



Council Agenda

Council Chambers
Windsor Town Hall
May 6, 2024



Zoom Instructions

Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **884 0008 5760** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/88400085760> When prompted for participant or meeting ID enter: **884 0008 5760**.

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

7:20 PM Public Hearing

- To hear public comment on the 2024 Small Cities Community Development Block Grant application
- To hear public comment regarding potential reallocation of Small Cities Community Development Block Grant Recovery program income to the town's Housing Rehabilitation Program

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Armstrong
3. PLEDGE OF ALLEGIANCE – Councilor Armstrong
4. PROCLAMATIONS/AWARDS
 - a) Proclamation designating May as Older Americans Month in Windsor
 - b) Proclamation proclaiming May 6, 2024 as Margaret Ginnitti Nurses Day
 - c) Proclamation designating May as Historic Preservation Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS



7. REPORT OF APPOINTED BOARDS AND COMMISSIONS

- a) Board of Education
- b) Economic Development Commission
- c) Conservation Commission

8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Authorize submittal of the 2024 Small Cities Community Development Block Grant application for Housing Rehabilitation program (Town Manager)
- b) *Authorize the reallocation of Small Cities Community Development Block Grant Recovery program income to the Housing Rehabilitation program (Town Manager)

12. NEW BUSINESS

- a) *Set a Public Hearing for June 3, 2024 at 7:20 p.m. to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit Program (Town Manager)
- b) *Approve an amendment extending the Fixed Assessment Agreement for Blueprint Robotics (Town Manager)
- c) *Authorize acceptance of a Senior Services American Rescue Plan Grant from the State of Connecticut in the amount of \$87,145 (Town Manager)
- d) *Authorize acceptance of State of Connecticut grant funds for senior support services in the amount of \$15,000 (Town Manager)
- e) *Approve authorization of \$15,000 in American Rescue Funds to the Windsor Fife and Drum Corp (Councilor Walker)
- f) *Set a Public Hearing for June 3, 2024 at 7:20 p.m. to solicit public comment on proposed change to Plan of Conservation and Development's Future Land Use Plan related to 5T and 105 Birchwood Drive (Town Manager)
- g) *Approve granting an easement with Eversource at Welch Park (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the April 1, 2024 Public Hearing (FY 25 budget)
- b) *Minutes of the April 1, 2024 Public Hearing (TIF Master Plan)



- c) *Minutes of the April 1, 2024 Regular Town Council meeting
- d) *Minutes of the April 3, 2024 Special Town Council meeting (budget)
- e) *Minutes of the April 8, 2024 Special Town Council meeting (budget)
- f) *Minutes of the April 15, 2024 Special Town Council meeting (budget)
- g) *Minutes of the April 17, 2024 Special Town Council meeting (budget)

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Designating May as Older Americans Month in Windsor

- Whereas,* May is Older Americans Month, a time for us to recognize and honor Windsor's older adults and their immense influence on every facet of American society; and,
- Whereas,* through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and,
- Whereas,* older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and,
- Whereas,* communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and,
- Whereas,* Windsor must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness.

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

The month of May be designated as Older Americans Month in Windsor. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connections on the well-being and health of older adults in our community.

We call upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.



A handwritten signature in dark ink, appearing to read "Nuchette Black-Burke".

Nuchette Black-Burke
Mayor of Windsor
May 6, 2024

Proclamation

Proclaiming May 6, 2024 as Margaret Ginnitti Nurses Day

WHEREAS, Margaret Ginnitti, or Nurse Margaret as she is lovingly known, has served as a nurse at the Caring Connection Adult Day Health Care Center for more than 33 years. 17 of those in a full-time capacity, and then in a part-time or “substitute” capacity since her retirement in 2017 to the present day; and,

WHEREAS, the depth and breadth of the nursing professional meet the different and emerging health care needs of individuals; and,

WHEREAS, During her tenure at the Caring Connection, Nurse Margaret led a team of nurses and certified nursing assistants assuring that excellent care was delivered in a professional, caring, respectful manner each and every day; and,

WHEREAS, thousands of caregivers from Windsor and surrounding communities relied on Nurse Margaret to care for, protect, diagnose and provide a daily watchful eye on clients at the Center giving those caregivers peace of mind; and,

WHEREAS, we honor Margaret Ginnitti on this day for her valuable service to countless Windsor elders, her highly skilled nursing direction, and the special human bond she forged resulting in treasured memories for the clients and family members she served.

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

This National Nurses Day in the Town of Windsor, May 6, 2024, be proclaimed Nurse Margaret Ginnitti Nurses Day.



Nuchette Black-Burke
Mayor of Windsor
May 6, 2024

PROCLAMATION

Declaring May 2024 as Historic Preservation Month

WHEREAS, The National Trust for Historic Preservation established May as Historic Preservation Month in 1973 as a way to promote historic places for the purpose of instilling national and community pride, promoting heritage tourism, and showing the social and economic benefits of historic preservation; and,

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and,

WHEREAS, as Connecticut's First Town, Windsor is rich in history and historic buildings and is designated by the National Park Service as a Certified Local Government demonstrating Windsor's commitment to local preservation and saving the past for future generations; and,

WHEREAS, Windsor maintains a Historic Resource Inventory and has dozens of properties listed in the National Register of Historic Places, including the Oliver Ellsworth Homestead, a National Historic Landmark; and,

WHEREAS, the Windsor Historic District Commission is an appointed commission charged with the preservation and protection of the historic character of the Windsor Historic District along Palisado Avenue, between the Farmington River and Bissell's Ferry Road; and,

WHEREAS, the Windsor Historical Society, founded in 1921, preserves and interprets nearly 400 years of Windsor's history through exhibitions, education programs, publications, active collecting, and research.

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

The month of May 2024 is proclaimed as Historic Preservation Month in the Town of Windsor and that all citizens are encouraged to join in this special observance by learning about local Windsor history and exploring and enjoying the town's many historic assets.



A handwritten signature in black ink, appearing to read 'Nuchette Black-Burke'.


Nuchette Black-Burke
Mayor of Windsor
May 6, 2024

Agenda Item Summary

Date: May 6, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: Peter Souza, Town Manager 

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

Background

Funds are currently available, on a competitive basis, through the federal Community Development Block Grant (CDBG) – Small Cities Program administered by the Connecticut Department of Housing (DOH). The deadline for applications to the DOH is May 31, 2024. Town staff is recommending applying for \$400,000 to continue the community's longstanding housing rehabilitation program.

Staff is also recommending the reallocation of \$130,000 in CDBG-Recovery program income to the housing rehabilitation program to allow the continuation of this program that has assisted in preserving our affordable housing stock over many decades.

Discussion/Analysis

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

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

2024 CDBG Application

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

Program Need

The program currently has 20 applications on the waiting list for needed improvements. The program has been operating by utilizing program income which is loan repayments from previous housing rehabilitation projects as well as an FY 24 appropriation from the General Fund operating budget. Most prior loans are deferred loans, which means that the town receives payment back when a house is sold or the homeowner passes away. Staff anticipates utilizing all available housing rehabilitation program income within the next several months.

Effectiveness

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

Program Income

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

The program income account for housing rehabilitation is expected to be nearly depleted by the end of this fiscal year. We are utilizing funds approved in the FY 24 town operating budget on existing projects but need additional funding to work through the waiting list. As such, we are proposing reallocating \$130,000 from the CDBG-Recovery account to the housing rehabilitation account.

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

Citizen Participation

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

A public hearing regarding the CDBG application and potential reallocation of CDBG program income will be held before the Council meeting on May 6, 2024.

Financial Impact

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

Recommendation

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

Item 11A

“MOVE to approve the attached resolution entitled “2024 Community Development Block Grant – Small Cities Application” approving an application to the State of Connecticut Department of Housing and authorizing the Town Manager to file said application and execute all necessary documents.”

Item 11B

“MOVE to approve the attached resolution entitled ‘Resolution for the Reallocation of Program Income’, which reallocates \$130,000 from the CDBG-Recovery program to the Housing Rehabilitation Loan Program.”

Attachments

Resolution: 2024 Community Development Block Grant Small Cities Program Application

Resolution: Reallocation of Program Income

**RESOLUTION
2024 COMMUNITY DEVELOPMENT BLOCK GRANT - SMALL CITIES
APPLICATION**

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut's Department of Housing, pursuant to Public Law 93-383, as amended; and

WHEREAS, pursuant to Chapter 127c and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor make application to the State for up to \$400,000 in order to undertake a Small Cities Community Development Block Grant Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE WINDSOR TOWN COUNCIL;

1) That it is cognizant of the conditions and prerequisites for State assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and

2) That the filing of an application by the Town of Windsor in an amount not to exceed \$400,000 is hereby approved, and that the Town Manager is hereby authorized and directed to file such application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

RESOLUTION FOR THE REALLOCATION OF PROGRAM INCOME

WHEREAS, the Town of Windsor has received funds under the Community Development Block Grant Recovery (CDBG-R) Program, administered by the State of Connecticut, Department of Housing (DOH), pursuant to Title I of the Housing and Community Development Act of 1974 as amended; and

WHEREAS, the Town of Windsor has expended those funds pursuant to Title I of the Housing and Community Development Act of 1974, the Code of Federal Regulations, and the Assistance Agreement, and,

WHEREAS, those funds received by the Town of Windsor have generated Program Income.

NOW THEREFORE, BE IT RESOLVED by the Windsor Town Council:

1. That it is cognizant of the conditions for the use of Program Income as prescribed by Title 24, Part 570, Section 489(e) and (f) of the Code of Federal Regulations.
2. That it recognizes Program Income is governed by Title I of the Housing and Community Development Act of 1974.
3. That it may use Program Income only for the following activities:
 - a) The activity that generated the program income if the activity continues to meet the requirements of Title I of the Housing and Community Development Act of 1974.
 - b) Any additional activity that meets the requirements of Title I of the Housing and Community Development Act if the Town receives written approval from DOH to fund it with Program Income.
4. That it may use Program Income to fund Administrative and Program soft costs within the following limits:


General Administrative Costs	8%
Program Soft Costs	12%
5. That it is hereby amending the Program Income Plan that was adopted for the original activity that generated the Program Income to permit the reallocation of \$130,000 in Program Income to the town's Housing Rehabilitation Loan Program and to request approval of such reallocation from DOH.

Agenda Item Summary

Date: May 6, 2024

To: Honorable Mayor and Members of the Town Council

Prepared by: Flavia Rey de Castro, Community Development Specialist

Reviewed by: Peter Souza, Town Manager 

Subject: 2024 Neighborhood Assistance Act (NAA) Tax Credit Program

Background

The Neighborhood Assistance Act (NAA) Tax Credit program, established by the Connecticut General Assembly, offers municipalities and tax-exempt, non-profit organizations an opportunity to enhance their fundraising by providing state corporate tax credits to eligible donors. Corporate donors receive a tax credit equal to 60% of their contributions. Contributions for certain energy conservation projects may earn a 100% tax credit.

A municipality's role in the program is limited to: 1) marketing the program, 2) holding a public hearing to allow for comment on all applications, 3) having the town's governing body act upon all applications, and 4) submitting all approved applications to the Department of Revenue Services.

Discussion/Analysis

Organizations that have participated in the recent past include CRIS Radio, Windsor Police Cadets, Saint Gabriel School and Madina Academy.

Town staff is once again soliciting applications from NAA-eligible organizations by way of direct email and press releases. Projects for the 2024 application round must be submitted to the Office of Community Development by close of business on May 22, 2024. Applications must be approved by the governing body of the town after conducting a public hearing. Therefore, staff is requesting that the required public hearing be set for the evening of June 3, 2024 and that the list of submitted and eligible applicants be placed on the Council agenda for consideration on the same evening. Approved applications will then be submitted to the Department of Revenue Services by July 1, 2024.

Financial Impact

The cost to the Town of Windsor to participate in the NAA program is minimal. Costs are limited to mailings, copies, a legal notice and minimal staff time.

Recommendation

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

“MOVE that a Public Hearing be set for June 3, 2024 at 7:20 p.m. to allow for public comment on applications submitted for the Neighborhood Assistance Act Tax Credit Program administered by the Connecticut Department of Revenue Services.”

Attachments


None

Agenda Item Summary

Date: May 6, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Blueprint Robotics Project – Fixed Assessment Agreement Amendment

Background

The Town entered into a Fixed Assessment Agreement (Agreement) with Blueprint Partners Corp (Blueprint) on May 11, 2023 to assist with the financing of the development of a manufacturing facility at 11 Goodwin Drive. A condition of the Agreement is that the developer commence construction within six months of site plan approval which was approved by the Town Planning and Zoning Commission on May 16, 2023. In October 2023, the Town Council approved a six-month extension beyond November 16, 2023 to May 16, 2024 due to issues beyond the full control of the developer. Blueprint is requesting a further extension to the construction start date to June 1, 2025 and we are recommending that such an extension be approved.

Discussion/Analysis

Blueprint's timeline for commencing construction of its Windsor plant has been delayed as they finalize development matters including overall project financing. Blueprint is citing challenges in the current financing market as the reason for requesting an extension.

The Fixed Assessment Agreement allows for amendments to the agreement if authorized by both parties.

An extension to June 1, 2025 requires changes to five sections of the Fixed Assessment Agreement related to various timing considerations that are outlined in the attachment.

As the value of construction and equipment has increased since the time of execution of the Fixed Assessment Agreement, Blueprint will agree to increase the minimum investment in the facility from \$40,500,000 to \$45,000,000, as well as increase the investment in personal property from \$2,000,000 to \$2,500,000.

We anticipate that the first fixed assessment year would be October 1, 2027 with taxes due July 1, 2028, which would be FY 2029.

Financial Impact

None

Other Board Action

The Economic Development Commission (EDC) was briefed on the status of the Blueprint Robotics project at its March 20, 2024 meeting.

Recommendations

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

“MOVE to approve the attached Second Amendment to the Fixed Assessment Agreement with Blueprint Partners Corp which provides an extension for the start of construction to June 1, 2025 and authorize the Town Manager to execute said amendment.”

Attachments

Proposed Changes to the Fixed Assessment Agreement

Second Amendment to Fixed Assessment Agreement

Fixed Assessment Agreement

First Amendment to Fixed Assessment Agreement

Changes

Assessment

Agreement

Fixed Assessment Agreement Proposed Amendments

Section 1.9 - Fixed Assessment Period - The term "Fixed Assessment Period" shall refer to a full five (5) assessment year period which shall begin upon the occurrence of the Commencement Date and continue until the full five years of assessment periods has been completed. Upon the passage of said five (5) year period, the fixed assessment period automatically shall expire subject to the provisions of Section 2.1. It is anticipated that the fixed assessment years will be as follows: October 1, 2024~~7~~, October 1, 2025~~8~~, October 1, 2026~~9~~, October 1, 2027~~30~~ and October 1, 2028~~31~~. As the Town of Windsor is a one tax payment town, taxes for each of the assessment years are due the July following the assessment date, so that the taxes assessed on October 1, 2024~~7~~ will come due July 1, 2025~~8~~.

Section 3.1 - Minimum Investment In The Facility. Company shall commence construction of Facility ~~within six months after approval of a site plan by the Town by June 1, 2025.~~ Company agrees to expend Investment In The Facility in accordance with the approved site plan of not less than \$~~40,500,000~~~~45,000,000~~ no later than twenty-four months after ~~approval of the site plan~~commencement of construction, which deadline may be extended by the Town Council for up to one (1) ~~six (6)~~ month period provided that Town finds Company is diligently and continuously pursuing the completion of the Project.

Section 3.2 - Investment In Personal Property. Company agrees that the taxable portion of Investment In Personal Property shall be not less than \$~~2,000,000~~2,500,000 which taxable portion shall be located at the Facility no later than twenty-four months after ~~approval of the site plan~~commencement of construction, which deadline may be extended by the Town Council for up to two (2) ~~six (6)~~ month periods provided that Town finds Company is diligently and continuously pursuing the completion of the Project.

Section 3.3 - Schedule. No later than twenty-four months after ~~approval of the site plan~~commencement of construction or at the end of any approved extension period as provided in Section 3.1 and Section 3.2, Company shall furnish Town with a signed writing confirming Company's satisfaction of the obligations contained in Sections 3.1 and 3.2 hereof. Company, at the request of Town, further shall furnish Town with general information substantiating the investment required under Section 3.1 and Section 3.2. Town acknowledges and agrees that any certification from a third party architect, managing contractor, engineer, general contractor, vendor or manufacturer, which certifies such investment will satisfy any request by Town for additional evidence verifying the expenditure of such investment.

Section 3.4 - Failure to Comply. In the event the Company has not expended Investment in the Facility or made Investment in Personal Property as set forth in Sections 3.1 and 3.2 above within twenty-four months of ~~site plan approval~~commencement of construction or at the end of any approved extension periods as provided in Section 3.1 and Section 3.2, Town shall be entitled to terminate this Agreement by giving Company written notice. In the event of such termination by Town, then Town and Company shall not have any further obligation under this Agreement.

Second Amendment
to
Fixed Assessment
Agreement

Second Amendment to Fixed Assessment Agreement

This Second Amendment to Fixed Assessment Agreement ("**Second Amendment**") is entered into and effective the ___ day of May, 2024 (the "**Agreement Date**"), by and between **The Town Of Windsor, Connecticut**, a governmental body organized under the laws of the State of Connecticut, 275 Broad Street, Windsor, Connecticut 06095 ("Town") and **Blueprint Partners Corp**, a Maryland corporation having a business address of 1500 Broening Highway, Suite 100, Baltimore, MD 21224 ("Company") **and**.

WITNESSETH:

WHEREAS, Town and Company entered into a Fixed Assessment Agreement ("**Agreement**") dated May 11, 2023, a copy of which **Agreement** is attached hereto and made a part hereof as **Exhibit A**; and

WHEREAS, Company has requested, and Town has agreed, to amend said Agreement.

NOW THEREFORE, the parties hereby agree as follows:

Section 1.9 - Fixed Assessment Period - The term "Fixed Assessment Period" shall refer to a full five (5) assessment year period which shall begin upon the occurrence of the Commencement Date and continue until the full five years of assessment periods has been completed. Upon the passage of said five (5) year period, the fixed assessment period automatically shall expire subject to the provisions of Section 2.1. It is anticipated that the fixed assessment years will be as follows: October 1, 2027, October 1, 2028, October 1, 2029, October 1, 2030 and October 1, 2031. As the Town of Windsor is a one tax payment town, taxes for each of the assessment years are due the July following the assessment date, so that the taxes assessed on October 1, 2027 will come due July 1, 2028.

Section 3.1 - Minimum Investment In The Facility. Company shall commence construction of Facility by June 1, 2025. Company agrees to expend Investment In The Facility in accordance with the approved site plan of not less than \$45,000,000 no later than twenty-four months after commencement of construction, which deadline may be extended by the Town Council for up to one (1) six (6) month period provided that Town finds Company is diligently and continuously pursuing the completion of the Project.

Section 3.2 - Investment In Personal Property. Company agrees that the taxable portion of Investment In Personal Property shall be not less than \$2,500,000 which taxable portion shall be located at the Facility no later than twenty-four months after commencement of construction, which deadline may be extended by the Town Council for up to two (2) six (6) month periods provided that Town finds Company is diligently and continuously pursuing the completion of the Project.

Section 3.3 - Schedule. No later than twenty-four months after commencement of construction or at the end of any approved extension period as provided in Section 3.1 and Section 3.2, Company shall furnish Town with a signed writing confirming Company's satisfaction of the obligations contained in Sections 3.1 and 3.2 hereof. Company, at the request of Town, further shall furnish Town with general information substantiating the investment required under Section 3.1 and Section 3.2. Town acknowledges and agrees that any certification from a third party architect, managing contractor, engineer, general contractor, vendor or manufacturer, which certifies such investment will satisfy any request by Town for additional evidence verifying the expenditure of such investment.

Section 3.4 - Failure to Comply. In the event the Company has not expended Investment in the Facility or made Investment in Personal Property as set forth in Sections 3.1 and 3.2 above within twenty-four months of commencement of construction or at the end of any approved extension

periods as provided in Section 3.1 and Section 3.2, Town shall be entitled to terminate this Agreement by giving Company written notice. In the event of such termination by Town, then Town and Company shall not have any further obligation under this Agreement.

All other provisions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, this Amendment has been executed by authorized representative parties hereto and is effective as of the aforesaid date.

Dated as of the date first set forth above.

WITNESSES:

COMPANY:

Blueprint Partners Corp

By: _____

Name: Jerome Smalley

Title: Co-Founder + CEO

TOWN:

Town of Windsor

By: _____

Name: Peter P. Souza

Its: Town Manager

Fixed Assessment Agreement

FIXED ASSESSMENT AGREEMENT

THIS AGREEMENT made effective as of May 11, 2023, by and between **Town of Windsor, Connecticut**, a governmental body organized under the laws of the State of Connecticut, 275 Broad Street, Windsor, Connecticut 06095 ("Town"), and **Blueprint Partners Corp**, a Maryland corporation having a business address of 1500 Broening Highway, Suite 100, Baltimore, MD 21224 ("Company").

RECITALS

- A. Company has under consideration the construction of an approximately four hundred and fifty thousand square foot manufacturing facility to be constructed at 11 Goodwin Drive, Windsor, Connecticut.
- B. Town has adopted an Assessment Abatement Policy in accordance with Section 12-65b of the Connecticut General Statutes, as amended, (the "Policy"), which provides for the abatement or reduction of certain ad valorem real estate taxes.
- C. Town has determined that said development qualifies as a manufacturing firm under the Policy and desires to offer the abatement of certain ad valorem real estate taxes hereafter to be assessed on said development as an inducement for Company to develop and construct a manufacturing facility within Town.
- D. Company has provided Town information verifying that the tax benefits created by said abatement shall accrue to Company.
- E. Town Council has adopted a resolution authorizing Town to enter into this Agreement.
- F. Town and Company now desire to enter into this Agreement to effect a Fixed Assessment of certain ad valorem real estate taxes which may be levied on said development.

NOW, THEREFORE, in consideration of the mutual promises contained herein, Town and Company hereby agree as follows:

ARTICLE I – DEFINITIONS

Capitalized terms used and not defined herein shall have the definitions ascribed to them as set forth below:

Section 1.1 – Commencement Date. The term "Commencement Date" shall mean the date the Grand List is executed and confirmed by Town Assessor immediately following the date of the final certificate of occupancy for the Facility and completion of the conditions included in Sections 3.1 and 3.2 of this Agreement.

Section 1.2 – Facility. The term “Facility” shall mean all taxable improvements on or about the Land including all buildings, structures, foundations, fencing, curbing, light standards, walkways, access drives, parking areas but otherwise exclusive of Personal Property and Land.

Section 1.3 – Investment In The Facility. The term “Investment in the Facility” shall mean all hard costs capitalized as part of the Facility incurred by Company and/or Landlord in construction of the Facility, including the cost of materials, labor, fixtures, leasing of equipment, and all other hard costs capitalized as part of the Facility excluding land cost.

Section 1.4 – Investment In Personal Property. The term “Investment in Personal Property” shall mean all hard costs incurred or invested by Company in the fabrication, purchase, transportation and installation of all Personal Property located on or about the Land, including all manufacturing and vendor costs, sales taxes, and all other hard costs capitalized as part of the Personal Property at the Facility.

Section 1.5 – Personal Property. The term “Personal Property” shall mean all taxable personal property of Company located on or about the Land or used as a part of the Project, including all equipment, furnishings, and computers.

Section 1.6 – Project. The term “Project” shall mean collectively the Facility, Personal Property and the Land.

Section 1.7 – Land. The term “Land” shall mean the premises generally known as 11 Goodwin Drive, Windsor, Connecticut, together with any additions or reductions thereof, which hereafter shall be confirmed by a survey, and which shall be described by a narrative metes and bounds description of such premises prepared on the basis of the survey, which shall be initialed by Town and Company when attached to this Agreement as Exhibit A.

Section 1.8 - Fixed Assessment - The term "Fixed Assessment" shall refer to Town's conferral, under Connecticut General Statutes 12-65b, of a fixed assessment on the Facility and Land which is equal to the portion of the assessed value, for a given year of the Fixed Assessment Period, as set forth in Section 2.1.

Section 1.9- Fixed Assessment Period - The term "Fixed Assessment Period" shall refer to a full five (5) assessment year period which shall begin upon the occurrence of the Commencement Date and continue until the full five years of assessment periods has been completed. Upon the passage of said five (5) year period, the fixed assessment period automatically shall expire subject to the provisions of Section 2.1. It is anticipated that the fixed assessment years will be as follows: October 1, 2024, October 1, 2025, October 1, 2026, October 1, 2027 and October 1, 2028. As the Town of Windsor is a one tax payment town, taxes for each of the assessment years are due the July following the assessment date, so that the taxes assessed on October 1, 2024 will come due July 1, 2025.

ARTICLE II-TAX MATTERS

Section 2.1 – Fixed Assessment. Town and Company agree that the Fixed Assessment for the Facility shall be fully effective during the Fixed Assessment Period. Furthermore, in the event

that Town cannot confer the Fixed Assessment at any time during the Fixed Assessment Period pursuant to a court order or change in law applicable to fixed assessment agreements entered into and effective prior to the date of such change in law, then the term of the Fixed Assessment Period shall automatically be extended by such time period in order to provide a full five (5) year period in which the Fixed Assessment is effective to the extent permitted by applicable local and State law, and Town shall undertake all reasonable efforts to effect said extension.

During the Fixed Assessment Period, Town shall establish the assessment of the Facility at the Fixed Assessment amount equal to forty (40%) per cent of the assessed value of the Facility, provided that the Fixed Assessment amount shall be decreased by an additional five (5%) in the event that prior to the Commencement Date, the Company has incorporated sustainability elements such as: administrative areas of the building constructed to Passive Design Standards and the installation of solar energy and storage systems.

Section 2.2– Minimum Real Estate Tax Payment. During the Fixed Assessment Period, Company agrees to pay for each tax year a minimum ad valorem real estate tax payment for the Facility equal to the Fixed Assessment for each such year as set forth in Section 2.1 at the then-existing mill rate adopted by Town, subject to the provisions of this Agreement. Company shall make such payment no later than the applicable due dates of the tax billing or otherwise shall be subject to penalty interest for late payment. Effective upon the expiration or termination of the Fixed Assessment Period, Company shall have no further obligations under this Section 2.2.

Section 2.3– Personal Property Tax Payment. Company agrees to pay all taxes levied on the Personal Property by Town during the Fixed Assessment Period. Company shall make such payment no later than the applicable due dates of the tax billing or otherwise shall be subject to penalty interest for late payment.

Section 2.4 - Assessment and Revaluation. The Company shall have the right to appeal any increase in assessment due to a town-wide property revaluation pursuant to Connecticut General Statutes, sections 12-117A and 12-119, as amended. The assessment of the Facility for the period prior to the Commencement Date shall be determined in the normal course pursuant to state and local laws.

ARTICLE III– MINIMUM INVESTMENTS

Section 3.1 – Minimum Investment In The Facility. Company shall commence construction of Facility within six months after approval of a site plan by the Town. Company agrees to expend Investment In The Facility in accordance with the approved site plan of not less than \$40,500,000 no later than twenty-four months after approval of the site plan, which deadline may be extended by the Town Council for up to one (1) six (6) month period provided that Town finds Company is diligently and continuously pursuing the completion of the Project.

Section 3.2 – Investment In Personal Property. Company agrees that the taxable portion of Investment In Personal Property shall be not less than \$2,000,000 which taxable portion shall be located at the Facility no later than twenty-four months after approval of the site plan, which deadline may be extended by the Town Council for up to two (2) six (6) month periods provided that Town finds Company is diligently and continuously pursuing the completion of the Project.

Section 3.3 – Schedule. No later than twenty-four months after approval of the site plan or at the end of any approved extension period as provided in Section 3.1 and Section 3.2, Company shall furnish Town with a signed writing confirming Company’s satisfaction of the obligations contained in Sections 3.1 and 3.2 hereof. Company, at the request of Town, further shall furnish Town with general information substantiating the investment required under Section 3.1 and Section 3.2. Town acknowledges and agrees that any certification from a third party architect, managing contractor, engineer, general contractor, vendor or manufacturer, which certifies such investment will satisfy any request by Town for additional evidence verifying the expenditure of such investment.

Section 3.4 – Failure to Comply. In the event the Company has not expended Investment in the Facility or made Investment in Personal Property as set forth in Sections 3.1 and 3.2 above within twenty-four months of site plan approval or at the end of any approved extension periods as provided in Section 3.1 and Section 3.2, Town shall be entitled to terminate this Agreement by giving Company written notice. In the event of such termination by Town, then Town and Company shall not have any further obligation under this Agreement.

ARTICLE IV– EMPLOYMENT AND COMMUNITY ENGAGEMENT MATTERS

Section 4.1 – Town Residents. During the Fixed Assessment Period, Company shall exercise good faith efforts to recruit qualified residents of Town to fill part and full-time positions used for the Project; provided, however, that Company is under no legal obligation to hire any resident of Town for such purposes, it being understood that Company, in its sole discretion, will make the ultimate determination on whether or not a resident is qualified to fill a position or to hire such person. For purposes of this Agreement, Company’s good faith efforts shall include at a minimum of two job fairs and providing notice of job openings to a designated representative of the Town for dissemination and may include, by way of example, organizing recruiting events, advertising and coordinating hiring efforts with the Town and local workforce organizations.

Section 4.2 – Wages. During the Fixed Assessment Period, Company shall exercise good faith efforts to pay its employees wages that are at or above the median wage for similar positions in the Hartford Labor Market Area.

Section 4.3 – Annual Report. During the Fixed Assessment Period, Company shall provide to Town a report annually regarding Company efforts to recruit qualified residents of Town to fill positions as provided in Section 4.1 and Company wages as provided in Section 4.2. Said report shall be in writing upon the form attached hereto as Exhibit B – Annual Report.

Section 4.4. – Community Engagement. During the Fixed Assessment Period, the Company will engage with Town in quarterly discussions at the request of the Town as to how the Company can support Windsor-based organizations and programs that align with Company values and objectives, and Company agrees to consider such opportunities in good faith. During Fixed Assessment Period, the Company shall provide to the Town a report annually regarding community engagement activities. Said report shall include both narrative and quantification of efforts.

