



TOWN COUNCIL

HYBRID MEETING – VIRTUAL AND IN-PERSON

April 1, 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 Walker led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Walker led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation recognizing April 2024 as Fair Housing Awareness Month

Deputy Mayor Klase read the proclamation aloud.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Joel Hermon, 107 Rood Avenue, stated he is a USA veteran and 60 year resident in the Town of Windsor. With more than 10 million illegal aliens invading our country from the north and south border he is interested in how the Town of Windsor is navigating this difficult problem, specifically in the areas of public safety, public school systems and town expenditures. He sent a Freedom of Information request with a few questions that were forwarded to Tory Brown at the Windsor Police Department. He stated the questions he had and the responses he obtained from Ms. Brown. With Connecticut being a sanctuary state and Windsor bordering the sanctuary city of Hartford, it seems to him that it's unconceivable that no illegals were taken into custody in 2023. He again sent a Freedom of Information Act that was forwarded to Helene Albert with three simple questions. He stated the questions and the answers from Ms. Albert. He does not feel the Town of

Windsor is keeping adequate records. It's hard to believe that the WPD did not have one illegal in custody in all of 2023. In addition, all answers from the school system indicate that all children are from Windsor, are vetted and vaccinated and there are no illegals. He hopes his presentation has piqued some interest in keeping our community safe and our school system for residents of Windsor only.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld stated as we come up to school vacation, he asked that everyone keep their eyes open as they are driving around and to watch their speed. There will be many kids on the road.

Councilor Smith said he'd like to reiterate what he said last week that as we are going through these times of making our decisions that we have to make on the town budget. He'd like to thank God for as he afforded Solomon wisdom, understanding and knowledge in dealing with all the issues we have to deal with. As we go through these times, he's just asking for guidance for the decisions that will need to be made and which will be a benefit to the town.

Councilor Pelkey said if you or anyone you know is interested in joining the Volunteer Fire Department in town, please go to www.windsorfire.org, feel free to approach any of the Council or call town hall and we'll get you the information you need. He reminded people that voting is happening tomorrow which is for the presidential preference primary. He thanked those in town and the registrars in helping in the trial run for early voting. He and some of the council members had the opportunity to try early voting themselves. He reiterated the voting would be tomorrow at your regular polling location.

Councilor Naeem thanked all the speakers that came out tonight. As always we appreciate their coming out to hear their thoughts, opinions and questions. We'll be sure to look into those. Last week, the Bradley Development League had their Spring networking event at the New England Air Museum. It was wonderful to see the Windsor representatives there from businesses to the town's economic team and the Town Manager. It was nice to hear from others how they are looking at Windsor as paving and leading the way when it comes to economic development in our region. During the event, they heard from the CBIA Director and had some interesting conversations on what is to come especially as we see a lot of commercial properties go vacant. It's not a problem that we alone in Windsor are having, it is happening across the state. Hayden Station has their annual Pancake Breakfast event on April 20th from 7:00 AM – 11:00 AM. She hopes that people can turn out to help support our firefighters in town.

Councilor Gluck Hoffman said there are a lot of folks that come to the Town Council meetings to state what they would like changed. We have wonderful boards and commissions that you can look into and be appointed to. If you go to the town's website and look at the commissions, the information they have and apply for them that would be appreciated. Your voice is very important.

Councilor Armstrong stated this is the season where spring fever is out for everyone. Take care of your health, exercise and eat well. There's a lot to do in Windsor that we can participate in and help to support our small businesses. She's sure the shops would appreciate the support. The Town Council appreciates your comments and opinions. It's a great sight to look out and see some of you who have comments which you'd like the Council to hear. The Volunteer firefighters are having an award ceremony on Friday, 4/5/24, at Maneeley's restaurant. It's always good to support those that put so much into our community, so if you are available, I'm sure they would appreciate your presence there.

Councilor Walker stated the Friends of Northwest Park held a pancake breakfast on March 23rd. He had many conversations with the Friends of Northwest Park. He looks forward to volunteering again next year. Yesterday at the First Cathedral they were entertained by a play directed by Pastor LeRoy Bailey, III, and hundreds of people came out to see it. Everything was done well. He added that on Saturday, April 20th, at L.P. Wilson they will be celebrating Military Appreciation Day. He said at least two people that he knows asked about the many chickens on Kennedy Road. He asked the Town Manager if he knows anything about this. The Town Manager nodded his head yes.

