to

make a report on SeeClickFix in case you see something in Windsor that needs attention. She encouraged folks to use our resources. She also reminded everyone that there will be a budget forum on March 28th and encouraged residents to attend in-person or online.

Mayor Black-Burke said on March 5th there was a press conference on unveiling the funding that came to Shad Run where the Lieutenant Governor was there along with representatives from HUD and our amazing staff and Town Manager. She stressed how important that work continues to be and that it was great to be a part of that. She noted that on March 7th, the Comptroller, Sean Scanlon, was at the Windsor Senior Center talking about the array RX program and also did a MyCTSavings business walk along with our Economic Development Director, State Representative Jane Garibay, and Senator McCrory. She stated that on March 12th she stopped into a legislative breakfast at the Connecticut State Community College, Capital campus, and that it was interesting to learn the percentage of Windsor's students that are choosing community college first before going off to a four-year university. She said the reason was because it was more fiscally responsible and not because they did not have the grades. She concluded that last Friday she stopped off at the Tobacco Museum where they were conducting an interview with June Archer for a docuseries called "Stepping Into the Shade". She encouraged residents to visit Northwest Park, the museum and to see the beautiful mural done by artist Ellis Echevarria. Lastly, she asked Town Manager Peter Souza to share a little bit with citizens during his report on how they can go about accessing information as it related to public information meeting and referendums, etc., so folks are aware.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Mr. Richard Hazelton, Public Building Commission, gave the following report:

Oliver Ellsworth School Humidity Mitigation Design - 9574

van Zelm Engineers have completed the design which has been accepted by the PBC. The Dedicated Outside Air Units are being manufactured and on track to arrive in time for construction. Bidding for construction is in progress with bids due on March 28th. Construction is planned for 2024 school summer break.

Sage Park Middle School Slab Moisture Mitigation Project -

The PBC has reviewed the latest proposal provided by Hoffman Architects and Engineers that recommends evaluating the exterior drainage and groundwater conditions. Currently this proposal is tabled until further review. The PBC has asked the Facility Department to confirm the existence and operation of the footing drains. The Facility Department determined that the design of the building addition did not include footing drains and physically verified that footing drains were not installed. The PBC will continue to discuss this project in order to determine the best course of action. Construction is anticipated over the 2025 summer break.

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

Work continues to progress and all HVAC and equipment is installed and running. The punchlist inspection is scheduled and project completion is scheduled by end of March 2024. Change order items to follow with work to be completed by end of May 2024.

Milo Peck School HVAC Construction - 9538

The Town Council has been updated regarding the history of this project. We are currently looking into replacement options for the existing boiler due to its current condition. The PBC is awaiting further directions from the Town Council in regard to the rest of the building.

Clover Street School Roof Replacement Project - 9549

The project design architect, Hibbard & Rosa, has completed the construction and specification drawings. The PBC reviewed and accepted the completed drawings. Construction is scheduled for FY 2026.

LP Wilson Community Center HVAC Renovations Project - 9551

Work continues to progress on phase 1. Dedicated Outside Air Systems are up and running. Programming continues on Building Management System. Phase 1 work is expected to be completed by the end of April 2024. Phase 2 bids were received from only one bidder and bid was over budget. The PBC recommended repackaging Phase 2 and rebidding. Phase 2 Rebid is in progress and due April 5th. The PBC will review it at their April 9th meeting. Construction of Phase 2 Rebid is scheduled for summer of 2024.

330 Windsor Ave. Community Center Gym HVAC Renovations - 9550

The three roof top units are installed and running. Additional work is required on RTU-1 in order to properly integrate into Building Management System. The PBC expects all work to be completed by the end of April 2024.

Clover Street School Restroom ADA Code Compliances Phase-1 - 9552

This project has been split into two phases due to the amount of work required and the limited work schedule (summer break). Testing for Hazardous Material should begin within the next two weeks with all required abatement scheduled shortly thereafter. Bidding for construction is in progress and due March 28th. Construction is scheduled for summer 2024.