ARTICLE V -- OPERATION OF PROJECT

Section 5.1 – Operation. During the Fixed Assessment Period and for a period of three (3) consecutive years thereafter, the Company agrees that it shall not:

5.1.1 Relocate the operations of Company associated with Facility outside of the Town of Windsor;

5.1.2 Permanently cease operations in the Town of Windsor for a cumulative period greater than one (1) year;

5.1.3 Fail to pay the taxes contemplated under this Agreement (subject to exercising Company's rights under applicable law); or

5.1.4 Declare bankruptcy.

Section 5.2– Remedies. In the event that Company is in Material Default (as defined in Article VII) under Sections 5.1.1 through 5.1.4 and such Material Default continues following notice by the Town as provided under Article VII, Town shall have the right to, as the sole and exclusive remedies for a Material Default, (i) terminate the Fixed Assessment for the balance of the Fixed Assessment Period, and (ii) recover all tax benefits provided to Company during the Fixed Assessment Period (i.e. the taxes that would have been payable by Company that were not paid as a result of the Fixed Assessment). In the event that Company has instituted appropriate administrative or legal proceedings challenging the amount of the statutory assessment of the Facility and Property, payment of any and all taxes shall be in accordance with Connecticut General Statute section 12-117 and other applicable law.

ARTICLE VI– REPRESENTATIONS AND WARRANTIES

Section 6.1 – Town Representations and Warranties. Town hereby represents and warrants to Company as follows:

6.1.1 This Agreement is in material compliance with Town Charter and ordinances and with the Connecticut General Statutes, et seq. and all other applicable local and State law.

6.1.2 Town is a municipality duly organized and operating under the laws of the State.

6.1.3 Town has the power to enter into this Agreement and to carry out its obligations hereunder.

6.1.4 The execution and delivery of this Agreement, the conferral of the Fixed Assessment to Company, the performance of its other obligations contained in this Agreement, the consummation of the other transactions contemplated hereby, and the fulfillment of the compliance with the terms and conditions of this Agreement, by Town are not prevented by or result in a breach of, the terms, conditions or provisions of Town Charter, any

statute, law, ordinance or regulation by which Town is bound, or any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which Town is now a party or by which it is bound, nor do they constitute a default under any of the foregoing.

- 6.1.5 This Agreement has been duly authorized by Town Council, and is a valid and binding obligation of Town, and is enforceable in accordance with its terms against Town.
- 6.1.6 The representative of Town executing this Agreement is in good standing with Town, and is authorized to execute and deliver this Agreement, in such capacity.
- 6.1.7 There is no claim or litigation, or to the best of Town's knowledge, threat of any claim or litigation, against Town with respect to its execution and delivery of this Agreement or otherwise pertaining to the conferral of the Fixed Assessment or any other matter contained in this Agreement.
- 6.1.8 There are no actions, suits or administrative or legal proceedings pending, to the best of its knowledge, threatened against or affect Town or before any arbitrator or any governmental body in which there is a reasonable possibility of an adverse decision which could materially affect the financial condition of Town or which in any manner raises any question about the ability of Town to perform its obligations under this Agreement.

Section 6.2 – Company Representations and Warranties. Company hereby represents and warrants to Town as follows:

- 6.2.1 Company is a corporation organized under the laws of the State of Maryland and is in good standing with the Secretary of State of Maryland and is qualified to transact business in the State of Connecticut.
- 6.2.2 Company has the power to enter into this Agreement to carry out its obligations hereunder.
- 6.2.3 The execution and delivery of this Agreement, the performance of the obligations of Company contained in this Agreement, the consummation of the other transactions contemplated hereby, and the fulfillment of the compliance with the terms and conditions of this Agreement by Company are not prevented by or result in a breach of, the terms, conditions or provisions of any statute, law, ordinance or regulation by which Company is bound, or any contractual restriction, financing, agreement or instrument of whatever nature to which Company is now a party by which it is bound, nor do they constitute default under any of the foregoing.
- 6.2.4 This Agreement has been duly authorized by Company, and is a valid and binding obligation of Company and is enforceable in accordance with its terms against Company.

- 6.2.5 The officer of Company executing this Agreement is in good standing with Company and is authorized to execute and deliver this Agreement, in such capacity.
- 6.2.6 There is no claim or litigation, to the best of Company's knowledge, threat of any claim or litigation, against Company with respect to its execution and delivery of this Agreement, the conferral of the Fixed Assessment or any other matter contained in this Agreement.
- 6.2.7 There are no actions, suits or proceedings pending or, to the best of its knowledge, threat against or effect to Company or before any arbitrator or any governmental body in which there is a reasonable possibility of an adverse decision which could materially affect the ability of Company to perform its obligations under this Agreement.

ARTICLE VII - DEFAULT

Section 7.1 – Town Default. In the event that Town fails to perform a material covenant or agreement, or to observe a material term or condition, contained in this Agreement and Company furnishes notice to that effect to Town, and Town fails substantially to rectify the same within thirty (30) days after receipt of notice, and such an additional reasonable time period as is necessary to rectify the matter if the nature of such non-compliance cannot be reasonably cured within said thirty (30) day period, so long as Town initiates the curing thereof within said thirty (30) day period and thereafter diligently prosecutes such curing, then Town shall be deemed to be in material default of this Agreement (such default after delivery of notice and failure to cure, a "Material Default"). In the event of Town's Material Default under this Agreement beyond applicable cure periods, Company shall be entitled to all rights and remedies at law or in equity.

Section 7.2 – Company Default. In the event of a Material Default by Company (after Town has provided notice and the opportunity to cure, in the manner described in Section 7.1), then Town, as its sole and exclusive remedy (except for Material Defaults under Sections 5.1.1 through 5.1.4 remedies for which are covered in Section 5.2), shall be entitled to terminate this Agreement, including without limitation, the Fixed Assessment, provided, however, that if a Material Default occurs as a result of Company's failure to pay ad valorem real estate or personal property taxes assessed by Town with respect to the Project, subject to the limitations and qualifications expressly contained in this Agreement, Town shall be entitled to assess all penalties and to exercise all rights accorded to it as a taxing authority under the Connecticut General Statutes.

ARTICLE VIII– MISCELLANEOUS

Section 8.1 – Notices. All notices and requests required pursuant to this Agreement shall be sent by personal delivery, overnight courier, or certified mail as follows:

To Town: Town of Windsor
Windsor Town Hall
275 Broad Street
Windsor, CT 06095
Attention: Town Manager

To Company: Blueprint Partners Corp
1500 Broening Highway
Baltimore, MD 21224
Attention: Jerome Smalley, CEO

With a copy to:
JLL
8 Campus Drive, Suite 305
Parsippany, NJ 07054
Attention: Dan Breen, Managing Director

or at such other addresses as the parties may indicate in writing to the other by personal delivery, overnight courier, or certified or registered mail, return receipt requested, with proof of delivery thereof. Notices and requirements shall be deemed delivered to the address set forth above (a) when delivered in person on a business day, (b) on the same business day received if delivered by overnight courier, or (c) on the third business day after being deposited in any main or branch United States Post Office when sent by registered mail, return receipt requested.

Section 8.2– Successors and Assigns; Assignment. Company may not assign its rights and obligations under this Agreement except with permission of the Windsor Town Council which permission shall not be unreasonably denied. Notwithstanding the foregoing, the Town and the Company agree that the Company may assign its rights and interests in this Agreement without the permission of the Windsor Town Council (i) to any parent, grandparent, subsidiary or affiliate of the Company, (ii) to any company into which the Company or its parent or grandparent is merged or which results from the merger of the Company, or its parent, grandparent with any other entity, or (iii) to any purchaser of the Project in connection with a sale/leaseback or other financing arrangement including but not limited to the holder of any mortgage on the Project. All of the terms and provisions of this Agreement shall be binding on and inure to the benefit of all of the successors and assigns of the parties hereto.

Section 8.3– Amendment. This Agreement sets forth all the promises, inducements, agreements, conditions, and understandings between Company and Town relative to the fixing the assessments on the Facility and the Property and there are no promises, agreements, conditions, or understandings, either oral or written, express or implied, between them related thereto, other than as herein set forth. No subsequent alteration, amendment, change, or addition to this Agreement shall be binding on the parties hereto unless authorized in accordance with law and reduced in writing and signed by them.

Section 8.4 – Force Majeure. Notwithstanding anything contained in this Agreement to the contrary, and subject to the terms of this Section, failure of either party hereto to perform its obligations under this Agreement shall not constitute a Material Default, default, breach or

violation of this Agreement and no disqualification shall occur as a result thereof, if any such failure or delay is due in whole or in part to acts of God; acts of public enemy; war; riot; sabotage; blockage; embargo; failure or inability to secure materials, supplies or labor through ordinary sources by reason of shortages or priority; labor strikes, lockouts or other labor or industrial disturbance (whether or not on the part of agents or employees of either party hereto engaged in construction related to the Project); pandemics, epidemics, quarantines or lockdowns, civil disturbance; terrorist act; power outage; fire, flood, windstorm, hurricane, earthquake or other casualty; any law, order, regulation or other action of any governing authority; any action, inaction, order, ruling moratorium, regulation, statute, condition or other decision of any governmental agency having jurisdiction over the party hereto, over the construction anticipated to occur in connection with the Project or over any uses thereof, or by delays in inspections or in issuing approvals by private parties or permits by governmental agencies not occasioned by the party: provided however, that the financial or fiscal inability of a party hereto to perform any of its obligations, agreements or other undertakings, or to observe any term or condition contained in the Agreement, shall not constitute "Force Majeure"; and further provided, however, that the occurrence of an action, circumstance, condition or event which gives rise to "Force Majeure" shall not excuse, but merely shall delay as provided in this Agreement, the performance of the covenant, obligation or other undertaking, or the observance of a term or condition, contained in this Agreement by the party hereto relying on "Force Majeure" for such purposes.

If either party wishes to claim protection in respect of an event of "Force Majeure", it shall, as soon as possible following the occurrence or date of commencement of such event of "Force Majeure", notify the other party of the nature and expected duration of such event of "Force Majeure" and shall thereafter keep the other party informed until such time as it is able to perform its obligations.

The parties shall use their reasonable endeavors to: (i) overcome the effects of the event of "Force Majeure"; (ii) mitigate the effect of any delay occasioned by any event of "Force Majeure", including by recourse to alternative mutually acceptable (which acceptance shall not be unreasonably withheld by either party) sources of services, equipment and materials; and (iii) ensure resumption of normal performance of this Agreement as soon as reasonably practicable and shall perform their obligations to the maximum extent practicable, provided that neither party shall be obliged to settle any strike, lock out, work stoppage, labor dispute or such other industrial action by its employees.

Section 8.5- Counterparts. This Agreement (or any exhibit or addendum to it) may be executed by facsimile or electronically by email, and in counterparts, each of which (including signature pages) will be deemed an original, but all of which together will constitute one and the same instrument.

Section 8.6- Severability. The invalidity of any provision of this Agreement shall not affect the validity of the remaining provisions, which shall remain in full force and effect to govern the parties' relationship.

[NEXT PAGE IS SIGNATURE PAGE]

IN WITNESS WHEREOF, this Agreement has been executed by authorized representatives of the parties hereto and is effective as of the aforesaid date.

Patrick J. McNeil

TOWN OF WINDSOR

By: Peter P. Souza

Name: PETER P. SOUZA

Title: Town Manager

Freida White
FREIDA WHITE

Blueprint Partners Corp

By: Jerome Smalley

Name: Jerome Smalley

Title: Co-Founder + CEO

ACKNOWLEDGMENTS

STATE OF CONNECTICUT)
) ss.:
TOWN OF WINDSOR)

The foregoing instrument was acknowledged before me on May 16, 2023 by Peter P. Souza, as the Town Manager of Town of Windsor, on behalf of said Town.

My commission expires: 9/30/2026

(SEAL)

Freida White
Notary Public

FREIDA WHITE
NOTARY PUBLIC
My Commission Expires Sept. 30, 2026

STATE OF MARYLAND)
) ss.:
COUNTY OF BALTIMORE)

The foregoing instrument was acknowledged before me on MAY 11, 2023 by JEROME SMITHLEY, as the CEO of Blueprint Partners Corp, a Maryland corporation.

My commission expires: _____

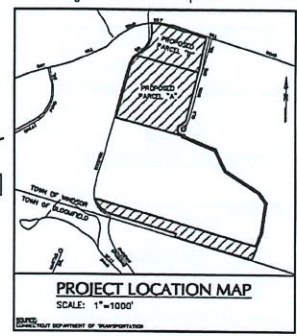
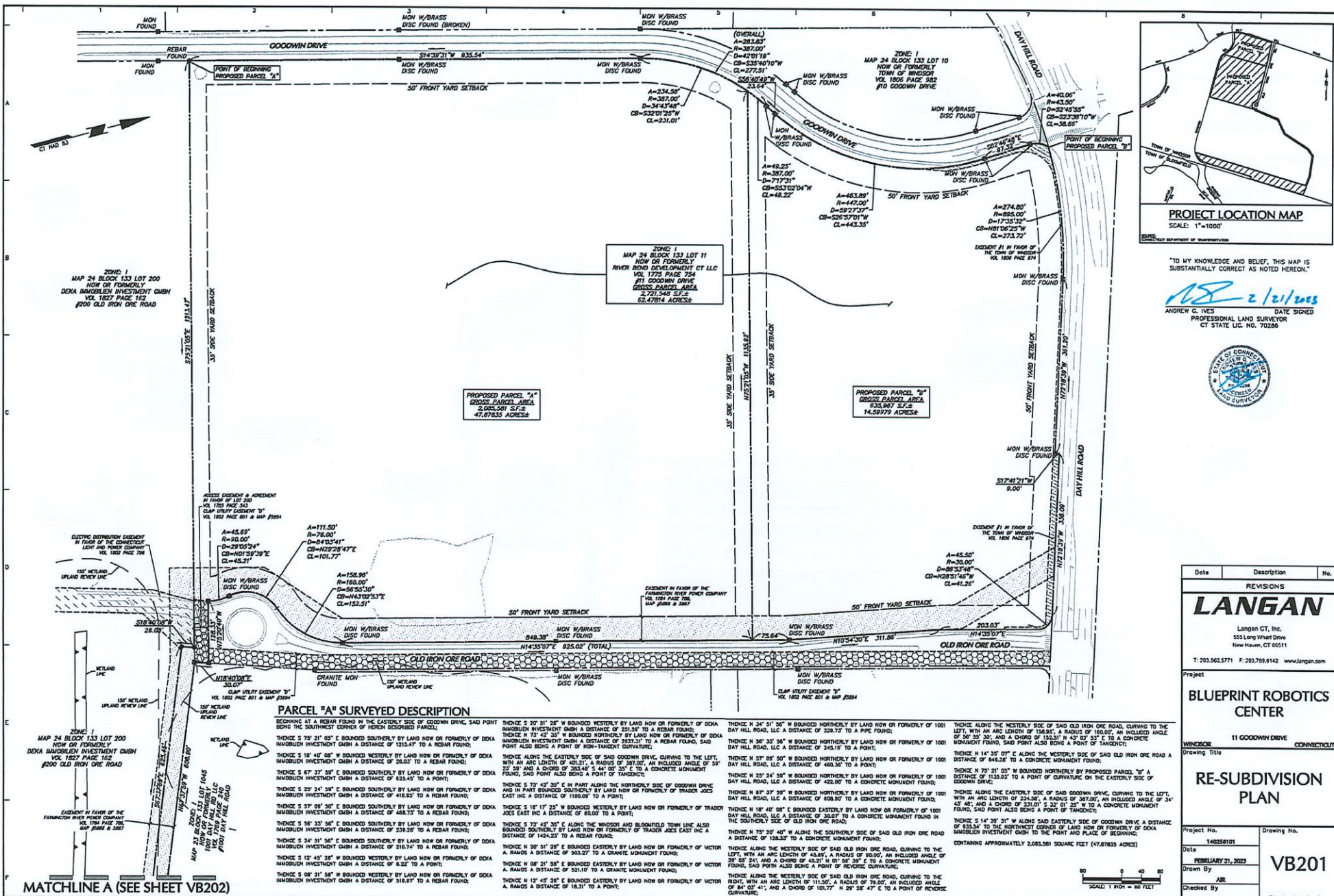
(SEAL)

MARK BROWN
Notary Public-Maryland
Baltimore City
My Commission Expires
January 25, 2026

[Signature]
Notary Public

Exhibit A

Survey



"TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON."

AS 2/21/2023
 ANDREW C. NES DATE SIGNED
 PROFESSIONAL LAND SURVEYOR
 CT STATE LIC. NO. 70288



Date	Description	No.
REVISIONS		

LANGAN

Langan CT, Inc.
 555 Long Wharf Drive
 New Haven, CT 06511
 T: 203.562.5771 F: 203.789.6142 www.langan.com

Project: **BLUEPRINT ROBOTICS CENTER**

WINDOR: 11 GOODWIN DRIVE CONNECTICUT

Drawing Title: **RE-SUBDIVISION PLAN**

Project No.: 140558101 Drawing No.:

Date: FEBRUARY 21, 2023

Checked By: AR

Drawn By: AR

Scale: 1" = 80' FEET

Sheet 1 of 2

PARCEL "A" SURVEYED DESCRIPTION

BEGINNING AT A REBAR FOUND IN THE EASTERLY SIDE OF GOODWIN DRIVE, SAID POINT BEING THE SOUTHWEST CORNER OF HERE DESCRIBED PARCELS;

THENCE S 79° 21' 03" E BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 1213.37' TO A REBAR FOUND;

THENCE S 18° 45' 08" W BOUND WESTERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 28.02' TO A REBAR FOUND;

THENCE S 87° 37' 39" E BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 623.45' TO A POINT;

THENCE S 23° 24' 58" E BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 418.02' TO A REBAR FOUND;

THENCE S 27° 09' 20" E BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 468.72' TO A REBAR FOUND;

THENCE S 53° 31' 28" E BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 239.28' TO A REBAR FOUND;

THENCE S 34° 31' 56" E BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 216.74' TO A REBAR FOUND;

THENCE S 12° 45' 38" W BOUND WESTERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 6.22' TO A POINT;

THENCE S 08° 21' 58" E BOUND WESTERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 316.97' TO A REBAR FOUND;

THENCE S 20° 31' 28" W BOUND WESTERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 251.32' TO A REBAR FOUND;

THENCE N 73° 42' 33" W BOUND NORTHERLY BY LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH A DISTANCE OF 293.21' TO A REBAR FOUND, SAID POINT ALSO BEING A POINT OF NON-TANGENT CURVATURE;

THENCE ALONG THE EASTERLY SIDE OF SAID GOODWIN DRIVE, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 401.21', A RADIUS OF 387.00', AN INCLUDED ANGLE OF 59° 22' 33" AND A CHORD OF 358.46 S 44° 02' 32" E TO A CONCRETE MONUMENT FOUND, SAID POINT ALSO BEING A POINT OF TANGENCY;

THENCE S 72° 42' 32" E IN PART ALONG THE NORTHERLY SIDE OF GOODWIN DRIVE AND IN PART BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF TRACOR JOCS EAST INC A DISTANCE OF 63.00' TO A POINT;

THENCE S 10° 17' 25" E BOUND WESTERLY BY LAND NOW OR FORMERLY OF TRACOR JOCS EAST INC A DISTANCE OF 63.00' TO A POINT;

THENCE S 73° 42' 33" E ALONG THE WINDSOR AND BLOOMFIELD TOWN LINE ALSO BOUND SOUTHERLY BY LAND NOW OR FORMERLY OF TRACOR JOCS EAST INC A DISTANCE OF 154.22' TO A REBAR FOUND;

THENCE N 20° 31' 28" E BOUND EASTERLY BY LAND NOW OR FORMERLY OF VICTOR A. RAMOS A DISTANCE OF 203.27' TO A GRANITE MONUMENT FOUND;

THENCE N 08° 21' 58" E BOUND EASTERLY BY LAND NOW OR FORMERLY OF VICTOR A. RAMOS A DISTANCE OF 331.07' TO A GRANITE MONUMENT FOUND;

THENCE N 12° 45' 38" E BOUND EASTERLY BY LAND NOW OR FORMERLY OF VICTOR A. RAMOS A DISTANCE OF 183.11' TO A POINT;

THENCE N 34° 51' 56" W BOUND NORTHERLY BY LAND NOW OR FORMERLY OF 1001 DAY HILL ROAD, LLC A DISTANCE OF 229.72' TO A PIPE FOUND;

THENCE S 36° 33' 56" W BOUND NORTHERLY BY LAND NOW OR FORMERLY OF 1001 DAY HILL ROAD, LLC A DISTANCE OF 460.34' TO A POINT;

THENCE N 37° 09' 50" W BOUND NORTHERLY BY LAND NOW OR FORMERLY OF 1001 DAY HILL ROAD, LLC A DISTANCE OF 248.19' TO A POINT;

THENCE N 23° 34' 38" W BOUND NORTHERLY BY LAND NOW OR FORMERLY OF 1001 DAY HILL ROAD, LLC A DISTANCE OF 428.00' TO A CONCRETE MONUMENT FOUND;

THENCE N 87° 37' 39" W BOUND NORTHERLY BY LAND NOW OR FORMERLY OF 1001 DAY HILL ROAD, LLC A DISTANCE OF 608.90' TO A CONCRETE MONUMENT FOUND;

THENCE N 18° 45' 08" E BOUND EASTERLY BY LAND NOW OR FORMERLY OF 1001 DAY HILL ROAD, LLC A DISTANCE OF 303.27' TO A CONCRETE MONUMENT FOUND;

THENCE N 79° 20' 40" W ALONG THE SOUTHERLY SIDE OF SAID OLD IRON ORE ROAD A DISTANCE OF 183.82' TO A CONCRETE MONUMENT FOUND;

THENCE ALONG THE WESTERLY SIDE OF SAID OLD IRON ORE ROAD, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 43.85', A RADIUS OF 80.00', AN INCLUDED ANGLE OF 59° 22' 33" AND A CHORD OF 46.31 N 01° 34' 28" E TO A CONCRETE MONUMENT FOUND, SAID POINT ALSO BEING A POINT OF TANGENT CURVATURE;

THENCE ALONG THE WESTERLY SIDE OF SAID OLD IRON ORE ROAD, CURVING TO THE RIGHT, WITH AN ARC LENGTH OF 110.30', A RADIUS OF 78.00', AN INCLUDED ANGLE OF 84° 02' 41", AND A CHORD OF 101.70' N 28° 28' 47" E TO A POINT OF REVERSE CURVATURE;

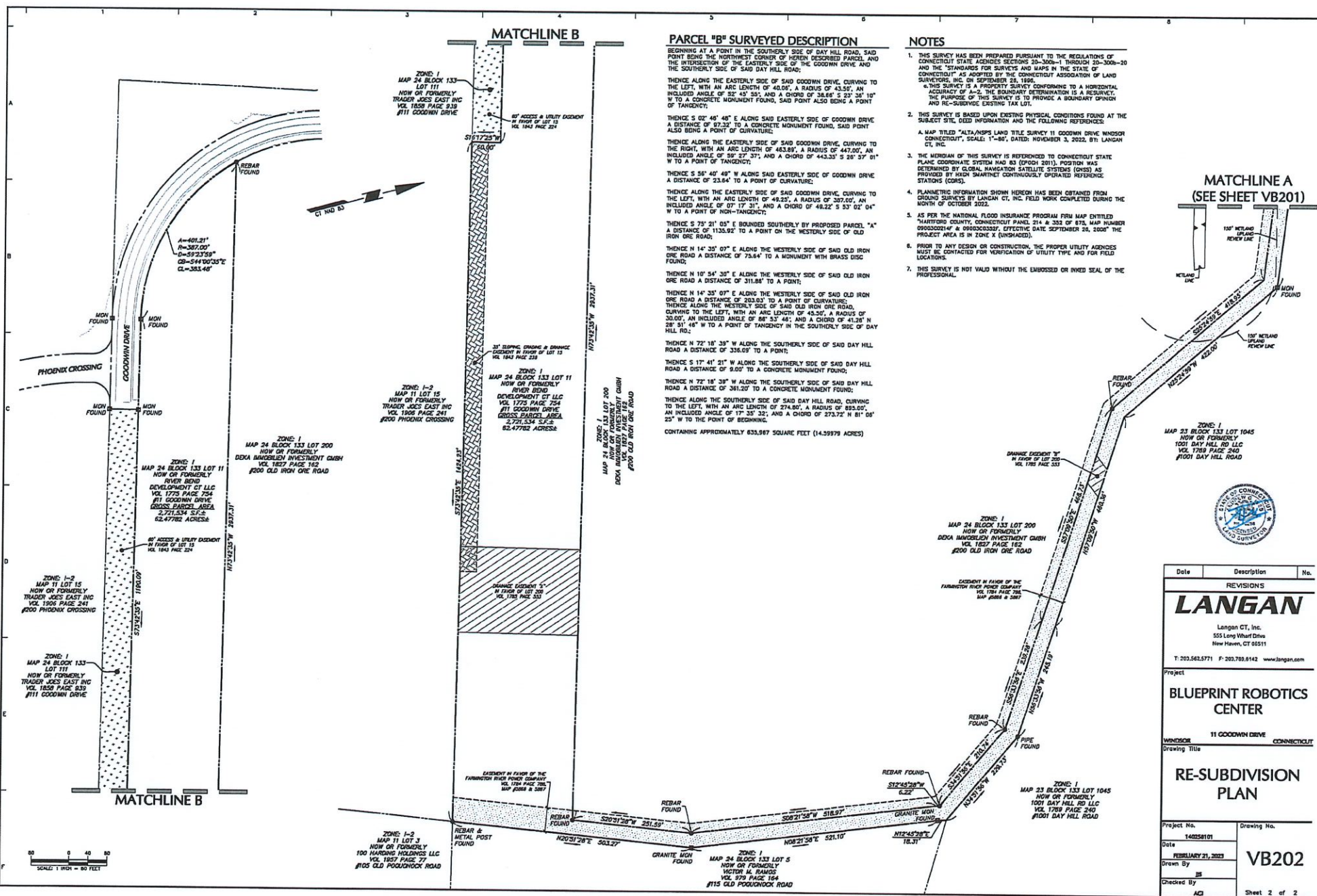
THENCE ALONG THE WESTERLY SIDE OF SAID OLD IRON ORE ROAD, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 138.80', A RADIUS OF 150.00', AN INCLUDED ANGLE OF 30° 25' 30" AND A CHORD OF 152.22' N 43° 02' 35" E TO A CONCRETE MONUMENT FOUND, SAID POINT ALSO BEING A POINT OF TANGENCY;

THENCE N 39° 21' 03" W BOUND NORTHERLY BY PROPOSED PARCEL "B" A DISTANCE OF 1133.82' TO A POINT OF CURVATURE ON THE EASTERLY SIDE OF GOODWIN DRIVE;

THENCE ALONG THE EASTERLY SIDE OF SAID GOODWIN DRIVE, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 334.38', A RADIUS OF 307.20', AN INCLUDED ANGLE OF 43° 48' AND A CHORD OF 331.61' S 28° 01' 38" W TO A CONCRETE MONUMENT FOUND, SAID POINT ALSO BEING A POINT OF TANGENCY;

THENCE S 14° 35' 31" W ALONG SAID EASTERLY SIDE OF GOODWIN DRIVE A DISTANCE OF 833.54' TO THE NORTHWEST CORNER OF LAND NOW OR FORMERLY OF DOKA INHUBION INVESTMENT QUSH TO THE POINT AND PLACE OF BEGINNING, CONTAINING APPROXIMATELY 2,083,581 SQUARE FEET (47,87833 ACRES).





PARCEL "B" SURVEYED DESCRIPTION

BEGINNING AT A POINT IN THE SOUTHERLY SIDE OF DAY HILL ROAD, SAID POINT BEING THE NORTHWEST CORNER OF HEREIN DESCRIBED PARCEL, AND THE INTERSECTION OF THE EASTERLY SIDE OF THE GOODWIN DRIVE, AND THE SOUTHERLY SIDE OF SAID DAY HILL ROAD;

THENCE ALONG THE EASTERLY SIDE OF SAID GOODWIN DRIVE, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 40.00', A RADIUS OF 43.50', AN INCLUDED ANGLE OF 30° 45' 30", AND A CHORD OF 38.46' S 23° 34' 10" W TO A CONCRETE MONUMENT FOUND, SAID POINT ALSO BEING A POINT OF TANGENCY;

THENCE S 02° 46' 48" E ALONG SAID EASTERLY SIDE OF GOODWIN DRIVE A DISTANCE OF 87.32' TO A CONCRETE MONUMENT FOUND, SAID POINT ALSO BEING A POINT OF CURVATURE;

THENCE ALONG THE EASTERLY SIDE OF SAID GOODWIN DRIVE, CURVING TO THE RIGHT, WITH AN ARC LENGTH OF 483.85', A RADIUS OF 447.00', AN INCLUDED ANGLE OF 29° 27' 37", AND A CHORD OF 443.33' S 28° 37' 01" W TO A POINT OF TANGENCY;

THENCE S 56° 40' 48" W ALONG SAID EASTERLY SIDE OF GOODWIN DRIVE A DISTANCE OF 23.64' TO A POINT OF CURVATURE;

THENCE ALONG THE EASTERLY SIDE OF SAID GOODWIN DRIVE, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 49.25', A RADIUS OF 387.00', AN INCLUDED ANGLE OF 07° 17' 31", AND A CHORD OF 49.22' S 53° 02' 04" W TO A POINT OF NON-TANGENCY;

THENCE S 75° 21' 05" E BOUNDED SOUTHERLY BY PROPOSED PARCEL "A" A DISTANCE OF 1135.92' TO A POINT ON THE WESTERLY SIDE OF OLD IRON ORE ROAD;

THENCE N 14° 35' 07" E ALONG THE WESTERLY SIDE OF SAID OLD IRON ORE ROAD A DISTANCE OF 73.64' TO A MONUMENT WITH BRASS DISC FOUND;

THENCE N 10° 54' 39" E ALONG THE WESTERLY SIDE OF SAID OLD IRON ORE ROAD A DISTANCE OF 311.84' TO A POINT;

THENCE N 14° 35' 07" E ALONG THE WESTERLY SIDE OF SAID OLD IRON ORE ROAD A DISTANCE OF 203.03' TO A POINT OF CURVATURE;

THENCE ALONG THE WESTERLY SIDE OF SAID OLD IRON ORE ROAD, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 48.50', A RADIUS OF 30.00', AN INCLUDED ANGLE OF 88° 53' 46", AND A CHORD OF 41.28' N 28° 51' 48" W TO A POINT OF TANGENCY IN THE SOUTHERLY SIDE OF DAY HILL RD;

THENCE N 72° 18' 35" W ALONG THE SOUTHERLY SIDE OF SAID DAY HILL ROAD A DISTANCE OF 336.09' TO A POINT;

THENCE S 17° 41' 21" W ALONG THE SOUTHERLY SIDE OF SAID DAY HILL ROAD A DISTANCE OF 9.00' TO A CONCRETE MONUMENT FOUND;

THENCE N 72° 18' 35" W ALONG THE SOUTHERLY SIDE OF SAID DAY HILL ROAD A DISTANCE OF 381.20' TO A CONCRETE MONUMENT FOUND;

THENCE ALONG THE SOUTHERLY SIDE OF SAID DAY HILL ROAD, CURVING TO THE LEFT, WITH AN ARC LENGTH OF 274.80', A RADIUS OF 833.50', AN INCLUDED ANGLE OF 17° 25' 32", AND A CHORD OF 273.72' N 81° 08' 25" W TO THE POINT OF BEGINNING.