Deputy Mayor Klase reminded everyone about the information that can be found on the Windsor web page for the budget and revaluation. She thanked all the town staff for their hard work of putting the budget together. She reminded all of the suicide and crisis lifeline at 9-8-8. It not only addresses suicide and mental health but addiction services and whatever is going on with individuals. In honor of Fair Housing Awareness Month, 2-1-1 is actually a housing clearing center for Connecticut. So if you have housing issues or are seeking housing, 2-1-1 can help put you in touch with those services. Also, remember to order your eclipse glasses if you want them in time for next week.

Mayor Black-Burke paused to take a moment of silence to acknowledge the life and legacy of Joe Lieberman. His legacy will live on with all the work that he accomplished. On Tuesday, March 18th, Lieutenant Governor Susan Bysiewicz was here and she did a women owned business walk through in Windsor and stopped into Windsor Worx as well as the Collective Space. Councilor Naeem was there along with Patrick McMahon. It was nice to see that women business owners were highlighted for Women's History month. John F. Kennedy School highlighted a different Woman each week during Women's History month. She was able to visit with them the last week of March to talk to them about government and being the Mayor. April is also Autism Awareness month. She encouraged the councilors to wear blue on April 2nd in honor of it.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Leonard Lockhart, Board of Education, stated the firefighters have their event this Friday night. There is an RSVP to the event so please do that so they can be prepared for your arrival.

Mr. Lockhart gave the following report:

- At their March 19, 2024 meeting, the Board of Education recognized and congratulated the following WHS teams for their performance over the winter sports season:
 - WHS Girls Basketball Team – 2024 Girls Basketball Champions
 - Ayana Frank – CT Gatorade Girls Basketball Player of the Year
 - WHS Boys Basketball Team – 2024 CIAC Division II Boys Basketball Champions and CCC Boys Basketball Champions
 - Missoni Brown – Most Outstanding Player of the Game, March 16, 2024
 - WHS Wrestling Team – 2024 CCC East All Conference
 - 2024 WHS State Champions Indoor Track Teams – Girls Class L State Championship Team and Boys 2024 State Open Championship Team
 - The Windsor Indoor Track Team was chosen by CHSCA as the CT 2023-2024 Boys Indoor Track Team of the Year and will be presented with a plaque at the CHSCA Indoor Track and Field All-State Banquet on Wednesday night.
 - Maxim Copeland has been chosen CT Indoor Male Track Athlete of the Year and will also be presented with a plaque on Wednesday night.
 - Congratulations to track athletes, Taeshawn Berry, Maxim Copeland, Jordan Crain and Hunter Howard, on earning the MSR Indoor T&F HOKA Male Athletes of the Week!
- Windsor Public Schools had the honor of hosting Dr. Anthony J. Davis, President of Livingstone College, along with Mr. Anthony Brooks, Vice President of Enrollment Management. Their visit was nothing short of inspiring, leaving a lasting impression on our students, staff, and community. Some WHS students participated in same-day admissions for the college. One of the highlights of the day was the presentation of Presidential scholarships to deserving seniors with a GPA of 3.5 or higher. During one of the Coffee Talks held that day, Dr. Davis shared insights into Livingstone College's rich history as an HBCU, emphasizing its mission to provide quality education at an affordable price. With tuition costs at just \$26,000, Livingstone College stands as an accessible option for families seeking higher education.
- March was Board of Education Appreciation Month. This was an opportunity for the district to publically extend its appreciation to the Board members for their dedicated service to our children. Our board members are generous with their time and

commitment to public school education. They received a special framed print made especially for them by WHS Junior Auboni Chambers entitled *Bart's Bridge*.

- Sue Lyons from John F. Kennedy School has been chosen as the District's Paraeducator of the Year.
- Spring break will be from April 8 - April 12, 2024. Schools will reopen on Monday, April 15, 2024.
- The BOE's next regular meeting will be on Tuesday, April 16, 2024 at 7:00 PM in the Board Room at LP Wilson Community Center. All are invited.
- Dr. Hill's next Coffee Talk will be on Tuesday, April 30 at 5:30 - 6:30 PM in the Board Room at LPW. Please visit the district website to register for the event.
- Please remember to check our website, www.windsorct.org, for the most updated information, athletic schedules and academic calendar. Snow day information will be located on a banner on the website as soon as possible if inclement weather should affect the school day. In addition, the district will send out a communication about schools being closed, delayed or early dismissal through our notification system. Families should make sure their child's school has their most up-to-date contact information.