LP Wilson BOE Restroom Renovations - 9553

The PBC reviewed and approved design drawings. Hazardous Material testing will be scheduled for summer of 2024 and Construction is scheduled for summer 2025.

Sage Park Middle School Roof Design Project - 9541

The BOE has submitted a grant from the State of Connecticut, Office of School Construction Grant (OSCG), which has been approved. The next step is local review which is scheduled for March 14th. Once local review is completed, the project will go out

to bid. The PBC has reviewed and accepted the design drawings. Construction is scheduled for summer of 2024.

Poquonock Elementary School Roof Project - 9558

The design is substantially complete. The PBC expects to review drawings at one of its spring 2024 meetings. Construction funding is scheduled for FY 2025.

JFK Elementary School HVAC System Upgrades Phase III Project – 1932

Work continues to progress and all HVAC equipment is installed and running. Punchlist inspection is scheduled and project completion is expected to be completed by the end of March 2024.

Welch Park Pool House Renovations Project - 1938

The General Contractor has completed a good portion of the demolition and new construction is well under way. New wade pool fixtures have been delivered. New Lap pool skimmers and bottom drains have been installed. New footing for the pool house has been poured with slab to be poured next and walls to be constructed shortly thereafter. The anticipated completion is spring of 2024.

Deputy Mayor Klase commented on what an impressive body of work it was, especially for our schools. She said she appreciated the town staff and the work PBC had done to keep our schools safe and online. She asked if there was going to be some delay with the Welch Park Pool. Mr. Hazelton said he was out of the country for that meeting where it was discussed and could not answer her question but that he would get back to her.

Councilor Smith asked if Mr. Hazelton could elaborate a little more on what is going on with the boilers at Milo Peck and what the potential fix might be. Town Manager Souza said that boiler is a cast iron boiler made up of a number of sections and at least one of those sections developed a crack. We have been able to make a temporary repair and staff is currently looking at options to make a repair or to replace the boiler without doing any other work in terms of distribution or air handling or ventilation. He said we have some preliminary information that it could take up to 20 weeks for delivery of replacement parts, which would put the work to be done to an October or November timeframe. He stated we are looking at our options at this point that are alternative to the full \$3-3.5M project that had been previously discussed by Town Council.

Councilor Smith said that we have quite a few HVAC projects that are coming online and asked if the town is having any difficulty getting contractors for this work and if they anticipate being able to meet the deadlines. Town Manager Peter Souza said that school projects can be challenging when you only have an eight-week window to complete a project. He said there are a limited amount of contractors and a limited amount of workers on a state-wide basis, so yes, there is a shortage. He said we put the word out in a variety of ways and work hard to let contractor's know that there is a bid process coming up.

Councilor Armstrong asked what the replacement options were again for the boilers at Milo Peck. Town Manager Souza said there are two options that we are primarily looking

at and that is to do a repair on the existing boiler, which would involve ordering one if not two cast iron sections and having that work done this fall. The second option is to completely remove the existing cast iron boiler and put in a new boiler. He said it is currently powered by natural gas and they will look at other alternatives like all electric option.

Councilor Armstrong inquired about 330 Windsor Avenue and said there was a mention of testing for hazardous equipment and asked what equipment would that be. Town Manager Souza said he did not believe there was any at that location and thought she was thinking of L.P. Wilson. He said generally it is asbestos that is with either floor tiles or with any kind of pipe fittings that need to be removed during construction. He said they will need to take precautions so none of it becomes airborne and is removed according to state and federal regulations.

Councilor Armstrong asked what is a punchlist. Mr. Hazelton replied that after you finish a project, a list is created of anything that was missed or needs to be addressed before final completion of a project. He said it does not usually include anything major but items that you would not want to open a school or a building until they are done.

Councilor Armstrong said you would do that and no one would inspect it until it was done. Mr. Hazelton said that it is done after every project. Town Manager Souza said that it is done by a combination of our town staff, school facility, project engineer or architect working with the general contractor.

b) Commission on Aging & Persons with Disabilities

Kathryn Roby, Chair of Commission on Aging & Persons with Disabilities, gave a report as follows:

Ms. Roby stated FY 2023 saw the activities of the Commission and those of the Senior Center return to more “familiar” territory. Attendance increased at functions. The committee did most of their meetings via Zoom and has just recently begun doing hybrid meetings with a majority of them present in person. Over the course of the year, we worked together to identify and serve the needs of our target audiences.