CONTAINING APPROXIMATELY 833,567 SQUARE FEET (14,39979 ACRES)

NOTES

1. THIS SURVEY HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE LICENSED SURVEYORS 30-3009-1 THROUGH 30-3009-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 28, 1988.
2. THIS SURVEY IS A PROPERTY SURVEY CONFORMING TO A HORIZONTAL ACCURACY OF A=2, THE BOUNDARY DETERMINATION IS A RESURVEY, THE PURPOSE OF THIS SURVEY IS TO PROVIDE A BOUNDARY OPINION AND RE-SUBDIVIDE EXISTING TAX LOTS.
3. THIS SURVEY IS BASED UPON EXISTING PHYSICAL CONDITIONS FOUND AT THE SUBJECT SITE, DEED INFORMATION AND THE FOLLOWING REFERENCES:
 - A. MAP TITLED "ALTA/NSPS LAND TITLE SURVEY 11 GOODWIN DRIVE WINDSOR CONNECTICUT", SCALE: 1"=80', DATED: NOVEMBER 3, 2022, BY: LANGAN CT, INC.
4. THE MERIDIAN OF THIS SURVEY IS REFERENCED TO CONNECTICUT STATE PLANE COORDINATE SYSTEM NAD 83 (EPOCH 2011). POSITION WAS DETERMINED BY GLOBAL NAVIGATION SATELLITE SYSTEMS (GNSS) AS PROVIDED BY HEREIN SMARTNET CONTINUOUSLY OPERATED REFERENCE STATIONS (CONS).
5. PLANIMETRIC INFORMATION SHOWN HEREON HAS BEEN OBTAINED FROM GROUND SURVEYS BY LANGAN CT, INC. FIELD WORK COMPLETED DURING THE MONTH OF OCTOBER 2022.
6. AS PER THE NATIONAL FLOOD INSURANCE PROGRAM RISK MAP ENTITLED "HARTFORD COUNTY, CONNECTICUT PANEL 214 & 332 OF 875, MAP NUMBER 99020202AF & 99020202AF, EFFECTIVE DATE SEPTEMBER 26, 2008" THE PROJECT AREA IS IN ZONE X (UNSHADED).
7. PRIOR TO ANY DESIGN OR CONSTRUCTION, THE PROPER UTILITY AGENCIES MUST BE CONTACTED FOR VERIFICATION OF UTILITY TYPE AND FOR FIELD LOCATIONS.
8. THIS SURVEY IS NOT VALID WITHOUT THE EMBOSSED OR IRRED SEAL OF THE PROFESSIONAL.

MATCHLINE A (SEE SHEET VB201)

Date	Description	No.
REVISIONS		
LANGAN		
Langan CT, Inc. 555 Long Wharf Drive New Haven, CT 06511 T: 203.562.6771 F: 203.789.8142 www.langan.com		
Project: BLUEPRINT ROBOTICS CENTER		
WINDSOR 11 GOODWIN DRIVE CONNECTICUT		
Drawing Title: RE-SUBDIVISION PLAN		
Project No. 140258101	Drawing No. VB202	
Date: FEBRUARY 21, 2023	Drawn By: JS	
Checked By: AC	Sheet 2 of 2	



Exhibit B

Annual Report Form

**Town of Windsor, Connecticut
Assessment Abatement Annual Report**

Company Name: _____

Address of Facility: _____

Annual Report for _____ (year)

Reported By: _____
Name and Title

Date: _____

A. Local Employment

Statement from Town's policy: ***The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.***

1. Total number of employees at this Windsor facility as of this date _____
2. Number of these jobs held by residents of 06095 zip code area _____
3. Number of job openings filled at this Windsor facility during year _____
4. Number of these jobs taken by residents of 06095 zip code area _____
5. Describe your company's process to make job opportunities available to Windsor residents.

B. Wages

Statement from Town's policy: ***The Town expects projects that pay at or above the median wage for similar positions in Hartford County.***

Certification: I certify that the wages paid by _____ (Company Name) at this location are at or above the median wage for the same Standard Occupational Classifications in the Hartford Labor Market Area as shown on the attached CT Department of Labor Occupational Employment and Wages Report (— Quarter 20__).

C. Community Engagement

1. Describe your company's Windsor community engagement activities.

2. Please quantify community engagement efforts.

Name and Title

First Amendment
to
Fixed Assessment
Agreement

First Amendment to Fixed Assessment Agreement

This First Amendment to Fixed Assessment Agreement ("First Amendment") is entered into and effective the 10th day of October, 2023 (the "Agreement Date"), by and between **The Town Of Windsor, Connecticut**, a governmental body organized under the laws of the State of Connecticut, 275 Broad Street, Windsor, Connecticut 06095 ("Town") and **Blueprint Partners Corp**, a Maryland corporation having a business address of 1500 Broening Highway, Suite 100, Baltimore, MD 21224("Company") and.

WITNESSETH:

WHEREAS, Town and Company entered into a Fixed Assessment Agreement ("Agreement") dated May 11, 2023, a copy of which Agreement is attached hereto and made a part hereof as Exhibit A; and

WHEREAS, Company has requested, and Town has agreed, to amend said Agreement.

NOW THEREFORE, the parties hereby agree as follows:

Article III, Section 3.1 of the Fixed Assessment Agreement states, amongst other things, "Company shall commence construction of Facility within six months after approval of a site plan by the Town."

Company received site plan approval on May 16, 2023 so the initial provision runs through November 16, 2023.

At its October 2, 2023 meeting, the Windsor Town Council authorized an extension to May 16, 2024 for Company to start construction on its facility at 11 Goodwin Drive.

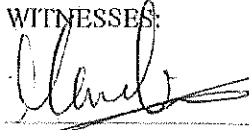
All other provisions of the Agreement remain in full force and effect.

SIGNATURES FOLLOW ON NEXT PAGE

IN WITNESS WHEREOF, this Amendment has been executed by authorized representative parties hereto and is effective as of the aforesaid date.

Dated as of the date first set forth above.

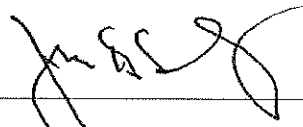
WITNESSES:



MARK BROWN


COMPANY:

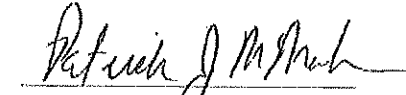
Blueprint Partners Copr

By: 

Name: Jerome Smalley

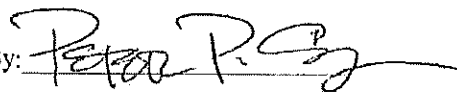
Title: Co-Founder + CEO


Helene M. Albert


Patrick J. McMahon

TOWN:

Town of Windsor

By: 

Name: Peter P. Souza


Its: Town Manager

Agenda Item Summary

Date: May 6, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation & Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: State of Connecticut American Rescue Plan Act (ARPA) Funding for Senior Centers

Background

The State of Connecticut Department of Aging and Disability Services has awarded the Senior Center a grant using the State's American Rescue Plan Act (ARPA) funds through a statewide initiative to support all senior centers. This grant aims to mitigate the negative impacts on seniors caused by the COVID-19 pandemic. These ARPA funds may be used for facility improvements, program enhancements and expansion.

The grant funding is in the amount of \$87,145 and the allocation was based on census data. The Town Council is respectfully asked to authorize the acceptance and expenditure of the grant funds.

Discussion/Analysis

The grant period will run through December 31, 2026. The funding will be used over the next three years to develop, implement, enhance, and market programs for healthy aging. These programs will cover a range of topics such as women's health, living with chronic conditions, adapting homes to support aging, financial resources, reducing risk factors for heart disease, dementia, and Alzheimer's, and social engagement through activities, workshops, lectures, social media, and print campaigns. The grant funding will also purchase new outdoor furniture at the senior center.

We aim to raise awareness and enjoyment of outdoor spaces and community centers, transportation opportunities, social participation, community and health services, civic engagement, and social inclusion.

Financial Impact

There is no local funding match required.

Other Board Action

None

Recommendations


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

“MOVE to authorize the acceptance and expenditure of the Connecticut Department of Aging and Disability Services American Rescue Plan Act Grant in the amount of \$87,145.”

Attachments

None

Agenda Item Summary

Date: May 6, 2024
To: Honorable Mayor and Members of the Town Council
Prepared By: Paul Norris, Director of Recreation & Leisure Services
Reviewed By: Peter Souza, Town Manager 
Subject: DECD Funding for Senior Center and Associated Services

Background

Through Senator McCrory's efforts, the town has been awarded a \$15,000 grant by the State of Connecticut Department of Economic Development (DECD) to support and assist residents over the age of 55.

The Town Council is respectfully asked to authorize the acceptance and expenditure of the grant funds.

Discussion/Analysis

The grant period runs through June 30, 2024. Funds will be used to hire Windsor teens as temporary part-time staff to assist in yard cleanup and beautification of at-risk and home-bound seniors who own their own home and are not able to do the work themselves. Teen participants would be provided a stipend and adult supervision will be provided at each job location. It is anticipated that approximately 12 to 15 senior property owners will be assisted.

Funds will also be used to provide adults over the age of 55 with free pool passes to allow access to our pools this summer as well as offering free swim lessons. The recreation department has added additional swim classes to serve more seniors. We estimate that approximately 125 seniors will be able to get free season passes or swim lessons.

Financial Impact

There is no local funding match required.

Other Board Action

None

Recommendations


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

“MOVE that the Town Manager is authorized to accept and expend the grant from the State of Connecticut Department of Economic Development to support and assist senior residents in the amount of \$15,000.”

Attachments

None

Agenda Item Summary

Date: May 6, 2024
To: Honorable Mayor and Members of the Town Council
Prepared By: Scott Colby Jr., Assistant Town Manager
Reviewed By: Peter Souza, Town Manager 
Subject: Funding Request for Windsor Fife and Drum Corp.

Background

The Windsor Fife and Drum Corps is an incorporated 501(c)(3) nonprofit that has been a fixture in town since 1985. They offer young people from ages 8 to adults the opportunity to learn, march, and perform the music of the revolutionary war period in many parades and performances throughout the year and across the state and region.

Discussion / Analysis

The Windsor Drum and Fife Corps have utilized a bus to transport members and equipment to their performances for the last 35 years. A recent change in Connecticut insurance requirements now requires their bus to be insured for \$5,000,000. This has increased the cost to the Windsor Fife and Drum Corps from approximately \$3,000 to \$10,000. The increase in insurance costs is due to the restructuring of bus insurance classifications. As a result, the bus was taken off the road in August of 2022. This has caused a financial strain on the organization and coordination challenge for transportation of members and equipment.

The Windsor Fife and Drum Corps submitted a community contribution request for financial support from the Town of Windsor in the amount of \$10,000 to cover the insurance costs for their bus. The town's proposed FY25 budget level funding contribution to existing community organizations that made requests in the current fiscal year and no new requests, such as the Fife and Drum Corps', were funded out of the General Fund.

Also, the existing bus will need to be inspected and it is likely some maintenance items will need to be addressed to get the bus inspected and operational. Therefore it is proposed that a total of \$15,000 of the town's American Rescue Funds be allocated.

Financial Impact

There is no impact to the Town General Fund budget. The proposed \$15,000 in funding would come from unencumbered funds from the Community and Neighborhood Enhancement American Rescue Fund project account.

Other Board Action

None

Recommendation

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

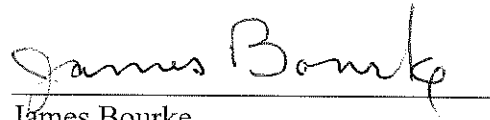
“MOVE to authorize the use of \$15,000 in American Rescue Funds for the purpose of funding the community service request by the Windsor Fife and Drum Corps.”

Attachments

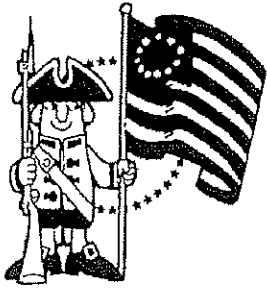
FY 2025 Community Service Contribution Request

Certification

I hereby certify that \$15,000 is available in American Rescue Plan Act funds to fund the above appropriation.

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

James Bourke
Finance Director



Windsor Fife & Drum Corps

35 Warham Street • Windsor, Connecticut 06095 • (860) 688-2822

Kathy Bousquet, Director • Ann Dillon, Business Manager

Email: WinMrD@aol.com • Website: www.windsorfifeanddrumcorps.com

Board of Directors

Kathy Bousquet, Ann Dillon, Don Benner, Lisa Hotchkkin, Shavonne Saunders, Cindy Smith, Steve Smith, George Viridokian

December 20, 2023

Town of Windsor
Mr. Peter Souza, Town Manager
Ms. Jennifer Gentry, Finance Administrative Aide
275 Broad Street
Windsor, CT 06095

Dear Mr. Souza and Ms. Gentry,

I am writing to request financial support from the Town of Windsor's Community Contribution funding for the Windsor Fife & Drum Corps to help manage the increased cost to insure our bus. The Windsor Fife & Drum Corps is an incorporated 501(c)(3) nonprofit that has been a fixture in town since 1985. We offer young people from ages 8 to adult the opportunity to learn, march and perform the music of the revolutionary war period in our many parades and performances throughout the year.

Because our musicians are primarily young people, having a bus to transport our members and equipment to our contracted performances is a valuable benefit to our group, relieving us from having to rely on the availability of busy and/or working parents. Unfortunately, a recent change in the Connecticut laws requires our bus to be insured for \$5,000,000 and this has increased the cost of insuring our bus from approximately \$3,000 a year to almost \$10,000 a year. We have had a bus for 35 years with a clean driving record and the increase in insurance costs is solely due to a restructuring of bus insurance classifications. We have reached out to several insurance agents, and all have told us the same thing, this is an unfortunate development that is affecting many organizations like ours.

All the Windsor Fife & Drum leadership positions are unpaid volunteers, and only our instructors are paid. Membership dues are \$50 a year, which we keep intentionally low so that our group is accessible to all. Our parades are contracted paid performances and serve as our only income. The \$10,000 cost to insure our bus is far more than we can afford, and as a result, we had to take our bus off the road in early August 2022. Since that time, we have made do with carpooling, which though doable, is difficult to coordinate, sometimes leaving us no choice but to pay to rent vans for some of our performances.

To get our bus registered, insured, and back on the road, the Windsor Fife & Drum Corps is seeking a funding amount of \$10,000. This money would go directly towards paying our insurance premium for the following year. We have reached out to a local insurance agent and received a quote for the coverage we would need.

I would be happy to provide additional information about the bus, the insurance costs, or the Windsor Fife & Drum Corps upon your request. I believe that this funding would make a significant impact on the operation of the Corps, and your support would be greatly appreciated.

Thank you for your time and consideration of this matter.


Sincerely,

Kathy Bousquet
Director, Windsor Fife & Drum Corps
(860) 989-0292

Agenda Item Summary

Date: May 6, 2024

To: Honorable Mayor and Members of the Town Council

Prepared by: Peter Souza, Town Manager 

Subject: Proposed change to future land use plan – Birchwood Drive

Background

The Plan of Conservation and Development (POCD) provides the town with a long-range planning tool to help guide community decisions in a range of areas related to land use, natural and historic resources, transportation, and community facilities. Amendments to the POCD can be initiated by residents, property owners, town staff or the Town Planning and Zoning Commission (TPZC). The Planning and Zoning Commission is the final decision-making body and they are required to conduct a public hearing before acting.

Owners of two vacant parcels of land off of Birchwood Road, on which they grow Christmas trees, have requested the Planning and Zoning Commission to amend the POCD's Future Land Use Plan to reflect the properties as agricultural versus open space and low density residential.

Before the Town Planning and Zoning Commission (TPZC) can hold a formal public hearing and consider a POCD change, Connecticut General Statutes calls for any change to a POCD be referred to the Town Council for review and potential comment. The Town Council may elect to hold a public hearing. If the Town Council wishes to conduct a public hearing on the proposed amendment it would be appropriate to set a public hearing for May 20th at 7:20 p.m.

Although the Town Council is not required to hold a public hearing, the Town Council is required to endorse or reject proposed amendments. This action is recommended to occur on May 20th.

Discussion/Analysis

The owners of 5T and 105 Birchwood Road, would like to preserve these parcels for agricultural use through the potential future sale of development rights. These parcels are currently a Christmas tree farm. The owners would like the Plan of Conservation and Development's Future Land Use Plan to reflect these properties as agricultural. The intent of the Future Land Use Plan is to depict the most desirable future use of each parcel of land, which is typically the current land use but can vary for vacant land, depending on its zoning and other characteristics such as abutting properties and features.

5T Birchwood is 7 acres and currently zoned agriculture and 105 Birchwood is 9 acres and zoned residential. The Future Land Use Plan shows 5T Birchwood as Open Space and 105 Birchwood as low density residential. As noted above, the property owner would like these properties to be reflected as agricultural on the POCD's Future Land Use Plan. This Future Land Use Plan designation has the potential to improve the competitiveness for preservation grants if the property owner wishes to sell the property development rights to the state or other conservation related entity.

Planning Department staff concurs with the proposed amendment to the Future Land Use Plan as agriculture is a less intensive development designation than the current low density residential designation for 105 Birchwood. Low density residential would be considered our 'AA' and 'A' land use zones. These zones allow between 1.3 to 1.6 dwelling units per acre of developable land. In comparison the agriculture zoned allows 1 unit per 3 acres.

Financial Impact

None

Other Board Action

The TPZC is scheduled to hold a public hearing on the proposed amendment on May 21, 2024 at 7:00 p.m.

Recommendations

If the Town Council would like to hold a public hearing on the proposed amendment the following motion is recommended


“MOVE to set a Public Hearing for Monday, May 20, 2024 at 7:20 p.m. on a proposed change to the Plan of Conservation and Development’s Future Land Use Plan related to 5T and 105 Birchwood Drive.”

Attachments

Adopted Future Land Use Map – Birchwood Road area



Agenda Item Summary

Date: May 6, 2024
To: Honorable Mayor and Members of the Town Council
Prepared by: Scott Colby Jr., Assistant Town Manager
Reviewed by: Peter Souza, Town Manager 
Subject: Eversource Utility Easement – Welch Park Pool

Background

As part of the Welch Pool Renovation project, Eversource has informed the Town they require an easement to be recorded for the existing electrical service that runs from Nile Road to the Welch Pool and then continue down to the lower baseball fields.

Discussion and Analysis

The easement grants Eversource the right to install and maintain electrical service of the site within a 20' wide easement. This electrical line has been in existence for several decades. For pre-existing utility infrastructure Eversource now requires a formal easement be established prior to the electrical service being re-energized to the pool.

Town staff has reviewed the location of the proposed easements and Eversource's proposed activities within the easements, and has no objections to the granting of the easements.

Other Board Action

This item will be going to the Town Planning & Zoning Commission for a request of an 8-24 on May 21st.

Financial Impact

The only cost to the Town was for survey work which is being paid for through the capital project account.

Recommendations

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

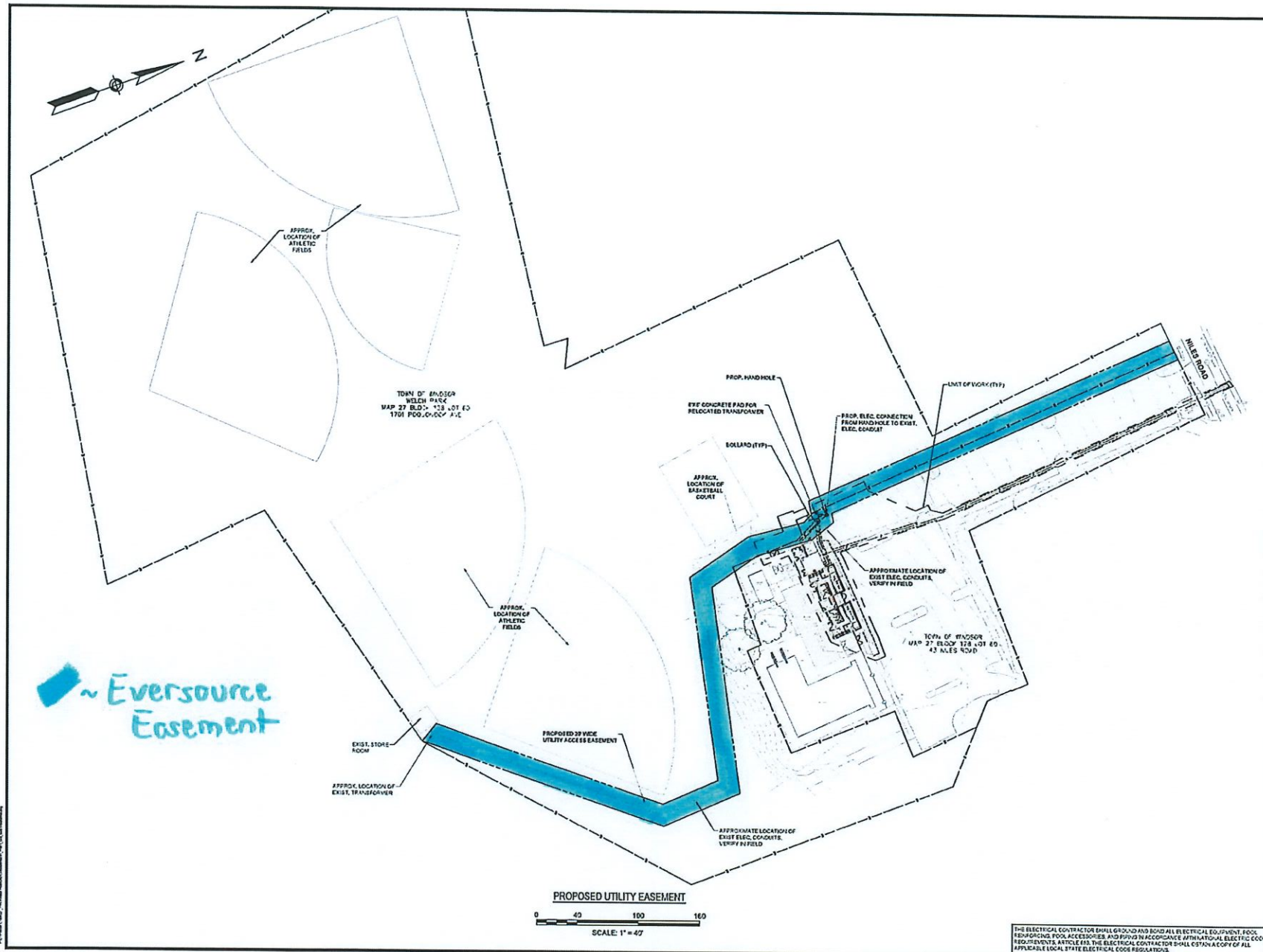
“MOVE to approve a 20 foot wide utility easement in favor of Eversource Energy through land owned by the Town of Windsor at 43 Niles Road and 1701 Poquonock Avenue as shown on the easement map.”

And

“MOVE to authorize the Town Manager to sign the required easement documents on behalf of the Town of Windsor.”

Attachments:

Easement Map



THE ELECTRICAL CONTRACTOR SHALL GROUND AND BOND ALL ELECTRICAL EQUIPMENT, POOL RENOVATIONS POOL ACCESSORIES AS SHOWN IN ACCORDANCE WITH NATIONAL ELECTRIC CODE REQUIREMENTS, ARTICLE 410. THE ELECTRICAL CONTRACTOR SHALL OBTAIN A COPY OF ALL APPLICABLE LOCAL, STATE ELECTRICAL CODE REGULATIONS.

Project: TOWN OF WINDSOR, CT

WINDSOR
DESIGN GROUP
COSLEE & WELCH POOL RENOVATIONS VARIOUS LOCATION

Weston & Sampson
design studio
Weston & Sampson Engineers, Inc.
31 Deerfield Street, 3rd Floor
Farmington, CT 06030
875.532.1100
www.westonandsampson.com

Contractor:

Revision	No.	Date	Description
	1	1/25/2024	DRY CONDUITS
	2	1/26/2024	0/3/24

Sheet:

PERMIT

Scale: AS NOTED

Date: JANUARY 3 2024

Drawn By: MM

Reviewed By: EC

Approved By: MM

W&S Project No.: EN2024-100

W&S File No.:

Proposed
UTILITY
EASEMENT

Sheet Number:

C-ESM



Town Council
Resignations/Appointments/Reappointments
May 6, 2024

Resignations

- A. Accept the resignation of Loretta Raney from the Historic District Commission and Zoning Board of Appeals**
- B. Accept the resignation of David Raney from the Greater Hartford Transit District, the Hartford Area Cable Television Advisory Council and the Library Advisory Board.**
- C. Accept the resignation of Eric Kuintzle from the Town Planning & Zoning Commission**
- D. Accept the resignation from Louis Morando from the Inland Wetlands and Watercourses Commission and the Capital Improvements Committee**

Appointments/Reappointments *(to be acted upon at tonight's meeting)*

None

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
April 1, 2024
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:00 p.m. by Mayor Black-Burke.

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

Mayor Black-Burke read aloud the notice of the public hearing to hear public comment on:

- THE FY 2024-2025 BUDGET AS PROPOSED BY THE TOWN MANAGER

Town Manager Souza gave an overview of the budget. He stated as we go into the FY 25 budget, we have to deal with our 2023 grand list. Our 2023 grand list reflects our state mandated property revaluation. As we all know, our home values have increased significantly at 51%, Class A office values have decreased dramatically and our motor vehicles have also decreased at 6% after seeing an increase in them for the last several years. He explained the charts regarding the grand lists. In 2022, Residential was at 38% of the pie chart whereas after revaluation it is at 46% of the pie chart. Non-residential has decreased from 30% to 25%. We show this simply to try to acknowledge the fact that Residential values have increased dramatically compared to Non-residential values and now have a greater burden of the overall tax liability here in Windsor.

Looking at the General Government overview, this budget attempts to maintain service levels with no new General Fund full-time positions. It continues investments and reinvestments in street repaving, sidewalk repairs and fleet replacement. Attempting to factor in the impacts of property revaluation, there were a few reductions. The most notable ones include:

- a reduction to capital expenditures of \$680,000 which are largely one time expenditures that the previous Town Council had placed into the budget to build 'capacity' for FY 25.
- the elimination of senior and workforce housing fund of \$75,000
- the elimination of a General Fund contribution to our housing rehabilitation program of \$305,000.

Town Manager Souza explained the proposed FY 25 General Expenditures chart. The overall General Fund is shown as the Board of Education being at 58.57% of the overall expenditures and the Town Support for Education which includes the school's portion of property liability insurance, worker's compensation insurance is at 4.23%. The next largest segment of the budget that is dedicated to a department specifically is Safety Services at 9% of the chart. The General Services category at 13.96% handles debt service for the town side projects. It also includes items such as our worker's compensation and liability insurance as well as our pay as you go capital.

Depicted on a spreadsheet was the proposed FY 25 Expenditure Summary. Town Manager Souza explained that the Board of Education's proposed budget is showing an increase of approximately \$5.1 million or 6.4% and the Town Operating Budget is showing an increase of approximately \$1.1 million or 2.62%. Other services are also shown on the spreadsheet.

Key drivers for the General Government budget range from liability and worker's compensation insurance, retirement, health insurance, to salaries. The General Fund reductions are shown at the bottom of the chart in red which includes General Fund capital spending, senior and workforce housing and housing rehabilitation.

Looking at how this budget and revaluation impacts a single family home, which in 2022 the average was \$213,000 in fair market value, with a significant increase in appreciation that home now as of October 2023 is valued at \$321,000 from a market value perspective. When you apply the potential mill rate of 28.26 mills, you will have an overall increase on a percentage basis of 27% or \$1,352. Approximately 3.2% of that is related to budgetary tax increase or changes in the budget with 24% of it being due to revaluation.

In summary, the overall expenditure increase to the budget is 4.64% or approximately \$6.5 million, it resets the mill rate at 28.26 mills with the average residential tax increase of 27% largely due to revaluation and the tax rate for motor vehicles which will decrease by 13%. He explained two proposed tax scenarios that the Town Council could take.

Town Manager Souza added there are many resources that residents have regarding the budget on the town's webpage at www.townofwindsorct.com such as the online tax calculator (to calculate your new taxes and see the difference from last year to the upcoming year), build a budget program (where you can take a stab at building the budget yourself and seeing the impacts it will have for the town), the proposed FY 25 Board of Education and Town of Windsor budgets and the FY 25 budget calendar.

The next steps are there will be department budget reviews during the month of April, formal public comment will be on April 23 and April 24 and the Council will take a vote on the budget on April 24th with a tentative referendum date of May 14th.

2) PUBLIC COMMENT

Coralee Jones, 1171 Matianuck Avenue said she attended a couple of meetings regarding the revaluation. Her home went up by 70% in market value. As things stand

today, her taxes would go up by \$1,500. Even if you change the mill rate or the budget increase as proposed, it would still be \$1,500. The Board of Education is requesting an almost 7% increase in their FY 25 proposed budget. She feels they are out of touch with what is going on with families in Windsor. They threaten parents that they'll have to cut the strings program if they aren't able to get funds for it, which is one of the favorite programs at the school. She was able to purchase groceries for \$75 before but now it costs \$110. She always hears that our taxes are lower than towns surrounding us. The reason for that is because the residents have the opportunity to vote on the budget and over the years, the residents have kept the cost down. She is not looking for a zero percent increase but with the Board of Education at a 7% increase that is definitely out of line.

