



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
March 18, 2024
Regular Town Council Meeting
Council Chambers

APPROVED 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.

Tanisha 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 sign up 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