Mr. Lockhart said he looks forward to seeing the Town Council virtually on Wednesday. He will be at the NSBA conference. They will be presenting to them. He is looking forward to a very spirited conversation in regards to the Board of Education budget.

Deputy Mayor Klase asked what the school system does if there is a question of residency of a student or where that information can be found. Mr. Lockhart stated there is a residency individual that checks the students thoroughly at a high level, Mr. Kelvan Kearse. He provided a high level report at their last meeting detailing exactly what he does if he receives any complaints or if he gets any intel that a student shouldn't be receiving education at the Town of Windsor. He thoroughly investigates on hours, off hours and during the weekend to verify. He has worked so well that the intel that he gathers, the parents don't even bother going to a hearing because it's that thorough. He has done a great job with that and we can say to the best of our knowledge every single child that is within our school system should be in our school system. If there are any complaints, it goes to the Superintendent's office and then gets referred to Mr. Kearse and he and his team go out to the residence and verify it off hours when they should be in their beds. It's a very thorough process at a high level. All Board of Education members are happy with the service he is providing.

Mayor Black-Burke asked if this is reported on a monthly basis to the Board of Education. Mr. Lockhart said it is not reported on a monthly basis. It's not typically something that is reported on a monthly basis but rather requested. However, if you'd like that information,

he is sure he can talk to the Superintendent and have him forward that information to the Town Manager, then the Town Manager can forward it to the Mayor.

b) Public Building Commission

Mr. Jim Bennett, Public Building Commission, gave the following report:

Sage Park Middle School Slab Moisture Mitigation Project – 9567

They did some trenching next to the school and there was no water found when it was done. There is no current moisture problem at the school. We have put this project on hold until further notice.

Clover Street School Roof Replacement Project – 9549

Engineering drawings have been accepted by the PBC and construction for the CIP is scheduled for FY 2026.

LP Wilson BOE Restroom Renovations - 9553

Engineering drawings have been accepted by the PBC and construction for this project is scheduled for Fiscal Year 2025.

Sage Park Middle School Roof Design Project – 9541

Engineering drawings have been accepted by the PBC. The project is out for bid. Construction is projected in the CIP for FY 24.

Pogonock Elementary School Roof Project - 9558

Engineering drawings will be accepted by the PBC later in the Spring. The CIP program has construction date as FY 25.

Oliver Ellsworth School Humidity Mitigation Design - 9574

Bids of \$2.7 - \$2.8 million have been received and are currently being reviewed. To review these bids, we only received one contracted bid. The PBC feels that it needs further discussion. Construction is planned for 2024 school summer break. The five DOS units have already been purchased which was due to the lead time of 226-30 weeks.

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

Punchlist inspection and change order items are completed. AC units to be factory started the first week of April. All close out documents have been received and project should be completed by mid to 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). They talked to a number of contractors and they

expressed that it would take too much time work to fit it all in one Phase. Testing for Hazardous Material has been completed with report to follow shortly. Bids have been received and are currently being reviewed in the range of \$576,000 to \$682,000. Construction is scheduled for summer 2024.

JFK Elementary School HVAC System Upgrades Phase III Project - 1932

Air and Water Balancing is scheduled over the spring break holiday. Punch list items are being addressed and project completion is expected to be completed by the end of May 2024.

330 Windsor Ave. Community Center Gym HVAC Renovations - 9550

After further review of control and sequence of operations, it was discovered that additional work will be required in order for the building system to operate properly and at peak efficiently. Project scope is being review with contractors and work is expected to be completed by the end of June 2024.

Welch Park Pool House Renovations Project - 1938

Slab has been poured with masonry walls and interior structures to follow. Underground piping for Lap pool is being installed and the Wading pool area is being prepped. The anticipated completion is Spring of 2024.

LP Wilson Community Center HVAC Renovations Project - 9551

Phase - 1

Major construction is completed. Sequence of operation programming for DOAS units and controls continues to progress with work to be completed by end of April.