Linda Alexander, 155 Fieldstone Drive, stated for those of you who think this is a wonderful budget in these difficult economic times, she is wondering how they expect the taxpayers to handle these increases. Where do you think that people that are not highly paid will get the money? All the solutions to economize had adverse effects on people's health. Some people have to resort to eating canned food instead of fresh food. She can remember when she had to do that but she didn't have a family to support. We still walk around the house with layers of clothes because of the cost of heat and electricity. How will people react to these tax increases? In 2016, the people spoke up and voted the budget down four times. She is hopeful that the people on this Council will be wiser and that it won't be necessary to have multiple budget referendums. We will see.

3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:20 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
April 1, 2024
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

Mayor Black-Burke read aloud the notice of the public hearing to hear public comment on:

- PROPOSED TECHNICAL AMENDMENTS TO THE WINDSOR CENTER TAX INCREMENT FINANCING DISTRICT MASTER PLAN

2) PUBLIC COMMENT - None

3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:23 p.m.

Respectfully Submitted,

Helene Albert
Recording Secretary



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.

Poquonock 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 (TIF) 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 that 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 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 getting 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 not 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 Armstrong to adjourn the meeting at 9:09 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary

April 3, 2024

Special Town Council
meeting



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 3, 2024
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

Present: Mayor Nuchette Black-Burke, Deputy Mayor Darleen Klase, Councilor Mary Armstrong, Councilor Ronald Eleveld (arrived at 6:45), Councilor Kristin Gluck Hoffman (arrived at 6:39 p.m.), Councilor Ojala Naeem, Councilor William Pelkey, Councilor Leroy Smith, and Councilor Walker (arrived at 6:39 p.m.)

2) BOARD OF EDUCATION

Board President David Furie, Board Secretary and Finance Chairman Leonard Lockhart, Superintendent of Schools Dr. Terrell Hill, Assistant Superintendent for Instructional Services Dr. Noha Abdel-Hady and Director of Business Services Danielle Batchelder were present. Mr. Lockhart and Dr. Hill discussed the budget process. Dr. Hill discussed the items that are needed to keep the school running and contractual obligations for employees which will see a 2.72% increase (\$2,317,062).

Ms. Batchelder explained the employee benefits and stated that before the pandemic there were no increases for many years but since the pandemic they have had to increase a little bit every year for higher employee claims. Based on the information from the insurance company, she was hopeful that this would be the last year they would have to ask for such a large increase in benefits.

Dr. Hill reviewed transportation, physical plant and magnet school tuition. He reported an increase of 0.26% (\$221,006) to transportation and a bus fuel increase of 0.14% (\$118,120). The physical plant services propose an increase of 0.18% (\$150,000) to utilities and 0.10% (\$85,000) increase to services and supplies. He also reported an increase of 0.23% (\$200,000) to magnet school tuition. These increases totaled 0.91% (\$774,126).

Dr. Hill reported that the total cost of doing business, which includes contractual obligations, transportation and fuel, physical plant services, employee benefits and magnet school tuition, will see a budget increase of 4.42% (\$3,767,978).

Ms. Batchelder reviewed the magnet school tuition and noted that they still have the same number of students attending the magnet schools but they are paying more money. She wanted the Town Council to know that it is not that our kids are leaving us but that the

tuition is growing at the CREC magnet schools and that is the reason for the increase. She said they were fortunate last year and this year to receive a reimbursement from the State but they have not learned if the schools will get it again for next year.

Ms. Batchelder reviewed the estimated revenue to the town, which totals \$13,051,819. She also reviewed additional increases based on state mandates and building needs. She said they anticipate \$200,000 for school indoor air quality and HVAC inspections, \$100,000 for supplies and materials for an elementary reading pilot program and \$87,000 for major maintenance, which is not a state mandate but a need from the District.

Ms. Batchelder continued discussing additional increases and reviewed ESSER positions that they would like to fund for the benefit of students, which totals \$1,298,849. She also reviewed 2 full-time positions that will be eliminated and possibly two more that could be eliminated based on class enrollment for next year. She reported an additional reduction in staff and that they no longer have a coordinator of office and family partnership. She stated that additional budget savings were made in technology (\$329,935), retirement savings (\$300,000), special education OOD (out of district) tuition (\$400,000) and summer learning (\$75,000).

Ms. Batchelder summarized that the total operating costs for the 2024-2025 school year will be \$85,313,339, an increase of 6.40% (\$5,129,328) as compared to last year's budget.

Mr. Furie stated that the Board of Education did approve their budget but that prior to their vote they had asked Dr. Hill what an increase or a decrease would do to the budget to get an idea of what things might look like in our district. He said they had all that information as they deliberated the budget.

Mr. Lockhart thanked the Town Council, Town Manager and town staff on their collaborative work on addressing maintenance issues this past year. He said he wanted to be sure that there was money in the budget to maintain the schools without having to go to the Town Council to ask for money. He said every year the Superintendent provides a desired list of work for all the buildings. He said there is always something unexpected that comes up and they are working to build up their budget to handle that, especially with the indoor air quality group mandating that all buildings are being checked on an annual basis. He said that it is a challenge with the limited number of professional services throughout the State to meet those mandates. He said that it is a focus of the State with the age of the infrastructure across the State and that it is their goal to stay in front of it. They are documenting and applying for state funds on an annual basis to compete for funds to ensure they are keeping up with their buildings.

Councilor Smith asked what the difference was between the total cost of doing business increase of roughly \$3.8M and the total increase of \$5.1M. Ms. Batchelder said the total cost of doing business, which is like a snapshot of everything they are doing today and rolling it into next year with all of their contract obligations, would be an increase of 4.42%. She said the increase from the 4.42% to the 6.4% are additional items such as state

mandates for the indoor air quality reporting that they now have to do, the summer reading pilot program and additional ESSER positions that they are requesting to have.

Councilor Smith said that contractual obligations is what he would consider to be fixed costs. Ms. Batchelder said yes that's right. Councilor Smith said by his calculations that contractual obligations is two-thirds of the increase. Ms. Batchelder said that is right.

Deputy Mayor Klase said there has been a lot of HVAC work done to the schools already and assumed the work that had already been done would not count for this new mandate. Ms. Batchelder said the work that had been done was to fix anything that was an issue in order to bring them up to a proper level of air quality. She stated that we could be in perfect accordance right now but we still have to be tested, spend the money and submit everything to the State.

Deputy Mayor Klase clarified that it has to be done for each site and over five years. Ms. Batchelder said yes and that they have to have all the schools up and going and then after that then they can spread it out.

Councilor Naeem wanted to follow up on the air quality question as she knew there were some additional funds in the last legislative session around air quality as it relates to school buildings. She asked if those are still available to potentially help with this or are there no funding options available for this one. Ms. Batchelder said that they have been told that there will be grant funds available for HVAC but that they have not come out yet.

Mr. Lockhart added that he serves on the indoor air quality task force and they have been tackling the situation for the last 18 months. Once they understood the situation, they developed a five year plan so everyone could do the work and to have the State legislature go back and seek additional funds for the program.

Mayor Black-Burke asked if there was any money that might be coming from the CSTE to support the reading program. Dr. Hill said that there is no real substantive money available. He said that we are eligible for a small grant, at about six figures that will help pay for the pilot, which is just a small part of the work to do the testing. He said it is absolutely not enough money to purchase the programs that they are looking at. He said they are very costly. He stated that superintendents have not stopped seeking to have more conversations with the Commissioner and individuals at the State, as well as reaching out to legislators. He said there is a lot going on but they have to prepare to move forward.

Mayor Black-Burke thanked Dr. Hill for his advocacy and stated that if it is going to be mandated that there should be state funds available to support it.

Dr. Hill added that it is not only a mandate but that they only access certain programs. Mr. Furie said that districts are also being punished for not using these programs and he gave an example of a district with high levels of literacy.

Mr. Lockhart believed that it is an interpretation issue and that they have working with the education coach representative Curry out of East Hartford who believed that educational relief will not be required and that districts should be allowed to grow their programs if they can document that they are moving in the right direction. He said no one disagrees with the right to read and its core principles but are disagreeing with the evaluation process and not being able to use their own programs and are being forced in a different direction, which can be very expensive. He said there are no monies coming to fully fund this mandate for all 169 towns in Connecticut.

Councilor Eleveld asked if they are anticipating a diesel cost of \$4.29/gallon for next year. Ms. Batchelder said that the current budget has been increased by \$122,000 now that they know what their lock-in price is and it has been adjusted with that knowledge. Councilor Eleveld said that he presumed the lock-in price is lower than what was indicated in the budget book. Ms. Batchelder said yes and that the lock-in price came in at \$2.72/gallon for diesel.

Councilor Eleveld asked about the price of gas. Ms. Batchelder said that they do not get a lock-in price for gas and that it is a calendar versus fiscal year also that usually comes out around this time but we do not have the information yet. They reviewed what was in the budget book.

Councilor Pelkey asked if we would still be considered an Alliance District. Dr. Hill said yes and that he has no idea when we will not be an Alliance District. He said the designation has kept their ECS funding where it is and that they would lose roughly \$3M immediately and another \$500,000 for staffing. He said that there is no incentive to change this designation.

Deputy Mayor Klase asked why the costs for postage, mailing and copying are so high where we have a chrome book for every student and everyone has emails at each site. Ms. Batchelder said that they have tried, like with the virtual backpacks, but in the end they want the paper copies from the families and the report cards. She said they have reduced a lot but they have been inundated from families that they want paper copies.

Councilor Naeem asked about their relationship with DATTCO for busing and how it is evolving. Ms. Batchelder said from the school perspective the amount of calls they have received have dramatically decreased. She said there are still pockets of people who are not happy and buses are still late. She said those who have switched companies are seeing an automatic 20% increase. She said that she has seen that DATTCO has been really working for them. She reported that they have 14 fewer buses than they had five years ago. She said the problem comes when a driver calls in sick and then they have to double up on a run and that is where delays happen. She said a new reporting system (on time report) will be put in place next year and parents can use an app to see the location of the bus.

Councilor Eleveld asked if they had looked at alternate solutions for transporting kids to and from school. Ms. Batchelder said they have to provide free transportation to and from school. She said they have the drivers keep track of who is riding the bus and if the child is not there repeatedly then they will take it out of the route. She said she was interested in what Councilor Eleveld said about what other schools are doing but that she was not sure about the legality of it. Dr. Hill said that he would look into it but thought that a lot of families do not have the luxury of being able to drive their kids to school because of work schedules.

Ms. Batchelder said they had done some analysis and found that there is no issue with 88% of their students.

Councilor Eleveld said that he would try to find the article he read and share it with them.

Councilor Pelkey asked if they were budgeting \$200,000 per school for HVAC inspections. Ms. Batchelder said no, that sum is for the whole district.

Councilor Pelkey asked if the school district is required to pay for the HVAC mandate or is that something that could be moved over to the town side of the budget. Ms. Batchelder explained if it were to move over to the town and a grant came out then the school could not apply for it to get the money back.

Councilor Armstrong said that she appreciated the emails when the buses were running late. She asked why there is such a big difference in transportation for Special Ed and non-public. Dr. Hill said that Special Ed transportation, much like the outplace centers that he talked about earlier, can charge higher fees. Ms. Batchelder reviewed the different transportation line items and said that the District is responsible to pay for transportation to school even if they do not go to Windsor schools. Dr. Hill said for the Special Ed transportation, you could have a child that goes to school in Massachusetts and the District pays for that transportation.

Councilor Smith asked if fixed costs can be cut. Ms. Batchelder said yes and for something like contractual obligations, they would have to eliminate positions within the District.

Councilor Smith went further and said to possibly eliminate physical plant services, fuel and transportation. Ms. Batchelder said we would not be able to eliminate those because we are obligated to run our buses. She said the only wiggle room they would have is contractual obligations, which would then tie into employee benefits.

Councilor Smith clarified that fixed costs was not something that could be cut. Dr. Hill said correct, it is not subject to be cut very easily. As Ms. Batchelder said of the fixed costs contractual obligations is the only one, if we had to, to cut but then we are talking about taking away staff and teachers and then class sizes increasing.

Councilor Eleveld asked what happened to the idea of being able to absorb the ESSER positions into the budget as they were told last year. Dr. Hill said that he did remember the conversation last year but that he did not say that he would absorb all of the positions but that he would do his best to have a smaller number. He said this is not the ESSER list they had originally and they have been reducing them with openings in the general budget. He said they have determined that these positions are very, very important. He said that the ESSER positions were grant funded, so he could not have moved them into the General Fund last year as those funds had not run out. He said he believed this is what we need for our district.

Ms. Batchelder added that over the last two years, they have absorbed or eliminated nine positions that they originally had in ESSER.

Councilor Eleveld asked if originally the number of positions was closer to 30 and now we are down to about 20. Ms. Batchelder said yes.

Councilor Gluck-Hoffman asked about the process when a program is eliminated. Ms. Batchelder said that it usually starts during budget season and is very much planned out as they have to determine which students are in that track and to get them through until graduation.

Councilor Gluck-Hoffman asked how the kids and parents are told and if programs are ever ended half way through the year. Dr. Abdel-Hady said that they do not end programs half way through because of the kids enrolled in the program. With the example of the Latin class, this time of year they start creating a schedule for next year and if there are only three students that are requesting Latin, it is not fiscally responsible to hire a full-time teacher to teach three students. She said for the students who had taken Latin I and II and needed one more year, they were offered an online option to make sure that cohort of kids could finish the program but beyond that cohort of kids then the program is cut and is not an option.

Councilor Gluck-Hoffman asked who covered the cost of the online program. Dr. Abdel-Hady said the school covered the cost.

Councilor Pelkey asked where we fall in the ranking of the Alliance District. Ms. Batchelder clarified that there is no way to get out of the Alliance per state standards.

Councilor Pelkey clarified that there is no way we can lose the funding unless the State legislature acts. Ms. Batchelder said that they would have to say that they do not want the funding anymore and to take us off everything. She said it would affect their ECS by millions.

Dr. Abdel-Hady added that the Alliance Districts are the lowest 36 districts in Connecticut and currently we are number 15 or 16 from the bottom. She said there is no exit plan for the program and they do not know what would happen if they were to move up in ranking.

Dr. Hill wanted to clarify to the public that the State only picked certain districts and if you did not have a certain level of students of color in your district, you were not even considered. He said that we were and are outperforming many other districts that are not Alliance Districts. He said when he became Superintendent in 2020 he met with the State and asked if people knew that there was no exit plan and why districts with lower scores are not in the Alliance District. He said their answer was because they did not have a certain percentage of students with color in those other districts, so they were not considered. He said that is not shared with the public.

Mr. Lockhart said Dr. Hill made his point and that they are not one of the worst schools in the State, which has been a narrative commonly discussed in the community.

Councilor Walker asked if parents know that there is a plan to replace the summer learning. Dr. Abdel-Hady said back in mid-February, they did communicate to all families that they were not going to run summer enrichment but Treehouse, which is the in district afterschool and before school program, will run a summer camp. She said they made sure to look back at previous years to all the courses that were highly attended and imbedding all of those enrichment activities into Treehouse. She said parents will still have an option to send their kids to the program.

Councilor Walker asked if there was a cost. Dr. Abdel-Hady said there is a cost to it.

Councilor Walker asked if families are aware of this. Dr. Abdel-Hady said there are flyers and communications went out. She said a good number have signed up already for the summer.

Mayor Black-Burke asked about increases for contracted services for the high school athletic department. Ms. Batchelder said they have struggled to find athletic trainers and they are competing against everybody. She said currently they use a third party vendor that sends them athletic trainers. She said pre-pandemic they always had a couple people that were our Windsor Public Schools trainers where they knew us and we knew them. Now, we are on a rotating basis and the trainers do not know us and our students and they are learning on the fly with what needs to be done from the day before. She said she and Mr. Fulton have been working hard to recruit their own athletic trainer to have on staff full-time so we are not contracting out. She said it has been very challenging.

Deputy Mayor Klase asked what the difference is between the SEL positions, school climate and family engagement. Ms. Batchelder said going back a few years, we never embedded these into our budgets. She explained that family engagement was for any kind of family activity or event that they want to host without having to go to the district. She said they are merging the office of family partnership and SEL into one director and will be more cohesive and use only one pot of money.

Councilor Armstrong was going to ask about the Treehouse subsidy as it was not budgeted but understood that it would replace the enhancement program. Ms. Batchelder said they are combining that program and beefing up Treehouse. She said it should have always been self-sustaining. After the pandemic, the General Fund had to pick up \$200,000 and then \$150,000 this past year. She said that if we did not do a major “remodel”, they would have had to start really absorbing funds into the General Fund. She said they hope this new program will be self-sustaining this school year and possibly making money to help off-set fees for summer camp in the future.

Councilor Gluck-Hoffman asked if they could explain the “Event Supervision” on page 11. Ms. Batchelder said that is everything that goes into a sports event from security to the time keeper. She said a lot of that money goes to security for the football and basketball games, especially the big games.

Councilor Gluck-Hoffman asked if when they say security if that also ties in the police. Ms. Batchelder said yes, they pay the Police Department but then the school has their own security that would also come out of the “Event Supervision” line.

Councilor Gluck-Hoffman asked if the coaches were mainly teachers within the schools. Ms. Batchelder said not necessarily. She said they definitely have a lot but they do have a few coaches that come from surrounding towns.

Councilor Gluck-Hoffman asked if that is an incentive that is given to teachers. Ms. Batchelder said that they definitely look internally first for coaches. Dr. Hill said that it is a part of their contract and they do receive a stipend.

Councilor Eleveld looked at page 40 and asked about salaries. He said last year there was an increase in certified employees of about 3% and he’s seeing a 7% increase this year, which seems twice what he thought the contract was. He asked why there was such a large increase. Ms. Batchelder replied that some positions had to be moved from grants into the General Fund as the alliance is capped at \$500,000. She said the amount of money they receive each year from title and IDEA monies is not equivalent to the contractual rate increases, so she has had to move staff out of grants and into General Funds in order to keep those positions.

Councilor Eleveld asked if one of those positions was covered by the Air Force. Ms. Batchelder said no, not the whole position. She said the Air Force covers certain supplies, materials, field trips and some of the garb but they do not cover salaries. Councilor Eleveld thought that the Air Force covered part of the salary. Ms. Batchelder said no and that they used to and then they back filled the rest with Alliance funds, but that was about 10 years ago. She said through the years, they have been picking it up little by little in the General Fund.

Councilor Eleveld said on the salaries page, there are no grant employees found in the salaries column. Ms. Batchelder said that is correct. Ms. Batchelder went on to explain the

increase and used the bus monitors as an example. She said they budgeted \$45,000 for this school year and they are already in the hole because they could not find bus monitors. She stated they wrote within the para contract that they gave the first shot to paras but paras never wanted it, so they had to entice them to want to be bus monitors by offering a higher wage. She said within the contract, they will get \$30/hour for a minimum of one hour, so she had to increase that line item by \$25,000 for the next school year.

Councilor Eleveld asked aren't the bus monitors non-certified employees? Ms. Batchelder said yes. Councilor Eleveld said then isn't that an 11% increase from last year? Ms. Batchelder said the 7.39% increase includes both certified and non-certified employees.

Councilor Pelkey was curious what the impact of any and all of the ESSER positions listed have had on student academic success. He asked what the return on their investment is. Dr. Hill asked which position Councilor Pelkey was asking about. Councilor Pelkey replied any of them. Dr. Hill and Dr. Abdel-Hady reviewed all of the ESSER positions. Ms. Batchelder quickly highlighted the need for the nurse and a list of health issues that have risen in the schools.

Councilor Pelkey asked how long it will be until the school's ranking starts moving up in the State. Dr. Abdel-Hady said she truly believes that if they started tracking a cohort of kindergarteners that have had the support that they are asking for in the budget and follow them through that, we will start to see an impact. She said if they have a very intentional focus on grades K-2 and 3-5, then the hope is that more students will start on grade level when they reach grade 6 and have an easier transition to middle and high school. She said the goal is to have 70% of the students at grade level at grade 6 and then they will definitely start seeing an impact on their score and accountability report.

Councilor Pelkey asked how long it would take to see a change. Dr. Abdel-Hady said the State has a target goal for every school district and she was looking at their goal for 2030, six more years from now, and they are hoping to get to their state goal of 70% growth in their ELA and math programs.

Councilor Pelkey asked if she thought we were on track to do that with these positions. Dr. Abdel-Hady said yes, absolutely.

Councilor Eleveld asked where the district falls in the State rankings. Dr. Abdel-Hady said that she would have to look into it but in the Alliance ranking they are 15 out of 36. Dr. Hill added that there is no state ranking that is easily found.

Councilor Eleveld asked them to give an idea of what a \$1, \$2 or \$3M cut would look like or could look like and to try to avoid unnecessary harm if possible. Dr. Hill said he would give the information but that a cut would cause harm and that he did not want the public to start thinking differently. Councilor Eleveld said he did not expect to get that information now but to have them compile it and sent it to the Council.

Ms. Batchelder said that she could give a couple examples because they went through some of this already with the Board of Education.

Mayor Black-Burke said in the interest of time it would be most helpful for the Council to look at the numbers on paper and asked them to share the different scenarios with the Council by the end of the week.

Councilor Gluck-Hoffman asked Ms. Batchelder to repeat the percentage of students that were diabetic. Ms. Batchelder said there was an 80% increase in those with diabetes and a 17% increase of those who required an EpiPen. Councilor Gluck-Hoffman said she also heard from Ms. Batchelder that there was a 40% increase in students requiring medication at school and she assumed that it was more than Motrin. Ms. Batchelder said correct, it is doctor ordered prescriptions and clarified that it was a 42% increase.

Councilor Gluck-Hoffman said that is an issue we should focus on a lot more and mental health.

Councilor Naeem said 80% could mean a lot of things. It could be that it was 10 and now it is 18 students. The councilors agreed that it would be helpful to have more clarification on that. Ms. Batchelder said for diabetes, it went from five students to nine.

Councilor Smith asked if a reduction by 1% would affect the fixed costs too much. Dr. Hill replied that fixed costs are what they have to meet. He said 1% is \$850,000 and any kind of cut will be cutting employees. He said he would not be disclosing specific positions to the Council in a budget reduction but would indicate how many FTEs would need to be eliminated.

Councilor Smith asked what would be one of the non-monetary benefits of not being in the Alliance District. Dr. Hill said the only benefit he could see was perception and not to be judged as to what kind of school they are.

Councilor Pelkey asked what the anticipated costs were for state mandated hygiene products because he did not see it in the budget. Ms. Batchelder said they tried to get ahead of it this year and have already bought dispensers and they are being installed by staff. She said their plan is to purchase what they always have for the nurse's office and to purchase an additional set, like what they purchase for the nurses office for each school and put those in the bathrooms. She said they will monitor it and see how it goes. She said it was not put in the budget because they had no idea what it would cost. Councilor Pelkey thought that it might be an item they would have to come back and ask for more money.

Councilor Pelkey questioned if we could lean in on the fact that we are a resource rich district. He did not see this budget as moving the needle so much as perhaps hurting the community and the students. He said we are 10-14% behind the State average for the percent of students demonstrating post-secondary and career readiness but we spend more than the State average. He said he was curious where we are in this budget that we

can close that gap and close that gap fast. Dr. Hill said Councilor Pelkey had asked that question twice before and was not sure how to answer his question as Dr. Abdel-Hady had not given him a time period.

Councilor Pelkey said we are adding \$1.3M to the budget and our focus is on the lower grades. He asked what we are doing for the middle and high school levels. Dr. Hill said we are still doing the work in the higher grades but like Dr. Abdel-Hady had said earlier the shift is going to come from the lower grades because the problems are compounded at the secondary level, so when you see students who are grade levels behind or deficient, it did not start in the middle school or higher grades. He said looking at the data, they are seeing there is an issue in grades 3-5 and that is where they are looking to address the start of the problem. He said it is a requirement of the states to see improvement by 2030 but it is his personal goal to see improvements sooner.

Councilor Pelkey said based on what Dr. Hill said that they better hold onto their chairs because he is going to be asking for more FTEs in the future for the middle and high schools as these cohorts move up. Dr. Hill said no. Ms. Batchelder said if we are catching these kids up in grades 3-5 and they are sitting in grade 6 at grade level, we will not need the amount of resources that we have at the middle and high schools to try to catch all these kids up. She said there will be a reduction but it will not be at the elementary level.

Dr. Abdel-Hady clarified how the State measures college and career readiness. She said it is by the number of kids who take two AP classes or two CTE classes. She said we may be 10-14% lower than the State average, but about 90% of our senior class has been accepted to college. She said it was important to understand the formulas that the State uses. As an educator, she said she is more focused on our first indicators, which is our academic growth and performance and that is where you will see all the interventionists work. She said graduation rate, college and career readiness, art access and fitness assessment are all indicators that the State has chosen to rate districts on but you have to determine if these are good indicators to whether our students are leaving high school ready or not.

Dr. Hill said that they have always had an incredible percentage of students go off to college. He said they send students every year to every tier of college, including ivy leagues but we have to live with these labels. He said he understands some of them but not all of them.

Councilor Naeem asked what is the reimbursement amount for magnet schools this year. Ms. Batchelder said it is about \$250,000 for this school year and she has been told that there will be additional ARPA money on top of that for this year.

Mayor Black-Burke thanked everyone for their questions. She directed the Council to get any further questions to Town Manager Souza who would then forward them on to the Board of Education. She said they would determine if they needed to have the Board come back again. She clarified again that the Board would send the different scenarios to them by the end of the week.

Dr. Hill said they hope to get those percentages back to them by tomorrow afternoon.

The Council thanked the Board.

3) REVENUES

Jim Bourke, Finance Director stated for fiscal year 2024, the adopted budget totals \$139,205,720. At this point, we are estimating revenues for this year to be approx. \$3.7M more than what was budgeted.

- Building permit fees are expected to provide additional revenue of approx. \$1.1M due to projects such as the Target facility on Groton Road and Founder's Square in Town Center (also, Eversource renovation on Blue Hills Ave; Safelite Distribution Center on Baker Hollow; Aetna on Pigeon Hill and Dollar Tree on International Dr.; 125 Poquonock Ave. apartments)
- Interest income is projected to come in over budget this year by approx. \$1.4M. This is due to better actual interest rates realized as compared to the relatively conservative rates that were used to prepare the budget.
- State Aid is expected to come in over budget by approx. \$315,000. The main reason for this is additional revenue received (\$744K) from Municipal Revenue Sharing grant that the Town received but did not budget for.
- Conveyance fees are expected to be more than budgeted due to several large corporate real estate; fees associated with the sale of vital statistics is expected to be more than budgeted due to increased activity from certain types of vital records (specifically, death certificates; due to online State death registry, Town Clerk is able to provide for any death state-wide; Carmon uses Town of Windsor for all of theirs, from 9 funeral homes and a crematory).
- Most of our other revenue categories are relatively stable, and are expected to come in slightly over or slightly under budget.

For fiscal year 2025, the proposed General Fund revenue budget totals \$145,670,840. General Property Taxes are expected to contribute approx. 85% and State Aid is expected to contribute 11%.

- Revenue from motor vehicle levies are included in the current levy. We are anticipating our FY 25 mill rate to be below the State-set cap of 32.46 mills for motor vehicles. As a result, motor vehicles will be taxed at the same mill rate as will be used for real estate and personal property.
- Interest income is projected to increase approx. \$970 as compared to the FY 24 budgeted level. We are expecting interest rates to eventually start to decline from their current levels, but remain relatively and historically strong in the near term.
- No revenue from reimbursements related to the Airport Development zone are expected in FY 25.
- No use of opening cash is included in the Town manager's proposed budget, as per Town Council policy.

- Most other non-tax revenue categories are level funded to FY 24 budgeted amounts, or seeing small to moderate increases.

Deputy Mayor Klase asked why we expect no funding for the airport development. Mr. Bourke said there were two companies that have run through the program and there are no new companies that are registering through the State to take part in that.

Councilor Naeem asked why we are estimating low on conveyance fees. Mr. Bourke said that it is due to higher interest rates for mortgages and borrowing rates that are putting a damper on that kind of corporate activity.

Town Manager Souza said that the FY24 estimate is largely due to some major corporate sales, like the Amazon property on Goodwin Drive off of Day Hill Road sold and that approximately \$112M creates a significant amount of conveyance fees. He said that they do not know of any major sales of that nature so they budgeted along the town's traditional lines, which is mainly residential.

Councilor Smith asked Mr. Bourke to go over the mill rate for automobiles again. Mr. Bourke said the State of Connecticut has a uniform mill rate for motor vehicles and it is set at 32.46 mills, so in the current fiscal year, our mill rate was higher than that for real estate, so the motor vehicles were capped at 32.46 mills. He said for FY25, we are anticipating the mill rate to go down significantly because of the increase in the Grand List, so the mill rate is anticipated to be below the cap for cars. He said that everything will be taxed at the same mill rate – real estate, personal property and motor vehicle.

Councilor Smith clarified that the mill rate would be under 32.46 whichever way it goes. Mr. Bourke responded correct and that next year is proposed to have a mill rate of 28.26.

Councilor Eleveld asked what interest rate they are anticipating for the coming year. Mr. Bourke said when they formulate the interest revenue budget, the town has funds in STIF (short-term investment fund), funds with Webster bank and we have some CDs and they create a blended rate based off of those three sources. They are anticipating an interest rate of 4.7% for this year.

Councilor Eleveld said he wanted to mention for the benefit of the public why Windsor is one of the few communities in the State that requires property taxes to be paid all at once in July instead of being spread out into two or three payments. He said the benefit is that the town is able to pick up several million additional dollars of interest income on those dollars that are sitting there as we utilize them throughout the course of the year. Mr. Bourke said that is exactly right.

Councilor Pelkey asked where the different properties that the town leases reflected in the budget. Town Manager Souza said those properties, like the restaurant that is part of the 330 Windsor Avenue community center complex, those funds go into a segregated

account that we use for the maintenance of that facility and most of those are segregated out to types like that.

Councilor Walker asked if Loomis Chaffee property taxes are included. Town Manager Souza said the vast majority of their properties are tax exempt under state law and said that there is no payment of taxes from Loomis Chaffee in the budget or any of the other private schools in town, as long as they are a designated educational institute.