Calendar Year 2023 was again a very busy time for the members of the Commission.

- The committee began 2023 by scheduling a meeting with Representative Jane Garibay whose Committee was working actively to address the many concerns and issues surrounding the types of services needed and used by the senior/disabled population. They were addressing the use of Homemaker-Companion providers overseen by the Department of Consumer Protection.
- In the spring of 2023, building on the community interest in CPR/First Aid, the Commission worked with our Liaison to have a CPR (Adult/Infant) program offered at the Center through our Fire Departments. In June, this was followed up with a

First Aid course offered at the new Fire Department Building on Bloomfield Avenue. Both programs drew significant interest and attendance.

- The Lion's Club offered its Vision Screening Program again and Commission members were happy to be able to assist with this event.
- In September, we were delighted to host Attorney General William Tong at the Center to speak on the new "Elder Justice Hotline." The Attorney General spoke at length on the risks to seniors and those disabled risks of financial, psychological, physical and many other types of abuse/neglect.

The goals for FY 24 for the Commission are:

- To increase our membership, we will update our marketing materials and resume outreach via articles and announcements encouraging interested persons to consider joining the Commission.
- To bring not only Ms. Garibay but also other members of legislature to speak both during the daytime and in the evening. It is critical that they not only share what they are doing to help our target populations but that members of the community can bring forward their concerns.
- To possibly make the CPR/First Aid program an annual event
- To increase the distribution of the Resource Manual from 150 to 250-300 due to demand with 75 of those copies being in Spanish.
- To continue to seek input from the community as to how we can continue to serve their needs.

Councilor Armstrong commended Commissioner Roby for her work and dedication. She asked if marketing was done only through the Windsor Journal. Ms. Roby said that they have a little booklet that is available at Town Hall and the Senior Center. She said they try to get them distributed out and that it talks about what they do and who they are. She said they always have a table at events to hand out the booklets as well.

Councilor Armstrong asked about resources for a booklet they have. Ms. Roby said they do something called the Resource Booklet and has information on all the town departments and who to call for what and then it is arranged by topic. She said it is a good product and they are really proud of it.

Councilor Armstrong said that Ms. Roby mentioned an Elder Justice Hotline and asked if there was a number for that or how do you obtain that. Ms. Roby apologized and said she did not bring it but believed that it is in the blue pages. She said that the hotline is staffed in the Attorney General's Office and if you see or think someone is being neglected, abused or harmed in any way to call the number.

Councilor Armstrong asked if there is an age requirement for membership. Ms. Roby said there is no age requirement to be on the Commission.

Deputy Mayor Klase thanked Ms. Roby and was impressed with the amount of collaboration and work that the Commission had done. She said the number for the Elder Justice Hotline is 860-808-5555 or call 2-1-1. She also thanked her for letting them know about their need for members because they will all help recruit.

Councilor Pelkey stated that he found information online which said the Elder Justice Hotline is staffed Monday-Friday from 8 a.m. - 5 p.m. He asked Ms. Roby to share their events with the Councilmembers via email and they can help spread the word. He asked what the cost was to print the Resource Booklet. Ms. Roby said that to produce 300 booklets would cost them \$500, which would include a translated copy and to reformat the booklet. She said Rebecca is looking around to see if she can get a better price. She said they were allocated \$150-\$200. She said Rebecca will have some final numbers next week.

Councilor Naeem thanked Ms. Roby for the report and update. She asked about the attendance at the CPR program and the Living with Low Vision program. Ms. Roby said that she was not there for the Low Vision program but they tend to do them around 10:30/11 a.m. and generally they have 25-30 people who are at the Senior Center at that time because lunch is at 12 p.m. She said they have learned that if they have information that they want to get out that they come in before lunch.