Phase - 2

Bidding results for revisit this phase. We have looked into separating this into two phases. We have bids due April 5th and then construction should be done by the end of Fiscal Year 2024.

Milo Peck School HVAC Construction – 9538

We are waiting on direction from the Town Council on this project. Right now, the main issue is that we have an aging boiler that is in need of repair. We just need to sit down and decide which way they are going to go as far as replacement or repair.

Redo of Field at Clover Street

Relative to this, the Town Engineer came to the last PBC and detailed the two outbuildings that will be a part of this project. These outbuildings are completely pre-constructed buildings. They come with a 20-25 year full warranty and all items or equipment within the building carry their own product warranties.

Councilor Armstrong said that Mr. Bennett said he is waiting for direction from the Town Council for the Milo Peck School project. What direction are you talking about? Town Manager Souza intervened and said the project was denied at the town meeting. There has been a question raised relative to the fuel source. Should we go electric or use all natural gas? There were initial conversations about a month ago at the Town Improvements Committee about that. Staff is presently looking at the alternatives but the primary function right now that we are focusing on is making sure we have an operating boiler come heating season in November. That is what we are reviewing. Most likely, we'll be just a replacing the boiler itself and not looking at the full ventilating and heating system throughout the entire building because that will be a much long protracted conversation that needs to be had. Staff is now looking at seeing what can be done to repair or replace the boiler for this upcoming heating season. Mr. Bennett added that this will probably be a two phase project. We should do heating now and the air conditioning and air handlers later on.

Councilor Smith asked if the PBC can conduct any kind of evaluation of town owned facilities and do they provide their recommendations for the Capital Improvement Program. If so, what are some of the recommendations they came up with maybe since the last CIP plan was published? Mr. Bennett said they take input from town staff or the CIP itself and they marriage the projects. He sits on the CIP Committee and they meet once per year. They review the CIP and they may shift projects around based on personal desire or based on need. He gave an example of an 'on need' project that might need shifting. If the project is a safety issue, it may get shifted as well.

Councilor Smith said a lot of it is managing projects then? Mr. Bennett said the PBC is a management tool. They are after the fact. They get the projects after the Town Council issues the funds for the project. Then they work with their liaison (Marco Aglieco) and they follow the steps. They interview the architect where they will look at his plans based on the scope of the project. From there, they authorize bidding, after the plans have been approved. They then analyze the bids and select the lowest responsible bidder. This may not be the lowest bidder but rather a responsible bidder. We award the project and then follow that project as long as it progresses. They also have the capability to monitor any change orders that come up. He explained further the steps the PBC takes/follows to the end of a project.

Councilor Smith asked if they envision or see a future role for project evaluations as far as the committee is concerned. Would they assess what might be the needs and bringing those forward. Do you see a future role that the PBC can play in that effort? Mr. Bennett stated they are not out there day to day looking at things. What they do is they take the input from town staff. In the case of the Sage Park moisture mitigation issue, we were not aware of that problem until it was brought to our attention by our representative at the Board of Education. We talked about the issue and felt there was a need to create a project to look at it, which we did. They hired an architect to look at it and he has come back with a few recommendations that they're not sure of. They went out and did a subsequent digging next to the building to see if there was actually any water. They were checking for

footing drains on the foundation which were supposed to be there but they weren't. By the same token they have not seen any water. Recently there hasn't been any water.

Town Manager Souza added that, in general, what has occurred is that when there are planning monies needed town staff has come to the Town Council. The Town Council has provided initial evaluation on planning monies. For example, with the Safety Public Complex, there were several studies that were funded by the Town Council as part of the initial planning work. The PBC is intricately involved in those assessments and evaluations. The project can come from a few different ways. Generally in terms when there is a large scale of space needs or evaluations that's how they come back to the Town Council to request some initial planning or design monies up front and then that project gets assigned to the PBC for the first initial assessment and then we come back to the Town Council for full design or construction money. Mr. Bennett added to what Town Manager Souza said by stating the process of the initial Safety Public Complex concepts and construction.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Passports to CT Libraries Program Begins April 1

Throughout the month of April, residents are invited to visit over 150 participating libraries in Connecticut as part of the Connecticut Library Association's Passport to Libraries program. Windsor patrons can visit the Main Library or Wilson Branch, present their library card and pick up their blank "passport" to get started. Patrons who visit at least five (5) participating libraries, get their passports stamped and return them to the issuing library by May 10 to be entered into a state-wide drawing for a chance to win a \$200 Visa gift card. Patrons enrolled in the program will receive a small gift at each location they visit, the opportunity to check out materials and enjoy the unique architecture and ambience of different libraries across the state.