Councilor Walker asked if we can increase the revenue from property taxes with a conversation with Loomis or to our current attorney. Town Manager Souza said we would have to go in depth and review the prior court case and any other case across the State spanning about 30 years. He said it would take a fair amount of work to do that and might not be feasibly done in this budget calendar. He said regarding Councilor Walker's idea to count their housing units towards our affordable housing is that that State of Connecticut has specific criteria to qualify as low income and he believed it involved some sort of deed restriction, so it would require additional research to see if that was possible.

Councilor Armstrong asked what was meant by Inland Wetlands Fees on page B7. Mr. Bourke said those are permit fees that are collected by our Planning Department for inland wetland type of activity. Town Manager Souza added it is related to state law and local law if you are developing on a piece of property that has wetland soils or wetland conditions, then there is a review process that is required to go before the Inland and Wetlands Commission. He said there is a fee associated with that application and it may be for residential or a commercial/industrial property.

Councilor Armstrong asked them to explain what is the sales of publications and materials. Mr. Bourke said that our Town Clerk, Development Department and Police Department sell publications and maps and do fingerprinting, which generate fees.

Mayor Black-Burke said if there are any additional questions to direct them to the Town Manager and thanked Mr. Bourke.

4) PUBLIC WORKS

Director of Public Works Mark Goossens, Public Works Operations Manager Jesse English and Building and Facilities Manager Marco Aglieco were present. Mr. Goossens gave an overview of the budget as follows:

FY 24

The FY 2024 General Fund Expenditures are expected to be under budget by approximately \$118,860 (or 1.6%). This is due primarily to savings in Personal Services. We had position vacancies, employees receiving workman's compensation, retirements, and hiring of new employees, all of which contributed to Personnel Services savings.

In FY 2024 we performed or oversaw the surface restoration to approximately 6 miles of roads, sweeping of about 160 miles of Town roads, repairs & replacements to more than **120** catch basins, improvements to Baker Hollow Road (reconstruction), and renovations to the Town Clerk's offices.

FY 25

The proposed FY 2025 General Fund Budget reflects a decrease of \$349,020, or 4.7%, when compared to the FY2024 budget due primarily to the shift of Design Services into the Development Services group. When the expenses related to those organizational changes are removed from the FY24 adopted budget, The FY 2025 General Fund Budget reflects an increase of approximately \$231,200, or 3.4%, due primarily to Increases in Energy & Utility costs and increases in Personnel Services.

In FY 2025 we anticipate:

- Completing construction of phase 2 of the International Drive Reconstruction project
- the completion of the Baker Hollow Road Reconstruction Project (Current – summer 2024),
- the LP Wilson Community Center HVAC Improvements,
- In addition, we anticipate working with the Public Building Commission and the Board of Education to oversee the Poquonock Elementary School Roof Replacement, the LP Wilson / BOE restroom renovations, LP Wilson / BOE continued HVAC renovations, work at the Wilson Fire Station, and again, a few other smaller projects.

Councilor Naeem asked about a position that was previously budgeted in the design division but is now in traffic safety. Mr. Goossens asked if she was asking about FTEs and Councilor Naeem said yes. Mr. Goossens said in previous budgets, the Traffic Safety Engineer fell under the engineering umbrella and has since been moved into their division under traffic safety. Town Manager Souza said that position is responsible for managing all of our traffic signals, as well as roadway lights and traffic control and directional signs. He said they work hand in hand with operations, so they kept the position within the Department of Public Works.

Councilor Gluck-Hoffman said they mentioned the 27 athletic fields and asked if they worked with the Board of Education, as she assumed they were not all school fields. Mr. Goossens said that is correct. Councilor Gluck-Hoffman said thank you for all they do.

Deputy Mayor Klase thanked them for the work they do and asked about the Stony Hill School and if the one fitness class pays for all the expenses. Town Manager Souza said there is one primary tenant there and it does cover all the utilities and housekeeping responsibilities.

Councilor Pelkey asked about the small percentage increase to energy and utility costs compared to other years. Mr. Goossens said they had some in that category go up and some went down and that installing LEDs could play a part in that factor.

Councilor Armstrong said she did not see a maintenance and repair line under Parks and Grounds expenditures. Mr. Goossens said many of the costs are born under the supplies and personnel lines. He said they do as many of the repairs as they can themselves. Mr. Jesse English, Public Works Operations Manager, said if they have to contract anything out for Parks and Ground that it comes out of the services line.

Councilor Walker said he saw decreases to the services lines in the budget and asked them to explain. Mr. Goossens said they were able to use some ARF funds to complete some projects. Town Manager Souza said the line items he was asking about related to specific projects they had done in FY 24 and are considered one-time projects and we will not be doing those projects in FY 25.

Councilor Eleveld said last year they budgeted for 47 people and this year they are budgeting for 43 and asked about the difference. Mr. Goossens said because those 4 staff members will be moved to development services budget.

Councilor Eleveld said that it would be helpful to have an additional page showing what it would have looked like a year or two ago for continuity sake. Town Manager Souza said that they have the information prepared and can provide that to him.

Councilor Pelkey asked about how they determine the number of hours they will need for any given year for their maintainers positions. Mr. Goossens replied that they cannot predict the weather but that they do their best to predict costs. Town Manager Souza said that we look back over the previous years and look for trends and said that thankfully the last few winters have been pretty mild.

Councilor Pelkey asked why the whole property at Oliver Ellsworth School has the leaves blown instead of focusing more on where people use the spaces. Town Manager said number one the wind blows and there is turf along the slopes that they maintain and there is undergrowth as well that they need to keep back.

Councilor Armstrong asked about facilities management and sanitary waste removal and asked if they were the ones to pick up the trash. Mr. Goossens said that it goes out to bid annually and that we pay a company to pick up trash from all town facilities.

Mayor Black-Burke said that she loves seeing the work that is being done and said she was happy with the medians.

Councilor Armstrong said the upkeep on the equipment looks great and all the councilors agreed.

Town Manager Souza wanted to thank previous Councils for investing in the fleet. He said for a good number of years, we were falling behind and over the last seven years there has been a concerted effort and as we all know whether the piece of equipment is small

or large, they are not inexpensive. He said in terms of the medians, they will still have plantings, both annual and perennial, and the Wilson planters will be done in May. He said they will continue to work with the Wilson Deerfield Advisory Committee and plant planters but not as many as in the town center as there is not as much right-of-way space.

Councilor Smith asked if it would be possible for community groups to adopt a median. Town Manager Souza said that medians are difficult from a safety perspective but we have developed the beginnings of adopt a spot or place. He said if volunteers would like to contact the Public Works Department there is information on the website regarding litter pick up, which could supplement that.

5) LANDFILL ENTERPRISE FUND

Director of Public Works Mark Goossens gave an overview of the budget as follows:

Revenues

Revenues for the Enterprise Fund no longer include tipping fees for solid waste disposed at the Landfill. There are now two primary sources of revenue funds. One source is from interest earnings on the "fund balance" of the Enterprise Fund. Interest rates continue to remain very strong in FY 24, resulting in approximately \$750,000 from this revenue source. The other primary source is from reimbursements for the closure and capping work at the site from a State Grant that has been designated for this purpose.

Reimbursement for FY 24 is projected to be approximately \$260,000, and the total of reimbursements received by the end of FY 24 are expected to be approximately \$1.6 million.

Reimbursement for FY 25 is projected to be approximately \$270,000, which will nearly deplete the \$2 million total grant.

Expenditures

Expenditures for both fiscal years are related primarily to the closure and capping work at the site. The FY 25 proposed budget includes funds for ancillary capping requirements such as the installation of stormwater conveyance swales, internal landfill and perimeter roads, the completion of stormwater detention basins and their relate structures, and the capping of the tornado debris area. It also includes funds for work designed to address conditions within the adjacent wetlands.

The retained earnings of the Landfill Enterprise Fund will be used to meet costs associated with landfill closure as well as post-closure monitoring, which includes leachate management, methane gas collection system maintenance and repairs, and other long-term obligations.

At the end of FY 25, the estimated end-of-year retained earnings balance available for future obligations is estimated to be approximately \$18.1 million.

Deputy Mayor Klase said her neighborhood in particular was affected by this project and Mr. Goossens did a lot of work to help them and she thanked him for his work on this.

Councilor Pelkey asked if he had a projected landing for the retained earnings balance and he asked how long it was going to last and if it would last 30 years. Mr. Goossens said there are a couple key considerations but based on current regulations our estimated annual closure cost is around \$400,000, so if you divide the \$18M by \$400,000 it is beyond 36-40 years.

Councilor Pelkey asked about the Food Waste Program and how it has been going. Mr. Goossens said it is popular and that they have roughly 300-350 residents that have signed onto the program. He said their weekly generation when converted to an annual number is about 15 tons/year, which is a pretty decent starting point.

Councilor Pelkey asked what the cost is to run the program. Mr. Goossens said the cost at this point is simply the collection of materials by an independent company, which is about \$400/month.

Councilor Pelkey asked if there were any future expansion ideas. Mr. Goossens said they could always increase the container size but that there is always subtle changes they could do as an organization. He said the regulations on organics are changing as well and as there are more facilities, then we can expect to see more opportunities as well.

Councilor Eleveld asked if we still have to cap tornado waste, which is from almost 50 year ago. Mr. Goossens said yes and that it has been since 1978 and is part of our closure plan.

Councilor Eleveld asked about interest income marked as \$590,000 and if that was helping reduce the closure costs and helping run the solid waste site. Mr. Goossens said yes. Town Manager Souza said we have this and we still cannot invest it in the market but we do have it in deposits so longer term we have it laddered out in a variety of ways. He said the Mr. Bourke manages it. He also said it was nice to see that number compared to where it was a few years ago.

Councilor Eleveld questioned why we would not be able to buy T-bills. Town Manager said we are doing quite well with our CDs.

Councilor Armstrong asked how they determine the wetlands. Mr. Goossens said those are mapped out by their consultants and is generally defined by how wet it is, the species of plants, animals and habitat.

6) RESIDENT TRANSFER STATION ENTERPRISE FUND

Director of Public Works Mark Goossens gave the following presentation on the Resident Transfer Station Enterprise Fund as follows:

The FY 25 Transfer Station budget proposes to continue to provide the same services as was provided in FY 24.

Our tonnage intake during this fiscal year continues to settle near that of pre-pandemic years; we expect to receive approximately 450 tons of municipal solid wastes (or "MSW"), and approximately 900 tons of bulky wastes at year's end. The FY 25 proposed budget carries the same intake tonnage levels as those projected for the end of this fiscal year because activities at the transfer station appear to have leveled off near their pre-pandemic levels.

The transfer station operates as a separate, "stand-alone" enterprise fund with the goal of operating with a positive-fund-balance.

Based on current waste stream volumes, interest income estimates and the additional expense of the food scraps recycling program, the fund expects to realize a small \$1,000 net profit at the conclusion of FY 24 and expects to meet that financial goal.

The State of Connecticut remains muddled in a waste disposal crisis and the Transfer Station Enterprise Fund continues to absorb significant disposal price increases from its various vendors. This condition requires us to propose another set of price increases in order to try to meet our operating costs at the conclusion of FY 25.

In our proposed budget, we have recommended that the cost of half-year and full-year permits be raised in FY 25 by \$5 and \$10 respectively. The FY 25 proposed budget also includes price increases of \$10 per ton for both Bulky and Yard wastes to account for increased costs for managing those materials as well.

Mayor Black-Burke said there looked to be a reduction in hours and she asked if there had been a plan forecasted over time to get there or is that exactly what they need or is it based on a seasonal approach. Mr. Goossens said it is a small shift and they are using the same staff as they have in the past. He said he thought they were adequately staffed and have extra staff there during the busier times. He said the shift they see is more of a reallocation of existing staff to the correct bucket, if you will.

Town Manager Souza added that it is a little bit of a shift of Mr. Goossens' allocation of time. He said they will be taking the scale house operator, which has been 35 hours a week and moving that to a full-time position but part of that position will be moved to the Landfill Enterprise fund because that position will be taking on some of the basic administration things that Mr. Goossens had been doing. He said there would be a fair amount of administrative work to close out the landfill with the State, so there is a little bit of shifting. He said he did envision over time as we grow the recycling component of the transfer station, that there may be a need for some additional part-time hours to be able to manage it as recycling continues to evolve and grow.

Councilor Pelkey asked what a resident permit fee would allow for a resident to do. Mr. Goossens replied that it allows them to bring up to three bags of household trash per visit. He said it does not allow for construction and demolition waste.

Councilor Pelkey said so instead of paying Windsor Sanitation, a resident can pay \$200 for a resident permit and save 50%.

Councilor Eleveld asked why we cannot run the Transfer Station without a small loss from year to year. He asked if the fee would become too high. Town Manager Souza said that we are trying to balance it out. He said the disposal costs have continued to inch up, partly because of the state of the solid waste industry. Mr. Goossens said what Town Manager Souza said is exactly right and that the price increase for next year is going to be \$7/ton with an additional \$20/haul. He said that some years they lose a little bit and others they win a little bit.

Town Manager Souza said that we are rooting for a little bit higher revenue from our sales of scrap metal. Mr. Goossens said that is a huge help when the market changes.

Councilor Eleveld said that our objective is not to make a profit but to break even on overall operations. Mr. Goossens said the objective is not to lose money and to maintain the zero. Councilor Eleveld recognized the difficulty.

Councilor Armstrong asked what is China's National sword policy. Mr. Goossens said back in 2020, China instituted a policy, which basically took the global recycling markets and turned it upside down on its ear. He said China was tired of getting the world's garbage and being called recyclables, so they established new contamination rates and the recycles they got were unachievable by the vast majority of the facilities, so the whole global market came to a screeching halt. He said it had a global impact.

Councilor Walker shared concerns that the fees are going up every year and our residents are suffering. He said from what he heard from Mr. Goossens, it is not going to get any better.

Councilor Smith said in some places like in New York City, you are required to separate your food waste and he asked if we have any plans on how we would have to implement that and projected costs. Town Manager Souza said in the next three to five years there will probably be state legislation that will require that in some form or fashion most likely starting with institutions, schools and restaurants. He said it is on our radar screen. He said our curbside recycling costs us just under \$500,000/year and that collects two times a month and he said he could imagine that organic curbside collection would be in the hundreds of thousands of dollars. He said it is a big number but difficult to say without knowing what the State will require.

Monday, April 8th at 6:30 p.m. will be the next budget meeting.



7) ADJOURNMENT

MOVED by, Deputy Mayor Klase seconded by Councilor Armstrong to adjourn the meeting at 10:04 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Andrea Marcavitch
Recording Secretary

April 8, 2024

Special Town Council
meeting



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 8, 2024
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

Present: Mayor Nuchette Black-Burke, Deputy Mayor Darleen Klase, Councilor Mary Armstrong, Councilor Kristin Gluck Hoffman, Councilor Ojala Naeem, Councilor William Pelkey, and Councilor Walker

Absent: Councilor Ronald Eleveld, Councilor Leroy Smith

2) LIBRARY SERVICES

Gaye Rizzo, Director of Library Services, stated the FY 24 General Fund budget is expected to come in under budget by \$20,510 or 1.1% primarily due to salary savings from two partial year vacancies. The FY 25 General Fund budget reflects an increase of \$72,990 or 3.8% due to Personnel, Energy and Utility Costs.

The FY25 Library Services budget is one that will allow us to attract and retain talented staff and manage utility expenses so that we can continue to offer outstanding programs and services to everyone in our growing Windsor population.

Mayor Black-Burke asked under funding services where it says grants Fiscal Year 24, it shows about \$4,200 and for the proposed Fiscal Year 2025 there is a significant increase in the proposed amount of \$21,200. With that sizable of an increase will there be a shift in programming and if you can tell us what type of programs those might be. Also, where are the grants coming from? Ms. Rizzo stated that this year they paid for the full-time children's librarian out of American Rescue funding. We'd like to include her in our regular budget. We will be taking grant funds and using \$20,000 of that funding for supplies of our Adult and Teen department, which will be for books.

Councilor Gluck-Hoffman had the same question as Mayor Black-Burke and is still confused by the answer. She sees \$21,200 in the grant number and she sees supplies. She is trying to figure it out. She asked how we went from \$4,200 to \$21,200. Ms. Rizzo responded that we took Connecticut grant money and we will be using \$20,000 of that grant towards books, which we would have been paying out of the General Fund and



instead we'll be paying the librarian's full salary out of the General Fund and not using American Rescue funds.

Councilor Gluck Hoffman asked where we get the grants from. Ms. Rizzo replied it is from different sources but primarily from the State Library. The Connecticard fund comes to us each year based on the number of people that use our library. They give us a grant for that because we participate in a regional collaborative. During COVID, one year we received \$17,000 for that grant.

Councilor Naeem stated that the Library is expected to get \$16,000 more in grant funding this year in comparison to last year. Correct? Ms. Rizzo said not yet. We aren't quite certain. Town Manager Souza interjected and said we have money that has accumulated through the Connecticard fund so we are using that money that has accumulated through the last few years towards the materials and supplies so that we can continue to fund the full-time position the Town Council authorized a year ago using partial American Rescue fund dollars. This is a part of succession planning within the department. We have a younger librarian and we're trying to keep that person with us. We do receive the Connecticard grant on a regular basis so we feel that we will be able to make that transition without creating a hole for FY 26.

Councilor Naeem said the Connecticard money that we receive gets put aside in a separate fund and it is used for Library services correct. Town Manager Souza said that money has to be used for library purposes. Councilor Naeem asked if we know the dollar amount in that fund? Ms. Rizzo said it is \$44,810.

Councilor Pelkey asked if the library is expecting to keep the same hours for next year as what they currently are. Ms. Rizzo said they are not planning any changes in hours.

Mayor Black-Burke asked about the Connecticard program. Ms. Rizzo stated that this program allows you to use your library card at any library in Connecticut.

Mayor Black-Burke asked for this program is it something that we bill and then receive funds for? Ms. Rizzo said no it's based on the usage of the library.

Councilor Pelkey asked if there is an expiration date on the use of the funds. Ms. Rizzo replied that you need to use the funds within 5 years' time.

Councilor Naeem asked about the goal of furniture and equipment replacement. She knows it's a big goal the Library has but she hasn't seen too much of costs going up in the budget as it relates to maintenance and repair and supplies. It seems pretty flat in comparison to other years. Do you foresee, in order to meet that goal, you will need more than what you traditionally spend from a maintenance repair perspective? Ms. Rizzo stated she does not foresee an increase from this budget. Once they've finally done everything with the furniture they will then have a better idea as to what they might need. Every five years they like to take a good hard look at the furniture and equipment. Some of the

equipment such as a computer can be paid from the copy revenues line. We also have another line item in the budget for equipment replacement and repair so that can be used as well. Councilor Naeem said this year the expectation is that there won't be any major replacements happening and it's really taking stock of what might be needed. Ms. Rizzo said that was correct.

Councilor Armstrong said she was looking at the goals for 2025 and you are talking about two members for full-time staff. Will that incur any other expenses or are these employees we already have? Ms. Rizzo said they are all employees we presently have that may be retiring in which case chances are we probably wouldn't have a budgetary impact. Town Manager Souza added that the market place does have an upwards pressure in terms of salaries. As some of our longer term employees leave, the market place value of their positions may be at or above where they were for a salary. That's the only qualifier he'd like to put onto that.

Councilor Pelkey asked moving forward what is the plan for fees. Ms. Rizzo stated that Windsor collects fines for overdue materials at \$.20 per day. The maximum they charge on any item is \$10. Those that are late get an email or text from the library stating their item is going to be due. You get three weeks if you check it out and if no one else wants to check it out you get an additional three weeks, you get an automatic renewal. Last year they collected \$11,000 total for overdue materials.

Councilor Armstrong was wondering 'total circulation of items' is that what you are talking about? Ms. Rizzo said yes that is the total amount of items we check out each year.

Mayor Black-Burke asked in regards to the State Library grant, it looks like there are no projected expenditures for FY 24 but there is a projection for FY 25. Does that tie back to prior conversation regarding Connecticard? Ms. Rizzo said yes and that they are projecting they will get an additional \$4,000 in FY 25 and we'll spend that \$24,000 because that will include the purchase of the books that we spoke of earlier. Mayor Black-Burke asked so that is the same as the State Library grant? Ms. Rizzo said that they have not been receiving the State Library grant which is separate from Connecticard, but they will be giving us \$1,200 this year and we will be spending that.

Mayor Black-Burke asked about all the other programs done through the Library. Are they done through the General Fund? Ms. Rizzo said that staff does a lot of it on their own. Also, they get a grant from the Library Association. They do fundraisers throughout the community to collect funds and each year they give them a budget. We submit the budget and it always gets approved. Many of the performers they hire are paid through them. The \$22,000 in the budget is just an estimate of what we've been getting from them. We submit the bills to them and they pay them.

Mayor Black-Burke inquired about the tutoring program in Wilson. That program will be staying and there are no changes in hours correct? Ms. Rizzo said yes.

3) HEALTH SERVICES

Dr. Michael Pepe, Director of Health Services and Jennifer Waldo, Public Health Nurse gave the following overview of the budget:

Town Manager Souza said he'd like to acknowledge the effort of Mike and his team in pursuing a variety of grant opportunities over the past 18-24 months.

Dr. Pepe stated there are four divisions of the Health Department which include:

- Inspections and Regulation
- Disease Prevention and Control
- Clinic Services
- Emergency Management

FY 24

- FY 24, overall expenditures are expected to come in over budget by \$103,460 due to an increase in available grant funding.
- FY 24 General Fund expenditures are expected to be under budget by \$ 29,040 due to increased grant funding.

FY 25

- The proposed FY 25 budget reflects an increase of \$136,990 and is due to an increase in grant funding.
- The proposed FY 25 General Fund portion of the budget shows a decrease of \$1,360 which is due to grant funding.

Some Highlights for the department this year are:

- Windsor Health Department was awarded a 5 year Preventive Health Strategies at Work in CT grant through the CT Department of Health. The grant will be focused on Mental Health Promotion and Suicide Prevention. The grant award is \$56,250 each year for 5 years totaling \$281,250.
- Collaborated with Greater Hartford Area Health Departments to create a process to screen Class B TB Entrants that enter Windsor and the surrounding towns due to the increased number of immigrants, refugees and newcomers in Connecticut

Councilor Pelkey asked about the expenditures and how the department shares regional costs and funding? If a group gets an amount of money how do we get our portion of it? Dr. Pepe said the primary group that we partner with is South Windsor. One way they partner through them is through the public health emergency preparedness coordination. We are all a part of Region 5 (Hartford County) and Windsor is the lead for Windsor/South Windsor. Therefore South Windsor is providing us their half of the money and then we have a staff member that assumes those duties for both towns, which is programs for public health awareness, updating our flu plans, etc. That is the primary way we work

together. We update South Windsor's plans as well. We also go to meetings on their behalf. Ms. Waldo added that they've also partnered with them on the immunization clinics (flu vaccine) and we've done a flu clinic with them this past year with their staff. We bill for all those vaccines.

Deputy Mayor Klase said thank you for the presentation. She asked if they could talk about the mosquito control program. Dr. Pepe stated the mosquito control program is a very proactive program. It has several different components and facets. We have a private company that we contract with. What they do is they help to maintain the mosquito populations on town-owned properties. There are roughly 13-14 properties that have a large amount of standing water throughout the town. They apply a larvicide which does not impact the wildlife and it stops the mosquito from growing from a larve stage to an adult stage. They go through the town depending on the weather and conditions on average 7-8 times per year if not more. Another mosquito control component is the Health Department has an active program where we go out and larvicide all the town's catch basins twice per year. We drop a larvicide in the catch basins that are effective for 30-45 days. Another component is we provide the residents larvicide protects that they can put on their property for any standing water free of charge. It's one per customer and you get a packet of six that will last you throughout the year.

Councilor Naeem asked about food service inspections. What would be some of the reasons why we wouldn't have 100% of required services inspected? Dr. Pepe said you can think of COVID where it's 'all hands on deck' where we have to have all staff handle traditional clinics, getting the word out, answering questions and also the prohibitions that are associated with where the State of CT didn't want our inspectors going into establishments. That's one example of COVID. Another way could be an absence of one of the sanitarians that conducts the inspection. Those are just a few examples.

Councilor Naeem asked if he had a sense as to where they might be right now. Dr. Pepe said we are at 100%.

Councilor Armstrong asked about the suicide rate that has gone up in Windsor and that the Health Department will be making an assessment of that. Can you tell me a little bit about that? Ms. Waldo asked if she is asking about the community health needs assessment (CHNA)? Councilor Armstrong said the Comprehensive community health needs assessment. Ms. Waldo said based on the grant award, we are required to do a CHNA and we'll be doing that the first year of the Suicide Prevention Mental Health promotion grant. It will be a comprehensive assessment and we'll be working with another company to help pull that information together and survey the Windsor residents. This will lean towards mental health and suicide questions but we want it to be broader than that to help identify things we do well and perhaps some gaps and how do we fill those gaps with the kind of programming we would like to do and share that information with other departments in the town.

Councilor Armstrong said the assessment will be done with departments and not individuals. Is that right? Ms. Waldo said it will be done with individuals throughout Windsor. Dr. Pepe added that it will be done in Windsor in a variety of ways. There will be the ability to answer questions online, in person, and the ability to have a community forum. Those are some of the ways it will be done with the residents. After all the information is accumulated and tabulated, there will be a report issued. One of our goals with the assessment is to ensure there is also information that is not just totally germane to the Health Department but it can be used by the Library or Recreation. That way the entire town has the benefit. Town Manager Souza added as part of the overall grant we are receiving there will be a community panel put together with a variety of providers from the community. The information that we gather from the survey, will be shared with these other community partners. Some of these may be regional providers as well.

Councilor Armstrong said they talked about emergency management and emergency plans for the town. What are the current emergency plans for the town? Dr. Pepe answered we have a variety of emergency plans such as an all hazards planning which would be due to weather conditions, we have a public health emergency response plan which is Health Department related, we have continuity operation plans so we can figure out what needs to be done when there's a continuity issue when someone's not available and who is responsible after that point. There is media communications as well. Town Manager Souza added that the primary plan is the Emergency Operations Plan or the all hazards planning that Dr. Pepe referred to. That is the basis of which we work off of and then there is the specific plans. There is a regional plan the Police Department uses and the Fire Department has plans that are specific to significant fire incidents that need assistance from outside agencies, but our main plan we will be updating is our Emergency Operations Plan which will be done largely with internal staff.

Councilor Naeem said on the expenditure side of these grants funds that are coming in are they resulting in the creation of or hiring of additional permanent full-time people and if so, are these multi-year grants? How does it all fit in? Dr. Pepe replied it is somewhat like a jigsaw puzzle as many of these grants have different durations. Portions of the grants do cover personnel costs, mainly salaries. Some of those funds are used to help cover the personnel costs of a full-time individual. Other components of the grants cover temporary part-time individuals that come in to do specific functions of that grant that might last 3 months, 6 months or a year. When we have this many grants, to try to do it so that individuals that we hire on a temporary basis can go from one grant to another grant so we can get some kind of continuity as they are familiar with the operations and our town and we found it easier to carry out the mission of the grants if we do that.

Councilor Pelkey asked about the Special Revenue Funds. The Bike and Ski safety equipment grant. Do we have inventory on a shelf somewhere for these items? Are we going to be spending that down or how does that work? Ms. Waldo replied the Health Department has about 30-40 helmets in their department. As we use those, we repurchase more with the funds generated by the sale of the helmets.

Councilor Pelkey asked about the Emergency Management Performance grant. It looks like we are continually starting with a negative amount. Why is that? Dr. Pepe stated unfortunately this grant is a victim to the State of Connecticut's ability to process our financial submission to them as to what is expended. It was 18-20 months behind. The negative you are seeing is from a while ago and it has been compounding itself to a degree. Councilor Pelkey said it's not really a negative per se, it's that we're carrying this amount from years past. Dr. Pepe said that is correct.

Councilor Walker asked about the line item 'housing units relocated under the relocation act.' The numbers in 2022 were 10 and then it dropped in 2024 to 5 and we are now projecting 6. Is that all from our housing in town and who pays the cost of that? Dr. Pepe said we do relocations whenever the town causes a dwelling to be condemned or deemed unsafe. It could be a fire or code enforcement issues such as no heat. Those are the traditional ones. What happens is that per the relocation act, we are required to put the individuals within the property into short-term housing. From there, depending on how long they will be out of their dwelling, we see if it's possible to have them go into a permanent new place. When it comes to recouping the costs, the town puts liens on the property that go to the land owner. The homeowner is required in the end to pay the town back for putting those individuals up. Sometimes the liens aren't paid back until the house is sold, other times we've had landlords come in after the fact a month or two later to pay off those liens. The town is fronting the money and then in the back end we do get it when the house is transferred or sold.

Mayor Black-Burke stated she is looking forward to the community health needs assessment and she feels this will inform a lot of individuals in our town. She thanked them for their presentation.

4) FIRE & RESCUE SERVICES

Steve Bianchi, Interim Fire Chief, Fire & Rescue Services, Daniel Savelli, Assistant Fire Chief and Paul Goldberg, Fire Administrator gave an overview of the budget.

This year's budget is projected to have saving of \$38,000 or 2.8% due to energy and utility savings, with next year's budget increasing by 0.7% or \$9,000 due to increased personnel costs and building maintenance costs. Also in this past year we have received \$21,000 for reimbursement from the State of CT for emergency responses to the limited access highways in town. These funds are placed in an equipment fund that will be used to future purchases in rescue equipment.

The number one concern of the WVFD and all volunteers services is manpower and retention of volunteers. Through the last several years the Town Council has supported the fire department through funding of a LOSAP or pension program, property tax reductions of up to \$2,000, purchase of 7 new vehicles, building a new firehouse at 340 Bloomfield Avenue and dedicated funding for recruitment and retention. As we sit here today we have "sufficient" manpower to handle most situations in town and have the ability

to call for assistance from adjoining towns via mutual aid. But be aware these abilities may come into question in the next couple of years. Here are a few of dynamics that could create the need for changes;

- Our number of active members (attending 10% of calls) is 59 and we have an average age of 46
- The number of “day crew” members who are available on a regular basis during normal working hours is presently 24 with an average age of 57 years
- 10 members resigned this past year
- 12 applications for membership were received 4 members completing the probationary period.