Councilor Naeem asked if the resource guide is available in a digital format. Ms. Roby said yes and that there is an electronic copy that Rebecca puts up on the Senior Center website and the town website. She said Rebecca has a wonderful relationship with WinTV and they were able to put some recordings up on the websites, as well.

Councilor Walker's question was about digital availability of resources, which was answered. Ms. Roby said that they send about 20 digital copies of booklets to local agencies, like the VFW, and they have put them on their websites too.

8) TOWN MANAGER'S REPORT

Town Manager Souza said that he would have staff reach out to Ms. Lewis at Green Manor Avenue regarding drainage and stormwater issues and see if we can assist in any way or get them connected with the Metropolitan District Commission, if it is related to the MDC.

Town Manager Souza gave the following report:

March 28 Budget Workshop for Windsor Residents

Residents are invited to a budget workshop on Thursday, March 28th from 6:30 PM to 7:30 PM here at town hall. The meeting is an informal and interactive gathering that will provide residents with an opportunity to hear an overview on the proposed fiscal year 2025 budget.

A public hearing on the FY 2025 budget will be held on April 1st at 7:00pm.



On May 7th and May 8th, community budget forums will be held throughout the town sponsored by the League of Women Voters and CT Votes.

A detailed schedule of budget hearings, workshops and community forums can be found on the town's website. For more information call 860-285-1835.

Friends of NWP Pancake Breakfast

On Saturday, March 23rd from 8:00 AM to 11:00 AM the Friends of Northwest Park will host their annual Pancake Breakfast at the park. Since the first weekend in February, park volunteers have been busy taking the sap from the sugar maples of the park, and making it into the sweet syrup that will be featured on the pancakes. This full breakfast has become a rite of spring and fitting conclusion to the busy activities at the sugar house. Tickets are \$6.00 for adults, \$4.00 for children under 12 years of age. Children under the age of 3 are free. Proceeds will go toward programs and projects at the Park. For more information, call 860-285-1886.

Food Bank Temporary Relocation

The Windsor Food Bank renovation project will be starting soon. The food bank will be closed from Tuesday, March 26th through and including Monday, April 1st as it is moved to its temporary location at 100 Addison Road.

The food bank will re-open for client distributions on Tuesday, April 2nd at the 100 Addison Road location.

Food bank distributions will take place at this temporary location during regular food bank hours until the renovation project is complete at L.P. Wilson. Expected timeframe is 45 to 60 days.

The Groceries to Go senior food program will continue their program distributions at L.P. Wilson according to their schedule.

If you have any questions please call the Social Services Department at 860-285-1839.

Youth Football

Recreation Department staff is following up on the use of the Sage Park multi-use building in response to the questions and requests raised by the 095 Junior Warriors youth football and cheer organization at the last Town Council meeting. I will keep the Town Council informed as those discussions continue in the coming weeks.

Welch Park Pool Reconstruction

With the ongoing reconstruction at Welch Pool, we are working with various parties including Windsor Little League to make the lower fields at Welch Park available for the spring start of baseball and softball seasons. This will include the need for temporary electrical power to the concession and restroom building.

Visitors should use caution when entering the park as the parking area near the pool is being used for construction staging activities.

Wilson-Deerfield Community Clean Up

Community volunteers are invited to participate in the Wilson – Deerfield Community Clean Up on **Saturday, April 13th between 10 AM and Noon**. Meet at Sharshon Park on Skitchewaug Street. Gloves and supplies will be provided. Individuals, organizations, and businesses are invited. To volunteer please call 860-285-1985 or click the button below. The event is sponsored by the Wilson-Deerfield Advisory Committee with support from our Community Development Office and Department of Public Works.

New Park in Wilson

As you know voters last week approved the referendum authorizing the use of State and Federal grant funds for the construction of a new multi-faceted park on Windsor Avenue in the heart of Wilson. Staff is now working with the State of Connecticut to finalize grant agreements as well as with the construction firm to execute project contracts and schedules. This exciting project is anticipated to get underway later this spring. Construction on Wilson Park is anticipated to begin in the summer of 2024, with an estimated completion in late 2025.