2024 Neighborhood Assistance Act Proposals Welcome

Community non-profit organizations are welcome to submit applications for the Connecticut Neighborhood Assistance Act (NAA), a State Tax Credit Program that provides funding for municipal and tax exempt organizations. Eligible programs include, but are not limited to: energy conservation, employment and training, child care services, neighborhood assistance, substance abuse, open space acquisition, crime prevention programs and affordable housing development. For more information and the application form, please visit the Community Development Neighborhood Assistance Act page on the town's website at: <https://townofwindsorct.com/community-development/neighborhood-assistance-act/>. Applications are due on May 22.

Windsor Greater Together Community Fund

The Windsor Greater Together Community Fund, established by the Hartford Foundation for Public Giving, is now accepting applications. The Windsor Community Fund is offering a total of up to \$5,000 for one or more nonprofits proposing projects that benefit the residents of Windsor. The application is available at the Hartford Foundation website at <https://www.hfpg.org/donors/ways-to-give/community-funds/windsor>. Applications are due on April 12.

Wilson and Deerfield Earth Day Community Cleanup

Come celebrate Earth Day with us on Saturday, April 13, 2024 from 10:00 AM – 12 noon at Sharshon Park on Skitchewaug Street and help with a community clean up. Gloves, bags and water will be provided for all volunteers. Rain date is April 20, 2024 from 10:00 AM – 12 Noon. For questions, please call Flavia Rey de Castro at 860-285-1985 or email reydecastro@townofwindsorct.com.

Windsor Palette & Brush Club Annual Spring Art Exhibition

The Windsor Palette & Brush Club welcomes you to its Members Show Opening Reception on April 7th from 2:00 PM – 4:00 PM in the Town Council Chambers at the Windsor Town Hall. Come see some inspiring works of art from local artists. Parking and entrance is in the rear of the building. Show runs from April 7 through May 2. Free. Please call 860-778-4888 with any questions.

Windsor Police Cadets Spaghetti Supper

Come join the Windsor Police Cadets for their Annual Spaghetti Supper on Saturday, April 20, 2024 at the Windsor Volunteer Fire Department, 340 Bloomfield Avenue, Windsor, CT from 4:30 PM to 7:00 PM. This event will be curbside pick-up only.

The cost of tickets are \$10.00 and must be purchased in advance. For advance tickets, contact Dispatcher Kevin Arzt @ (860) 680-5848 or arzt@townofwindsorct.com. Tickets will not be available on the night of the event.

2024 Solar Eclipse

Get ready for the April 8, 2024 solar eclipse! The Windsor Public Library will have a limited number of solar eclipse glasses available for pickup from April 1 to April 6. Register to guarantee glasses for your family as preference will be given to those who register ahead of time. Registrations can be made via the Windsor Public Library website at <https://windsorlibrary.com/>. For questions, call Alex at 860-285-1917.

Community Gardens

Rent a plot in the Community Garden at Northwest Park. Raise your own produce in a 36 square foot plot that's been harrowed and staked out at the start of the growing season. There's a nearby water source but gardeners need to bring their own hose and hand tools. Residents - \$60 / Non-Residents \$75. Plus a \$50 refundable security deposit. Call Northwest Park to register for the season at 860-285-1886.

Chamber of Commerce 40th Annual CARES Benefit Auction

The Windsor Chamber of Commerce is hosting its 40th Annual Windsor Chamber CARES Benefit Auction at the New England Air Museum on Friday, April 26, from 5:30 PM – 9:00 PM. The 2024 Beneficiary is the Windsor Education Foundation.

The Chamber is focused on several new initiatives the auction will help to fund. One new program is the Windsor Education to Business Alliance (E2B) which will assist Windsor High School's - Career and Technical Education students in obtaining internships. This program will also offer valuable services including career days, job shadowing, mentoring, business etiquette training, resume and interview skill development, and much more.