The Town Manager is proposing a third party review of the fire department which would provide the Town Council a road map to ensure the proper fire protection for the town and the costs associated with this protection. The fire department supports this effort of creating a long range plan for both the protection of our citizens and the membership of the department.

Town Manager Souza added that Mr. Bianchi had noted the review of the department's long range plan. There are no dollars in the operating budget of FY 24. We will be issuing our request for proposals for that. The plan is to come back to the Town Council and request use of year end money or the Reserve fund balance for that third party study.

Councilor Naeem said it sounds like we have an aging and recruitment challenge going on. Could you elaborate a little bit on what you are doing right now on a recruitment perspective and what you think some of those hurdles are in getting more folks involved at a younger age? Interim Fire Chief Bianchi stated they recently started a fire program at Windsor High School. They've managed to get three young individuals to join. They are constantly working through advertisements and always thinking of new ways of projecting different incentives. We have two gentleman that just went to a class on recruitment and retention and that is going to start with a whole new eyesight on how to get people to come. It was a vigorous class that they attended.

Councilor Naeem asked if there is more that the town can be doing to support them. She knows that Councilor Pelkey reminds everyone at every meeting about becoming involved in the Volunteer Fire Department. Are there things we could be doing to get that word out? Assistant Fire Chief Savelli said that one of the things that can be done is the department needs to do a better job in letting individuals know that they are a volunteer fire department. Signs have been placed everywhere in town. They try to find good communication avenues to do that. Working with the people that took the recruitment and retention class and working with the Town Manager we're going to try and find ways to get the biggest bang for our buck. There have been several times that he's gone to calls at 2:00 AM and people ask him 'what do you mean you were in bed two minutes ago? I don't pay for you to be in bed two minutes ago.' He has to then explain to that individual they are a volunteer fire department. The best recruitment is word of mouth whether it's a family member, friend

or neighbor. Next year's programming we are going to try and look at getting that word out either through communications or at events at the fire stations.

Councilor Pelkey asked if there is anything in terms of needed funding, broader support, etc. that we can supply you. Whatever cost we spend will pale in comparison if we had to professionalize. We are all worried about what the budget implications are going to be this year. If we professionalize that is going to go even higher. He said just looking at the budget line it is \$150,000. Is that a little bit of a wait and see to see for that potential review and see how that new training is or is there something that you feel you wanted to include but were trying to have an ear out for what was out in the public about taxes this year? Is there something you've said it would be nice to have, but we can't have. What can we do? Interim Fire Chief Bianchi said the high school program was a semester. He's been pushing to make it a second semester which would be a Fire II/Fire I. That hopefully will incorporate some more interest from the high school. The other part is going out and looking into the buildings we have in town and see if we could get support from some of the companies in town in letting their people go. They are called industrious members. We have a few from other towns that actually volunteer because they work in town. The best way is word of mouth. Town Manager Souza stated the budget you have before you, which is similar to the FY 24 budget, has \$40,000 in it that is specifically broken out for recruitment and retention efforts. He doesn't believe from a recruitment and retention perspective there's really anything there. It's with making those connections with individuals. If your question is relative to if there are any additional resources needed, he doesn't believe there is at this time.

Councilor Pelkey said you've recruited and paid for the training for these individuals and they are now fire fighters. How do we stop them from going on to becoming professional fire fighters elsewhere? Is there anything more that we can do to try and retain those individuals? Interim Fire Chief Bianchi said we are doing everything right. We are retaining who we have from the training aspect through the tax incentive. There is a slight stipend these individuals get. It's basically that you got to want to be there. With the guys they've picked up they've had great success with. We just need to pick up a few more. Assistant Fire Chief Savelli added that there are fire fighters that received their training and are professional fire fighters elsewhere but are still volunteer fire fighters for Windsor.

Deputy Mayor Klase asked if there is a projected time line from the release of the RFP to the actual completion of the assessment. Town Manager Souza said most likely by the time we get a contractor on board, hopefully the first portion of this summer, it's probably 120 days or thereabouts.

Mayor Black-Burke said as we are looking at the RFP do we have any data right now that speaks to the why people are not staying. Is it a family situation, stepping away from volunteer or relocation? Town Manager Souza said there is attrition from an age perspective, relocation out of the area, and more transitions in regards to work and a significant change in their professional life that does not allow them to be a volunteer any longer, along with time commitments as their family life changes. It's a whole host of things.

Acting Interim Chief Bianchi said in his own life, when he had smaller children, he couldn't commit as much time as he can now in volunteering.

Councilor Pelkey asked about the fire hydrants. They are in the Capital Improvements Plan. Is there any sort of amount we should incorporate into the budget? Just trying to make sure that you have what you need to do your job. Interim Fire Chief Bianchi stated that if he doesn't have to lay 1,500 feet of five inch hose down and instead only 500 feet, it would be more efficient. As a rule, we have a pretty good fire system in town.

Councilor Walker said for several terms on the Town Council they have been acknowledging that the Town of Windsor is fortunate to have a volunteer fire department. The Town Manager may remember that several years ago we did start looking at just guessing what the cost would be for professional fire fighters for Windsor and we don't even want to go there. The longer we can get volunteers, the better it will be for the town. He thanked the volunteer fire fighters for all they do.

Councilor Gluck Hoffman said she knows a few full-time fire fighters that live in town and do volunteer. Have we thought about doing some recruitment with those folks, some that don't even realize about the volunteer fire department? She thinks many people do not know that Windsor is a volunteer fire department. What's a good way to capture those full-time fire fighters to maybe volunteer for us? Assistant Fire Chief Savelli said he doesn't think there is a singular answer to that question. Any fire fighter in the state of Connecticut knows who is protecting the place that they are living in. It was frowned upon to become a volunteer fire fighter if you were a full-time one years ago, but that is no longer the case. Even career fire departments are suffering recruitment wise.

Councilor Armstrong said she's looking at grants and contributions and she does not see any. Is there a reason for that? Town Manager Souza said on occasion we have received money in memory of someone or if someone chooses to make a donation. The individual fire companies do a whole host of fundraising activities and with those dollars some fire departments use them for their social activities. That's why historically you haven't seen a lot of donations toward that line item.

Councilor Walker asked if the fire fighters get a tax break. Assistant Fire Chief Savelli said yes.

Mayor Black-Burke stated she believes a pancake breakfast is coming up. Interim Fire Chief Bianchi stated yes it's on April 20th at the Hayden Fire Station.

Councilor Armstrong said she did attend the awards ceremony and it was well received. She appreciates their services.

5) **AMBULANCE SERVICES**

Dan Moylan, Chief of Windsor EMS, gave the following overview of the budget.

For FY 24, we are expecting a positive year-end balance due to salary savings, along with savings in areas such as medical supplies, communications and utilities. Throughout FY 24, due to the continued support of the Town, Windsor EMS has been able to:

- Increase wages to become competitive with other companies in the region
- Start of a successful recruitment campaign, resulting in:
 - 52 applications and 38 interviews
 - Hiring of 1 full-time EMT, 2 full-time paramedics, 6 part-time EMTs, 3 part-time paramedics, 2 full-time paramedic supervisors
 - 4 part-time EMTs starting in April
 - Several more still in the application process
- Purchase of new patient care equipment, such as stretchers and cardiac monitors to replace equipment at or past manufacturer's expected useful life
- Order placed for new ambulance to replace aging fleet, expected delivery of 2-3 years

A few other notable mentions from FY 24 are:

- Started working in collaboration with Bloomfield Volunteer Ambulance to help train new EMTs
- 2 managers that returned to school in early 2023, have become paramedics, allowing for additional resources
- Working to implement revised scheduling, with the use of intercept paramedics, in an effort to be more efficient, reduce provider fatigue, recruit/retain staff, and meet the increasing call volumes of the town and region.
- Still facing many of the same state and national challenges relating to decreasing number of EMS services, services areas being taken over by healthcare systems, low insurance reimbursement rates, increasing costs and manufacturing times for equipment and supplies, and increasing hospital overcrowding causing longer out of service times.

Looking forward to FY 25, our budget remains level with that of FY 24 at \$595,000, which will allow for:

- Continued increase in recruitment and retention of staff
- Staffing of a third ambulance during peak hours
- Additional Paramedic level supervisors/intercept paramedics
- Increasing maintenance on the aging fleet of ambulances
- Continues replacement of aging patient care equipment
- Additions of new equipment/training to remain current with State and Federal requirements

As we move into FY25, we look forward to the continued support in making Windsor EMS a premier EMS agency in the state and increasing the delivery of care we are able to provide to the residents and visitors to the Town of Windsor.

Councilor Naeem asked about the ambulance board. Can you give us an update on have there been any changes in bringing in new members, level of engagement, and by-law review. Mr. Moylan stated they are expecting the board to have a revised set of by-laws by the beginning of June for an implementation that we are expecting for July. In the by-laws it does include a restructuring of the board, the number of positions that are currently on it with an increase of 2-3 members and recruitment efforts from the Board itself.

Deputy Mayor Klase asked about the invoicing of patients and collection of payments and what have we done to make that situation better. Mr. Moylan stated that is still an issue on not just the lower reimbursement rates in general but from all the different providers. One of the hurdles they do have is people being able to pay their bills or not able to cover deductibles. If they do not hear back from individual in arrears by nine months, the bill then goes into a collection agency or small claims court to recoup expenses.

Councilor Pelkey said the annual contribution has stayed flat as opposed to a decrease or increase. Why? Mr. Moylan answered they are anticipating on bringing on additional staff which in turn would increase the revenue allowing the town contribution that will be required to sustain the ambulance service to be the same as it has been.

Councilor Armstrong asked about the ambulances and who would get them? Town Manager Souza stated the ambulances are going to be purchased for Windsor EMS or Windsor Volunteer ambulance (WVA). The WVA has ordered those and the plan, based upon the multi-year study, was that the town would provide, through its annual contribution when those vehicles get delivered, their annual contribution which would potentially increase and cover those lease payments assuming that the WVA's revenues from insurance reimbursement does not increase enough to cover that. You'll see in FY 26 that \$595,000 number increase (assuming we will get a delivery in FY 25 or FY 26). We'd be able to see an increase in the town's contributions for those capital leases.

Councilor Armstrong asked if with the purchases of the new ambulances would that require personnel? Mr. Moylan said no as they will be replacing our current fleet of ambulances that we have. The average age of our ambulances that we presently have are about 9-13 years old with a life expectancy of 7-8 years.

Councilor Naeem stated in the audited financials she saw that the WVA has two leases. Are those existing leases or are they the ones that are coming down the road? Mr. Moylan stated they are for the existing ambulances that are 8-10 years old. Councilor Naeem asked about the lease length. Mr. Moylan responded that one was a 10 year lease and one was a five year lease. Councilor Naeem asked the ones that we are looking at are brand new and five year leases. Is that correct? Town Manager Souza said he believes it is what they placed in the proforma that Mr. Holdsworth had completed. It was five years.

Councilor Pelkey asked how many ambulances do we have. Mr. Moylan said we presently have five ambulance vehicles (transport units) along with three paramedic intercept vehicles.

Councilor Gluck Hoffman thanked the WVA staff and said they do an amazing job.

Councilor Walker said we know that currently in greater Hartford, recruiting individuals to work for the ambulance companies is not easy because major hospitals have bought up a lot of ambulances and they have benefits that are attractive. CT DPH had instructions on the state legislature to look at what we can do to changing some of the rules. For example, an emergency room physician who is very capable to handle all types of trauma treatment is unable to work as a volunteer on an ambulance if he/she lives in Windsor or any other town in Connecticut. Do you know what the status is at the state level and if they will ever allow nurses to work on ambulance off hours? Mr. Moylan said he does not know the status. He's never heard in his 20 years on the job that would be brought up to legislation. Town Manager Souza added that at the Connecticut Conference of Municipalities (CCM) that question has been raised relative to potentially investigating those regulation changes and how to go about that. He's not sure how far those conversations have gone with the DPH council but he knows at that level there had to be some conversation with CCM to try and advocate for those changes. In the past six months, they have been focused on the reimbursement rate. Perhaps those regulation changes have taken second place to those conversations of pushing to change the reimbursement rates and having the state put monies into the budget to continue reimbursement rates for this current year and into 2025. That's where most of the effort has been put in this current legislation.

Councilor Armstrong asked about the ambulance service. What is the response time? Mr. Moylan said a lights and siren ambulance is 7 minutes and 40 seconds and one without the lights and siren is 8 minutes and 37 seconds. For any of the out of town units, it's been a 10 minute 40 second response time.

Mayor Black-Burke said in regards to the schedule and covering peak times, can we cover the calls coming in. Is that also a part of the configuration? There will be two full-timers and three part-timers coming on. Is that what we need to balance the scale for scheduling? Mr. Moylan responded they are getting there. We aren't 100% there yet but there are four new part-timers starting this week and then there are 6-7 individuals in the process of being interviewed. From there is the hope that we can get started with the onboarding process in the next month or so. That should bring us up to minimum staffing. Mr. Moylan talked about the intercept paramedic and explained the concept to the councilors.

Councilor Armstrong asked what the age requirements are. Mr. Moylan said in the State of Connecticut you can become a paramedic at the age of 16. Normally, the age is 18 and older that we will bring individuals on as volunteers or paid staff.

6) RECREATION & LEISURE SERVICES

Paul Norris, Director of Recreation & Leisure Services, George Headley, Transportation Coordinator; Rich Henderson, Assistant Director; and Kursten Coleman, Youth Services Bureau Coordinator, gave the following overview of the budget for Recreation & Leisure Services.



The overall FY 24 Recreation & Leisure Services expenditures will be higher than originally budgeted by approximately \$44,650 or 1.3%. This is due to increased programs and service offerings associated with unexpected grants for the senior center, transportation, and the Youth Services Bureau. The FY24 General Fund expenditures are expected to be under budget by \$13,910 or 0.6%

FY 24 was the year of improvements and engagement. The early part of the fiscal year began with the reopening of Goslee Pool and the new pickleball courts at the LP Wilson Community Center. Youth Services and its 30 summer teen employment interns added a new element to their community engagement by completing beautification projects for some of our elderly residents. The recreation division added weekend swim lessons during the summer to make scheduling easier for working families, added summer game nights on the green, expanded evening adult sports, and added a 3-on-3 basketball tournament for young adults at 330 Windsor Avenue Community Center.

The senior center and transportation staff continue to provide programs and services, especially in health and socialization, to meet the demands of the 55+ community.

Northwest Park staff continues to enhance its environmental education curriculum to meet modern standards and provide the best possible experience for students and families.

The overall FY 25 budget reflects an increase of approximately \$149,000 or 4.2%. The General Fund budget is expected to increase by \$75,470 or 3.1%. This reflects an increase in Personnel, Services, and Energy and Utilities.

Councilor Naeem asked about the money that came in last year to help cover pool passes. Will that be happening again this year? Mr. Norris replied that we received \$14,000 at the beginning of the current fiscal year. What we've done with that is there used to be a charge for teens to use the teen center at 331 Windsor Avenue. We have eliminated that charge this fiscal year. They have seen an increase in individuals using the community center, in particular the older teen age (19-22 years old) group. We are looking to implement for this summer free pool passes for youth. Anyone that would like to get a youth swim pass for this coming season, they can contact the Recreation office for that and that pass will be free for them.

Councilor Gluck Hoffman asked about the pickle ball courts. Were they used last year? Mr. Norris said yes, they were used frequently. He explained they take down the nets from the courts when it's off season as it helps with the longevity of the nets. They put those nets up in March this year as the weather was so nice. They have been used and there are quite a few people using the courts. They still wanted to make sure we had a tennis facility and he saw a few people playing today.

Councilor Pelkey asked if we are changing any of the hours for any of the facilities. Mr. Norris said no they are not changing hours.

Councilor Armstrong asked about the facilities and management piece of the budget. Is there no personnel needed for that? Mr. Norris responded that is correct. In our Recreation facilities budget for the most part that is strictly buildings or pool operation.

Mayor Black-Burke asked about the partnership with Windsor Locks and Suffield. Is that all in kind? Are they providing money? Ms. Coleman responded it is mainly them both leaning on each other. In example, if Windsor Locks/Suffield has a program in their town that we do not, we will send kids out there and they will be transported with Youth Services Bureau vans to be able to attend those events.

Mayor Black-Burke said last year there was an increase in summer interns. Was that enough or are we going to increase that number this year? Ms. Coleman said that they are looking at 15-30 individuals. It depends as we just implemented a program that is going to open up. Staffing can be an issue with running summer programs. So, that program is still up in the air. Town Manager Souza added the goal is to do as close to 30 as we can using American Rescue dollars again for that extra bump from 15 up to 30.

Deputy Mayor Klase asked about the FY 25 goal regarding researching the feasibility of increasing summer recreation programs for the youth with disabilities. Can you talk a little about what that plan is? Mr. Norris stated inclusion is everything we do in our Recreation program but we don't have a specialized camp for persons with special needs and neither do we have the expertise. Part of the discussion we will enter into with the Board of Education is do we want to consider doing a joint program where we can have a program specifically for kids with special needs. The model they would be using is the Town of Glastonbury has one of the best summer camp programs for kids with special needs along with the Town of Groton. We would be trying to use their model as much as possible. The goal here is not to do it alone but to collaborate with the Board of Education.

Councilor Armstrong asked what the Red Ribbon week activities are. Ms. Coleman said Red Ribbon week is their drug prevention week where they promote being drug free. They will hand out pamphlets and paraphernalia. They also do red tulip kits. This is where individuals sign up online and they are able to get a tulip kit which is a planter, tulip bulb and other items. They are also given signs to place in their front yards stating they are drug free. There is always a wait list for this program. Mr. Norris added that program is in collaboration with the Recreation Department's 1,001 pumpkins so we have a large drawing of about 600 people. It's also an opportunity for us to increase awareness on opioids and prevention.

Councilor Armstrong asked how many programs/activities they have related to mental health issues. Ms. Coleman stated one recent activity they had is offering the mental health first aid certification for those 18 and over to come in. It's a bundled course. They are able to see how to talk to someone and recognize those mental health issues. There is always a wait list for this program as well. We promote mental health with our youth as well.

Councilor Gluck Hoffman asked how you get on the list for those programs. Ms. Coleman said mental health first aid you can sign up through the Recreation's online portal. Once an individual is signed up, we contract out to CHR. We pass along the information and they reach out to the families. For the youth, it's whoever signs up for the after-school programs.

Councilor Naeem said she found the Recreation Department's statistics very impressive. She's looking forward to seeing more. Town Manager Souza stated use of the American Rescue monies really kept us to before COVID levels. We received approximately \$95,000 towards that. It kept us in the forefront of getting folks outside from the position of isolation and out into the community.

Mayor Black-Burke said in regards to senior services, the transportation is so needed. Councilor Pelkey has been asking about shifting hours and days. She feels there is a great need in the Windsor community for seniors to have access to that type of transportation. Are there any proposed changes to days and times to transportation services? Mr. Headley replied currently we are operating Monday-Sunday. Saturday and Sunday are evening and weekend trips which is funded through a grant from the NCAAA. Right now, we do a lot but we are restricted because of the size of the bus. It only holds 12 people. Shifting services or time, he's not sure he sees where they can do anything like that because they are already doing it.

Councilor Pelkey asked what the utilization rate is for the bus. Mr. Headley said you'll never have a full bus unless it's on a designated trip. Because we have six buses and sometimes all six of them are in operations. They are all going different places and they try to utilize the bus the best way they can because they do time specific transportation. Councilor Pelkey said so we don't have three buses just sitting there idle all the time. They are being used correct. Mr. Headley said yes. Mr. Norris added that Mr. Headley has done a great job in enhancing the services for transportation. For example, he shortened the reservation time so folks that had to call seven days before the appointment can now do it in four days before the appointment. We also bought a smaller van where we can increase ability to get down narrow streets and narrow driveways where we can transport people more efficiently with gas, we do more rides to our out of town medical transportation. Mr. Headley continues to bring good ideas to the table. Town Manager Souza added that one of the challenges and constraints with senior transportation is the availability of part-time drivers and the pay rate. Where before we'd get a fair number of semi-retired folks at \$14-\$15 hours, that is becoming more of an issue and that is some of the constraints Mr. Headley is dealing with.

Councilor Pelkey asked what are the requirements to drive a bus. Mr. Headley said you have to have a public service license or a CDL. You have to have a physical as well showing you are physically fit.



Councilor Armstrong asked if these vehicles are for disability and wheelchair accessible correct? Mr. Headley said all the vehicles are disability and wheelchair accessible.

Councilor Walker said the Recreation team is doing a good job.

Councilor Gluck Hoffman asked if the Red Sox programs etc. are still going on in the near future. Mr. Henderson stated that last year they ran a very successful bus trip to the Hartford Yard Goats game. There were 100 people on the trip. They could drive themselves or we provided transportation. That was a part of the American Rescue funds at a reduced rate for Windsor residents. We are actually looking to do two games this year, one in July and one in August.

Mayor Black-Burke thanked everyone for what they are doing for the town.

7) ADJOURNMENT

MOVED by Councilor Armstrong, seconded by Councilor Pelkey to adjourn the meeting at 8:28 p.m.

Motion Passed 7-0-0 (Councilors Eleveld and Smith absent)

Respectfully Submitted,

Helene Albert
Recording Secretary

April 15, 2024

Special Town Council
meeting



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 15, 2024
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 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) POLICE SERVICES

Don Melanson, Police Chief stated the Police Department's FY 24 Expenditures are expected to be under budget by \$517,480, or 4.1%. This is primarily due to savings in Personnel costs from partial year vacancies, workers compensation and disability leave, and savings related to the state Municipal Retirement Fund. This is offset in part by the use of other funds mostly for the purchase of a new crime scene van that was recently approved by this Council. The FY 24 General Fund Budget is expected to come in \$650,280, or 5.5%, due to the same personnel cost savings.

For the 2025 Fiscal year, the Police Department's General Fund Budget, including town support for education, is increasing \$167,110, or 1.4%. This increase is mostly due to the same personnel costs, as well as increased costs for Maintenance and repair services. Increases to the FY 25 General Fund have been mitigated in part by the increased use of Other Funds such as Police Private Duty to fund a patrol vehicle and a part time administrative assistant.

Councilor Naeem asked about vacancies and if they had staff leaving or if they were not able to fill the position. Police Chief Melanson said that in Support Services, they were not able to fill the vacant position over the past year and they are looking to fill that position. He said a lot of that was officer positions and they had to move Officers from Support Services to Patrol to make sure the Patrol Division was covered for that.

Councilor Naeem asked on the support side, if they still need the full-time employee role with how the fiscal year has gone. Police Chief Melanson said yes, we do.

Deputy Mayor Klase thanked them for their investment in training and community efforts.

Councilor Armstrong thanked them for their service and thought what they were doing was great for the community. She said looking at page F-4, the Vehicle Maintenance budget line went up from \$5,000 to \$15,000 and asked if there was a reason for that. Police Chief Melanson said the cost is for replacement vehicles and he explained how they auction off old vehicles and use that money to help pay for new ones.

Councilor Armstrong said looking at page F-5, under Maintenance and Repair, there was nothing in FY 24 and now it has gone up to \$110,000. Police Chief Melanson said that those funds are for radio costs. He said it is for the public radio system that is town-wide and it is due for a major upgrade, so there is a substantial increase for a one-time cost.

Town Manager Souza added that they are using non-general fund dollars and it will increase for FY 25 and then will go back down for FY 26. He said there are dollars in the Capital Outlay account which paid for the original purchase and implementation of the radio system and they are using approximately \$90,000 from that account to address this “peak” in costs for FY 25, so they do not have to add that to the general fund budget.

Councilor Armstrong said that she remembered there was mention of a webpage going up or technology and information and asked how that has progressed. Police Chief Melanson said they published live about a week and a half ago with their interactive webpage where you can go in and look at their calls for service and pull up specific types of data. He believed there was five years’ worth of data on there to see where the trends are.

Councilor Armstrong asked where they could find the information. Police Chief said that it is on the town’s page (www.townofwindsorct.com), under the Police Department’s page and click on the “calls for service data” and it will bring you to an interactive dashboard.

Mayor Black-Burke thanked them for the presentation. She saw that one of the goals for FY 25 is advanced training and asked if it would be further training on the areas listed on page F-9 or if there would be additional training opportunities coming to the police force. Police Chief Melanson said it will be a mix and that it often depends on what trainings are available and trying to coordinate that with their officers and their availability. He said most trainings are from 3-5 days and some are two-weeks long, so it all depends. He said that they do speak with each of their officers many times a year to identify what type of trainings they are looking forward to and to identify areas where they may be lacking.

Councilor Pelkey said looking at page F-15 he sees that there is \$90,000 for the dog pound and dog placement and asked for a better understanding of the breakdown of the expenditures. Police Chief Melanson said it is not only for the maintenance and care of the facility but also utilities, food for animals, vet bills and equipment for the shelter.

Councilor Pelkey asked if they were looking to change anything in terms of the number of zones that we have. He thought that we have five currently. Police Chief Melanson said that they have five areas or districts that their officers patrol and they look at calls for service and how those calls are broken down in the different zones and they will deploy

their officers as needed. He said as they graduate more officers from the academy and they enter the field, they'll be able to take those officers and do more proactive law enforcement and re-staff the traffic unit, which serves the whole town. He said he thought the district plan they have right now works very well and a lot of it is structured because of the highway to provide for best response times.

Councilor Naeem asked about the Community Resource Officer position and if that was an area that they would be looking to expand. Police Chief Melanson said that right now they are able to staff a second Community Relations Officer and they are very busy doing not only community engagement but also working with businesses and working with our community events. He said he thought two is the proper number for that right now and said that they only have one Youth Engagement Officer currently and their goal is to fill that second spot in May.

Councilor Naeem asked if he would be able to share how frequently throughout the year a Community Resource Officer is requested. Police Chief Melanson said the Department itself runs five or six formal events and they try to schedule a "Coffee With a Cop" at least once a week. He said they also get a dozen or so requests from businesses to do crime prevention and active shooter training as well. He said they do get called out quite often.

Town Manager Souza added that this department has also worked with our Social Services Department regarding homelessness or those in transition and that has been a more recent role that they have taken on.

Deputy Mayor Klase believed there was a new rule about elder abuse and neglect training for police departments and asked about their plan for rolling out that training for officers. Police Chief Melanson said the training is part of their recertification and their office is tracking that as they move forward.

Councilor Pelkey asked how is the Department doing in terms of mental health for officers and asked if they needed more support or if he felt good about where they are. Police Chief Melanson said he thought they were doing well but that more could always be done. He said he felt mental health and mental wellness is always very important along with physical health and wellness and that sometimes they go hand in hand. He said they have a great new fitness facility that many of the officers use and they also have a couple of programs along with the town's EAP (employee assistance program) program. He said they also have a peer program, where officers get mental health training and can identify someone who needs help or can be someone for the officers to talk to. He added that any time there is a major incident, they do a debriefing and have an opportunity to talk to their mental health clinician, which many officers utilize. He also mentioned comfort dogs, which many departments are moving towards around the country and they are looking at to see if it would be a good fit. Overall, he thought the Department is on the right track and that they are doing a lot for their officers.

Councilor Smith asked about the service areas and if they include the highways that pass through Windsor. Police Chief Melanson said that they are not the primary patrol service for the highway that is the Connecticut State Police. However because it is in Windsor, they do have jurisdiction to enforce laws on the highway. He said they do respond if the State Police asks for assistance.

Councilor Smith said he knew of a program that would check in on people's parents and wondered if that is something that could be brought to Windsor. Police Chief Melanson said that they actually do that quite frequently and that it is called a check welfare call. He said there is also another program that is being pushed out by the State called "Bring Me Back Home" where if an autistic child or an elderly parent leaves home, they are able to pull their data and get them home.

Town Manager Souza added that our Social Services Department also has an at-risk notification for folks who are homebound or disabled, so if there is any emergency, like a long-term power outage, our staff will call them and check in on them. He said there is more information on the town's website under the Social Services Department.

Mayor Black-Burke asked about the customer satisfaction survey and was trying to determine if the quality assurance program was more about the end user or if it was quality assurance for process, procedures and protocols being used within the Department. Police Chief Melanson said that it was more for processes within the Department and that they can use their survey tool to enhance that as well.

Mayor Black-Burke said she read that they are looking to develop the quality assurance program and she asked if there was another program that they are currently looking at or a tool that others are using. Police Chief Melanson said they have tried it out a little bit in a pilot method at the command staff level where they randomly select cases from the previous two weeks and command staff reads it to see if the report was properly written and identifies if proper investigation tools were used. He said it is like a checklist to determine if the best practices are being met.

Councilor Walker said that when people look to move to Windsor, especially young families, they look to our crime statistics and to our schools. He said they do a tremendous job and that he really appreciated it. He asked if calls for vicious animals have gone up or decreased. Police Chief Melanson replied that he would not say that they have gone up or decreased. He said those types of incidents where a dog attacks another dog out of the blue, do not happen often. He said they are not seeing a spike in that and he thought we have very responsible pet owners in town. He said there will always be someone who does not want to follow the rules. He said the issue that Councilor Walker was talking about had been resolved.

Councilor Eleveld asked when they are shifting people into patrol, are those typically uniformed officers or where do they come from in the budget. Police Chief Melanson said they are uniformed officers but they are assigned to Support Services. He said there are

five officers (SRO (1), community relations officers (2) and youth engagement (2) officers) assigned to support services. He said they are at the same rank as a Patrol Officer, so they will assign them back to patrol when staffing is needed.

Councilor Eleveld asked if that cost then shifts to uniform patrol versus support services. Police Chief Melanson said it does and it all depends if it is going to be a long-term or short-term assignment. He said on a day-to-day basis, they will not reassign those funds.

Councilor Eleveld remembered that about four years ago there were some dead spots on the radio and asked if that was still an issue. Police Chief Melanson said that is no longer an issue with the new radio system.

Councilor Eleveld asked how many canines are in the Department. Police Chief Melanson said they currently have one canine and now that staffing is back up, they are putting out for a second officer to be trained, so that can be back up to two canines.

Councilor Eleveld asked if he anticipated being fully staffed this year. Police Chief Melanson said yes, but being fully staffed does not necessarily mean officers on the road. He said it takes almost a year once they hire someone to get them ready. He said they have one officer starting next Monday and an officer starting in July and then they will be fully staffed.