Residential Food Waste Drop-Off Continues

We offer a free residential food waste drop-off program at the Transfer Station on Huckleberry Road. No Transfer Station permits are needed. Simply collect your food scraps at home and drop them off at the designated location. Accepted items include produce, dairy, meats, coffee grounds, tea bags, egg shells, breads, sauces, and fats. Remove stickers and non-food materials before disposing. Your food waste will be composted into nutrient-rich soil. For details, visit our website or call 860-285-1833.

Town Manager Souza responded to Mayor Black-Burke's earlier request on how to access information and stated that there are many ways to stay connected with what is happening in the town and at town hall. He said we are on various media platforms, along with the digital app, Nextdoor. He noted there are several email newsletters, not only out of the Town Manager's Office but many of the Departments. He said we have an Everbridge emergency notification system, which one can go online and sign up for where you can get messages via text, email or on your home or business land line. Three times a year "There's a lot to do in Windsor" magazine is published and is available digitally on the town website and is mailed to each address in town. The app SeeClickFix can be utilized to report a problem or concern. There is an At Risk Registry where any resident who is handicapped or homebound or for whatever reason may need extra assistance can be listed to ensure staff checks in with them in case of an emergency, like a power outage. He also noted that people can also always call town hall and all departments' phone numbers are on the website.

Councilor Eleveld stated that he spoke with Ms. Roby this evening and she mentioned that it might be a good idea to add a handrail to the sidewalk that comes down the hill in the back of town hall, as it might be a challenge for those with disabilities. He also stated

that he had received two notes stating that Broad Street had been shut down for some reason and asked if Town Manager Souza knew why. Town Manager Souza said if it was this evening, he had not been notified that the street had been closed.

Councilor Eleveld said he appreciated the efforts to work with the 095 Junior Warriors youth football and glad to hear some progress had been made.

Councilor Pelkey asked if the Town Manager could look into the funding for the Resource Booklets that Ms. Roby spoke about. He said \$500 does not seem like a lot of money if it is a resource that is being used. He also asked if Mr. Norris had any plans if there are disruptions to the pool reopening, similar to what we did at Goslee last year. Town Manager Souza said that it is a point of discussion due to a few unexpected construction delays. He said they are working on a contingency plan if the pool does get delayed.

Councilor Pelkey asked when the pickleball courts will open. Town Manager Souza said that as of last week the sound barrier and windscreens were being installed by the contractor and then the Public Works would be installing the nets. He said he would imagine they would be up and running by next week.

Mayor Black-Burke asked if there would be any Drive Wise signs posted to remind drivers to slow down in town as we approach the spring season, and if there was any place on the town website where residents can see where various places or spaces are open after the winter season. Town Manager Souza said that he would have to check on that but most of our parks will be up and running in the month of April. The Drive Wise program will begin in the spring and if there are residents who would like to post signs they can contact our Town Engineer's Office, the Town Manager's Office or the Police Department. We encourage residents to get their neighbors involved along with them so that it can have a greater impact. He said often they will follow that up depending on the traffic on the street with traffic counts and/or digital speed display signs.

Mayor Black-Burke stressed again the importance of all drivers to slow down and be mindful of bicyclists and others that are out and about with the warmer weather.

Mayor Black-Burke asked if there was any update on Windsor Sanitation. Town Manager Souza said that we are trying to figure out calendars to find a date.

Mayor Black-Burke also thanked Town Manager Souza and his team for working to address the 095 youth football issue.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith stated that there was no report.

Finance Committee – Councilor Naeem stated that they will have a meeting on March 25th at 6 p.m. in the Ludlow Room. She said they would be discussing the upcoming budget.

Health and Safety Committee – Councilor Armstrong stated that there was nothing to report.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Set a Public Hearing for April 1, 2024 at 7:00 p.m. on the proposed administrative amendment to the Town Center Tax Increment Plan

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, 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.

Patrick McMahon, Economic Development Director, stated the Town Council adopted the Windsor Center Tax Increment Financing (TIF) District Master Plan on October 17, 2022 and made technical amendments in 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.

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. Mr. McMahon went over the amendments. 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.