Purchase Tickets or Sign up as an Event Sponsor at this link:

<https://app.windsorcc.org/calendar/Details/windsor-chamber-cares-40th-auction-1060198>

Senior Center Safe Driving programs

The Senior Center is presenting a safe driving program on Saturday, April 6, from 9:00 AM – 1:00 PM. CarFit is an educational program that AAA, AARP, and the American Occupational Therapy Association developed. The program is free, and pre-registration is required. For more information or to register, please call the senior center at 860-285-1992.

The Senior Center also sponsors a Driver Safety Program, hosted by AARP. Any one age 50 or older may take the class. This course qualifies you for lower insurance rates in CT. The class is held the first Monday of every other month from 9:00 AM – 1:00 PM. Class size is limited so please register by calling 860-285-1992. The program cost is \$20.00 for AARP members and \$25.00 for non-members.

Local Tax Relief for Elderly and Persons with Disabilities

Real Estate tax relief reductions for elderly and person with disabilities are available to qualified Windsor residents meeting the income and/or age guidelines. The application period is from February 1st – May 15th. A taxpayer who is 65 years old, or 100% Social Security disabled, owns and occupies a home in Windsor and meets certain income guidelines may be eligible for elderly tax relief benefits. Annual income guidelines for the State of Connecticut program are:

- Single person household up to \$43,800
- Married up to \$53,400

In addition to the state program, the Town of Windsor provides for local elderly tax relief benefits under the local HEART program. Any taxpayer that is 65 years old, owns and occupies a home in Windsor, and does not meet the previously mentioned income guidelines may still be eligible for a local benefit listed below. Income guidelines for this year are:

- Single: \$43,801 - \$60,300
- Married: \$53,401 - \$60,300

A guide to these exemptions is available at the Town Assessor's office and on-line at <https://townofwindsorct.com/app/uploads/sites/4/2017/07/exemptionguide-4-2023-12-04.pdf>

For more information or questions, please call the Assessor's Office at 860-285-1817.

Councilor Walker asked the Town Manager to update them on the Kennedy Road chickens. Town Manager Souza stated that at times there are chickens that escape their penned-in area. It's in the general vicinity of Oliver Ellsworth School. We will once again contact the property owner to see if they can repair their fence.

Councilor Eleveld stated he saw when the meeting was going to start again and there is a picture of the Farmington River and the train trestle, that there was a shark in that pool of water. Do we have any plans for mitigating that? Town Manager Souza said this could be a town staff's version of an April Fool's joke.

Councilor Naeem wanted to clarify something about the Connecticut Neighborhood Assistance Act. Is it the role of the town to certify a list of qualifying non-profits to them? Town Manager Souza said this is simply administrative. The State assigns those administrative responsibilities to the municipality. There's no local dollars spent except for staff time to help coordinate and promote the program.

Councilor Naeem asked when they were due. Town Manager Souza said they are due May 22nd. Then in June the Town Council will adopt a resolution. He believes it's until October or thereabout for the fundraising to occur. Patrick McMahon, Director of Economic Development, added that we need Council action in June so that by July 1st we have submitted the applications to Department of Revenue Services. The state then compiles all of that information from the different municipalities and businesses and then you can look at the website and find out what businesses have been approved. The town usually finds out by the November/December time frame what non-profits have received. Councilor Naeem then asked do they have to be businesses from Windsor. Mr. McMahon stated they do not.

Councilor Smith said in the past, what were some of the qualifying criteria for non-profits? Councilor Smith then added that if it is a non-profit applying now they need to know pretty fast. Town Manager Souza stated individuals can reach out the Community Development office as Mr. McMahon or Flavia Rey de Castro would help set them up. Mr. McMahon answered in regard to the criteria you would need to be an IRS 501 c3 establishment. There are certain areas that they are suggesting that non-profits can get funding for such as Neighborhood Enhancement Energy Efficiency program. We do the initial vetting to make sure it's a non-profit within the town. That is about how far we go. We then present it to the Town Council to approve it to go to the State of Connecticut.

Councilor Smith asked if you're a 501 c4 or c7 you can't apply? Mr. McMahon said you have to qualify as a non-profit. Town Manager Souza added that you don't need to be a 501 c3, you can be a 501 c4 or c7 but you have to be a non-profit to qualify.

Mayor Black-Burke asked if Shred Day in Windsor had been mentioned and asked the Town Manager if he knows of the date. Town Manager Souza responded he does not have that date at his fingertips. He believes it's in the third week of April. One of the councilors confirmed that it is on April 20th.