Councilor Eleveld asked what is the cost to get an officer ready to be on patrol. Police Chief Melanson said it was somewhere between \$108,000 to \$115,000, plus about \$10,000 to \$15,000 on top of that for equipment and uniforms.

Town Manager Souza added that the numbers included salary, benefits and pension/retirement.

Police Chief Melanson said that it was the full cost and not just salary.

Councilor Armstrong commended the Animal Control Officer and asked about a note on page F-15 to continue status as a no kill shelter. What does that mean? Police Chief Melanson replied that it means when it comes to pets that are adoptable, they will hold on to them and work with agencies that are proactive in putting pets up for adoption. He said it is their goal not to euthanize pets that are adoptable.

Councilor Armstrong read on page F-9 that they provide security and protection for students and staff for the high school and asked how that rolls over to the other schools. Police Chief Melanson said at the high school they have the SRO and at the other schools patrol officers will come in and walk through the school, as well as their youth engagement officers work with the middle and elementary schools. He said they will stop in, do trainings and are very familiar with the schools. He said their focus is being a mentor and helping with any issues that they may have.

Councilor Armstrong asked what their response time was for situations at school. Police Chief Melanson said that it would be very fast at the high school because they have a SRO right at the school. If there were an emergency at the other schools, their response time would be somewhere between two and four minutes.

Mayor Black-Burke said that if anyone had any additional questions to email Town Manager Souza and thanked the Police Department for their presentation.

3) COMMUNITY DEVELOPMENT

Flavia Rey de Castro, Community Development Specialist, and Patrick McMahon, Economic Development Director, gave an overview of the budget.

The primary goal of Community Development is neighborhood preservation. This is normally done through the housing rehabilitation program, which is funded primarily with state grants and program income (or repayment of loans). During FY24 and for part of FY25, the office is also achieving this goal through the Multifamily Rehabilitation Grant Program.

For the current fiscal year, the overall expenditures are estimated to come over budget by approximately \$140,000 or 17% with a decrease of \$540 to the General Fund portion. The non-General Fund budget increase is associated with expenses related to the Multifamily Rehabilitation Program, Housing Rehabilitation, and Senior and Workforce Housing Planning initiative.

For FY 25, the proposed budget shows an overall expenditure decrease of around \$430,000 or 50.7%. The General Fund portion is expected to decrease by close to \$380,000 or 77% mainly due to one-time transfers of approximately \$305,000 and \$75,000 that took place in FY 24. These transfers were for the Housing Rehabilitation program and for the creation of a Senior & Workforce Housing Planning Initiative. The non-General Fund budget decrease is associated with a one-time allocation of American Rescue Funds (ARF) in FY 24 for the Multifamily Rehabilitation Grant Program.

Councilor Naeem asked if they could share updates on what has come out of the senior and workforce housing development and asked what future opportunities could look like based on the work that has already been done. Mr. McMahon said the Council allocated \$75,000 to analyze opportunities for seniors and workforce housing. He said they have been looking at properties across town that they think could be a possible locations. They have been reaching out to affordable housing developers and have brought them on property tours throughout the community. He said the properties that they are identifying, they are looking to utilize the funding for pre-development activities, which would be a fit test – how many units could be built on the site and how do we make it happen through federal, state, local or private funding. He said one of their challenges is finding a developer who is willing to sell those units to those on a fixed income.

Councilor Naeem asked if we had spent the \$75,000 that was allocated. Mr. McMahon replied that they anticipate spending \$25,000 in this fiscal year and \$50,000 in the next fiscal year.

Town Manager Souza added that we applied for a state grant called the Community Investment Fund and we were planning on using \$50,000 of the FY 25 dollars as a local match. He said we were not awarded funds through that competitive grant and it has delayed plans. He said Mr. McMahon will be putting his efforts mainly in several properties in the Wilson neighborhood.

Councilor Smith asked if there were any plans to focus on public services and facilities. Mr. McMahon said those are eligible services through the CDBG program through housing and urban development at the Federal level. However at the state level, they have determined that they want to focus on state supported housing portfolio, so they do not anticipate being able to secure any funding through CDBG for those purposes. He said when it comes to community facilities, they are looking at other grant possibilities and public services they are working with the Wilson Deerfield Advisory Committee on beautification efforts and those types of things.

Councilor Naeem asked about the multi-family rehabilitation program and if they had a sense of what additional demand could look like for that program. Mr. McMahon said despite not advertising, they continue to get inquiries from multi-family owners who would have interest if there was another allocation. He said at least a handful have approached them.

Councilor Armstrong asked them to explain the loan repayment fund. Ms. Rey de Castro said CDBG money was used through the housing rehabilitation program and that was set up to give low interest loans. She said the money that gets paid back from those loans allows them to give additional loans. Mr. McMahon added that it is a revolving loan program.

Councilor Armstrong asked who are the loans given to. Ms. Flavia Rey de Castro said that they comply with the CDBG eligibility requirements. Town Manager Souza added that there were nine projects done in FY 24 and all have averaged a loan of \$30,000. He said most of them are deferred loans, so once they get paid, sold or transferred then the loan would go into the revolving loan fund and draw down from the fund to pay for operational/administrative costs or to do additional projects in years to come. He said it is hard to estimate how much money will come in on an annual basis as the loans are deferred.

Councilor Armstrong said these are loans given to qualified residents and asked if that was it. Mr. McMahon said that was correct.

Councilor Armstrong asked by what means would they apply. Ms. Rey de Castro said there is a waiting list and as they reach the top of the list, then they ask for more

documentation to ensure that they qualify. Mr. McMahon added that they do a lot of roofs, replacement of furnaces, electrical upgrades and often code related updates.

Councilor Eleveld thought there was a program tied in with Windsor Federal and asked if that was the revolving loan program. Town Manager Souza replied that was the multi-family project that was funded with American Rescue Funds.

Councilor Eleveld asked if Windsor Federal did the administering. Mr. McMahon said that their department administers the program but what Windsor Federal will do is if the owner does not have funds to match the grant, then they can approach Windsor Federal and seek a loan to be the match for the grant. He said a few property owners have taken advantage of Windsor Federal's financing but most have used their own assets to match.

Councilor Eleveld asked if disposition of a property would fall under the sale and/or the refinancing if there is an existing mortgage. Mr. McMahon said they will subordinate if it is refinanced.

Councilor Eleveld clarified that as long as it stays within the loan value to debt ratio, correct? Mr. McMahon said that is correct.

The Council thanked them for their presentation.

4) INFORMATION SERVICES

Enita Jubrey, Assistant to the Town Manager, stated for the current fiscal year, our General Fund budget is projected to come in over budget by approximately \$3,000 mostly due to an increase in contractual services in Public Relations.

The proposed FY 25 General Fund budget for Information Services reflects a 4.3% increase primarily due to personnel costs offset in part by increased use of special revenue funds and a decrease in the Services line.

Town Clerk's office

Anna Posniak, Town Clerk stated the Town Clerk's overall FY 24 budget is expected to be over budget by \$25,000 due to the use of Special Revenue Funds to offset the costs related to renovation of Town Clerk's office. Thanks to Council's support of the project in October, we are pleased to report the intended goals of increased functionality and enhanced security during non-business hours were achieved.

For FY 25 the General Fund budget will increase by 2.4% (\$9,130) due to increased Personnel costs. The overall budget will increase by \$18,900 (4.4%) due in part to Personnel costs and the use of an absentee ballot grant to mitigate the impact of absentee ballot costs on the General Fund. Furthermore, in an effort to lessen General Fund increases, special revenue funds are being used to fund a portion of the Maintenance and Repair costs.



Public Relations

Enita Jubrey, Assistant to the Town Manager, said this division is proposing a \$15,000 increase in our FY 25 General Fund budget. This increase is primarily driven by Personnel costs and increases in contractual services, offset by a reduction in services.

Last year, our FY 24 request included the addition of a new full-time staff member. This position was crucial for addressing succession planning in the department and expanding our capacity to create diverse and enhanced content.

Since then, we've had a remarkable year. Our new Communications Specialist, Andrew, has seamlessly integrated into the team, offering a fresh and unique perspective on our work while allowing us the capability to increase collaboration efforts with every department over the last year, helping us keep the community informed, educated and engaged.

Achieving our FY 24 goals, this position has helped us increase our digital reach and engagement, while also creating new storytelling opportunities. These include a variety of feature stories in the "There's a lot to do in Windsor" publication, diving deep into the impacts that American Rescue Funds are having on our community, and highlighting some of our essential services through our new Windsor at Work video series.

Gaining more than 800 new fans and followers this year, we've posted over 1,600 times across social media platforms, generating over 6,200 clicks to our website.

Councilor Eleveld commented that the Town Clerk's Office looked very nice and asked if they would be using user fees in order to offset some of their costs. Ms. Posniak said yes, for the maintenance and repair line, they will be using \$5,000 of the Special Revenue Funds.

Councilor Eleveld asked if those are generally the cost of making copies. Ms. Posniak said any time someone makes a copy of a land record, it is \$1 and in addition when a land document is recorded it costs \$1 and those funds go to that line item.

Councilor Eleveld asked if people can go online and get copies of our land records. Ms. Posniak said our residents, attorneys or title searchers can assess our land records online going back to 1640 and all 6,000 maps that are recorded in their office, as well.

Councilor Naeem asked if they could explain the uptick on vital records issued as she assumed it was mainly death certificates and wondered if more deaths were happening or if they were catching up on records. Ms. Posniak responded that last fiscal year the State of Connecticut implemented the State electronic death registry system, which now allows them access to deaths throughout the whole entire state and previous to that they only had access to deaths that occurred in Windsor or for a resident of Windsor who may have passed away in another town. She said Carmen Funeral Homes has a large presence in the greater Hartford area and their Windsor office is their administrative office, so they

bring all of their requests for certified copies from their various funeral homes and burial permits and such to their office. She said that is the main reason for the uptick in revenue that they see.

Councilor Naeem commended the Public Relations Office for their social media presence and all the ways they are engaging with the community.

The Council thanked them for their presentation.

5) HUMAN SERVICES

Jasmine Hall, Social Services Coordinator, stated the FY 24 General Fund expenditures, are expected to be under budget by about \$8,500 or 1.5%. This is a result of receiving and using grant funds and donations, which allowed us to mitigate expenses that impact the General Fund.

The Social Services' FY 25 proposed General Fund budget reflects an increase of \$15,000 or 2.8% as compared to the FY24 budget, primarily due to personnel costs. For this coming year, we plan to use special revenue funds to partially offset costs that would have otherwise increased our general fund budget.

Councilor Eleveld said looking at some of the key statistics, participants and support groups had a relatively large increase of about a factor of four. He asked if they could explain the increase and if some people were attending multiple groups. Ms. Hall said the biggest increase came from the Longest Table event and said there are no duplicates in the numbers this year, as some of the groups stopped during Covid but they plan to restart them.

Councilor Eleveld said that they would expect that next year the numbers would decline from 220 down to 75. Ms. Hall said yes, and that 75 represents the numbers outside of the participants at the Longest Table. Ms. Jubrey said that the 220 number is inflated because of the large event they had.

Councilor Eleveld asked if the decline in walk-in case management was due to coming off of Covid. Ms. Hall said yes.

Councilor Eleveld asked about the big drop in volunteer hours. Ms. Hall said for FY 25 they are projecting to go back to all the programming they had before Covid, which would require more volunteers.

Councilor Armstrong thanked them for their services and asked what avenues they have used to provide community outreach. Ms. Hall said that they participate in a lot of the block parties and any events the Board of Education invites them to and their back to school block party. She said that they are showing a big presence this year with the Windsor Housing Authority to share resources. She said they also work closely with the Board of

Education providing newsletters and different promotions to get their name out there. She said they also have their information in all the public libraries.

Councilor Armstrong asked if they have their own means of getting information out there. Ms. Hall said that they promote their materials on their social media pages, she has facilitated and promoted their services to the Windsor Hunger Action Team and during a CT Food Share event she was on a panel about creating a welcoming environment for our food programs and offered resources in the Windsor community.

Mayor Black-Burke said to clarify Councilor Armstrong was trying to determine what are the specific avenues from the Human Services Office to the community. Ms. Armstrong said correct.

Town Manager Souza said that the actions that Ms. Hall outlined that those folks have multiplier effects and using those avenues that are already in place help to build new partnerships and are helping to get that word out. He said there is also close coordination with our Senior Services Department, so other staff members in town may run across a household or individual that has needs and can link them to our human services. He said this department is mainly an informational and referral department. He said it is a small staff with only two case managers and a lot of it is getting people connected to needed services.

Councilor Gluck Hoffman asked how donations come to them and if they were primarily monetary. Ms. Hall said that they apply every year for two NCAAA grants for Groceries To Go and the Grandparents & Kinship program and they also have their human services assistance fund and community partnership fund, which are from Operation Fuel that provide reimbursement for some of the applications they do. They also apply for as many grants as they can locate in the community.

Councilor Gluck Hoffman asked if there was a platform for people to donate money. Ms. Hall said yes and that they promote the Windsor Food and Fuel Bank and that they can give money, donate food or host a food drive. She said that information is all on the Windsor Food and Fuel Bank website. Town Manager Souza added that the majority of the donations are through the Food and Fuel Bank, which is a separate non-profit that we direct people to give to.

Mayor Black-Burke thanked them for their work and commented on how wonderful the Longest Table event was.

6) CHILD DEVELOPMENT ENTERPRISE FUND

Laura Casey the Director of the Montessori School and Discovery Center, gave the following overview of the budget.



This year we took a risk by adding a fourth Primary 3-5 year old classroom. We averaged 11-13 students, falling short of full capacity of 16. Hiring qualified staff, especially part-time staff, continues to be a challenge and is the main reason we were unable to fill this class to capacity in accordance with our mandated ratio. At the end of the third quarter, we were able to hire an afternoon staff member, which enabled us to turn to the waiting list for this classroom, where we picked up one additional student. Understandably, other waiting list families were reluctant to make a change to their child's program mid-year. In the coming year, we have projected this classroom to be fully enrolled with 16 students.

We began enrolling for the 2024-2025 academic year and have 34 students on the 3 to 5-year-old waiting list. To date, we have placed 11 students for the 2024-2025 school year. The under-three-year-old programs are also full for the next school year as they were this year. We have placed 10 of 83 children into the under-three program for the 2024-2025 year and are optimistic we will be fully enrolled for the 2024-2025 school year.

For the first time in her tenure, the summer programs were filled by March of 2024.

September 2024 is the deadline to fully expend the Office of Early Childhood's "Ready, Set, Rebuild" grant. We received a total of \$484,975.00 over 4 installments that were efficiently distributed to child care centers across the state beginning at the early onset of the COVID pandemic.

Finally, we are implementing a slight tuition increase for fiscal year 2025 (3%) for all Montessori Programs. The tuition increase and budgeting for additional full-time spaces based on this year's enrollment will provide us the revenue to meet market demands on salaries, and increasing cost of services, utilities and repairs.

Councilor Naeem asked about the tuition increase and why they chose not to increase it more to get to a more break even number. Ms. Casey said that she likes to stay marketable and make sure that their costs are in the middle of the market, so parents can afford to come to them.

Councilor Eleveld asked with a 3% increase where does that put them in the competition with private firms. Ms. Casey said with private, profit centers their tuition is slightly lower and that they are competitive with non-profits.

Mayor Black-Burke asked if all of the FTEs have to be Montessori certified or has that requirement been relaxed. Ms. Casey said no, it has not been relaxed. She said that all of her lead staff are Montessori certified. She added that she waits until people have been in a role for at least a year before pursuing the training because it is a costly training and is quite an investment.

Councilor Pelkey asked what is holding them back from being able to clear the waiting list. Ms. Casey said space and staffing is what holds them back. She said staffing is a big challenge right now as there are less qualified applicants out there, it is not a lucrative business, and there are fewer colleges offering early childhood education right now.



Councilor Eleveld asked if the elementary programs are a competitor to the Tree House programs the Board of Education runs. Ms. Casey said that their elementary program is typically the children that started with them as infants. She said they have very few that come from the Windsor Public Schools, although their students often start as an infant and then can use their bus to come back and forth once they start elementary school.

Councilor Eleveld said he saw two employees listed under facilities and management and asked if those were Discovery Center employees and town employees. Ms. Casey said that those two people are herself and her assistant.

Mayor Black-Burke thanked Ms. Casey for the presentation.

7) ADULT DAY CARE ENTERPRISE FUND

Cheryl Rosenbaum, Caring Connection Manager, stated the FY 25 budget I am presenting this evening was created based on trends that we've seen pretty consistently at the Caring Connection since the start of FY24 -- one of steady growth to census and increased interest in our program.

The factors I attribute to this recent census growth are a combination of:

- families feeling more comfortable post pandemic,
- outreach efforts at in-person events for professionals,
- the expected closure of another day center in the general area,
- increases to our outreach efforts on google,
- and our art therapy program.

Weekly at the Caring Connection we have a successful and popular art therapy program. Research shows that participants thrive during these types of special activity therapies that increase cognitive and physical function, feelings of self-worth and socialization. We have experienced this, with higher daily attendance, on the day this program is offered.

To capitalize on that trend, we plan on using the ARPA funds we received from the Connecticut Department of Social Services in November to offer more of these kinds of specialty therapeutic activity offerings. The time is NOW for us to move forward with a plan I believe will increase attendance and grow the Caring Connection program. The plan is to leverage some of these funds to bolster our enrichment offerings, with professionally lead activities such as music and drama therapy, to continue the upward trend of our admissions.

The grant funds will also be used to provide competitive wages to retain and recruit qualified staff, and offset costs to replacing furnishings and minor facility improvements to our over 20 year old space.

We are proposing an update to our price guide in this year's budget that proposes a range of fees versus a single rate. In the past couple years, increases to the state reimbursement



rate for Medicaid clients has occurred within the fiscal year, after the budget has been approved. A “range of fees” will give us the flexibility to adjust our rates in real time as the state adjusts their rate, and does not mean we will be charging the rate at the top of the range.

The Caring Connection is not just a place for frail seniors to engage, enjoy and exercise. It is also truly a lifeline for care-givers. We often receive heartwarming sentiments from families expressing what it has meant to them to have their loved one at the Center.

For over thirty six years countless seniors from Windsor and the immediate surrounding area have been able to stay in their homes and our community, aging in place and out of long term care facilities, because of the dedication and talent of current and past employees of the Caring Connection who were and are passionate and dedicated to our motto, “We change how our clients live, not where they live.”

Councilor Eleveld asked if he was correct that they are looking at a transfer in of \$100,000. Ms. Rosenbaum said yes. Councilor Eleveld said he understood that they are looking to receive funds from state Covid relief funds.

Councilor Eleveld asked if he was correct in understanding that they provide support to this entity because providing them the funds to use the building was not dis-similar to us having to pay for operating on the entire building. Town Manager Souza said correct.

Councilor Eleveld said that they are anticipating this coming year a grant for \$100,000 and asked if that was going to be an ongoing issue or are we getting close to a period where we are getting self-sufficient. Town Manager Souza said that they are certainly on the right track as Ms. Rosenbaum had outlined. He said we are optimistic that they can meet the budget for FY 25 with a qualifier that all it takes is for a few of Ms. Rosenbaum’s clients to get sick and lose their attendance where they are only coming 2 days a week instead of five days. He said that is a huge challenge Ms. Rosenbaum faces with the fluctuation of the census given the nature of the clients that they are serving.

Councilor Eleveld asked if they were still having a similar number of non-residents utilizing our facility, as we are one of the few in the area. Ms. Rosenbaum said that there are a few in the area and asked him to repeat his question.

Councilor Eleveld asked if we charge the same amount to non-residents. Ms. Rosenbaum said that is correct.

Councilor Eleveld asked if she anticipated that number to be constant next year. Ms. Rosenbaum said yes and that she hoped to continue to attract more Windsor residents as well.

Deputy Mayor Klase commended the program and asked how many people they serve. Ms. Rosenbaum said currently there are 38 people but that they do not come every day.

Deputy Mayor Klase asked about their hours of operation. Ms. Rosenbaum said they are open from 8 a.m. to 4:30 p.m.

Deputy Mayor Klase asked for help understanding the Medicaid reimbursement. Ms. Rosenbaum said that Medicaid determines the rate and that is what they pay them. She said in order to receive the highest Medicaid rate available, they need to keep their private pay rate and they keep it just a little bit above that.

Deputy Mayor Klase asked if the nursing services were included in the Medicaid rate or are they Medicaid eligible separately. Ms. Rosenbaum said they are not eligible separately.

Councilor Pelkey asked what percent are non-residents that seek their services. Ms. Rosenbaum said 40% are Windsor residents and 60% are not, at this time.

Councilor Pelkey asked if their piano had been tuned yet. Ms. Rosenbaum said no.

Councilor Armstrong said that she saw their re-accreditation year was 2023 and asked how often they go through that process. Ms. Rosenbaum said every three years because they had a survey without any findings and received the highest accommodations, so it is every three years.

Councilor Armstrong said that she was to be commended for that and thanked her.

Mayor Black-Burke thanked Ms. Rosenbaum for her work and was thankful that we are able to bring in others from surrounding towns. She reminded the Council that if they have additional questions to contact Town Manager Souza.

Councilor Eleveld asked Mayor Black-Burke if he was able to ask Town Manager Souza few questions relative to communications from the public. Mayor Black-Burke said yes.

Councilor Eleveld said they had received a communication from members of Windsor Votes and North Central League of Women Voters and which asked why can't some residents, if they want to, break up their property tax bill into two payments. In his estimation, Windsor could lose about \$1.5M, which equates to an almost 1.25% tax increase. He asked if there was a mechanism that the State offers to allow residents to pay twice, if they so choose, plus some amount for the loss of revenue because it is not fair to all taxpayers to carry that burden. Town Manager Souza said that they could look into it but nothing to his knowledge allows it to be done on an individualized basis.

Councilor Eleveld calculated that we earn almost \$115 million that we earn interest on for the month of July.

Deputy Mayor Klase said the loss Councilor Eleveld is talking about is if everyone chose to make two payments a year. She said if you are carrying a mortgage, it is not likely that you will make that request. Councilor Eleveld said correct.

Deputy Mayor Klase said we should be cautious in assuming those kind of numbers and said she understood the financial impact he was talking about.

Councilor Naeem said that there have been a lot of questions from the public as they go through the budget and she said that they are working on it and information is coming.

Mayor Black-Burke said she had spoken to Town Manager Souza about compiling questions into themes and said that it would be helpful to have a place to post answers to questions that come up a lot.

8) ADJOURNMENT

MOVED by, Councilor Pelkey seconded by Councilor Naeem to adjourn the meeting at 8:18 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Andrea Marcavitch
Recording Secretary

April 17, 2024

Special Town Council
meeting



TOWN COUNCIL

HYBRID MEETING – VIRTUAL AND IN-PERSON

April 17, 2024

Special Town Council Meeting Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

Present: Mayor Nuchette Black-Burke, Deputy Mayor Darleen Klase, Councilor Mary Armstrong, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor William Pelkey, Councilor Leroy Smith, and Councilor Walker

Absent: Councilor Ojala Naeem,

2) DEVELOPMENT SERVICES

Todd Sealy, Assistant Town Planner, representing Development Services, Fire Marshal, Lauri Volkert; Building Official, David Langworthy; Town Engineer Suzanne Choate, and from Economic Development, Patrick McMahon gave an overview of the budget.

For the Fiscal Year 24 year-end budget forecast, overall expenditures are expected to come in over budget by \$14,500 or 0.9% primarily due to the use of American Rescue Funds for the Small Business Incubator Program. The General Fund expenditures are expected to be under budget by \$15,500 or 1.0%. (Mostly due to savings for partial year vacancies)

The FY25 budget reflects an increase of 39.6% or around \$640,000 compared to the FY24 budget. This is primarily due to moving Engineering Design from Public Works to Development services. The FY25 General Fund proposed budget reflects an increase of 2.7% or \$60,000 as compared to the FY 24 budget primarily due to personnel costs (with Engineering Services reflected).

Some achievements over the past year include:

- Building Safety has focused on rolling out a new online permitting system and inspection portal which has allowed the Building Department to go 'paperless'.
- The Fire Marshal's office welcomed a new part-time fire inspector, this increased staffing has allowed the office to work towards improved compliance with required inspection schedules.
- Engineering coordinated the milling and paving of approximately 6 miles of roadway and several parking lots at town facilities and oversaw the cleaning of catch basins

on 1/3 of the town roads. They oversaw the construction of the L.P. Wilson tennis and pickleball courts. Improvements to the northbound side of International Drive Construction were completed and construction has begun on Baker Hollow Road. Staff inspected the construction of public roadways and infrastructure for phase 2 of the Great Pond Development. Engineering also oversaw the development of Design documents for Wilson Gateway Park and are currently overseeing the design development for Clover Street School field improvements.

- Several major projects were approved by the Planning and Zoning Commission. These projects include a public park on Windsor Avenue, a commercial development at 29 Windsor Ave, 201 apartments at 60 Dunfey Lane and 8 units at 120 High St., There were several amendments to the zoning regulations, one of which was to create a new Development District near the highway interchanges on Bloomfield Avenue, an amendment to allow group daycare homes by right and a new regulation to permit self-storage facilities in restricted commercial zones by special use.
- Economic Development received town council approval for the use of \$100,000 in American Rescue Funds for the establishment of the business incubators: Windsor Worx and Collective Space. They facilitated the repositioning of the former Stanadyne property on Deerfield Road coming out of bankruptcy and secured a \$4M dollar grant from the State of Connecticut for the Wilson Park which was approved by voters at referendum.

Councilor Eleveld stated that the unit has a \$500,000 increase and that is because they are bringing another department into Development Services. What was their prior budget? Ms. Choate asked if it was for Engineering alone? Councilor Eleveld stated that she is now in Development Services but what was their budget last year just for reference purposes? Ms. Choate stated it was \$518,050.

Councilor Eleveld said that we are looking at this year with a \$50,000 overall increase in the budget. Is that for Development Services? He stated he was taking Engineering and giving it a small increase. Ms. Choate stated she gave Councilor Eleveld the wrong number. Town Manager Souza said there is about \$60,000 more in FY 25 in Development Services without Engineering.

Councilor Pelkey asked if the addition of the 4 FTEs is probably due to the transition of the Engineering person that is being placed into the Development Services budget. Ms. Choate stated that was correct.

Councilor Pelkey asked about the funding for Windsor Worx and the Collective Space. He believes that Council had approved \$50,000 last year for each one in two tranches at \$25,000 each year. When does that come back for re-approval or is that automatic. Mr. McMahon stated he was correct and it was \$50,000 for each of the co-worker spaces with two tranches of \$25,000 each. The first tranche was given after they signed the agreement and the second tranche would be provided after we approve the 6 month report from each

of them. So far, they've received the 6 month report from the Collective Space and we are waiting for the 6 month report from Windsor Worx.

Councilor Pelkey stated that this is just projected in here for a likely expenditure but we still need to approve it correct? Mr. McMahon replied yes.

Councilor Walker stated on page K-14 'total construction value of building permits issued'. In comparison of FY 2021 to FY 2025 there is a significant drop in building permits. Do you have a reason for that drop? Ms. Volkert replied that the values they project for the coming fiscal year for building permits fees is based on a five year average over the past five years. They remove any of the large projects or any project that totals \$5 million in construction costs and they take out of the average because they can't rely on big projects coming in every year and they want to make sure that the number they're projecting for revenue is reliable. They take the five year average of both of those numbers and that's what they put in. They've seen a lot of great economic growth in Windsor so the last few years they have come in over that amount, but that five year average is what they use. Town Manager Souza said that he thinks that in FY 2021 the large warehouse development may have been part of finishing off the Amazon facility on Kenney Road and then Great Pond apartments probably fell in close to that time line as well.

Councilor Walker said there is a new system for applying for permits. Does that include having an inspector visit the site? How do you monitor who's not applying for a permit. Mr. Langworthy said the easiest way of finding out who is not applying for a permit is by staff driving around town and seeing if any work is being done throughout town. If they see someone doing work they usually check it on our ipads to see if that particular property has applied for a permit. If not, they will address it at the time it is discovered. They would call the property owner and ask why they don't have a permit. They usually comply right away.

Councilor Walker asked what is the follow up? Mr. Langworthy said for the larger projects, they follow very closely. It starts with a building permit and then if they see additional items that would require a permit, they would approach them and ask if they have permits in place. 99% of the time, the contractors do have a permit and an approved building permit in place. Ms. Volkert added that at the end of those jobs, they sign an affidavit of any cost changes. That way if there is a significant change in the value of the construction costs, the town will collect additional permit fees on the additional construction costs.

Councilor Armstrong stated on page K-14 can you explain or give her input on public outreach efforts including mailings and direct mailings. What does that entail? Town Manager Souza said that has been traditionally when they do a project such as Prospect Hill reconstruction. When they do reconstruction on a road such as Prospect Hill, as we enter into the planning stage of that project, we'll send out notifications to the neighbors. At times we'll have informational meetings with the neighborhood. Sometimes they are smaller projects that might have some impacts but they are mainly related to engineering projects listed on page K-14.

Councilor Pelkey stated looking at page K-9 and K-11, he knows for example with Inland and Wetlands we don't take in millions of fines but when we do fine, he doesn't see anything in the book about the funding source. Where does it go? Where would it be reflected in the budget? Town Manager Souza said there are very few fines as their goal is compliance. However, when they do fine someone, they would be seen in the general fund budget under Charges for Services.

Councilor Pelkey said on page K-9 and K-11, on both pages part of it is has to do with the GIS system. He's looking at \$60,750 on K-11 and then \$60,000 on K-9. Is that the same for each department? Is it \$120,000 total? Ms. Choate stated that yes, GIS services get utilized in both departments so it would be \$120,000 total for the budget.

Councilor Pelkey asked about page K-14, the top chart and the fourth one from the bottom says, "equivalent number of household energy needs met by solar installations". What does that entail? Mr. Sealy said that is the number of residential solar permits that were applied for in that fiscal year. Any permit that comes in with a solar to be installed is tracked.

Councilor Smith asked regarding when major construction projects are going up some neighbors are having an issue with the noise, etc. during the project. Who do they contact and how does that work? Is there a process? Town Manager Souza replied they can call the Planning Department and/or the Building Department about a noise issue because the Building Department also has the responsibility for zoning enforcement. You can tell anyone in Development Services as they all work together collaboratively, including the Health Department. If it's a traffic concern, it should be sent to Ms. Choate as she is assigned as the local traffic authority for the town. She will be able to triage that situation in getting it addressed and resolved.