Councilor Naeem asked what mill rate is the incremental tax revenue based off of. Mr. McMahon said that they had it at a baseline of 33, the current mill rate.

Deputy Mayor Klase wanted to clarify for those who may not know that these are just technical amendments and if you wanted to see the TIF master plan that it is on the website. She said that it is about creating an environment and atmosphere to generate more income. She asked Town Manager Souza if he wanted to add to that. Town Manager Souza said that the desire here is to incentivize activity here in town center, meaning growth and to reutilize underutilized properties for development. Then a portion of that growth would go toward the general fund and the others could go to the TIF. He noted that with the property re-evaluation that there is the potential to have a larger than normal increase in potential revenue. He said that is the decision that was made as we go into the budget processes – does more than the 25% of growth get committed to the general fund and how much goes to the TIF district for uses within town center? This will be a discussion in the coming weeks.

Councilor Eleveld asked for clarification as he believed he heard that the value of commercial real estate was flat in the re-evaluation and asked if there would be an increase in the value in the center. Mr. McMahon replied that there is an increase and that it was largely related to the condominiums at First Town Square, so each one of those is essentially an individual residential value and that was a significant change.

Councilor Eleveld stated since we are going through technical corrections, he asked if the Episcopal Church and any private businesses were taken out. Mr. McMahon said yes.

Councilor Eleveld also asked about veterans exemptions and how that would work. Town Manager Souza said that it is a reduction in assessed value, which translates into a savings for the tax payer. Councilor Eleveld clarified that it is not a reduction in the tax bill but a reduction in the assessed value, which is why we are showing a reduction for the properties in the grand list. Town Manager Souza said that in four or five years from now these exemptions may not exist but we still need to have a baseline from the October 21 Grand List.

Councilor Eleveld appreciated the information on Founder's Square project because that credit enhancement is tied to a specific property but the money available does not fall into the general fund even though it is in the TIF District. Town Manager Souza asked Mr. McMahon to touch on that because a portion does go to the general fund. Mr. McMahon said yes, under a credit enhancement agreement, you can use 100% of the 75% to be designated to the District, so 25% will automatically go to the general fund. He said we chose to do 10 years with a sliding scale.

Councilor Eleveld asked if any progress was being made on 109 & 125 Poquonock Avenue, the former Arteri site. Mr. McMahon said that there is a fence around the property. He said it is owned by an LLC and they have hired a construction company out of Waterbury and they have applied for a building permit. He said the application is under

review by staff and from there it will be up to the property owner to secure any financing they will need to bring it to fruition.

Councilor Smith asked if single-family homes are included in the TIF District. Mr. McMahon said that they created a district master plan map that reflected the underlying zoning in the area and what they saw was the TOD (Transit Oriented Development) section included a few single-family houses within that district but that most of the properties on the list are commercial.

Councilor Smith asked which properties are residential but are deemed commercial. Mr. McMahon said Windsor Station Apartments is an example. He said because of the size and number of apartments that it is deemed commercial.

Mr. McMahon stated again that there were a few single-family homes within the TIF district boundary map and so the value of their property was included in the original assessed value. He said if there is any increase in value that will generate TIF revenue to the entire district. These few homes will benefit from all the different activity that takes place downtown. He emphasized that it would not be a new tax, it is an allocation of the revenue that comes in and that a portion of it will go toward re-investment of the town center versus fully going into the general fund.

Councilor Armstrong said she heard that the size of the property is a factor. Mr. McMahon said only in looking at what is considered a residential use and what is a commercial residential use, which is four units or more.

Motion Passed 9-0-0

- b) Approve an appropriation of \$30,000 from the FY 24 Community Investment Fund for Mill Brook hydraulic engineering study

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey, to approve an appropriation of \$30,000 from the FY 2024 Community Investment Fund for the Mill Brook Enhancement and Stream Stabilization Project.

Suzanne Choate, Town Engineer, stated 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 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.

Councilor Eleveld said that it was indicated that this is a 4-mile long brook and he asked if that was the distance from the Farmington River to the source. Town Manager Souza said yes.

Councilor Eleveld asked if the source was on the west-side of the highway, so it goes under the highway. Town Manager Souza nodded yes.

Councilor Eleveld asked if we have any idea why this is now becoming a larger problem like it was in the past. He said he thought open space was not to cost the town this much money. Town Manager Souza stated that this was identified as an issue back when we went through the process. He said land changes and he asked Ms. Choate to speak to the watershed component of it. Ms. Choate said that part of the evaluation is to determine the extent of the watershed or the contributing factors to the issues that are happening to the brook. She said we are aiming to find those answers and that it is likely a little bit of everything that Councilor Eleveld mentioned.

Deputy Mayor Klase wanted to mention that this project was not eligible for any state grant funding but that we are hopeful that once we figure out what the issue might be and its resolution that there might be some state grant funding.

Town Manager Souza agreed and said that part of that is timing and when those grants become available either through the State or federal government. He said in the past we have been most competitive with our grant applications when the town has already done preliminary work and that this will allow us to jump on any potential grants a little bit faster. He said unfortunately there are not a lot of state and federal grants that relate to storm drainage but given the nature of Mill Brook where it does feed into the Farmington and ultimately into the Connecticut River, we are hopeful there will be some possibilities in the near future.

Councilor Pelkey asked why we don't let nature take its course. Town Manager Souza said that it is an option. He said he has gotten to know the property over the past two decades and the habitat and the open space is continuing to erode. He said the hope here is to mitigate the continued erosion in a way that is acceptable by environmental reviews by the Army Corps of Engineers and the Department of Energy and Environmental Protections at the State level. He said we do not envision this being channelized but are looking at ways to reduce the velocity and to protect some of the vegetation so the stream bed does not continue to consume other usable, passive open space areas.

Councilor Pelkey said that he appreciated the answer but that it also sounded like we are trying to avoid doing something like Deckers Brook and cement it in and all that stuff. Town Manager Souza said agreed and guessed that it would not be allowable under our

agreement with the State of Connecticut because they funded the Lion's share of this open space.

Councilor Gluck Hoffman said she would assume we are doing this because we do not want this to affect the residents in the area as well. She said that is something that others need to realize that there are people who live around that area. Town Manager Souza said other than two homes, the majority of the homes are a significant distance away from its current status, although what happens in four decades could be a different story.

Motion Passed 9-0-0

- c) Authorize the Town Manager to enter into a Master Municipal agreement with the CT DOT

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong 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.

Suzanne Choate, Town Engineer, stated 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.

Councilor Naeem asked why we extended it only for a year last year instead of doing the 10-year renewal. Ms. Choate said that she would guess that the DOT was not ready to re-execute the tenure at that time.

Councilor Armstrong said it was her understanding that the Town Manager would act as the agent in this agreement. Ms. Choate said yes, which allow for him to put the signature on the document.

Motion Passed 9-0-0

d) Receive memorandum from Board of Education relative to Public Act 13-60

Peter Souza, Town Manager, stated 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.

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.

Councilor Eleveld said the BOE in West Hartford has a very close relationship with the town side and a lot of the services are shared like, computer resources, Human Resources (HR), working as a singular unit. He questioned why we needed to have two HR Departments with two department heads instead of finding a more efficient way to handle it.

Councilor Armstrong asked if there is a Board of Finance that does recommendations for these itemized items. Town Manager Souza said the Town Council, according to our Charter, acts as the town's Finance Committee.

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to move item 12e to after Executive Session.

Motion Passed 9-0-0

- e) Consider settlement in Wagner vs. Town of Windsor

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEDING MEETINGS

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

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the March 4, 2024 regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS – None

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to enter Executive Session at 9:35 p.m. for the purpose of:

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

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Amelia Bliss, Human Resources Director

Other: Joseph McQuade, Law Firm of Kainen, Escalera & McHale, P.C.

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld, to exit Executive Session at 10:07 p.m.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to accept the settlement of Wagner vs. Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by, Councilor Armstrong seconded by Deputy Mayor Klase to adjourn the meeting at 10:08 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Andrea D. Marcavitch
Recording Secretary