Mayor Black-Burke asked if it the shredding event is in collaboration with the town or is it just Windsor Federal. Town Manager Souza stated it is just Windsor Federal. The Conservation Commission does a collection of electronics in the fall as well.

Town Manager Souza stated that it had been mentioned on how to contact the Town Council regarding the budget. The town has set up an email for that at budgetcomments@townofwindsorct.com. There is also information on the town's website regarding the budget.

Mayor Black-Burke said looking at the questions that are coming through that portal, will those be batch themed and then put back out for individuals to see the questions. Town Manager Souza replied that we've not done that in the past. Depending on the quantity, if it's manageable we can do that. If not, if there are any themes that we see, we'll answer those. It all depends on the number.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith – nothing to report.

Finance Committee – Councilor Naeem – nothing to report.

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

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

Personnel Committee – Deputy Mayor Klase – nothing to report.

10) ORDINANCES - None

11) UNFINISHED BUSINESS

- a) Approve amendments to the Windsor Center Tax Increment Financing District Master Plan

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the amended Windsor Center Tax Incremental Financing District Master Plan as attached.

Patrick McMahon, Director of Economic Development, stated the Town Council adopted a TIF District Master plan in 2022. The plan contains a list of all the properties within the TIF district boundary. We determined that some adjustments were needed to eight properties in the district. It is recommended that we amend the district master plan as 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. 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.

The District Master Plan can be amended by the Town Council at any time after it being properly noticed by a Public Hearing which was held earlier this evening.

Mr. McMahon went over the different properties/entities that needed to be amended. The EDC did get an opportunity to review this and are recommending this action for Town Council approval.

Councilor Pelkey asked if in 9-10 months we find a property that is currently in the district should not have been there. How does that affect any base line or other numbers? Mr. McMahon replied that he'd have to come before the Town Council once again to get approval on that amendment.

Councilor Smith asked in regards to the contribution to the TIF fund would that be an increase or decrease to the contribution? Town Manager Souza stated it would be a slight decrease of within a couple of thousand dollars.

Motion Passed 9-0-0

12) NEW BUSINESS

- a) Approve acceptance of sidewalk and traffic signal easements at 1190 Kennedy Road

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

Suzanne Choate, Town Engineer, stated 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.

All easements are indicated on the reference plan. It will be filed on land records if accepted. The sidewalk is considered a public walk that will be maintained and kept by the town. Snow and ice removal will remain the responsibility of the property owner. No financial impact other than long term maintenance is anticipated.

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.

Councilor Eleveld wanted to confirm. This is a triangular lot and sidewalks are delineated but some chunks do not indicate sidewalks and that is because that sidewalk is beyond the standard right of way? Is that correct? Ms. Choate responded where the easements are indicated in red the sidewalks are on private property. Where there are gaps in the red, the sidewalks are in the right of way.

Motion Passed 9-0-0

- 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

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey, to set a Public Hearing for Monday, May 6, 2024, at 7:20 p.m., in the Town Council Chambers of Windsor Town Hall to obtain citizen input on the Town's 2024 Small Cities Program application.

Flavia Rey de Castro, Community Development Specialist, stated 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.

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.

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.

Councilor Eleveld stated he remembered when they gave the loan to the Tobacco Valley Inn way back when. Is he correct in saying that they have repaid a fair amount of that loan already. Town Manager Souza said there is still an outstanding balance on that loan. They have made payments with interest but there is still an outstanding principal and interest that when that property is ultimately sold, if they have not repaid it, that's when the principal will be paid back to the town. Councilor Eleveld said what we are looking at doing is utilizing some of those dollars and reallocating them to housing stock.

Councilor Eleveld said you made a comment about depletion of funds. What he presumes the Town Manager means is the funds have been loaned out or provided to homes and therefore there are additional funds available correct? Ms. Rey de Castro stated that was correct.

Councilor Eleveld stated we are able to reallocate the funds from the business type program at Tobacco Valley Inn to residential housing, correct? Ms. Rey de Castro said as long as both uses are eligible uses and as long as those steps that were mentioned are accomplished, we can do that.