Councilor Eleveld asked on page K-14 in the upper chart we see pavement management and he presumes that the \$5.5 million for this year has to do with all American Rescue funds we spent this past year correct? Ms. Choate said that it's due to the major reconstruction projects that happened. Town Manager Souza added that it was for the reconstruction of International Drive project and Baker Hollow Road. They are the primary drivers for the \$5.5 million.

Councilor Eleveld asked about 'Dwelling units approved by TP&Z'. We had a number of 216 in FY 24 and a projected 6 for FY 25. Why? Is this due to some of these numbers being a part of an apartment building? Mr. Sealy said that was correct. Most of them are multi-family apartments for those larger numbers.

Councilor Eleveld said there is some development in some of the open lots in the center that we're familiar with. Does the 213 include Founder's Square? Mr. Sealy said yes that is right.

Councilor Eleveld said if someone is looking to develop property in Windsor one of the town's positive approaches is where they have a meeting with all of the development staff

and other staff such as Health, Fire and Safety in which they get together in one room to discuss the request. This makes it very easy for the developer's plans to be reviewed by everyone all at once. He gave kudos to the staff for doing that.

Councilor Gluck Hoffman asked about the GIS system. Is the cost for licensing? Is there an annual fee? Ms. Choate said there is a licensing fee included in that price along with personnel services.

Councilor Eleveld asked if the \$60,000 for the GIS system is just covered in Development Services or are there other departments that pick up some of that cost? Town Manager Souza replied the vast majority is in Development Services.

Mayor Black-Burke thanked the development team in helping the town to have a good economic development year.

3) ADMINISTRATIVE SERVICES

Jim Bourke, Finance Director, stated the FY 24 overall budget for the service unit is expected to come in under budget by \$42,470 or 1.4% mostly due savings in Personnel costs due to partial-year vacancies. The FY 25 General Fund proposed budget reflects an increase of \$114,300 or 3.9% mostly due to Personnel costs offset by various reductions. The overall FY 25 proposed budget reflects an increase of \$141,210 or 4.7% as compared to the FY 24 budget due to the same reason, as well as the increased use of Special Revenue Funds for the planned April 2025 delinquent property tax sale.

Human Resources worked with the town's benefits consultants to replace an expensive Medicare supplement plan offered to retirees with a less expensive Medicare Advantage plan that also provides enhanced benefits to retirees. The department also partnered with a new pharmacy benefits provider in order to negotiate better prescription drug pricing for the town's active employee PPO plan. HR also conducted Diversity, Equity, Inclusion and Belonging training to all full-time employees.

The Information Technology department continues their efforts with evaluating system security through engagements with national organizations to identify and take advantage of free tools, services and in-person security assessments. The department continues to manage the town's network, hardware and systems, maximizing every dollar invested in technology. This includes initiatives such as fortifying cybersecurity measures and streamlining operational workflows.

Risk management is responsible for the acquisition of property/casualty insurance for the Town, the Board of Education and the two Fire Districts, managing all claims & lawsuits as well as managing the risk of loss associated with all operations of the town. FY 25 goals include reinforcing various safety trainings with Public Works employees to minimize injuries and reduce hazards, and implementing a town-wide online safety training program.

The Assessor's office completed the October 1, 2023 revaluation and is currently underway with the Board of Assessment Appeals process. The department has also completed another round of personal property audits of prior year assessments, and over the last five years these audits resulted in over \$280,000 in tax revenues. For FY 25, the staff will conduct personal property visual field reviews, as well as conduct field work to verify construction activity from building permits and verification of property sales.

The Tax Collector office is in the process of identifying and notifying certain property owners that may be at risk for inclusion in the next delinquent property tax sale to be held in April of 2025. The tax collector works with delinquent taxpayers to set up payment arrangements to bring their accounts current within a mutually acceptable time frame, and to avoid having their property included in the tax sale. The previous tax sale took place in April of 2023, and resulted in collecting nearly \$700,000 in delinquent taxes, interest, and fees due to the Town.

Councilor Gluck Hoffman asked in regards to the number of staff and desk tops supported do you put in a buffer in there for any increases in employees or having desk tops and other equipment available. Mr. Angelillo said that there are always a few floaters. Councilor Gluck Hoffman asked what the cost is for that. Mr. Angelillo said they purchase used equipment and new hard drives. Probably with the operating system wise it's about \$300.

Councilor Eleveld said on page O-3 we have a Service at \$404,000, it came in at \$384,800 and for next year we have it for \$203,080. Why is there such a large drop? Linda Collins, Assistant Finance Director, said it's mainly due to a change in accounting. We were accounting for some annual maintenance contracts and services in some of our departments but we're moving that down a line. So you can actually see the maintenance and repair line has gone up.

Councilor Pelkey said he's looking at page O-17 under Performance Measures and the 'time to hire from job posting closing date to job offer' line item. Does that time reflect any internal transfers or job changes? Or is that strictly a new hire to the system? Ms. Amelia Bliss, Human Relations Director, stated it was strictly the new hires for external openings.

Mayor Black-Burke said at the bottom of page O-6, under budget commentary we are saying, "The FY 25 General Fund proposed budget reflects an increase of \$15,930 or 2.8% as compared to the FY 24 budget due to Personnel costs and increased costs of applicant tracking and onboarding software." Are we looking to do something different? Is it licensing? Her assumption is that we are using the same software. Ms. Bliss said that was correct. We had an agreement for three years and we're going into our fourth year and they are increasing the charges for the licensing fees.

Mayor Black-Burke asked have we looked at other comparative programming that can assist with the applicant tracking? Ms. Bliss said they did that when they made a change to the company they're using now. They did a thorough review of what else was out there.

This is actually inexpensive. It's just a bigger jump to what we've been paying. We're still getting a good price.

Councilor Pelkey said he's looking at the average investment yield and we're looking at 4%. Is that conservative? Mr. Bourke asked if it was for the FY 25 target? Councilor Pelkey said yes. Mr. Bourke stated that was correct.

Councilor Pelkey said he's glad to see we have AED training and that we have the wireless devices. How many people have been trained to use those and how often do they get used? Is there training on those? Where is there one on this level of the town hall? Marty Maynard, Risk Manager, pointed to the AED device in the Council Chambers. He stated they have been providing AED and CPR training classes two times per year. It's open to all employees. They are generally full classes. The AED in the Council Chambers is one of the 24 new ones that they've replaced over the past 1-1/2 to 2 years. All other town buildings and the Board of Education have them as well. Councilor Pelkey asked if they are reusable? Mr. Maynard said yes they are.

Councilor Pelkey said the total worker compensation claims he's happy to see that we are going from 240 to 162 and then back down to 90. He's curious why we're not targeting a decrease for FY 25? Mr. Maynard stated as we came into Covid, our number of accidents went down but what ended up happening is that you can see in FY 21 that it's 240. 240 is because there was a number of Covid exposure reports. Between FY 20 and FY 21, we had over 300 of them. He explained that we've gone down substantially in claims during Covid and we seem to be keeping that trend.

Councilor Pelkey asked if there is something we need to do for our town employees to make sure they are better protected? Mr. Maynard replied that one of the items they are looking at doing is some online safety training that will record and document the different training individuals are taking with all the different departments. By using this system, that should allow us to do more frequent training which would hopefully draw down some of the numbers. Town Manager Souza added that as an example, several years ago Marty and our Safety Employee team identified slips and falls as a growing concern. Marty developed a program which was educational but also helped mitigate some of the issue by purchasing cleats for officers and individuals that are outside on a regular basis. They are analyzing the type of claims that come in. There isn't anything that he's heard from Marty stating that 75% of the claims are a certain type so let's invest in this area. They are spread out in a wide array of different areas. This includes the Board of Education as well.

Councilor Pelkey asked if Marty can talk about the multi-factor authentication and communication with that towards the Board of Education. He knows that would represent a cost savings overall to the tax payers. Mr. Maynard said he has been working with the Board of Education to have it as a mandatory item. They have been working towards that. They're not sure if they will have it done by the deadline of May 5th. He doesn't believe they'll be able to make it until July 1st at least. They will have to go back to the incumbent carrier that they have and see if we can go a couple more months with that and match it

with the town come July 1st. If we can do that, the town could save about \$15-\$20,000 in premiums.

Mayor Black-Burke said these are new claims. These are not active claims but new claims being reported correct? Mr. Maynard said on page O-17 that is all new claims.

Deputy Mayor Klase had a question on cyber security training. Is that something that we do? Does this fall under the Human Resources budget? Mr. Angelillo, Information Technology Director, said that we do self-paced online cyber security training for employees. When we first start, you get the invitation to do it and that is done once per year. They also do a lot of testing where they'll have an emailing campaign where they will go out to the users and tell them about it.

Mayor Black-Burke asked about the training and employee development found on page O-7. Is that done online or do we have someone come in person to do that? Is that representative of the entire town and all town employees? Is that just for town hall? Ms. Bliss replied regarding training and development, the number there is derived from calculating how much we spend on training and how we split out employee staff time spent on the subject of training. It's not reflective of actual training costs for the training program. This encompasses town wide training. Any specific training for someone's career development or something they need for a certification for their department is budgeted in their department. This is more like supervisory training, DEI training and other training that comes from the Human Resources budget. Town Manager Souza asked Ms. Bliss if she has \$30,000 set aside in her budget for organization wide training. Ms. Bliss said that it was about \$37,000.

Mayor Black-Burke asked about training overall. Is it always on the computer or is there someone coming in to do the training. Ms. Bliss said it was a combination of the two.

Councilor Eleveld said on page O-17 'debt as a percent of total budget'. That is the Debt Service correct? Mr. Bourke said yes it is. Councilor Eleveld said if it is, the sentence should probably be corrected for next year.

Councilor Eleveld said on page O-17 'mobile devices accessing town applications' you have 300. Is that per individuals that are employees using mobile devices? Mr. Angelillo said it was.

Councilor Eleveld stated that he doesn't believe that security systems should be discussed out in the open but rather in Executive Session or with the TV shut off. He feels there are too many people out there that would love to have some of the information that we may want to ask. Why give a criminal enough information to cause problems?

Councilor Eleveld asked if we have any control over what happens in the schools. Mr. Angelillo stated that we do not. Councilor Eleveld asked if the two systems for the Board of Education and town government connected in any way. Mr. Angelillo said there is no

relationship between the two systems. Mr. Maynard, Risk Manager, added the Board of Education has monthly training sessions with their employees on their computer system, similar to what Information Technology is doing at the town.

Councilor Eleveld said congratulations to Cathy Elliott, Tax Collector, for collecting 98.8% of the taxes due. That is one of the reasons we can help to keep our taxes low.

Councilor Armstrong said on page O-8 there seems to be an increase in the maintenance and repair line. Mr. Angelillo responded that they used to have our contractual type pricing in Services but Finance had us switch everything that was in Services to the Maintenance and Repair line. This makes it easier for the Finance Department to run reports and determine how much we're spending on computer related licensing. So it's actually a shift from one line to another.

Councilor Armstrong asked on page O-12 Property Valuation it says that they 'appropriate tax relief by administering various exemption and benefits to qualified taxpayers.' Can you tell me some of those benefits? Josh Gaston, Town Assessor, stated the main benefit is the homeowners program. Homeowners who are 65 years or older and have income under a certain level can call or come into the Assessor's office and they can walk them through that process. There's also the Veteran's Exemption. You do have to have your DD214 or equivalent honorable discharge filed with the Town Clerk prior to October 1st to get this benefit.

Councilor Armstrong thanked Ms. Elliott for her good work.

Councilor Gluck Hoffman said just in a follow up to what Councilor Eleveld is saying. She hears what he is saying about cyber security and having discussions. She feels it's important for the public to hear just how hard Information Technology works in keeping everything locked down and secure. She commended and thanked the Information Technology team for doing that and for everything else they do to keep the town secure.

Deputy Mayor Klase asked about the licensing in Information Technology (IT). Do you carry in the Information Technology budget all the licenses and software for the town? Mr. Angelillo said if it is department specific applications that will be in that department's budget such as the Police system, Finance system, etc. Information Technology maintains the security licensing, network backbone licensing, and the hardware licenses to name a few.

Deputy Mayor Klase asked how IT is managing all the licenses and if they are checking all licenses are actually being used. Mr. Angelillo said they have a spreadsheet and check it.

Councilor Eleveld asked Mr. Maynard if there will be some softening in the property casualty insurance area or will it continue to be a challenge. Mr. Maynard said they are looking at 12-18 months at least before the municipal sector will start softening up. Right now it's still a hard market. Insurers are getting as much bang for the buck as they can

with the premium. Cyber seems to be stabilizing a bit at this point. It's not like it was a year ago but it still has a ways to go.

Councilor Gluck Hoffman stated Mr. Angelillo said folks come on as they are on-boarded and current employees do these tests. What's the percentage they have to pass the test with? Mr. Angelillo stated if you answer it wrong the first time, you get to answer it again. You don't get a score at the end of the training.

4) GENERAL GOVERNMENT

Linda Collins, Assistant Finance Director, stated the FY 2024 General Fund expenditures are estimated to come in over budget by \$19,000. This is mostly due an increase in the Counsel & Legal Advice budget for workers compensation litigation.

The fiscal 2025 General Fund proposed budget reflects an increase of \$41,000 as compared to the Fiscal 2024 budget. This is mainly due to an increase in Elections due to Early Voting costs, as well as a presidential election and is offset in part by a reduction in Community Services and the Independent Audit.

Town Manager Souza said that in the Community Services part of the budget. Community Services are funds that the town provides to not-for-profit organizations that serve the Town of Windsor. They may be Windsor based or in the surrounding community. There are two or three agencies that requested funds this year. They are valid organizations to consider, but given the overall budget condition and climate this year, he is not recommending that General Fund dollars be used for those new projects. The Town Council has the opportunity to include General Fund dollars for those, but there's also the opportunity, knowing it is one-time funding, to use American Federal fund dollars that have not yet been fully allocated. The three groups are the Windsor Fife and Drums Corps., Windsor Arts Center, and a group that is involved in senior transportation on a regional basis. Those are the three that requested funds. It is a policy question that the Council can address either through additional General Fund dollars or using American Rescue funds.

Mayor Black-Burke asked about the process of a non-profit that requests money and they don't receive the full request or will not be receiving any money at all. What is the rationale? Town Manager Souza said in years past what they've used is if we don't think that we could meet that full request, we'll have a conversation with the representatives of that entity and see if they have possibly other resources they can use and what are their needs. There's been a few of those over the years. With any one of these groups that do submit a request, we sit down with them and ask could it possibly be the full \$7,500 that they need or could it be less. It could be they need the full request.

Mayor Black-Burke then asked if it's just a conversation that happens? Town Manager Souza said yes.

Mayor Black-Burke said these organizations need to submit a report and how the funds are allocated. Is that correct? Town Manager Souza said that they do that when they submit their application in the January-February time frame. They outline, if they are a returning entity, what they've done (usually in narrative form), how they served the Windsor community, how many programs they provided and then they explain what the money will be used for in the upcoming fiscal year.

Mayor Black-Burke said it would be great to see reflected in the budget book if possible, how the funds are being used within the explanation of who they are. She gave an example of Celebrate Windsor. Something outlining what their accomplishments have been as well such as 'touched 240 individuals', 'was utilized by a certain amount of individuals, or something to that effect.

Councilor Walker said he is going to speak on behalf of the Windsor Fife and Drum Corps. He understands everybody else has a need, but the Windsor Fife and Drum Corps is not sustainable as it is today. The Windsor Fife and Drum Corps wrote a letter to the town and went into details. They have a bus that they use but because of the insurance rates they cannot use it because they cannot insure it. This is an immediate need they have. They put in a request for \$10,000. Their bus insurance went from \$3,000 to \$10,000. So it's not sustainable for them. They are doing some fundraising efforts. Before we think of having a second or third conversation, these folks are waiting and need an answer from us. He asked his colleagues what they can do this evening to provide the Town Manager with direction to help the Windsor Fife and Drum Corps? Town Manager Souza suggested that once the Council adopts the budget on Wednesday evening, they can consider adding General Fund dollars to the Community Services section of the budget. Or, as part of the budget adoption, if you wanted to have a motion to use American Rescue fund dollars that could be a motion for Wednesday night as well so it can be incorporated into the FY 25 budget.

Councilor Pelkey asked how does any group know how to ask for funds? Town Manager Souza stated the town does not do a large publicity or campaign. As organizations come looking for money during the course of the year, we would see if there is an opportunity there, according to the adopted policy by the Town Council from 15 years ago that outlines an application process. We would supply that application to the organizations. If there are emergent type requests for money, we guide them to this program.

Councilor Pelkey asked the Town Manager, if an organization needed a new soft serve ice cream maker at \$20,000, the Town Manager would say that's not anywhere near what we could provide. We couldn't fund that all at once but we might be able to fund some less expensive items they may need.

Councilor Pelkey asked how much American Rescue funds are available that would qualify for these groups? Town Manager Souza stated there is approximately \$20,000 left over from the Small Neighborhood Enhancement grants.

Deputy Mayor Klase said if we gave the Windsor Fife and Drum Corps \$10,000 for their insurance needs out of the American Rescue funds, it seems to her that they will need \$10,000 ongoing, correct? Town Manager Souza stated that is his understanding as well. American Rescue funds would be a one-time deal.

Deputy Mayor Klase asked about the senior volunteer program that is looking for \$1,500. That also can be allocated through the American Rescue funds or the General Fund correct? Town Manager Souza said that was correct.

Deputy Mayor Klase asked about the 'Journey Home' program. They are asking for \$20,000. How helpful are they to our Windsor residents? Town Manager Souza stated we are seeing a growing demand in this area from individuals that are at risk of being homeless or those that are already unsheltered or homeless. We spoke a little about this during the Social Services piece of the budget at the last meeting. Journey Home does have case managers and field workers. They will come out to the community when we help identify where individuals might be. They will be able to do that case work and try and assist those individuals to go to a shelter or other emergency housing outlet. It is growing in Windsor. It's a valuable service on a regional basis that the town should consider to participate in.

Deputy Mayor Klase thanked all the Finance Department for what they do.

Councilor Eleveld said he sees a reduction in the Town Council expenditures from last year. Was there a reduction? Ms. Collins said the Town Council expenses are level funded from budget to budget. \$19,500 was budgeted for last year and it is the same for FY 25.

Councilor Eleveld then asked why is the FY 24 estimate at \$25,060? Town Manager Souza said we had some new Councilors, which incurred some 'start up' costs. Then we had the celebration and acknowledgment for Mayor Trinks.

Councilor Eleveld asked about boards and commissions. He's heard some comments about the boards/commissions spending money. Does the budget include money for events for the Human Relations Commission (HRC)? Does it fall under this budget? If so, how does it get approved? Town Manager Souza said using the HRC as an example, those funds are there in the boards/commissions budget. The committee develops what their program is for the year and what they may need for funding and they submit that for consideration. As a budget team, the requests are reviewed and they are then reflected in the budget if they are reasonable expenditures, which they are. Throughout the year as those events come along, the liaison (town staff person) for that board/commission helps with the procurement of the funds and does the administrative work so the members on the board/commission don't have to do any of that handling of the vendor money or processing of the invoices.

Councilor Eleveld said that we have an expenditure for probate but that is basically to cover the office space he presumes in South Windsor. South Windsor houses the probate

offices. Ms. Collins said the probate court is shared with South Windsor, East Windsor and Windsor. Windsor pays a pro-rated amount which is mainly for supplies for some of their annual maintenance contracts. No salaries are included in the budget.

Councilor Eleveld spoke of the community service issue. He asked Town Manager Souza if he is recommending that everything on pages P-13 and P-14 be zeroed out or is he saying they will go forward with those numbers? Town Manager Souza said that he is proposing that the \$114,000 be approved as using the General Fund. The three that he was speaking about were the three new requests of Windsor Fife and Drums Corps, Journey Home, and the retired Senior volunteer program for transportation. Those were the three that he was noting that he did not propose General Fund dollars be used because of the overall climate. That would be a policy decision that the Town Council would have to make.

Councilor Eleveld said that we could bring that up at the regular meeting in May. Town Manager Souza said that it could also be incorporated, if there is a consensus by the Council, as an action on adoption of the budget using American Rescue Funds or you can wait until the May 6th meeting.

Councilor Smith said that in the budget summary it states that expenditures are coming over budget by \$18,870 which is due to Counsel and Legal Advice for worker's compensation litigation. Earlier we had talked about how worker's compensation claims have decreased. So you have a decrease in claims but an increase in counsel fees. What's going on? Ms. Collins explained that worker's compensation litigation is ongoing litigation and it relates to previous claims which could be from several years ago. It's not just the current claims. When Mr. Maynard was referring to how many claims are targeted, those are new claims. So this is ongoing litigation for ongoing claims.

Councilor Armstrong asked about page P-13. For the Archer Memorial request, is this a part of the historical freedom trail or does it go to the church? Town Manager Souza said the church is the primary lead on the freedom trail activities. These are the funds that do not go to the church. The church acts as the agent. There are no funds that the church retains. It's all for publicity, program and to support freedom trail activities in the fall.

Councilor Armstrong asked about page P-14 and if the Hartford Interval House and the Network Against Domestic Abuse are the same? Town Manager Souza stated they are separate entities.

Councilor Walker said under Human Relations there's a scholarship fund for the upcoming year. Is that the Kevin Washington scholarship? If so, who manages that money? Ms. Collins stated that most of the donations are from Kevin Washington donations that they received for his memorial. They did receive some donations prior to that when they have campaigned for them or when they had events. Both Flavia in the Community Development office and Patrick McMahon from the Economic Development department oversees those monies.

Councilor Armstrong said on page P-13 under Celebrate Windsor, there was nothing to be allocated for the events in the Wilson side of town? Town Manager Souza said those events are now being sponsored through the Wilson/Deerfield Commission which has some monies in the boards and commission budget or the Recreation Department.

Councilor Gluck Hoffman said she knows there were donations for Mr. Washington. How do you handle that financially? Is it a separate account? Town Manager Souza said it was a separate account. Ms. Collins stated it is a Special Revenue Fund and you can see it on page P-15 and the number is \$5,257.

5) GENERAL SERVICES/CAPITAL SPENDING

Jim Bourke, Finance Director stated FY 24 expenditures are expected to come in over budget by approximately \$28,000. The FY 25 budget reflects an increase of approximately \$302K over the FY 24 adopted budget, or about 1.5%.

- The property tax transfer payment to Great Pond Improvement District is increasing \$772,000 for a total payment of \$1,395,700. This amount represents 50% of the taxes that will be collected from the parcels located there. This increase is a result of increased assessed value coming on the grand list from projects underway within the improvement district, such as the new Target warehouse.
- Funding for the Town's defined benefit retirement plan is increasing \$430K. For those of you who weren't here last year, or as a reminder if you were; defined benefit retirement costs associated with our retirees were moved to this section of the budget for FY 24. Amounts budgeted in department budgets represent contributions to the pension trust fund for actively employed plan participants. Prior to FY 24, all of the cost was budgeted in department budgets. Removing the retiree costs from department budgets and budgeting for them separately in General Services is a better representation of the true retirement cost to the department budget's for active plan participants. The increase in funding for FY 25 is a result of our recent actuarially determined contribution as well as an increase in our retiree population.
- The annual payment to MDC for sewer services will increase approx. \$51,000 for FY 25; this is based on the MDC 2024 calendar-year budget.
- Funding for worker's compensation and liability Insurance is proposed to increase \$80K. This increase is driven by incurred and anticipated claims, and also changes in the nationwide insurance market.
- The FY 25 funding for costs associated with property revaluation is proposed at \$30,000. These funds will accumulate in a special revenue account each year over the next five years to pay costs associated with the next revaluation for the October 2028 grand list and will be effective for the FY 30 budget.

Several efforts are being made towards mitigating the FY 25 general fund expenditure increase in this section of the budget, in order to ease the effect of revaluation on tax payers such as....

- A 2.3% increase is proposed for debt service. In past years, we have adhered to the town council's policy target of a 3% increase in general fund debt service. The 2.3% increase represents a savings of approx. \$55K to the general fund expenditures, as compared to a 3% increase.
- The FY 25 budget for the town's contribution to long-term retiree health costs (OPEB) reflects a decrease of \$25,000 (\$17,500 GS & \$7,500 TSE). FY 25 will be the eleventh year the town has contributed towards funding the town's long-term other post-employment obligations.
- General fund capital spending is proposed to decrease \$700K. Several of the projects that were scheduled during FY 24 are one-time in nature and those funds are not being budgeted for FY 25.

6) INSURANCE INTERNAL SERVICE FUND

Marty Maynard, Risk Manager, stated the forecast nationwide for municipalities for this coming fiscal year is that we are continuing to be in a hard market where insurance carriers are increasing premiums in some areas as high as 10 -30%, there are hopes that the public sector market will stabilize during the next twelve months. We are doing a bid among the four programs and carriers insuring municipalities in the State of CT. We are recommending a 12.6 % increase this coming year for the liability, auto, property insurance policies.

Within our worker compensation program, we expect the excess premium to increase only by 1% due to national trends offset by our good experience with the carrier for the past two years and our history overall while we believe that the worker compensation program itself will remain flat, no increase needed this coming fiscal year.

Amelia Bliss, Director of Human Resources, stated the FY 24 employee and retiree total benefit costs are expected to come in under budget by 0.5%. This is due to improved claims experience for health and dental and the decision to change one of the fully insured Medicare Supplement plans the town offers to a less expensive Medicare Advantage plan effective January 1, 2024. This new plan has enhanced benefits and decreases the premium cost shared by the town and retirees. These savings are offset by increased costs for prescription drug claims. The FY 24 employee and retiree General Fund costs, after deducting employee and retiree copays and enterprise fund contributions, are expected to be \$27,400 or 1.8% under budget.

The FY 25 total benefit costs are increasing \$472,700 or 9.0% based on medical, prescription and disability claims trend and expected claims projections. The FY 25

General Fund contribution is increasing \$180,950 or 4.8% as compared to the FY 24 budget after deducting employee and retiree copays, enterprise fund contributions and anticipated prescription drug rebates. Due to the increasing cost of prescription drugs and specialty medications, the town partnered with a pharmacy benefits advisor to negotiate better pricing and rebates with our vendor. This helps mitigate the increases to prescription drug costs.

Councilor Eleveld stated we are self-insured for our health insurance, prescription, dental, and disability insurance. Ms. Bliss said the under 65 retiree insurance plan is self-insured. The Medicare supplemental plans are fully insured. The short-term disability plan is self-insured but if we have individuals going onto long-term disability, that would be premium paid plan.

Councilor Eleveld asked if we are self-insuring for our worker's compensation insurance. Mr. Maynard said we are self-insured for the worker's compensation up to \$600,000 per employee and \$750,000 for public safety employees. The first \$600,000 is on us which is why we have a service fund for that purpose.

Councilor Pelkey asked who are the folks that offer insurance for property and liability insurance? Mr. Maynard stated the Traveler's Insurance Company is the largest carrier at this time. There is the municipal league which is CIRMA which is a non-rated carrier. Mr. Maynard named a couple more companies.

Councilor Pelkey said part of the lack of competition is also part of the reason that we don't have much of a choice when it comes to picking a company. Mr. Maynard added that very few carriers want municipalities not just in Connecticut but all throughout New England.

7) TOWN SUPPORT FOR EDUCATION

Linda Collins, Assistant Finance Director, stated the FY 24 expenditures are expected to come in under budget by \$11,000 mostly due to retirement plan savings in Youth Protection Services and savings for the audit fee for a newly appointed firm.

The FY 25 proposed budget reflects an increase of approximately \$606,000 as compared to the FY 24 budget mostly due to an increase in debt service costs and costs associated with risk management. This increase is partially offset by a decrease in costs associated with Board of Education retirees shifting to the General Services budget.

Councilor Eleveld said going through this budget, we provide for private education at St. Gabriel's, Trinity Christian, Medina Academy and Loomis. That is for nursing services. 50% of the Town Aid for Education of \$6.2 million is debt service for the schools. That's when we put on a new roof or do an expansion per se, it comes from this budget. It does not come out of the Board of Education budget.

Councilor Eleveld stated that Risk Management is 25% of the \$6.2 million and that is for all the various policies, the school board admissions insurance, cyber liability, nursing insurance, etc. That's all included, even though we see it in other parts of the budget, correct? Mr. Maynard said that's correct. Councilor Eleveld then said in the insurance fund it shows up as part of the overall, but it's actually built out of the Town Support for Education. Mr. Maynard said that is correct, it's part of the total package.

Councilor Eleveld said regarding retirement services, we've switched in the town hall and Board of Education to a 401(a) program which has a 5% match or did we increase that to 6%? Mr. Bourke stated this line item refers specifically to the defined benefit plan.

Councilor Eleveld said that when we switched to a 401(a) plan, the Board of Education started picking up their costs for their retirement benefits for the new employees. Mr. Bourke said that was correct.

Councilor Eleveld stated that we still have some OPEB costs related to past employees from the Board of Education? Mr. Bourke stated he was correct.

Councilor Eleveld stated we are spending about \$300,000 for Police Support services for our various schools.

Councilor Armstrong noticed there is an increase for Medina Academy compared to the rest. Is there a reason for that? Ms. Collins said they had an increase in their enrollment and they've also had a shortage in the nursing market and the salaries have become very competitive. This is based on the current nurse they have staffed there.

Councilor Walker said most of the public is not aware that we do this for our private schools. He talked about the Loomis Chaffee school. He said it's a large entity sitting on a huge endowment like in the millions. Where is the equity? Town residents and everybody else is chipping in and paying their fair share. This is just another thing that people aren't aware of. We all share in the tax burden.

Councilor Eleveld said that we are required by state law to do this. Ms. Collins said that is correct and by state statute, the Town of Windsor is required to provide the same nursing services to the students at the non-profit schools that we provide in the public schools. Councilor Eleveld said we don't have a choice but to do it. He agrees with what Councilor Walker is saying, but we simply have no choice on this issue.

8) ADJOURNMENT

MOVED by, Councilor Pelkey seconded by Councilor Walker to adjourn the meeting at 8:22 p.m.

Motion Passed 9-0-0



Special Town Council meeting
April 17, 2024

18

Respectfully Submitted,

Helene Albert
Recording Secretary