Deputy Mayor Klase said what an amazing program this is that Windsor has been operating for such a long time. According to her notes, we've helped more than 500 residential units over the life of the program. Great work and she's happy to see this happening during this month. Town Manager Souza added that Fiscal Year 2024 was to

his recollection the first time that the town had to put General Fund monies into this program. We've provided money for staff assistance over the years, but for actual contractual work to get done, this was the first time. He gave kudos to Patrick McMahon, Flavia and past staff members in continually get grant funds. The challenge we have is the State of CT is redirecting the priority to public housing. It's a double edged sword. We recently received \$2 million from the state for Shad Run and those dollars in years past were often used for general rehabilitation housing for low to moderate income families. It is becoming harder and harder for us to continue this program. By reallocating these dollars, and later in the spring potentially asking the Council to authorize American Rescue monies for this, that will give us another 12-18 months' worth of projects to do. As we know, costs of construction are increasing and are for code related issues such as roofs, boilers and life safety matters. They aren't for 'cosmetics' or 'aesthetics'.

Councilor Pelkey asked if they were to approve this tonight is this just a one time where we can open the gate and get money back and forth or is it a one time only. Ms. Rey de Castro said it was a one time only.

Councilor Pelkey asked how long the waiting list is presently. Ms. Rey de Castro answered they presently have 20 people on the waiting list.

Councilor Walker said he supports this program 100%. Occasionally the town finds people with housing code violations. If they get a letter or a visit, is this program explained to them as a temporary help? Is that done? Ms. Rey de Castro said from what she's experienced, individuals have been sent her way from Health, Building and the Fire Department.

Councilor Smith stated from what he understands, there will be two public hearings. One will be to reallocate CDBG funds into the Housing Rehabilitation program income account and the other public hearing is to apply for \$400,000 of Small Cities funds whenever the application season starts sometime this year. Is that what is going on? Ms. Rey de Castro answered that is correct and added the application deadline is May 31st.

Councilor Armstrong asked if any of these programs are geared towards seniors? Ms. Rey de Castro said they don't necessarily target seniors for this program, but she would say by default that the majority of individuals that the town serves are seniors.

Mayor Black-Burke asked about the status of the individuals on the waiting list. Have they been reviewed? Now that additional dollars may be coming in, are they up next or do they have to go through the whole process again? Ms. Rey de Castro said that they almost have two steps to the application. There is the step where the applicant is given an application but is no yet required to give all the backup information if you're on the waiting list, but once they reach the top of the waiting list they would then need to fill out all the appropriate backup paperwork that the state requires.

Mayor Black-Burke asked in regards to the public information session on the May 2nd, how are we highlighting this work? She added she thinks that getting testimonials for the

meeting would be good and beneficial for those who do show up. Ms. Rey de Castro said that we haven't been promoting this program because of the waiting list.

Councilor Armstrong asked if there was a timeline to this program. Is there an application? Ms. Rey de Castro said they do first come, first serve. Town Manager Souza added that it's rolling admissions program. We do have limited dollars but most programs now cost \$25,000 - \$30,000. Probably closer to \$30,000. So if we have \$400,000, we're still pretty limited to 10-11 projects. We will continue to take names for the waiting list and Ms. Rey de Castro will work these individuals to see if it is an immediate need or refer them to another program or resource in town.

Mayor Black-Burke said are we applying for \$400,000 with the hopes that will be the total amount or are we applying for \$400,000 knowing it will be less than that so we are also taking \$120,000 to get to that point? Town Manager Souza said part of this is that we apply by the end of May for the new application, the \$400,000. We will not know until the fall most likely if we did or didn't get it. Even after we know, it's probably at least 120+ days before we're under contract with the state. The \$120,000 will continue to help us chip away at the 20 person waiting list while we are waiting.

Motion Passed 9-0-0

- c) Set a Public Hearing for May 6, 2024 at 7:20 pm to solicit public comment on the 2024 Small Cities Community Development Block Grant application

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong 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.

Motion Passed 9-0-0

- d) Reapprove Fair Housing Resolution and Policy Statement

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the Fair Housing Resolution and Fair Housing Policy Statement as presented.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS – None

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the March 18, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the March 18, 2024 regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

Mayor Black-Burke said that if anyone has any comments on the budget and would like to send them to the Council they can do that by emailing budgetcomments@townofwindsorct.com.

MOVED by, Councilor Pelkey seconded by Councilor Armstrog to adjourn the meeting at 9:09 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary