



Council Agenda

Council Chambers
Windsor Town Hall
May 20, 2024



Zoom Instructions

Dialing in by Phone Only:

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

When prompted for participant or meeting ID enter: **873 4662 2522** and then press #

1. 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/87346622522>

When prompted for participant or meeting ID enter: **873 4662 2522**

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.

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Mayor Black-Burke
3. PLEDGE OF ALLEGIANCE – Mayor Black-Burke
4. PROCLAMATIONS/AWARDS
 - a) *Proclamation designating May 19-25, 2024 as Public Works Week
 - b) *Proclamation proclaiming May 2024 as Asian American and Pacific Islander Heritage month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Board of Assessment Appeals
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES



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10. ORDINANCES
 11. UNFINISHED BUSINESS
 - a) *Update on Proposed Solar Development at 445 River Street (Town Manager)
 12. NEW BUSINESS
 - a) *Approve Public Relations job descriptions (Town Manager)
 - b) *Approve Tax Suspense List (Town Manager)
 - c) *Budget deliberations and adoption of revised FY 2025 budget (Mayor Black-Burke)
 - d) Set date for vote on FY 2025 budget referendum (Mayor Black-Burke)
 - e) Consider settlement of Wolak vs Town of Windsor (Town Manager)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the April 23, 2024 Special Town Council meeting (budget)
 - b) *Minutes of the April 24, 2024 Special Town Council meeting (budget)
 - c) *Minutes of the May 6, 2024 Public Hearing (CDGB grant application & CDBG income to town's Housing Rehabilitation)
 - d) *Minutes of the May 6, 2024 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 - a) Strategy and Negotiations in respect to pending claims and litigation (Wolak vs Town of Windsor)
 - b) Strategy and Negotiations in respect to collective bargaining (Windsor Police Employee Association)
 17. ADJOURNMENT
★Back-up included

PROCLAMATION

Designating May 19, 2024 through May 25, 2024 as National Public Works Week

WHEREAS, the public works services provided in our community are an integral part of our citizens' everyday lives; and,

WHEREAS, support, understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as street maintenance, the operation of a resident transfer station, public building maintenance, public grounds beautification, snow removal, and community event support; and,

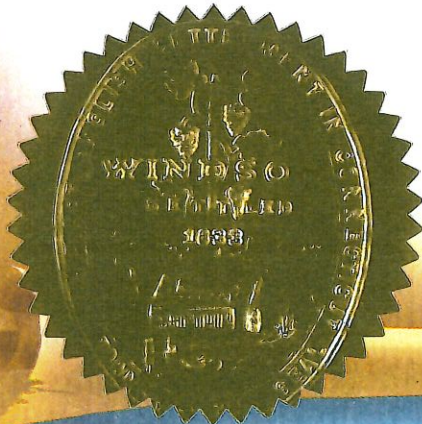
WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and,

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is dependent upon the efforts and skill of public works officials; and,

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is considerably influenced by the community's attitude and understanding of the importance of the work they perform.

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

May 19, 2024 through May 25, 2024 be declared as National Public Works Week in the Town of Windsor, and that the citizens and civic organizations of the Town of Windsor acquaint themselves with the issues involved in providing our public works support, and to recognize the contributions which public works personnel make every day to our health, safety, comfort, and quality of life.



A handwritten signature in black ink, appearing to read 'NR', is located above the printed name of the Mayor.

Nuchette Black-Burke
Mayor of Windsor
May 20, 2024

PROCLAMATION

Proclaiming May 2024 as Asian American and Pacific Islander Heritage Month

WHEREAS, we celebrate all of those who are included in the Asian American and Pacific Islander community, which is made up of culturally and linguistically diverse peoples, representing populations from many countries and islands; and,

WHEREAS, Windsor recognizes the invaluable contributions from Asian American and Pacific Islander individuals, families and businesses; and,

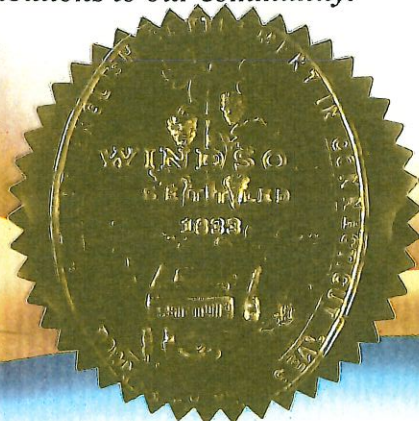
WHEREAS, those of Asian and Pacific Islander origin contribute to and enrich our community with their leadership, creativity, talent, enterprise and skill in countless ways and are an integral part of building and supporting a vibrant and resilient economy in the Town of Windsor; and,

WHEREAS, people of Asian and Pacific Islander origin are our beloved friends and family, our cherished neighbors and valued members of the Town of Windsor where we remain committed to embracing and accepting all our residents from diverse backgrounds; and,

WHEREAS, the Town of Windsor stands in solidarity with the Asian Pacific Islander community in the town and around the world against systemic racism, xenophobia, and contempt directed against them both in the past and in the present time.

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

May 2024 be proclaimed as Asian American and Pacific Islander Heritage month in the Town of Windsor and encourages all residents to celebrate the history and culture of Asian Pacific Islanders and Asian Pacific Americans and their vital contributions to our community.



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


Nuchette Black-Burke
Mayor of Windsor
May 20, 2024

Agenda Item Summary

Date: May 20, 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: Update on Proposed Solar Development at 445 River Street

Background

Verogy, a renewable energy business that develops, finances, constructs, manages, and operates solar-generating facilities has proposed a 3.0 megawatt Solar PV project on 18 acres of agricultural land off of River Street to be known as Windsor Solar One (WSO). Verogy submitted their Petition of Declaratory Ruling on November 9th to the Connecticut Siting Council (CT Siting Council). The Town received notice from the CT Siting Council on November 15th.

Per State law, local regulations and decision-making authority only apply to solar arrays less than or equal to one megawatt in capacity. Solar arrays greater than one megawatt and under 65 megawatts not intended to serve the immediate site's energy needs are exempt from local zoning control and fall under the jurisdiction of the CT Siting Council.

Town Council authorized the Town Manager to request the CT Siting Council to hold a formal local public hearing and to also submit an application for 'party status' related to Verogy's Petition of Declaratory Ruling in December of 2023.

On May 9, 2024 the CT Siting Council approved Verogy's project with several conditions pertaining to items the town had expressed initial concerns with as outlined below.

Discussion/Analysis

As part of the CT Siting Council review process, three lengthy evidentiary hearings were conducted by the CT Siting Council, these were held on February 8th, March 19th, and April 9th. Evidentiary hearings included the presentation of witnesses, the numbering of all exhibits, requests for administrative notice, and the verification of all exhibits by appropriate witnesses. Witness panels were subject to cross-examination by the CT Siting Council and the parties and intervenors.

Setbacks from Property Lines

Initial Request

The Town's initial request was to relocate solar panels along the River Street frontage as well as solar panels located at the northern section of the site closest to the residential properties due to being in close proximity to the property line.

Final Decision

The CT Siting Council approved a revised layout plan (see attachment). The blue areas indicate the proposed solar panels. At the top or north of the site, the tan/brown shaded area indicates the area where the panels were originally proposed to be installed. The revised plan provides a greater set back or buffer in this area near the residential property. The set back from this property line near the condos to the

northern section of the site are now roughly 123 feet compared to the developer's proposed 25 foot set back.

Vegetation/Screening

Initial Request

The Town initially requested a berm be placed along the River Street frontage and along the northern section of the site. The Town also requested additional vegetation along the River Street frontage and the northern section of the site. The Town provided a list of plant species and recommended sizes to help with screening.

Final Decision

The CT Siting Council did not approve the berm. However, they approved the enhanced screening along the River Street frontage and the northern section of the site. Attached is a plan showing the landscape/screening along the River Street frontage and northern section of the site. The highlighted areas indicate plantings that the project developer has agreed to add to enhance the screening.

Noise

Initial Request

Concerns were raised in regards to the solar invertors, tracking motors, and other equipment. The Town asked if acoustic blankets could be placed around the equipment to help reduce the noise. The town had an independent sound engineer review the applicant's pre-operational sound study and equipment specifications. Our consultant found the applicant's sound study followed acceptable standards/methodology and that based on the information submitted, it appears the operation of the facility's equipment will not violate State and local noise regulations.

Final Decision

The CT Siting Council is requiring a post-construction operational noise study be completed that documents compliance with state standards and the identification of any noise mitigation measures that are employed to adhere to the standards.

Decommissioning

Initial Request

The Town's initial request looked to name the Town as a party to a financial assurance bond for potential site clean-up and removal at the duration of life for the project. The Town also looked to require testing of the site following the decommissioning of the site and conducting any necessary clean-up.

Final Decision

The Siting Council ruled that the lease is a private agreement between WSO and the property owner. At the end of the lease term, control of the solar facility site reverts back to the property owner. The CT Siting Council does not have the authority to supersede restoration provisions of the site lease or require additional site restoration conditions beyond those established by the site lease. The property owner would determine site restoration conditions at the time of Project decommissioning.

According to our outside legal counsel, the courts afford deference to the decisions made by the CT Siting Council, but parties are still able to appeal those decisions if the CT Siting Council has acted unreasonably, arbitrarily, illegally or in abuse of its discretion. The deadline to file the appeal is 45 days from the date of the filing of the CT Siting Council decision.

Financial Impact

It is projected that approximately \$28,000 will be expended for legal expenses related to representing the Town through the Siting Council's decision making process.

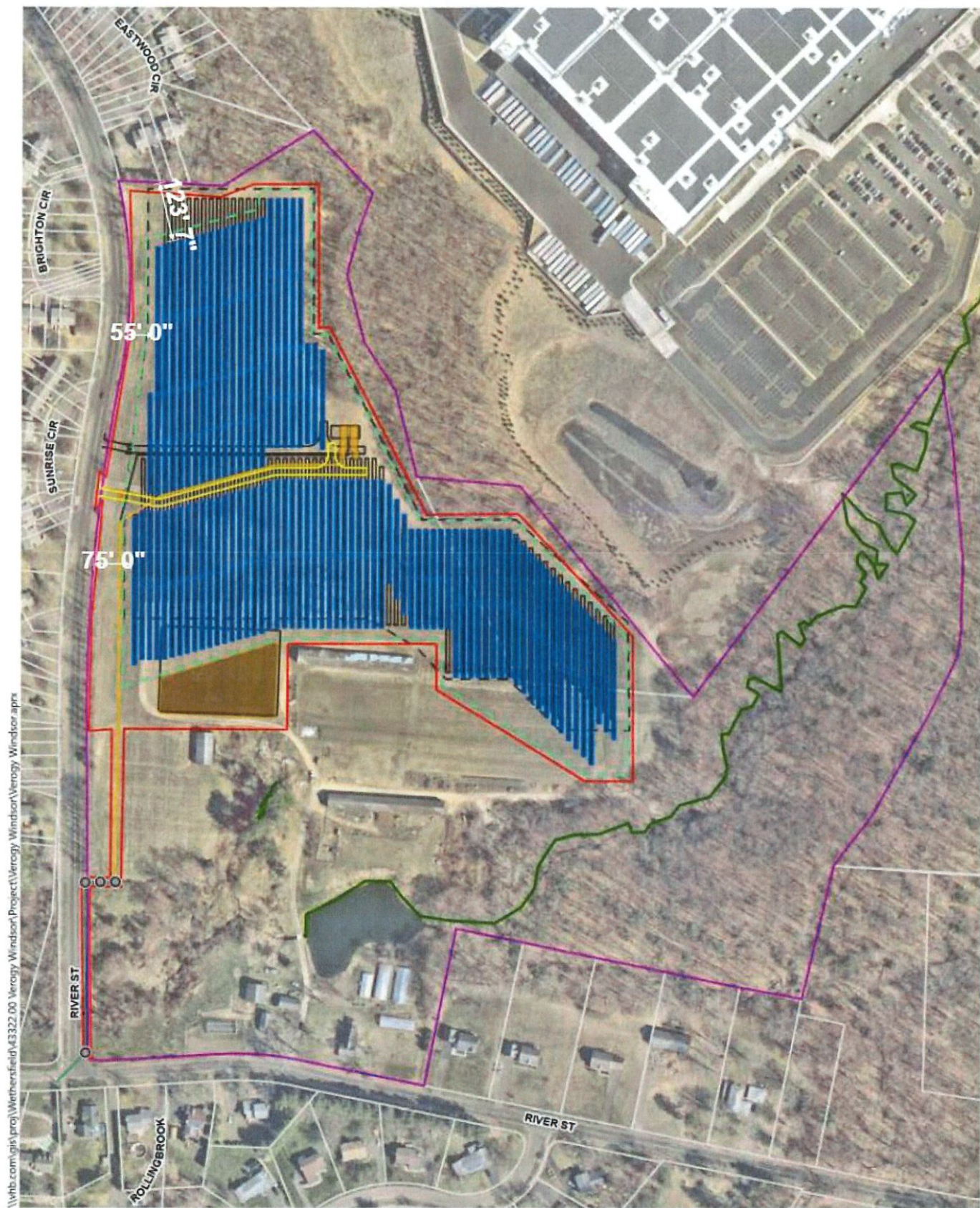
Recommendations

This item is presented for informational purposes. Given the adjustments made to the original project submittal, the CT Siting Council's stated findings in their decision and the history of the courts affording deference to the CT Siting Council, an appeal is not recommended.

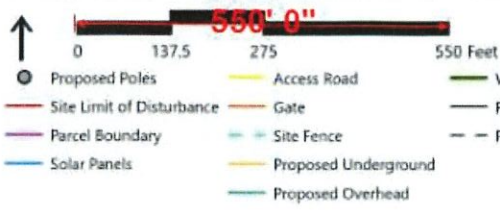
Attachment

Revised River Street Solar Site Layout

Revised River Street Solar Site Vegetation Plan



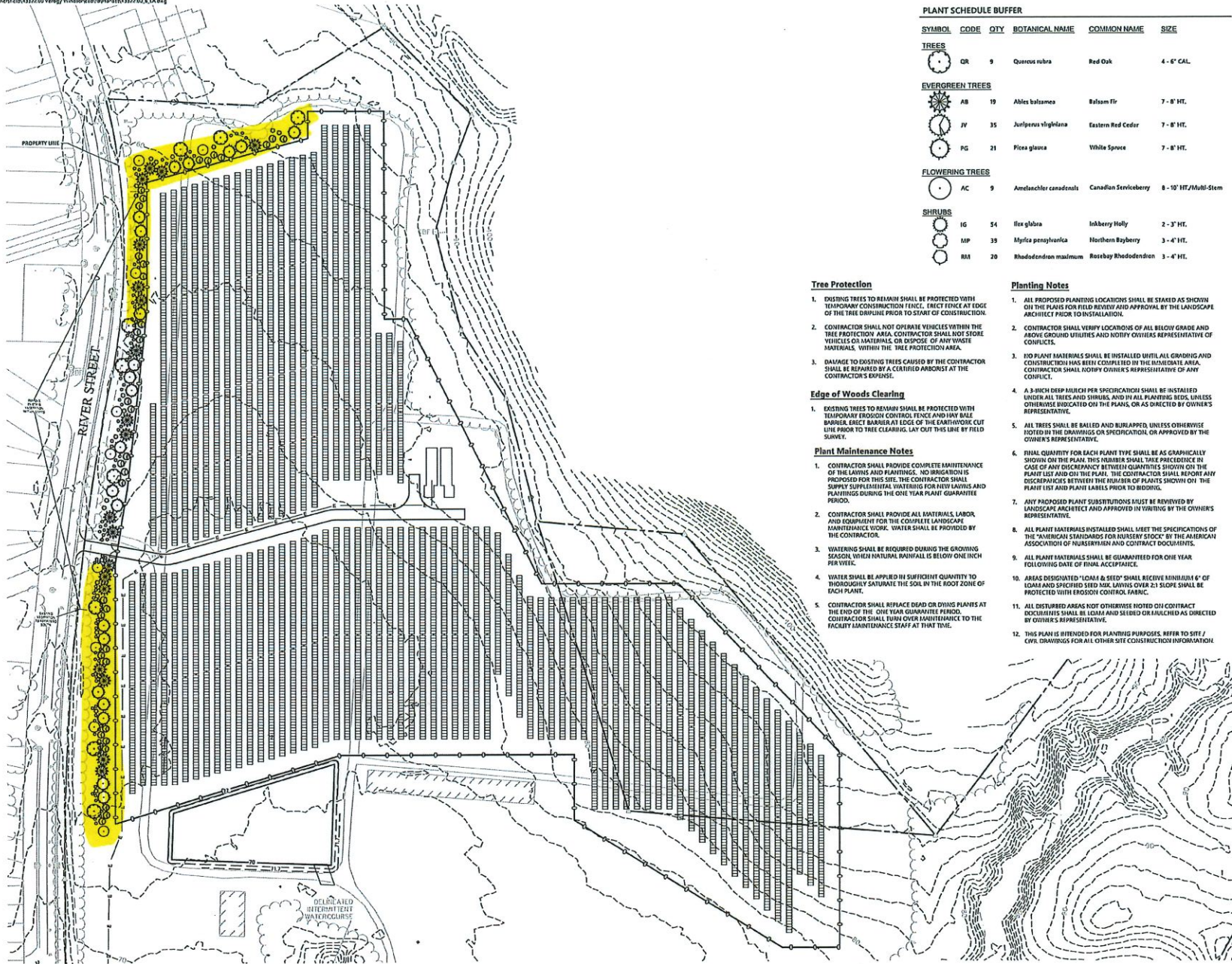
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Windsor Solar One | Windsor, Connecticut

Layout Changes

Source: VHB, CTDEEP, ESRI



PLANT SCHEDULE BUFFER

SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE
TREES					
	OR	9	<i>Quercus rubra</i>	Red Oak	4 - 6" CAL.
EVERGREEN TREES					
	AB	19	<i>Abies balsamea</i>	Balsam Fir	7 - 8' HT.
	JV	35	<i>Juniperus virginiana</i>	Eastern Red Cedar	7 - 8' HT.
	PG	21	<i>Picea glauca</i>	White Spruce	7 - 8' HT.
FLOWERING TREES					
	AC	9	<i>Amelanchier canadensis</i>	Canadian Serviceberry	8 - 10' HT./Multi-Stem
SHRUBS					
	IG	54	<i>Ilex glabra</i>	Inkberry Holly	2 - 3' HT.
	MP	39	<i>Myrica pensylvanica</i>	Northern Bayberry	3 - 4' HT.
	RA	20	<i>Rhododendron maximum</i>	Rosebay Rhododendron	3 - 4' HT.

Tree Protection

- EXISTING TREES TO REMAIN SHALL BE PROTECTED WITH TEMPORARY CONSTRUCTION FENCE, ERECT FENCE AT EDGE OF THE TREE DUMPING PRIOR TO START OF CONSTRUCTION.
- CONTRACTOR SHALL NOT OPERATE VEHICLES WITHIN THE TREE PROTECTION AREA. CONTRACTOR SHALL NOT STORE VEHICLES OR MATERIALS OR DEPOSE OF ANY WASTE MATERIALS WITHIN THE TREE PROTECTION AREA.
- DAMAGE TO EXISTING TREES CAUSED BY THE CONTRACTOR SHALL BE REPAIRED BY A CERTIFIED ARBORIST AT THE CONTRACTOR'S EXPENSE.

Edge of Woods Clearing

- EXISTING TREES TO REMAIN SHALL BE PROTECTED WITH TEMPORARY EROSION CONTROL FENCE AND IMV BALE BARRIERS. ERECT BARRIERS AT EDGE OF THE EARTHWORK CUT LINE PRIOR TO TREE CLEARING. LAY OUT THIS LINE BY FIELD SURVEY.

Plant Maintenance Notes

- CONTRACTOR SHALL PROVIDE COMPLETE MAINTENANCE OF THE LAWNS AND PLANTINGS. NO IRRIGATIONS PROPOSED FOR THIS SITE. THE CONTRACTOR SHALL SUPPLY SUPPLEMENTAL WATERING FOR NEW LAWNS AND PLANTINGS DURING THE ONE YEAR PLANT GUARANTEE PERIOD.
- CONTRACTOR SHALL PROVIDE ALL MATERIALS, LABOR, AND EQUIPMENT FOR THE COMPLETE LANDSCAPE MAINTENANCE WORK. WATER SHALL BE PROVIDED BY THE CONTRACTOR.
- WATERING SHALL BE REQUIRED DURING THE GROWING SEASON WHEN NATURAL RAINFALL IS BELOW ONE INCH PER WEEK.
- WATER SHALL BE APPLIED IN SUFFICIENT QUANTITY TO THOROUGHLY SATURATE THE SOIL IN THE ROOT ZONE OF EACH PLANT.
- CONTRACTOR SHALL REPLACE DEAD OR DYING PLANTS AT THE END OF THE ONE YEAR GUARANTEE PERIOD. CONTRACTOR SHALL TURN OVER MAINTENANCE TO THE FACILITY MAINTENANCE STAFF AT THAT TIME.

Planting Notes

- ALL PROPOSED PLANTING LOCATIONS SHALL BE STAKED AS SHOWN ON THE PLANS FOR FIELD REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- CONTRACTOR SHALL VERIFY LOCATION OF ALL BELOW GRADE AND ABOVE GROUND UTILITIES AND NOTIFY OWNER'S REPRESENTATIVE OF CONFLICTS.
- NO PLANT MATERIALS SHALL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE INSTANT AREA. CONTRACTOR SHALL NOTIFY OWNER'S REPRESENTATIVE OF ANY CONFLICT.
- A 3-INCH DEEP MULCH PER SPECIFICATION SHALL BE INSTALLED UNDER ALL TREES AND SHRUBS, AND IN ALL PLANTING BEDS, UNLESS OTHERWISE INDICATED ON THE PLANS, OR AS DIRECTED BY OWNER'S REPRESENTATIVE.
- ALL TREES SHALL BE BALLED AND BURLAPPED, UNLESS OTHERWISE NOTED IN THE DRAWINGS OR SPECIFICATION, OR APPROVED BY THE OWNER'S REPRESENTATIVE.
- FINAL QUANTITY FOR EACH PLANT TYPE SHALL BE AS GRAPHICALLY SHOWN ON THE PLAN. THIS NUMBER SHALL TAKE PRECEDENCE IN CASE OF ANY DISCREPANCY BETWEEN QUANTITIES SHOWN ON THE PLANT LIST AND ON THE PLAN. THE CONTRACTOR SHALL REPORT ANY DISCREPANCIES BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLANT LIST AND PLANT LABELS PRIOR TO BIDDING.
- ANY PROPOSED PLANT SUBSTITUTIONS MUST BE REVIEWED BY LANDSCAPE ARCHITECT AND APPROVED IN WRITING BY THE OWNER'S REPRESENTATIVE.
- ALL PLANT MATERIALS INSTALLED SHALL MEET THE SPECIFICATIONS OF THE "AMERICAN STANDARDS FOR NURSERY STOCK" BY THE AMERICAN ASSOCIATION OF NURSERYMEN AND CONTRACT DOCUMENTS.
- ALL PLANT MATERIALS SHALL BE GUARANTEED FOR ONE YEAR FOLLOWING DATE OF FINAL ACCEPTANCE.
- AREAS DESIGNATED "LOAM & SEED" SHALL RECEIVE MINIMUM 6" OF LOAM AND SPECIFIED SEED MIX. LAWNS OVER 2% SLOPE SHALL BE PROTECTED WITH EROSION CONTROL FABRIC.
- ALL DISTURBED AREAS NOT OTHERWISE NOTED ON CONTRACT DOCUMENTS SHALL BE LOAM AND SEED OR LAWNED AS DIRECTED BY OWNER'S REPRESENTATIVE.
- THIS PLAN IS INTENDED FOR PLANTING PURPOSES. REFER TO SITE / CIVIL DRAWINGS FOR ALL OTHER SITE CONSTRUCTION INFORMATION.



Windsor Solar One
445 River St
Windsor, Connecticut

NO.	REVISION	DATE	APP'D.
1	OSC R3/2/2023	2023-09-07	SK
2	OSC R3/2/2023	2023-09-28	SK

Prepared by: DRB
Checked by: SKR
Application Date: November 7, 2023


Not Approved for Construction
Planting Plan

Agenda Item Summary

Date: May 20, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Enita Jubrey, Assistant to the Town Manager
Sophia Castellanos, Human Resources Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Approve the Senior Communications Specialist position and changes to the Communication and Community Outreach Specialist Job Description

Background

The Public Relations Division of Information Services includes the Assistant to the Town Manager position responsible for managing the town's public relations activities as well as Social Services Department, Adult Day Care and the Windsor Montessori School. Information Services also includes two persons as Communications and Community Outreach Specialists.

The Communications and Community Outreach Specialist position was adopted by the Town Council in September of 2020. The second Communications and Outreach Specialist position was added in the FY 23 budget process. We are proposing to change the title of the Communications and Community Outreach Specialist to Communications Specialist and to add a new position of Senior Communications Specialist that will have the additional responsibilities of assigning and reviewing the work of the Communications Specialist and responsibility for supervising any future interns and part-time staff.

Discussion/Analysis

The change to the title from Communications and Community Outreach Specialist to Communications Specialist is to better align the title with industry standards or practices.

Adding the Senior Communications Specialist position creates the capacity for career development within the Public Relations division. It furthers the goal of enhancing recruitment and retention in the organization by providing opportunities for professional development and growth. As employees develop more knowledge, build their skills, and become more valuable to the department and the town, this allows opportunities for career advancement.

The Senior Communications Specialist position will have some of the same job duties as the Communication Specialist position but will be responsible for strategic planning, training employees, developing methods to analyze the success of various outreach efforts, and coordinating, scheduling and assigning work. This position would also be involved in higher-level projects/assignments.

The Communications Specialist position will be more focused on planning and creating content with guidance from the Senior Communications Specialist.

A job analysis questionnaire and point factor evaluation were completed for each position and the results indicate the Communications Specialist remain in pay grade 4, \$55,305 - \$74,660 and Senior Communications Specialist be placed in pay grade 6, \$64,737 - \$90,630.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE that the job descriptions for the positions of Senior Communications Specialist and Communications Specialist be approved as presented and the position of Senior Communications Specialist be placed in the Administrative Pay Plan in pay grade 6.”

Attachments

Redlined version of the proposed Senior Communications Specialist job description

Current Communications and Community Outreach Specialist job description

Redlined version of the proposed Communications Specialist job description

Senior
Communications
Specialist
Red-lined
version

**TOWN OF WINDSOR
POSITION DESCRIPTION**

Job Title: [Senior](#) Communications ~~and Community Outreach~~ Specialist
Department: Information Services
Reports To: Assistant to the Town Manager
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: ~~August 24, 2020~~ [May 9, 2024](#)
Approved By: Town Council
Approved Date: ~~September 8, 2020~~

GENERAL PURPOSE:

Performs professional level public information and community engagement work for the town and town departments to increase the public’s awareness of the town’s services, initiatives, accomplishments and special events. Contributes to team efforts to ensure a cohesive communication approach that includes consistent and timely messaging. [Assigns and reviews work of Communications Specialist, part-time staff and interns.](#) Performs work in a manner consistent with the town’s vision, values and service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists the town manager’s office and departments with developing, planning and implementing marketing and public relations programs, strategic initiatives and outreach-related activities, making appropriate recommendations when necessary.

Independently plans and designs materials, writes speeches and scripts to produce content that develops creative and timely messaging related to marketing, public relations and community engagement.

Coordinates with departments to ensure communications and related materials are consistent with the town’s standards of quality and cultural competence and language, including design, content, accuracy and translation when appropriate.

Provides consultation and training to departments on social media use and message development, website development, and answers questions from staff related to these areas.

[Supervises and oversees training and daily work of part time staff and interns; assigns and reviews work and provides guidance and training to full time staff as required.](#)

Uses a variety of media and technology to distribute content including social media, town website, print, newsletters, video productions, Intranet and press releases. Monitors, and when needed, edits user-generated content in line with the town’s language, social media policy and

the organization's values and mission. Provides consultation and technology support to other departments when needed.

Recommends social media strategy through research, platform determination, audience identification and messaging to effectively meet deadlines and ensure accuracy.

Develops methods to measure the success of social media strategy, website updates, video productions and graphic design projects based on the town's priorities and communications programs.

Provides crisis communication assistance, including performing work during emergency and inclement weather situations

Responds to inquiries about initiatives, services and programs promoted by the town or refers inquirers to appropriate points of contact.

Collaborates with IT department to plan, design and update content on the town's website and Intranet.

Participates in planning special events, activities and media requests.

Participates on task teams and committees and serves as liaison to various committees and community groups as assigned.

Cultivates and maintains effective relationships with town departments, the media and community stakeholders.

[Other related duties as assigned.](#)

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Uses a high level of judgment and has the ability to express ideas effectively in oral and written forms. Has the ability to be innovative, creative and receptive to present and receive new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences. Is able to work independently.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments while paying attention to detail and accuracy.

Organizational Support - Follows policies and procedures; Organizes own work, sets priorities and completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree from four-year accredited college or university in public administration, communications, journalism, public relations or related field. Two years related experience in public/media relations, marketing and promoting programs and events and/or training; or, any equivalent combination of education and experience which provides a demonstrated ability to perform the duties of the position. [Supervisory experience preferred.](#)

Necessary Knowledge, Skills and Abilities

- Knowledge of basic principles and practices of public administration, communications and public relations, ability to learn the function and methods of operation of the town, management staff and departments, basic laws, ordinances and regulations, and communication principles
- Knowledge and skill in the use of various applicable design, email, video and social media management software applications including Adobe, WordPress, and Google Analytics. Skill and ability to work with MS Office applications (Excel, Word, Outlook, PowerPoint, Publisher) the Internet, social media platforms including Facebook, Twitter, and Instagram
- Skill in listening attentively and actively; communicating information effectively both orally and in writing, making presentations, meeting deadlines, working with a diverse group of people with various educational backgrounds and skills; working in a team environment and gaining cooperation from peers; overseeing projects and all related activities.
- Photography, graphic design, video and video editing skills, some computer programming desirable
- Flexibility, high work ethic and ability to engage and motivate others as part of a dynamic team

Special Requirements

A valid driver's license or ability to obtain one and a good driving record.

TOOLS AND EQUIPMENT USED

Computer, [industry standard photography and videography equipment](#), tablet,

audiovisual equipment, copier, phone and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit and stand at work station for extended periods of time. While performing the duties of this job, the employee is frequently required to communicate with others in person and over the telephone. Must have ability to travel to various town buildings and other locations. Must be able to operate cameras and other audio and video equipment. Must have ability to bend and reach to retrieve and replace files in filing cabinets. Must be able to enter information accurately into the computer and maintain manual records. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus in order to create content, inspect documents, read written instructions, and verify data.

Work is performed in an office setting. The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold. Occasionally required to work outside during special events and programs.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Communications
and Community
Outreach
Specialist

**DRAFT
TOWN OF WINDSOR
POSITION DESCRIPTION**

Job Title: Communications and Community Outreach Specialist
Department: Information Services
Reports To: Assistant To the Town Manager
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: August 24, 2020
Approved By: Town Council
Approved Date: September 8, 2020

GENERAL PURPOSE:

Performs professional level public information and community engagement work for the town and town departments to increase the public's awareness of the town's services, initiatives, accomplishments and special events. Contributes to team efforts to ensure a cohesive communication approach that includes consistent and timely messaging. Performs work in a manner consistent with the town's vision, values and service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists the town manager's office and departments with developing, planning and implementing marketing and public relations programs, strategic initiatives and outreach-related activities, making appropriate recommendations when necessary.

Independently plans and designs materials, writes speeches and scripts to produce content that develops creative and timely messaging related to marketing, public relations and community engagement.

Coordinates with departments to ensure communications and related materials are consistent with the town's standards of quality and cultural competence and language, including design, content, accuracy and translation when appropriate.

Provides consultation and training to departments on social media use and message development, website development, and answers questions from staff related to these areas.

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Responds to inquiries about initiatives, services and programs promoted by the town or refers inquirers to appropriate points of contact.

Collaborates with IT department to plan, design and update content on the town's website and Intranet.

Participates in planning special events, activities and media requests.

Participates on task teams and committees and serves as liaison to various committees and community groups as assigned.

Cultivates and maintains effective relationships with town departments, the media and community stakeholders.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

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Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments while paying attention to detail and accuracy.

Organizational Support - Follows policies and procedures; Organizes own work, sets priorities and completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree from four-year accredited college or university in public administration, communications, journalism, public relations or related field. Two years related experience in public/media relations, marketing and promoting programs and events and/or training; or, any equivalent combination of education and experience which provides a demonstrated ability to perform the duties of the position.

Necessary Knowledge, Skills and Abilities

- Knowledge of basic principles and practices of public administration, communications and public relations, ability to learn the function and methods of operation of the town, management staff and departments, basic laws, ordinances and regulations, and communication principles
- Knowledge and skill in the use of various applicable design, email, video and social media management software applications including Adobe, WordPress, and Google Analytics. Skill and ability to work with MS Office applications (Excel, Word, Outlook, PowerPoint, Publisher) the Internet, social media platforms including Facebook, Twitter, and Instagram
- Skill in listening attentively and actively; communicating information effectively both orally and in writing, making presentations, meeting deadlines, working with a diverse group of people with various educational backgrounds and skills; working in a team environment and gaining cooperation from peers; overseeing projects and all related activities.
- Photography, graphic design, video and video editing skills, some computer programming desirable
- Flexibility, high work ethic and ability to engage and motivate others as part of a dynamic team

Special Requirements

A valid driver's license or ability to obtain one and a good driving record.

TOOLS AND EQUIPMENT USED

Computer, tablet, audiovisual equipment, copier, phone and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to sit and stand at work station for extended periods of time. While performing the duties of this job, the employee is frequently required to communicate with others in person and over the telephone. Must have ability to travel to various town buildings and other locations. Must be able to operate cameras and other audio and video equipment. Must have ability to bend and reach to retrieve and replace files in filing cabinets. Must be able to enter information accurately into the computer and maintain manual records. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus in order to create content, inspect documents, read written instructions, and verify data.

Work is performed in an office setting. The noise level in the work environment is usually quiet with background sounds from customers, coworkers, and office machines. Occasionally required to drive to other town offices under possible adverse weather conditions, including extreme heat and cold. Occasionally required to work outside during special events and programs.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Communications
Specialist
Red-lined
version

**TOWN OF WINDSOR
POSITION DESCRIPTION**

Job Title: Communications ~~and Community Outreach~~ Specialist
Department: Information Services
Reports To: Assistant to the Town Manager
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: ~~August 24, 2020~~ May 9, 2024
Approved By: Town Council
Approved Date: ~~September 8, 2020~~

GENERAL PURPOSE:

Performs professional level public information and community engagement work with direction from the Senior Communications Specialist for the town and town departments to increase the public's awareness of the town's services, initiatives, accomplishments and special events. Contributes to team efforts to ensure a cohesive communication approach that includes consistent and timely messaging under the direction and oversight provided by the Senior Communications Specialist and/or department director. Performs work in a manner consistent with the town's vision, values and service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

~~Assists the town manager's office and departments with developing, planning and implementing marketing and public relations programs, strategic initiatives and outreach-related activities, making appropriate recommendations when necessary.~~

Independently plans and designs materials, writes speeches and scripts to produce content that develops creative and timely messaging related to marketing, public relations and community engagement.

Coordinates with departments to ensure communications and related materials are consistent with the town's standards of quality and cultural competence and language, including design, content, accuracy and translation when appropriate.

~~Provides consultation and training to departments on social media use and message development, website development, and answers questions from staff related to these areas.~~

Uses a variety of media and technology to distribute content including social media, town website, print, newsletters, video productions, Intranet and press releases. Monitors, and when needed, edits user-generated content in line with the town's language, social media policy and the organization's values and mission. Provides consultation and technology support to other departments when needed.

~~Recommends social media strategy through research, platform determination, audience identification and messaging to effectively meet deadlines and ensure accuracy.~~

~~Develops methods to measure the success of social media strategy, website updates, video productions and graphic design projects based on the town's priorities and communications programs.~~

Provides crisis communication assistance, including performing work during emergency and inclement weather situations

Responds to inquiries about initiatives, services and programs promoted by the town or refers inquirers to appropriate points of contact.

Collaborates with IT department to plan, design and update content on the town's website and Intranet.

Participates in planning special events, activities and media requests.

Participates on task teams and committees and serves as liaison to various committees and community groups as assigned.

Cultivates and maintains effective relationships with town departments, the media and community stakeholders.

[Other related duties as assigned.](#)

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public. Uses a high level of judgment and has the ability to express ideas effectively in oral and written forms. Has the ability to be innovative, creative and receptive to present and receive new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences. Is able to work independently.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; Meets commitments while paying attention to detail and accuracy.

Organizational Support - Follows policies and procedures; Organizes own work, sets priorities and completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

Education and Experience

Associate's~~Bachelor's~~ degree from ~~four-year~~an accredited college ~~or university~~ in public administration, communications, journalism, public relations or related field. Two years related experience in public/media relations, marketing and promoting programs and events and/or training; or, any equivalent combination of education and experience which provides a demonstrated ability to perform the duties of the position.

Necessary Knowledge, Skills and Abilities

- Knowledge of basic principles and practices of public administration, communications and public relations, ability to learn the function and methods of operation of the town, management staff and departments, basic laws, ordinances and regulations, and communication principles
- Knowledge and skill in the use of various applicable design, email, video and social media management software applications including Adobe, WordPress, and Google Analytics. Skill and ability to work with MS Office applications (Excel, Word, Outlook, PowerPoint, Publisher) the Internet, social media platforms including Facebook, Twitter, and Instagram
- Skill in listening attentively and actively; communicating information effectively both orally and in writing, making presentations, meeting deadlines, working with a diverse group of people with various educational backgrounds and skills; working in a team environment and gaining cooperation from peers; overseeing projects and all related activities.
- Photography, graphic design, video and video editing skills, some computer programming desirable
- Flexibility, high work ethic and ability to engage and motivate others as part of a dynamic team

Special Requirements

A valid driver's license or ability to obtain one and a good driving record.

TOOLS AND EQUIPMENT USED

Computer, industry standard photography and videography equipment, tablet, audiovisual equipment, copier, phone and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Agenda Item Summary

Date: May 20, 2024
To: Honorable Mayor and Members of the Town Council
Prepared By: Cathleen Elliot, CCMC, Tax Collector
Reviewed By: Peter Souza, Town Manager 
Subject: Suspense List

Background

In accordance with *Connecticut State Statutes* §12-165, the Suspense List must be submitted annually to the Town Council. This list consists of motor vehicle, supplemental, and personal property taxes on the 2020 Grand List that are considered not collectable. Also included is one account from the 2016 Grand List, one account from the 2018 Grand List and two accounts from the 2019 Grand List which were added on after those lists had been suspended and are still showing as active accounts.

Discussion/Analysis

Various methods of collection have been pursued and all vehicle registrations have been reported to the Motor Vehicle Department. Transferring these bills to the Suspense Book does not mean we cannot collect if the taxpayer appears or is found through further efforts. However, this transfer presents a more accurate picture of the town's accounts receivable at this time.

Financial Impact

The accounts receivable will be \$305,451.30 less.

Recommendations

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

“MOVE that \$305,451.30 motor vehicle, supplemental, and personal property taxes be transferred to the Suspense Tax Book from the following respective Grand List years.”

OCTOBER 1, 2016	-	\$	745.28
OCTOBER 1, 2018	-	\$	198.49
OCTOBER 1, 2019	-	\$	311.80
OCTOBER 1, 2020	-	\$	<u>304,195.73</u>
		\$	305,451.30

Attachments

Suspense List Recap


SUSPENSE LIST RECAP

OCTOBER 1, 2016	MOTOR VEHICLE 1 ACCOUNT	\$ 745.28
OCTOBER 1, 2018	SUPPLEMENTAL MV 1 ACCOUNT	\$ 198.49
OCTOBER 1, 2019	MOTOR VEHICLE 1 ACCOUNT	\$ 164.56
OCTOBER 1, 2019	SUPPLEMENTAL MV 1 ACCOUNT	\$ 147.24
OCTOBER 1, 2020	PERSONAL PROPERTY 22 ACCOUNTS	\$ 12,398.13
OCTOBER 1, 2020	MOTOR VEHICLE 899 ACCOUNTS	\$ 202,718.75
OCTOBER 1, 2020	SUPPLEMENTAL MV 471 ACCOUNTS	\$ 89,078.85
	TOTAL 1,396 ACCOUNTS	\$ 305,451.30

Agenda Item Summary

Date: May 20, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Budget Deliberations and Setting Date for Referendum

The May 14th budget referendum, also referred to as the adjourned town meeting, was not approved by a margin of 4 votes. A mandatory recount is being held on May 15th. Assuming the results of the referendum stand after the recount is completed, the Town Council is required to consider making adjustments to the April 24, 2024 Town Council approved budget. The Town Council will need to call or set another budget referendum.

Per town ordinance, the Town Council may call or set the annual budget vote with seven days advance notice by publication and posting. If the Town Council wishes to have a referendum (adjourned town meeting) on June 4th, the Town Council would need to set the date by no later than Wednesday, May 22nd. This timeline takes into account the time to publish the meeting notice in the newspaper.



**Town Council
Resignations/Appointments/Reappointments
May 20, 2024**

Resignations

None

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

None

Names submitted for consideration of appointment

None



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 23, 2024
Special Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

Deputy Mayor Klase called the meeting to order at 6:30 p.m.

Present: Mayor Nuchette Black-Burke (arrived at 7:13 p.m.), Deputy Mayor Darleen Klase, Councilor Mary Armstrong, Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman (arrived at 8:15), Councilor Ojala Naeem, Councilor William Pelkey, Councilor Leroy Smith, and Councilor Walker

2) PUBLIC COMMENT

Neil Sachdev, 960 Kennedy Road, spoke on behalf of the Windsor Art's Center and thanked the Council for their support of the organization and asked the Council to consider giving any unencumbered funds, like excess ARPA funds, to the Art's Center. He invited the Council to their upcoming fundraiser on June 8th.

Leonard Lockhart, 57 Columbia Road, was present as a taxpayer and parent and stated that he did not support any cuts to the Board of Education or the town's budget. He said we should give more support to the town, like to the public works and to the education system. He questioned if there was an alternative way to tax senior citizens who are on a fixed income and have paid their dues to the town for 20, 30 or 40 years. He said he hoped there was a way to take care of everyone.

George Slate, 74 Ethan Drive, congratulated the staff on the budget in brief, which gave a clear picture. He questioned the increase for the Great Pond Improvement District and asked the Council to take a look into that. He said he researched state statues and read from Section 7-567, *Additional property tax to pay current year's expenses*. He questioned whether the budget process was the end of all this and was not sure if that is what they should look at two months from now.

Kay Permenter, 30 Wilton Road, shared that they received a tax assessment that their taxes are going up 63% and asked if this is something that has come up suddenly or has this been in the works and asked why such a big increase is occurring.

Jim McLoughlin, 168 Windbrook Drive, said he came to town hall to appeal the tax assessment. He said he reviewed the records and there was a mistake on the number of bathrooms that are in his home and an adjustment was made. He stated that the value of



his home went up about \$78,000. He shared that the highest tax increase he ever had was 6% from 2012-2013 and this year his increase is 36%. He stated that he would struggle with the increase without some adjustments being made by the Council and urged the Council to help.

Dr. Linda Alexander, 155 Fieldstone Drive, was present on behalf of those who could not attend the meeting. She shared tax increases from residents that ranged from \$1,300-\$2,300 and they did not know how they would be able to afford the increase.

Jennifer Delskey, 16 Penncross Drive, and John Scanlon were present as Co-presidents of the Windsor Education Association (WEA) and have taught in Windsor for 20+ years. They asked the Council to reject proposed cuts to the Board of Education (BOE) and to support a budget that supports our kids. She said they are already operating with less than our town residents deserve and that schools are already severely challenged with unmet needs and problems with staffing shortages.

Tracey Zotter, 28 Spring Street, said that she is a lifelong resident of Windsor and shared that her parents are still Windsor residents, as well as with her nine-year old daughter. She stated that where she lives her taxes only went up \$180 based on the increase from the Board of Education and the town budget. She stated that she could not stress enough that the bulk of the tax increase is from the assessment. She reported that they are struggling in their schools and that they cannot afford to lose critical resources. She said \$1.5M cut from the staff would be devastating. She asked the Council that if they are looking to cut the budget to send it to the town for a vote and asked the Council to give the residents the best opportunity to provide for our children.

3) PRELIMINARY DELIBERATIONS

Town Manager Souza provided an overview and stated that the proposed budget before the Council for consideration included the State mandated property re-evaluation and that significant appreciation of home values in the past several years is driving the majority of the impact for the budget. He said on average residential properties increased 51% over the last five years, since 2018. What has also occurred is that office buildings values have decreased approximately \$100M in assessed value due to the new or evolving remote work model. Motor vehicle values also decreased by approximately 6% or \$19M in assessed values. He explained that there has been a shift in the proportions of the overall Grand List and that several years ago when they did a re-evaluation property values went in the opposite direction, where commercial and industrial properties maintained or increased their overall share of the Grand List. He said currently, the residential portion of the Grand List is 52% versus one year ago when it was 43%. He explained that it has created a dynamic that all homeowners/property owners in Windsor are experiencing, which is a shift from commercial to residential in terms of the overall tax burden.

Town Manager Souza continued that on the expenditure side, the Board of Education budget proposed an increase of \$5.1M or 6.4% and the general government operating



budget increased \$1.3M or 2.26% for a combined proposal increase of \$6.5M or 4.6%. Taking into account the property re-evaluation, the proposed budget resets the tax rate to 28.26 mills, which is down from 33.6 mills that we had this year. Unfortunately, re-evaluation changes the assessed evaluation of all properties and there is still a significant increase. He said the overall average potential tax increase would be 27%. On the expenditure side, changes in non-tax revenues is approximately 3.2% and the rest of the percentage increase is related to the re-evaluation. He noted that each property is unique in how it has changed in its assessment, so re-evaluation will be unique. The tax rate for vehicles was decreased by approximately 13%, if the proposed budget were to be adopted at 28.26 mills.

Town Manager Souza said at this junction, the Council can begin discussing potential adjustments to the proposed budgets and consider phase in of property re-evaluation. He said the Council has the ability to adopt a multi-year phase in, which simply prorates out the re-evaluation portion of the assessed value increase. He brought the Council's attention to the calendar and reminded them that the budget needs to be adopted tomorrow evening, as well as setting a budget referendum date, which has traditionally been the second Tuesday in May. He said that he and staff are here and happy to answer any questions they might have and look to them for guidance to help prepare for tomorrow evening's meeting.

Deputy Mayor Klase thanked Town Manager Souza and asked the Council if anyone had any questions.

Councilor Naeem thanked everyone who came to the meeting to share their concerns. She said this is an unprecedented time here in Windsor and across the State, where a lot of difficult decisions and challenges are being faced on how do we balance making sure that we are not going backwards, maintaining services, quality of life and the needs that are here for our children while also making sure that our residents can continue to afford to live in Windsor. She said the Council has spent a lot of time together and have sent many questions to the Town Manager and his staff to really work together to understand what our options are. She shared that they have worked out a couple of different options and that she believed there would be some level of cuts that would be made but she was unsure of where they would land. She also believed they would need to bring forward a phase in solution so that we are trying our best to take the impact of the re-evaluation, which is the most significant part. She also hoped they would be discussing the use of opening cash. She said the town has worked hard to bring themselves up to a strong financial standing and that we have a wonderful bond rating and significant opening cash available to us to use for expenses, either as things come up or to apply towards the budget to help mitigate the tax rate, so our residents are paying less in taxes. She said, however, whatever they do decide to use for opening cash, they will need to make sure they have ways to fill that next year, so they are not passing that gap onto our residents. She took a moment to thank the Town Manager, Assistant Town Manager, the finance team and the entire staff.



Deputy Mayor Klase told the Council that Mayor Black-Burke was listening in on the meeting via Zoom and believed she was on her way and would be there soon. She also gave thanks to the Councilors who were also on the Finance Committee and she acknowledged Councilors Naeem, Smith and Eleveld.

Councilor Eleveld thanked Councilor Naeem for the items that she outlined and said as others have said, this is an unprecedented year and that this is happening all over the State for those who have done re-evaluations. He said on average the Councilors are looking at about a 45% property value increase and a 16-22% tax increase and said they are getting hit just as much as others. He also reminded residents that the Council does not receive any compensation for their work on the Council. He said the bottom line is that we have to absorb the increase in costs of higher taxes along with inflation that has hit our groceries, gas, electricity and the list goes on. Single moms and dads and seniors, he thought would be hit the hardest. He stated that when the Board of Education was before the Council last year, they commented that the ESSER funds were going to run out and they knew that and they anticipated that it would be a difficult year with the re-evaluation. He said the Board of Education requested a 6.4% increase and he thought if they had come in requesting 50% of that then they would be having a less difficult conversation. He said he and Councilor Naeem had multiple conversations on what may or may not be doable. He said their side has agreed that a two-year phase in might work and that the reality is that 2/3rd would hit the taxpayers in the first year. He said the other issue has to do with the rainy day fund and their position is that they are okay with using that fund but explained that the problem with using it is they are essentially using their savings account. He said they suggest if they do use the fund that they do it based upon the interest earned on the money that we have in the bank, which is approximately \$3.3M. He said they would like to use that as a guide for any future use of rainy day funds and that the objective is to wean themselves off of using those funds to balance the budget. He wanted to clarify that they are not looking to cut the Board of Education budget as they cannot do that legally but it is a reduction in what they are asking for. He said the Town Manager knew that it was going to be a difficult year and that he came in with a 2.35% increase and that there will be cuts proposed in that area too. He said he understood that parents would like to have a lot of money for their kids but what happens when the grandparents cannot afford to live in Windsor anymore.

Deputy Mayor Klase asked the Council if anyone had any questions for town staff or Town Manager Souza.

Councilor Walker said he had a reminder from the last meeting that they had and there was one area that was unfunded and he asked if it was appropriate for him to ask for a motion for funding for that one entity, the Windsor Fife and Drum Corps. He said they are asking for \$10,000 to purchase insurance so they can survive and help our kids. Town Manger Souza said that he thought that motion would be appropriate for tomorrow evening's meeting in final actions relative to the general government's section of the budget. He said he did not think there would be any motions made this evening but the Council would have discussions and provide guidance to prepare for tomorrow's meeting.

Councilor Eleveld asked if Councilor Walker was looking for those funds to be dispersed in the next 60 days or after July 1. Councilor Walker said no, not after July 1st and that there is an immediacy to the ask.

Deputy Mayor Klase shared concerns that this should have its own agenda item, since it is out of this year's budget. She said the published agenda for this evening's meeting said preliminary deliberations and public comment. The Council agreed that it would have to wait to the next regular Council meeting to be discussed.

Councilor Walker asked if the answer is to wait until tomorrow or the next Council meeting. Councilor Pelkey said the next Council meeting if you want action and Councilor Eleveld clarified that it would have to be the next regular meeting.

Deputy Mayor Klase restated and said that if funds are being requested for this fiscal year then Councilor Walker would bring his request to the next regular Council meeting and if he would like to make his request for funds for FY 25 then he could bring his request to tomorrow's meeting. Councilor Walker said that he would bring it up tomorrow night.

Mayor Black-Burke joined the meeting at 7:13 p.m.

Councilor Smith said they are doing everything possible to address the potential financial impact the budget may cause. He said that he is not scared to use the rainy day fund because that is what it is for.

Mayor Black-Burke apologized for being late but she had a work commitment that could not be moved.

Councilor Armstrong said that she knows there are concerns with cuts and increases and said there should be an attempt not to cut town services.

Councilor Walker said there is no problem with using the rainy day fund for the different areas of the budget and that Councilor Naeem mentioned the town's AAA bond rating and he said we need to maintain that. He said his area of concern is the Board of Education and that every year the budget increases and does not see anything getting cut in their budget. He said the town side is making sacrifices and thought the sacrifices need to be spread around. He shared concerns for seniors who are on fixed incomes.

Deputy Mayor Klase asked Town Manager Souza if he could explain the use of opening cash (reserves and rainy day is all the same) and what the impact of using it is and what is needed to maintain the bond rating. Town Manager Souza said it is called the reserve fund or unassigned fund balance. He said traditionally the Council, except for the last 2-3 fiscal years, has used on an annual basis part of that fund balance to mitigate the tax impact to the property owners. He said sometimes they refer to that as opening cash, which is effectively taking money from our reserve fund and simply putting it into the operating budget as a revenue, which reduces the mill rate. He said that it helps to provide

that mitigation of the tax increase and also preserve service levels. He said town staff cannot use the unassigned fund balance without authorization from the town Council and that Council has been asked over the years to use those funds to be able to cash finance capital projects, which reduces our long-term debt liability. He said currently the bond reporting agencies, which assigns a rating just like our own credit score, are reporting that municipalities should have 15-20% of their annual operating budget set aside in a reserve or unassigned fund balance. He reported that the town does have more than 20%, as the Council knows, and town Councils for a number of years now have known that a re-evaluation was coming and there was a possibility of using judiciously over a multi-year period some of those reserve funds. He said he mentioned multi-year period because if you use an 'X' amount of dollars in year number one then the following year you need to recover those dollars in some way. He said he thought we were in the position that the Town Council can use some of that General Fund unassigned fund balance but urged the Council to look at this from a three to five year period in how we use that cash because we have additional capital projects. He said our capital projects or what they call our CIP projects use upwards of \$700,000 each year in 'pay as you go' capital projects that reduces our overall bonding debt service liability.

Deputy Mayor Klase asked what it would look like if we did a two year phase-in and used opening cash over five years. Town Manager Souza said that he was going to use arbitrary numbers to explain and that these were not his recommendations. He said if the town were to use \$3M in opening cash in FY 25, then in FY 26 they would want to step down the reliance on that cash, so that in five years you might be down to \$1M because we do not know what the future might bring to us in terms of excess funds in any given year or any unexpected events. He remembered the time with Storm Alfred where they needed over \$2M for the cleanup after the storm and they did not get reimbursed from FEMA for a number of months, so they needed to have the ability to meet unexpected expenditures and to pay for appropriate capital projects.

Deputy Mayor Klase said that it is her understanding that when they phase in that there are commercial properties that are going to receive their tax revaluation at a lower assessment in year one and asked if that was correct. Town Manager Souza replied that with any phase in, by state law, all revaluation increases get phased in, so that is for both residential and commercial. He said any decrease does not get phased in, so we had significant decreases in our office properties in town and so those folks will receive that drop in recessed value at 100% and all the other properties that saw increases would see it spread out over whatever timeframe the Council decides on.

Councilor Pelkey asked what the projected growth would be over the next few years, excluding different tax abatement properties and other things, as well as the Grand List growth for major projects that we feel likely will happen. Town Manager Souza stated that at this point in time, we only have one fixed assessment or tax abatement that is in place and that is for the Amazon facility on Kennedy Road and he believed that would end at the end of FY 25. He said that is approximately a \$45-\$50M increase in assessed value for FY 26. He said right now there other projects that are under construction that will have



some increase in the Grand List in October 2024 and when they do their modeling they will be looking at about ½ a percent of economic growth. He noted that personal property, which is a fairly large share of our overall Grand List depreciates, so those businesses, non-manufacturing, that have personal property, their properties depreciate at a set rate and we should also take that into consideration. He said thankfully many of our companies have reinvested but that is usually on a cyclical basis. He said historically we see two or three years of growth and then we see a dip for a year or two.

Councilor Smith asked if there were cuts to the budget would that automatically make cuts to the TIF districts. Town Manager Souza replied that the Town of Windsor receives all of the revenues that are paid from taxes within that district and the town, per their agreement, rebates back 50% of those revenues to the Great Pond Improvement District, which is used to pay for the public infrastructure, like roadways, water and public sewer systems. He said it does not pay for any improvements on private property. He did not believe there was any ability to reduce those payments because of their agreement that was put in place in 2011 or 2012. He said if the Council chose to set a mill rate that was less than 28.26, then that transfer becomes less because the property owners within that district will have paid less taxes. He said this is a little different than the town center tax increment financing (TIF) district, which the town will begin to receive revenue from this year. He said currently we do not have any obligations that are in place for this current fiscal year, so the Town Council has the ability to use the revenue from the town center TIF, as long as it meets the TIF policy for the town center. The proposal for the FY 25 budget, staff has taken all but \$20,000 that is being generated from the town center TIF and they have turned that all back to the general fund operating budget. He said the \$20,000 will be used to support the First Town Downtown effort. He clarified that this is not additional money that they are receiving but that the money is now coming out of the town center TIF district instead of the General Fund.

Councilor Armstrong asked what would happen if our rainy day fund is depleted. Town Manager Souza replied that we would be in trouble and noted that the Town Council has an adopted fund policy, which states that they will have 15-20% of our annual operating budget set aside in that General Fund unassigned fund balance. He said by policy, if we go below the 15%, the Council policy is to replenish that fund so it at least meets that floor of 15%. The credit rating agencies will not reduce our credit rating immediately and would give us a warning as we approach the 15% and may put us on a credit watch. He said if the fund balance does not get restored between 15% and 20%, then there is a potential for the credit agencies to drop that bond rating but prior to that there may be some investors that may not be as interested in buying our bonds and we may not have as many buyers interested in our bonds, which could possibly cause us to pay higher interest rates. He said it is multi-faceted.

Councilor Gluck Hoffman joined the meeting at 8:15 p.m.

Councilor Armstrong asked what percentage from the rainy day fund would Mr. Souza recommend allocating to this budget. Town Manager Souza replied that it was a tough question to answer and that his preferred professional recommendation would be that we

are in the \$2.5-\$3M range and recognized that this is an unusual timeframe. He said it could be higher than that range but that it should be looked at in its totality and to look at what other impacts to reduce the expenditure levels are being made. He reminded the Council that this budget has about \$2.5M worth of 'pay as you go' capital projects and if that gets notably reduced those are things that still need to get done. As an example, he said we may be able to go one paving season without doing quite as many roads and that we normally only pave 6 miles of our 160 miles of roadway. He said there other items to look at that as one-time projects but that these are expenses we need to make to reinvest in the overall town infrastructure.

Councilor Eleveld asked if his understanding was correct about the credit enhancement agreement for Founder's Square which is within the TIF district but that it is not part of the TIF district. Town Manager Souza said that they have an agreement with the developer that we will rebate a portion of those taxes directly to him after he pays those to support that project but it is similar in some respects to the agreement that they have with the Great Pond Village. He added that the agreement has a set time.

Councilor Eleveld said that Town Manager Souza mentioned 160 miles of town roads and asked if that was all town roads that did not include state roads. Town Manager Souza said that is correct, it is all town roads.

Councilor Eleveld asked what the impact would be on the town if there was no increase given to the budget. Town Manager Souza asked if he was referring to the whole budget or just the general government side. Councilor Eleveld said just the general government side zeroing out. Town Manager Souza said that would be a reduction of \$1.3M (2.26%) and that he would look to preserve our staff levels to the extent possible and would look to reduce the pay as you go capital funding and would ask that the Town Council would replace that with the appropriate use of our cash reserves. He said they would be looking at things such as our annual contribution to other post-employment benefits (OPEB). He said past Councils have worked hard to keep that but this is a situation where we need to look at how we would address maintaining our services and mitigating taxes. He said it would potentially include elimination of some full-time and part-time positions to be able to achieve that.

Councilor Eleveld said would it include letting someone go or not hiring someone. Town Manager Souza said that it would depend on the department and said that we do have a few full-time vacancies at this point.

Councilor Eleveld said that they had received some communication from the Board of Education outlining what a reduction would look like on their side.

Councilor Naeem wanted to follow up on that discussion and said it would be helpful to see what those cuts would look like to get to zero for tomorrow night's deliberation, so that they could give some direction.

Councilor Eleveld said he would like Town Manager Souza to avoid any disruptions to service and reductions in headcounts, if possible. Town Manager Souza said that he understood.

Deputy Mayor Klase wanted to outline that the Board of Education did provide the Council with some examples of reductions and she reviewed them. A 1% decrease would include reductions in diesel fuel, major maintenance, physical plant services and possibly seven FTEs. A 2% decrease would include reductions in the above items and 11.5 FTEs and a 3% decrease would result in the above listed and 11.5 more FTEs for a possible total reduction of 37 FTEs.

Mayor Black-Burke shared that the outline Deputy Mayor Klase gave was provided to the full Council from the Board of Education.

Councilor Eleveld said that some of their reductions included items like maintenance, which we could assist in covering through 'pay as you go' basis if it is appropriate.

Mayor Black-Burke asked if he was referring to some of their major maintenance and he said yes.

Councilor Eleveld said that we all realize that this is a difficult time but what one of the problems that we have to realize with the Board of Education is that if you give them \$1M this year, then you are locked in to give them another million dollars next year and if the Council does a two-year phase in, then it is two years of paying.

Councilor Armstrong asked if we were talking about not filling positions that were vacant and possible layoffs during this budget. Town Manager Souza replied that to achieve a \$1.3M reduction to the general government budget, it would depend on how the Council would approach it. If more focus is put on reductions in capital spending and contribution to OPEB then it reduces the need to have vacant positions unfunded or potential layoffs. He added that some of the 'pay as you go' projects can be funded with the reserve fund. He said if you take \$500,000 away from paving, three years from now that money will probably be \$600,000 with inflation and the degradation of our road system. He said they would have to look at how we get that money back incrementally into the operating budget and said that it is the same challenge that the Superintendent has.

Councilor Armstrong asked if this would in any way affect the health insurance or benefits. Town Manager Souza replied that he did not believe so at this time.

Councilor Naeem spoke to Town Manager Souza and requested that the Council see what a two year phase-in would look like.

Mayor Black-Burke spoke to Town Manager Souza and asked if he could also provide what that might look like with a particular house value amount. Her biggest question they are facing right now is, what is the end impact on all citizens. She thought it would be very important to start to share what that looks like.

Deputy Mayor Klase asked Town Manager Souza to talk about doing a two billing cycle for paying taxes. Town Manager Souza said the most significant impact, if we went to a two payment system for real estate taxes only, would be a projected loss in interest income between \$675,000 and \$700,000. He said this would be assuming half of the taxes would be paid in July and half in January. He said that would reduce our \$3.3M in revenue that is built into the budget from those interest earnings by \$675,000 to \$700,000 using the interest that we are receiving today. He said to keep the mill rate where it is, they would either have to reduce expenditures by that dollar amount or find other revenues, i.e. increasing the tax rate.

Deputy Mayor Klase asked Town Manager Souza if the Montessori School and Stonybrook were the two properties that we collect rent from consistently. Town Manager Souza said the Montessori program at Milo Peck Center pays us a “rental fee”, which is then used to go back to cover “landlord costs” of general maintenance of that property and then the Caring Connection pays a rental rate for their use of 330 Windsor Avenue Community Center and that again goes into a segregated maintenance account that pays overall utilities, as well as minor maintenance and repair for the entire building.

Deputy Mayor Klase asked Town Manager Souza if it was fair to say that it is not market rate rent. Town Manager Souza said correct. He said that they collected approximately \$150,000 between both buildings and that money goes back to maintaining those buildings. He said if those programs were not here, then we would have those costs.

Councilor Gluck Hoffman asked if the Windsor Arts Center pays rents. Town Manager Souza said they do and they cover a portion of the utilities based upon their total usage of the facility. He said they also have the train station, which are subleased to individual artists and those funds get segregated out to cover basic maintenance costs of those two buildings.

Councilor Naeem reviewed what the Council had talked about so far and said what they had not talked too deeply about was numbers on the opening cash side in terms of what they needed from the Town Manager. She said she knew that one mill with this Grand List is about \$4.4M and she would like to see what the impact is with the use of that \$4.4M in terms of that one mill equivalent. Town Manager Souza asked with what level of expenditure reduction. Councilor Naeem said to give them a minute and they would get back to that.

Councilor Naeem said she thought it would be helpful to see a \$4M and a \$3.5M usage of opening cash, just for comparison sake. She said they had not decided what dollar budget but in terms of how much opening cash to use she asked the Council if they were comfortable with that and if they would like to see more or less opening cash used.

Councilor Eleveld said that their side had discussed the idea of utilizing, as an objective criteria, the amount of interest we earned in the year and being able to use roughly that number, which is roughly \$3.3M. He said the other concern he had was that he did not think we want to lower the tax levy to a number less than it was last year. He said they

would have gone to a zero budgetary increase by using other methods to get it to zero and thought it would be more of a challenge to get out of that hole. He said if you do \$4.4M then next year they are looking at theoretically somewhere close to \$8M and the year after that possibly \$12M because you have to cover your hole plus a new hole.

Councilor Naeem asked what their proposal was for using opening cash. Councilor Eleveld said \$3.3M.

Councilor Naeem asked Town Manager Souza if they could see options with using \$4.4M, \$4M and \$3.3M of opening cash.

Councilor Pelkey asked to add what it would look like to use zero opening cash.

Councilor Eleveld suggested seeing the numbers for utilizing opening cash at \$4.4M, \$3.3M and zero would work and they can extrapolate further from there if they want to go lower or higher and the other Councilors agreed.

Councilor Smith wanted to make a clarification that no one on the Council is looking to deplete opening cash/rainy day fund. He said there seems to be a thought process that there is a direct correlation between reducing the reserves and the bond rating. He said there are many factors that go into determining a bond rating. He also spoke about the interest earned from tax payers. Town Manager Souza said that he was correct that the cash reserves is one component that goes into the credit rating and he was correct that we earn interest off the taxes that are paid up front. He said he wanted to be clear that if they went to two payments it is approximately \$675,000-\$700,000 in revenue that needs to be made up either by the mill rate going up or a further reduction in expenditures.

Councilor Pelkey said that he tries not to look at things in isolation and was curious going forward if we have an ability to do a revaluation sooner than five years. Town Manager Souza said yes, state law does allow for that.

Councilor Pelkey asked if there was any timeline that we would have to adhere to do another revaluation. Town Manager Souza said he did not believe so but that he would have to clarify and see how that works if we were in the middle of a phase-in.

Councilor Eleveld asked if Town Manager Souza could provide a \$1M, \$2M and \$3M reduction to the overall budget without saying where the money would come out of.

Mayor Black-Burke said the Finance Committee was interested in seeing a \$1M budget reduction to the budget.

Councilor Eleveld said his concern was that if they do \$4.4M, then they are going to be \$1M or \$2M below where we were last year in terms of tax levy, so we would be below the taxes that were collected last year.

Councilor Naeem said that is if we use \$4.4M in opening cash and Councilor Eleveld added and have some kind of reductions.

Councilor Naeem said she thought the only way that would happen is if our overall reductions go below \$6.4M.

Councilor Eleveld said if you take \$2M off and add \$4.4M in opening cash then they are at zero, relative to the increase.

Councilor Naeem said not below and Councilor Eleveld said his numbers are a little bit below by maybe a half a million dollars.

Councilor Naeem wanted to be sure Town Manager Souza was clear on what the Council's requests were for tomorrow evening's meeting.

The Council discussed if they were in agreement to include a two year phase-in.

Councilor Pelkey said that he would rather rip the band-aid off and just be done with it because if they do a two year, no matter what the numbers work out to be, it is roughly 2/3^{rds} get paid this year and 1/3rd next year and he would rather pay it all knowing that immediately in a year that the tax bill is significantly crashing.

Council Eleveld said he had the numbers on a two year phase in with the methodology that Town Manager Souza discussed last year and it works out to be 2/3^{rds} would be paid this year and 1/3rd paid the second year, assuming the current budget with no adjustments or opening cash.

Councilor Naeem said she thought that further conversation on that would get the Council into muddied water and that ultimately they needed to see the numbers from Town Manager Souza. She asked that all the scenarios be with a two year phase-in and she clarified what scenarios they were asking numbers for. She said \$4.4M, \$3.3M and zero opening cash.

Town Manager Souza clarified that is with a \$1M, \$2M and \$3M reduction in requested expenditures.

Councilor Pelkey added on a median property and Town Manager Souza responded with how about a \$322,000 fair market value house, which is the middle of the road.

Councilor Naeem asked the Council if there was one reduction number that they could take out so town staff would only have to provide two scenarios instead of three.

Mayor Black-Burke said \$1M and \$2M would be the two numbers she would like to see.

Councilor Eleveld said in the end that it is going to end up that their side would like to see a much larger reduction.

Councilor Gluck Hoffman said that they want to make it easier for staff to get it done in a timely fashion and for it to be accurate and not for them to be here all night.

Councilor Naeem said they could do the \$1M and the \$3M and they could do the math from there.

Town Manager Souza recommended doing a \$1M and a \$3M reduction in expenditures and they will build in the opening cash at those numbers.

Councilor Naeem restated what scenarios the Council was requesting.

Mayor Black-Burke thanked the spokespeople for their hard work and asked the Council if anyone had any other questions. She told the Council that they will need to be prepared to vote tomorrow.

Councilor Naeem asked if staff could share the number before the meeting so that Council could have time to prepare. Town Manager Souza said he would.

Councilor Pelkey spoke about the Board of Education budget and thought that \$1.3M should come off the top and ignore it and start negotiations from there because they knew the ESSER positions were temporary and funded with ARPA funds. He thought the reduction would alleviate the pain for everyone in town and that it is unfair to ask residents with no kids in the school system to bear that burden. He stated that our principals should guide us and not this unprecedented moment and hoped everyone would look at the bigger picture and look long-term.

Deputy Mayor Klase said that she believed in the commitment to education whether she uses those services or not and that it is a commitment to a society that we all want to live in. She called to the fact that the Board of Education's budget in years past has been very reasonable and that she understood that they absorbed as many ESSER positions as they could and that they are identifying positions that are still critical and still in need. She said it is a philosophical discussion.

Mayor Black-Burke said that she did agree that we live in a town where they do not use all of the services, like the senior center, pool, parks or the school. She said she did agree with Councilor Pelkey that they should be looking to the future and how they and Councils to come can ensure they are shoring up the education system and provide the best services in town. She said that she agreed with the Deputy Mayor Klase that the Board of Education has been prudent. She said it is her will as much as possible that they keep as much as is needed knowing that there are going to be cuts on both sides in the town and in the Board of Education. She shared that she has a nine-year old who was a kindergartener when Covid hit and shared concerns on how they were going to ensure that cohort of students are going to get the services they need and get them back up to where they are supposed to be because their educational process was interrupted. She encouraged everyone to be mindful and that they owe it to the folks in town to hear what



they are saying but also being sure to shore up for everyone so they feel like they are getting the best of Windsor, which includes their school system.

Councilor Armstrong said that she wanted residents to know that they are here and that they hear them.

Mayor Black-Burke thanked town staff that have been with the Council for the last few weeks through budget discussions.

4) ADJOURNMENT

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

Motion Passed 9-0-0

Respectfully Submitted,

Andrea D. Marcavitch
Recording Secretary



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
April 24, 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) PUBLIC COMMENT

Dr. Linda Alexander, 155 Fieldstone Drive, stated we can't have a town or community where no one can afford to live in. She will support a budget with no spending increases. She realizes that this does not mean that the taxpayers will receive a zero percent tax increase because we must cover the cost of revaluation, which for some people is quite considerable. She supports a two year phase-in. This is especially important for those with larger increases. She agrees that we should not raid the principle of the savings account to increase spending. However, we could use, not more than, the interest generated by the account. The Board of Education budget is the consequence of many years of spending additions and increases. Any addition to the \$80,000,000 is carried forward forever. If the Council votes for a smaller increase as a compromise, she doesn't believe people will vote for that on top of what they have to already pay for revaluation. In 2015, the budget was defeated four times. There are costs associated with voting multiple times. So, please let's get it right the first time.

Cora Lee Jones, 1171 Matianuck Avenue said she went through the revaluation process. The market value of her house is \$300,000, which is astronomical. Her house went up 70% more than any other house on the street. The town does not have control over revaluation. It is a mandatory and it happens every five years. But the town does have control over how much money is allocated to be spent by the town and the Board of Education. The Board of Education has control over their numbers and they submit them to the town and then the town does the government side of the budget. Tonight, this Council determines the total budget of the town. The taxpayers look to them to keep spending increases under control.



George Slate, 74 Ethan Drive, stated regarding the usage of opening cash, if Amazon, Windsor Federal Savings and the Bean benefit from something you've done tonight, you've gone too far. Those aren't the people that are saying they can't afford the increase. What you decide to do on the spending level, he is keeping it in the hands of the Council. For Windsor Federal, he will try to talk to the CEO and argue one point with him/her. Can you come up with a new product for micro HELOC, home equity lines of credit, because they don't have an application fee or annual fee. So for those in tough times, we can do this for the 1,000 or 600 people that need to be targeted. Don't go beyond that. You seem to be talking expansively, let's include everybody. There is only a small population that needs to be targeted. He was glad to hear from Linda Alexander that a 0% increase would be acceptable. He understands that, but the understanding is that revaluation is part of the pain of death and taxes. The collection level (if there are 600 people that really need relief and they can pay last year's level) if the shortfall in that is \$1,000,000 or \$600,000, whatever it takes, factor that into your collection rate that you're not going to get this year. Some things aren't globally necessary. Change your collection rate assumption.

Leonard Lockhart, 57 Columbia Road, stated he was talking as the Finance Chairman of the Board of Education. As you know, the Board of Education agreed to a 6.4% increase. There were differences and disagreements to get to that number. He said the town would like the Board of Education to improve the performance of their schools. Much of the ESSER funds went towards a lot of the Covid stuff. A lot of those funds went towards Tier 2 and Tier 3 support with interventionists. There was EL support there as well. We have been underfunded as a district but by them having those federal funds, they were able to bring those services and employees into the district to help at the K-3 growth spurt. Because if we don't resolve it by Grade 3, statistics show that they will struggle throughout the rest of their academic career. We made it very clear that they would like to keep all those things once the ESSER funds were done. Yes, the Board of Education was told that they have to get rid of that. As his position as a Board of Education member, he's responsible for advocating for the school system and advocating and fighting for the children. That's not to say the Town Council can't fight for the children. His point is that the Town Council is responsible for the appropriations but not the management of the school district. There are times that people think that the Town Council can tell the Board of Education what to do. So he wanted to make sure they cleared those lines up. This town has also benefited from them being an alliance district. Politically it's used as a double edged sword as we are one of the 36 worst districts in the state and that is not the case. This town has benefited from that financial head of protection from the state when other towns with the ability to pay were getting their funding from the state cut, the Board of Education's funding remained flat. That was consistent to this town. We have to make sure we put the full pieces of the puzzle on the table and that we understand exactly what we have and what we're trying to do. We have an achievement gap. We're trying to address it. We tried to address it with the ESSER funds. If we lose those ESSER funds, we will be struggling from K-3 and we'll have a hard time with this cohort of kids for the next two to three years where we'll be able to track through the rest of their academic career. History will show that this was a pivotable time in history when we had the opportunity to do the

right thing. As Finance Chair, he is advocating for the 6.4% increase. He knows it's a difficult ask of this town and for the Town Council, but he still has a responsibility to advocate for every single child in this district and work with everybody to get there. Mayor Black-Burke said that at the Town Council's meeting last night, the Council had asked that a few items be presented tonight. She asked the Town Manager to do that.

Town Manager Souza stated that the Council was provided with two items this evening as a follow up to last night's meeting. The first is potential adjustments to the town's side of the proposed FY 25 budget. It's broken into two parts. The first part is potential adjustments to the General Fund in the amount of \$1,000,000. The second component is potential reductions that total approximately \$328,000 which would equate to a zero percent change over the FY 24 budget. That's approximately a \$1.3 million adjustment to get down to the current year's level.

In that first \$1,000,000 bucket, there are items such as reducing \$85,000 of funding for street repaving, reducing contributions to the OPEB trust fund (\$448,000 in General Services and \$192,000 in Town Support for Education funding) which leaves an overall contribution of \$135,000 but a \$640,000 reduction from where we are in proposed FY 25 budget. Open space has a \$25,000 reduction in open space contributions to the Open Space Preservation fund which would bring it to an additional \$110,000 and approximately a \$65,000 balance. We generally have three vehicles in the General Fund. The proposed budget before you has already removed one of the three vehicles. Therefore, if the Town Council wants to make this adjustment, that would leave one vehicle in the General Fund and to achieve that there would need to be a \$60,000 reduction. Another capital 'pay as you go' component in the budget is our sidewalk replacement and repair category. The proposed budget has \$200,000 in it. One potential adjustment is to reduce that at a level of \$50,000. We have a vacant part-time administrative aide position in the Department of Public Works. That is a potential adjustment downward by \$43,000. Then there's a possible reduction to DPW materials, supplies and small equipment in the amount of \$12,000. This all totals the \$1,000,000 reduction.

If you want to go beyond that, you're getting into direct services and staffing. You'll see there everything from eliminating two full-time positions, several part-time positions, as well as potentially reducing programming such as those at the 330 Windsor Avenue Community Center on Sundays and reducing money that is in the Town Manager's office for sustainability initiatives and for materials and supplies related to anti-littering and Drive Wise programs. Those are possible reductions in response to the Council's request from last evening. A good number of those are recurring capital costs or related to our annual OPEB contributions. All of these programs and dollars provide programs and resources for our departments, but those recurring capital and OPEB expenses are approximately \$965,000. That relates to the conversation we had last night on how to best use our unassigned fund balance as well as what is the level of or the depth of the hole that can be created by reducing the operating budget this year knowing those are ongoing



expenses and how would the future Councils be able to incorporate building back those dollars back into the operating budget.

On the second sheet that was provided, we have set up a matrix or table format. There are three primary blocks of scenarios all based around a two year phase in. At the top of the page is the outline of the proposed budget with no phase in and no use of opening cash in either FY 25 or FY 26. It shows the tax change due to revaluation and the operating budget for a fair market home valued of \$322,000 as of the October 1, 2023 grand list. The first year would be a 27% tax increase. The mill rate would be at 28.26 mills. We did attempt to forecast out the FY 26 tax change. The projection is based on a FY 26 budget going up 4% from the Town Manager's proposed budget. Then we have a two year base scenario two year phase in, no use of opening cash, instead of a 27% tax increase that first year, that home would see 17.7% tax increase. That is simply due to the phase in of the revaluation.

Moving down to the next block, it is a two year phase in with various reductions. One is a \$1,000,000 reduction in expenditures. There are various scenarios regarding the use of opening cash or not using opening cash at those values you suggested last evening at a \$3.3 million and \$4.4 million scenario and stepping that down in \$1 million increments into FY 26. Depending on the amount of opening cash you use, you can have anywhere from a 12.5% tax increase for year number one up to 16.7% in that first year. As you go down the sheet, the next one is a \$2 million expenditure decrease and the last set of scenarios is a \$3 million expenditure decrease.

Councilor Naeem thanked everyone that got the information out to the Council in such a short time frame for this evening's meeting. Last night, we heard from a lot of the public and had discussions on the importance of trying our best this year, recognizing that it's a revaluation year, to maintain our services both on the government side and the Board of Education side. Also, to think about the impacts to those that might be in tight finances, knowing that the change of income is not the same as the change in tax increases. Tonight, we heard from a few people as well. Mr. Slate went over the things that we have at our disposal to mitigate impacts. What we are trying to do tonight is from a defensive perspective. What can we do again to lessen the impact on the residents and children both in terms of taxes to be paid and services to be kept to insure a bright future for everyone. Ms. Jones talked about the revaluation being out of the town's hands, which it is. As we review what the Town Manager has shared with us, both in terms of potential expenditure decreases as well as use of opening cash, two points from the democratic caucus side that we feel strongly about is we know cuts have to be made. Tonight we are looking to entertain somewhere in the range of \$1 - \$2 million overall in cuts between the town and the Board of Education side. On the use of open cash, the goal is to mitigate the expenditure increase as much as we can. If you had \$2 million in cuts, you have \$4.4 million left over to decrease our tax levy to where it was last year. Tonight, while they have discussions, they should start with the \$4.4 million and see where we go. As we evaluate that, she also recognizes that using \$4.4 million in this year slowly phasing off of that over

the next five or more years, means depleting our cash reserves to a place where we might no longer meet our obligations that we have set as a town of maintaining 15%-20% cash on hand. We want to be in that 15%-20% cash on hand range. As we think about our facilities, infrastructure and such down the road, it is critical that we maintain our bond rating and maintain a good exemplar how we operate fiscally as a town to insure that we have the opportunity to explore ideas like bringing on new facilities. We are looking at the \$1 - \$2 million cut overall for the town and Board of Education.

Councilor Walker said the amount of the Board of Education increase is a sticky point. Although there is a \$1 million cut, he believes it needs to be reduced even more. They want to preserve services for the core function of local government such as maintaining our roads and providing safety services including ambulance services and also educating our children. We can do all these core services without annual increases to the education budget. Our student population is decreasing but our education budget continues to increase. His colleagues on the Windsor Board of Education have the same issue with a more than \$5 million increase, so they voted no to the budget presented to the Council. Windsor is in great shape financially. We want to keep it that way. He is mindful that everybody is concerned about our bond rating, but we must cut expenses. While there are some cuts, we feel that is not enough. With revaluation we can delay the 'nice to have' items and arrive with a budget that does not burden our taxpayers or we can use reserve money and spend away. Windsor is no different than that of our neighboring towns where education budgets are facing scrutiny and many of those towns are cutting those education budgets. We should do what many families do in developing a sensible budget, which is to simply reduce spending. He is going to work with that tonight because Windsor families deserve a break from high taxes.

Councilor Eleveld said that on the Republican side they are open to using opening cash but to make it as low as possible because whatever number you use for conversation at \$4 million, you are slamming right into the next revaluation where you are going to have a problem. Now you'd have a left over hole, in a manner of speaking, you have to fill. That will create a greater problem. So the less you use opening cash, the better we are in respect to getting ourselves out of it. If we use a number of \$500,000 per year, which is low and was tried quite a while ago, you could do \$2-\$2.5 million, then you're looking at five years and you're right back to your next revaluation. Yes, we did have a great cash value at that time and it may have lowered real estate prices but unfortunately, he doesn't know what the future holds. However, we need to be cognizant. We'd be better off at a suggested \$3.3 million, which is the interest earned limit but the less we do the better it is. Being closer to \$2.5 million would be a better mark. We also have to deal with a reduction in the budget. Town Manager Souza did a good job of getting the numbers in tight and he can appreciate that the Board of Education has its issues. It's as he said in the past, that revaluation was going to be quite a challenge for our residents and not everyone makes \$250,000 per year so it doesn't matter. Most of our residents make \$75,000 a year. We have to think about them as well.

Mayor Black-Burke said that while we are looking at revaluation and trying to preserve services, it's also important to understand that education is also a service in our town. So when we are talking about services, we are speaking of all the services in town. As far as the opening cash, she had shared the other day that about \$3.5 million is the number she has in her mind, but with all the new information, she's comfortable at a solid \$3 million with everything that has been presented. Again, as we look down the road, to Councilor Eleveld's point, we have to make sure that we aren't walking into a revaluation wall. Education is also a service that we need to support as a town. Many people move here for the Educational services that are offered in our town.

Councilor Smith said they had the conversation on opening cash last night and are doing it again tonight. He understands some of the math regarding that, but we have a serious math problem which is the potential increases to revaluation and the budget which will be a burden to everyone. Therefore, the rainy day fund is just what it means. We have a rainy season right now and it's his impression that this is the time to use some of the opening cash to help the burden that we are potentially facing. Therefore, he would be okay with the use of \$4 million in opening cash. Because we have to help alleviate a burden and using opening cash is how we can do that. It's a rainy decade at this time. He is fine with \$4 million.

Deputy Mayor Klase said she was at the \$4 million a week ago but is now at a \$3 million figure for use of opening cash. She thinks these reductions are really difficult. She feels the Board of Education had their own rainfall happen. We had the pandemic and received a lot of funding to support what was happening. However, post pandemic has really had some after effects for our kids where they need extra support to get through. She believes we need to reduce the Board of Education budget, but we don't need to reduce it more than \$1 million. The kids still have their issues. She would like the town to think about the seniors and see what they can do. Maybe they can be the only ones that receive the two payment installments?

Councilor Eleveld stated he asked Town Manager Souza that question if it was possible to do something like that. Town Manager Souza said that is correct and that we are not aware of being able to provide any separation like that. Councilor Eleveld added that if you aren't paying that you have to pay 1.5% interest per month. He believes that is state law.

Deputy Mayor Klase said the mechanism we can provide for them is to think about the tax relief that we can provide them. She appreciates the hard work that has gone into this budget both on the Board of Education and town side. The departments have done an amazing job in a really difficult time. She's looking for a budget that supports all the citizens.

Councilor Naeem said from what she understands it's \$1 million from the town side and the Board of Education that needs to be reduced. She wants to make sure that all the



questions for the Town Manager are covered and asked Mayor Black-Burke if she would like to make a motion.

Mayor Black-Burke said before going into motions, she'd like to make sure that everybody has said what they'd like to say.

Deputy Mayor Klase asked Town Manager Souza if we were going to receive in this fiscal year, like the Board of Education is, some cash from the state. She believes that money is due to come back to the town. If that happened is there a way to allocate that money to add to the tax relief funding for the seniors? So it would be in FY 24 received but expended or targeted for FY 25. Are there any other pockets that we could do that with? Is there any extra funding available for FY 24? Mayor Black-Burke interjected and asked Deputy Mayor Klase to restate her question, which she did. Town Manager Souza stated the budget is expected to have a combination of additional revenues for FY 24 as outlined in the budget. It does expect to have a year end positive balance with revenues greater than what was originally budgeted as well as less expenditures on the town's side than was budgeted primarily due to a vacancy and salary savings. Town Manager Souza said the question is how does the Council provide an additional benefit to low/moderate income seniors and those that are disabled under that existing program. His thought is that it would have to be done as part of this evening's adoption of motions. There is a motion that sets the level of dollars that are set aside for that. What that does do is it, depending on the dollar amount, gets adjusted upwards which would have an impact on the mill rate. It is possible. There's another step that could be completed where the Council would need to adjust, at the Council meeting in May, the dollar benefit level. There are two components, you can increase the income ranges. We are presently at the upper limit of \$60,000 or somewhere thereabouts. The Council could make that catchment bigger. Or the Council can keep the income limits where they are and increase the dollar benefits. He noted that it would basically have to be done early in May in terms of those adjustments so that when we send out tax bills, with the short time frame, that we are able to send out the tax bills in time. He suggested that the Council take the action of changing the dollar amount versus changing the limitations at this time so the bills could be sent out in time. Last year there was an adjustment that needed to be made as there was a substantial increase both to the benefit level and the income ranges. It is possible but it would impact the mill rate depending on the dollar value that the Council would want to increase it by.

Councilor Eleveld stated he believes the current senior tax relief number is \$305,000. He believes the Veteran's tax relief was also changed last year. Councilor Eleveld asked if we changed the Volunteer firefighter amount. Town Manager Souza said his understanding is that we are at the maximum allowed by state law.

Councilor Smith said depending on how you're looking at this, this could be seen as an expenditure cut or revenue increase. He was wondering if potentially there is a scenario where we could reduce the contribution to the pension and that will be either a revenue adjustment or potential cut. He'd like to put that out there in way of helping with the budget.



Mayor Black-Burke asked if this was an additional reduction to the pension. Councilor Smith said it was.

Town Manager Souza explained there are two components to that request. A potential adjustment that's been suggested as part of the \$1 million reduction is to the Other Post Employee Benefit (OPEB) fund. That is different than our defined benefit program. The possible reductions that have been outlined in response to the Council's request last night essentially reduces all but \$130,000 that was allocated to go to our OPEB trust fund for future liabilities. Our defined benefit program we have had since the pension plan was established in the 1960's all Town Councils have made the annual recommended actuarial contribution. There are great examples across the country of communities not making the contribution to the pension plan. It's like a drug. Once you get on that drug it's hard to get off of it. He would strongly advise to not reduce the contribution to the pension plan.

Councilor Eleveld said he wanted to entertain this concept for a minute. What was the amount that we are contributing? Town Manager Souza said \$3.6 million. Councilor Eleveld said if we took \$1 million out of it, next year we would end up having to put in probably \$5 million? At least \$1 million back. Mr. Bourke said there are several factors that go into the actual analysis, such as investment performance and participant mortality that effects the next recommended contribution. Councilor Eleveld said that we'd potentially be looking instead of \$3.6 million at \$4.6 million potentially. Mr. Bourke said this would not be a dollar to dollar situation, and would depend on the plan performance and actuarial assumptions. Councilor Eleveld said it's an actuarial calculation. It also turns around and cuts one year of \$1 million of earnings over the course of an amount of years. He feels that would be dangerous for the town. Mr. Bourke said that it would not be a good idea.

Councilor Pelkey said for clarification's sake, when we're looking at the 'ask' both the town and the school board there is a sort of realization that it is an 'ask' and any reductions that we are making are in the 'ask'. That is critical for the public to understand. Any cuts that we take away from this budget are not actually cutting anything it's just simply a reduction of the 'ask'.

Councilor Pelkey said for the Board of Education's side, he was a public school teacher and he is well aware what funding can and cannot do for a school district. This town has made it a priority as we are already spending 57.5% of every dollar towards that. In the Board of Education current 'ask' they are actually trying to go another percent higher than what we currently give out of our tax dollars. So it's not the town that doesn't value that, it's just a matter of the 'ask' that the town or in this particular point the Board of Education is asking for balancing that with the overall needs of some of their speakers that we've heard from the last couple of evenings. It's definitely that balancing act but he wants the public to understand that we are not currently cutting anything anywhere, it's just cutting what the 'ask' is. It's not that we don't value anything. We are already contributing large portions of our budget to certain services in the community. It's the balancing act of what hurts our pocket book but also what serves what we need as a community.

Councilor Naeem wanted to clarify or correct some of Councilor Pelkey’s comments. Yes, on the Board of Education side, what we are decided and voting on today is a dollar reduction, not a specific how they reduce and what they cut. However, on the town side, we will be making specific votes on specific cuts. Her hope and all of our intention is \$1 million on the town side and \$1 million on the Board of Education side. The \$1 million on the town side will be specifically the items that the Town Manager walked us through today. We are not dictating nor do we know what for sure those \$1 million on the Board of Education side will be. The Board of Education will discuss and vote on that themselves. On the town side, we are going to be making those cuts tonight. Her intentions in the motions to come is that what was proposed by the Town Manager in terms of the \$1 million expenditure cuts is what will be reflected in the motions that we make tonight.

Mayor Black-Burke added that we cannot dictate to the Board of Education what they can cut. We cannot do that.

Councilor Eleveld asked if we want to have a motion in particular to Opening Cash?

Councilor Naeem said her side will probably end up with a figure of \$3 million for Opening Cash. That does impact the revenue side so when we do have the motion, if we can go through the expenditure side first, take a 5 or 10 minute recess as needed and then we can move on from there, that would be appreciated.

Mayor Black-Burke said that is the path that they usually have done in the past is to go through the expenditure side first and then go through the other categories.

Councilor Eleveld asked if there could be a 5 minute recess right now so he can confer with his team. Mayor Black-Burke stated that is fine.

The Town Council went into recess at 7:28 p.m. and Mayor Black-Burke asked that the Council return by 7:35 p.m.

The Town Council came back from recess at 7:35 p.m. and re-entered the Special Town meeting.

3) FINAL DELIBERATIONS

EXPENDITURES

Board of Education (Section D of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$85,313,340	(\$1,000,000)	\$84,313,340



MAIN MOTION

MOVED by Councilor Naeem, seconded by Deputy Mayor Klase to amend the proposed budget for the Board of Education of \$85,313,340 by \$1,000,000 to \$84,313,340.

AMENDMENT

MOVED by Councilor Pelkey, seconded by Councilor Eleveld to amend the motion for the Board of Education by \$2,513,340 to \$82,800,000.

Councilor Pelkey said that \$1.3 million of that was temporary and should still be temporary and will be removed. The rest of that amount he feels at this juncture going forward would be beyond what would be prudent for the benefit of the entire town.

Councilor Pelkey said he recognizes the need to have that increase because we are all seeing gas and electricity and other things going up. We have contractual agreements in terms of salaries. He feels this is sort of splitting the difference and keeping that appropriation level.

Councilor Naeem stated in response to Councilor Pelkey, the 'ask' is temporary. The pandemic was now four years ago. A lot has changed in those four years between inflation, impact on our students and needs changing where one could argue while those funds were to be used for supporting temporary needs that some of those temporary needs have become much longer term. That is why she will not be voting in favor of the amendment but will approve the motion that was originally brought forward.

AMENDED MOTION VOTE

Motion Failed 4-5-0 (Mayor Black-Burke, Deputy Mayor Klase and Councilors Armstrong, Naeem, Smith opposed)

MAIN MOTION VOTE

Motion Passed 5-3-1 (Councilors Eleveld, Pelkey and Walker opposed and Councilor Gluck Hoffman abstained)

Town Support for Education (Section E of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$6,167,430	(\$192,000)	\$5,975,430

MOVED by Councilor Smith, seconded by Councilor Naeem to amend the proposed budget for Town Support for Education of \$6,167,430 by \$192,000 to \$5,975,430.

Councilor Naeem said this motion produces the funding of the town's contribution for our OPEB fund.

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



Safety Services (Section F of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$13,608,200	(\$60,000)	\$13,548,200

MAIN MOTION

MOVED by Councilor Naeem, seconded by Deputy Mayor Klase to amend the proposed budget for Safety Services of \$13,608,200 by \$60,000 to \$13,548,200.

Councilor Naeem clarified that this motion will be reducing the funding for one police vehicle, leaving one vehicle in the General Fund.

AMENDED MOTION

MOVED by Councilor Walker, seconded by Councilor Pelkey to amend the proposed motion and increase it by \$60,000 to \$13,608,200.

Councilor Naeem stated that she would recommend keeping that out too as it will be less of an impact to our residents and potentially considering that through the use of Opening Cash in the future.

Mayor Black-Burke stated in the last couple of years through the Health & Safety committee they have looked at various ways to continue supporting the town, especially with our vehicles in Safety Services. A few years back, they had made sure there were enough vehicles in Safety Services. She understands that while all of us are in full support, she would subscribe to taking the reduction of \$60,000 from Safety Services as it relates to one police vehicle. Given to where we are at this point, the \$60,000 is a reasonable reduction.

AMENDED MOTION VOTE

Motion Failed 4-5-0 (Mayor Black-Burke, Deputy Mayor Klase, Councilors Armstrong, Naeem and Smith opposed)

MAIN MOTION VOTE

Motion Passed 9-0-0

Recreation & Leisure Services (Section G of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$2,509,970		\$2,509,970

MOVED by Councilor Armstrong, seconded by Councilor Naeem to accept the proposed budget for Recreation & Leisure Services of \$2,509,970.

Motion Passed 9-0-0



Human Services (Section H of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$571,470		\$571,470

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to accept the proposed budget for Human Services of \$571,470.

Motion Passed 9-0-0

Health Services (Section I of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$645,000		\$645,000

MOVED by Councilor Walker, seconded by Councilor Pelkey to accept the proposed budget for Health Services of \$645,000.

Motion Passed 9-0-0

Library Services (Section J of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$1,991,200		\$1,991,200

MOVED by Councilor Gluck Hoffman, seconded by Councilor Walker to accept the proposed budget for Library Services of \$1,991,200.

Motion Passed 9-0-0

Development Services (Section K of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$2,257,540		\$2,257,540

MOVED by Councilor Pelkey, seconded by Councilor Naeem to accept the proposed budget for Development Services of \$2,257,540.

Motion Passed 9-0-0

Community Development (Section L of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$114,350		\$114,350



MOVED by Councilor Eleveld, seconded by Councilor Walker to accept the proposed budget for Community Development of \$114,350.

Motion Passed 9-0-0

Public Works (Section M of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$7,108,420	(\$55,000)	\$7,053,420

MAIN MOTION

MOVED by Councilor Smith, seconded by Councilor Armstrong to amend the proposed budget for Public Works of \$7,108,420 by \$55,000 to \$7,053,420.

Councilor Smith stated this motion eliminates funding for a part-time Administrative Aide by \$43,000. It also reduces funding for materials, supplies and equipment by \$12,000.

Councilor Pelkey said he heard Councilor Smith state that this would eliminate the position of a part-time Administrative Aide. Would this be the termination of a position or would this be not filling a current vacancy? Town Manager Souza stated this position is currently vacant.

Councilor Walker added that it reduces funding for materials, supplies and equipment by \$12,000. Do we have any idea what that entails? Town Manager Souza stated it is spread across the department's divisions. There could be some out of the parks and grounds and some out of facilities department divisions. It would be for miscellaneous materials and supplies so we haven't identified specific quantities of what those would be at this time.

AMENDED MOTION #1

MOVED by Councilor Walker, seconded by Councilor Eleveld to increase the proposed budget by \$55,000 to \$7,108,420.

Mayor Black-Burke stated she definitely supports Public Works and feels they do an amazing job here in our town. Based on the recommendations, she'd like to state that this is currently a vacant position and if we are in these fiscal straights, if this is something that can be eliminated. It's a part-time role and she's good with the recommendation coming from the Town Manager. She will not be fully in favor of the amended motion, but again she wants to make it clear that the department does a fabulous job.

AMENDED MOTION #1 VOTE

Motion Failed 4-4-1 (Mayor Black-Burke, Deputy Mayor Klase and Councilors Naeem and Smith opposed and Councilor Armstrong abstained)



AMENDED MOTION #2

MOVED by Councilor Gluck Hoffman, seconded by Councilor Eleveld to increase the proposed budget by \$12,000 to \$7,065,420.

Councilor Naeem reiterated that if there are \$10,000 or \$12,000 worth of needs and if it will make the Public Works Department successful, she hopes that would be communicated through to the Town Manager. We have the opportunity to entertain that through our General Fund recognizing that we do have the intention of bringing our original thought of \$4.4 million down to \$3 million and over time that leaves more capacity in our General Fund. She is good with taking the \$12,000 out of the budget so we are lessening the tax impact on our residents.

AMENDED MOTION #2 VOTE

Motion Fails 4-5-0 (Mayor Black-Burke, Deputy Mayor Klase and Councilors Armstrong, Smith and Walker opposed)

MAIN MOTION VOTE

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

Information Services (Section N of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$734,540		\$734,540

MOVED by Councilor Naeem, seconded by Councilor Gluck Hoffman to accept the proposed budget for Information Services of \$734,540.

Motion Passed 9-0-0

Administrative Services (Section O of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$3,014,060		\$3,014,060

MOVED by Councilor Armstrong, seconded by Councilor Walker to accept the proposed budget for Administrative Services of \$3,014,060.

Motion Passed 9-0-0

General Government (Section P of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$1,299,630		\$1,299,630

MAIN MOTION

MOVED by Deputy Mayor Klase, seconded by Councilor Smith to accept the proposed budget for General Government of \$1,299,630.

Deputy Mayor Klase stated that if there is a motion to amend this to add money to a community group, this is the time to do that.

Councilor Eleveld stated it would be the right time if it were a request for the FY 25 budget.

Mayor Black-Burke added that her understanding is that the request is for an immediate action.

Deputy Mayor Klase stated she wasn't sure if this was going to be a recurring request because it's insurance.

Councilor Walker said he believes this appears to be a recurring request.

AMENDED MOTION

MOVED by Councilor Walker to amend the General Government proposed budget of \$1,299,630 by \$10,000 to \$1,309,630 for Windsor Fife & Drum Corps.

Councilor Eleveld asked if there is any way that we can knock another \$10,000 from another pot so we don't have to change the amount on this request? Town Manager Souza said there is. If the intention is to provide dollars for the organization group before July 1st, then he would suggest that this motion not be made at this meeting, instead that the motion be considered at one of the regular Town Council meetings in May. That way, if that organization needs that money or desires to get it before July 1st, that would be a supplemental appropriation at a May or June regular Town Council meeting versus waiting until this budget is adopted, whenever that might be, and the monies don't become available until July 1st.

Mayor Black-Burke agreed with the Town Manager that if the need is immediate, it would be better to do it at a Regular Town Council meeting in May or June. She believes what the Deputy Mayor was looking to raise might be that it is a recurring piece and asked should it be added here. Her point of clarification is this for a fiscal expenditure or is this for a level of service like for their insurance on the vehicle? Town Manager Souza stated from what he understands their request is that it's not for the physical piece but it is primarily for the insurance to make sure that vehicle can be placed on the road and transport individuals.

Councilor Eleveld said in regards to Deputy Mayor's point, he asked Town Manager Souza, we have several deductions in here, can we reduce these items by \$10,000 additional dollars and after that we would allot that allocation to this group for Fiscal Year 2025? Town Manager Souza said that is the directive of the Town Council. None of these



recommendations that have been put forth that achieve \$1 million is done lightly. These are actual reductions to the town’s operating budget. These reductions are not reductions to request above and beyond these particular areas. Therefore, if the Town Council wanted to reduce pavement or sidewalk repair, or OPEB that has \$130,000 allocated in their bucket, any one of these buckets could be reduced further.

Councilor Eleveld stated the only reason he makes this note is because that would force a change in some of the other numbers.

Mayor Black-Burke said she believes that is what they are all saying. She believes that unanimously, they all want to have some type of action for the Windsor Fife and Drum Corps. But she is not sure that it’s fitting for right now. She thinks they all want immediate action. The next Town Council meeting is May 6th. Is that something we can add to the agenda?

AMENDED MOTION VOTE

Councilor Walker WITHDREW his AMENDED MOTION. He stated that he will wait until the next Town Council meeting to bring this up.

Mayor Black-Burke said she thought that it was clear from last night’s meeting, that they would be adding this item onto the next Town Council agenda. She believes it is something that they are all supporting 110% on.

Deputy Mayor Klase added that we needed to talk about it because of the recurring expense. We may have time later to figure that out.

MAIN MOTION VOTE

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

General Services (Section Q of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$20,335,690	(\$693,000)	\$19,642,690

MAIN MOTION

MOVED by Councilor Walker, seconded by Councilor Eleveld to amend the proposed budget for General Services of \$20,335,690 by \$693,000 to \$19,642,690.

Councilor Pelkey stated that this motion would reduce funding for paving management, sidewalk replacement, town contribution to OPEB and reduce some funding for the open space.



AMENDED MOTION

MOVED by Councilor Walker, seconded by Councilor Eleveld to amend the motion to increase the General Services proposed budget by \$693,000 to \$20,335,690.

Councilor Walker explained this motion would put back into the budget \$85,000 for paving management, \$50,000 for sidewalk replacement, and funding for town contribution for OPEB by \$448,000 and also will put back the reduction in funding that is proposed by \$110,000.

Deputy Mayor Klase said although it's very difficult to reduce these things, she thinks that in this budget, they are reductions that make sense. It pains her to see reductions in the open space category. She will not be voting in favor of the amended motion.

Councilor Armstrong believes these reductions are warranted and she will not be voting in favor of the amended motion.

Councilor Pelkey said although he agrees with Councilor Walker that these items are important and need to be funded, he will have to vote against the amended motion just because he feels that we can go in and backfill these in later if we so choose with our rainy day fund.

AMENDED MOTION VOTE

Motion Failed 1-6-2 (Mayor Black-Burke, Deputy Mayor Klase, Councilors Armstrong, Gluck Hoffman, Naeem, and Smith opposed and Councilors Eleveld and Pelkey abstained)

MAIN MOTION VOTE

Motion Passed 9-0-0

TOTAL GENERAL FUND EXPENDITURES

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$145,670,840	(\$2,000,000)	\$143,670,840

MOVED by Councilor Gluck Hoffman, seconded by Councilor Armstrong to amend the total proposed General Fund expenditures for the FY 2025 budget of \$145,670,840 by \$2,000,000 to \$143,670,840 based on the motions discussed.

Motion Passed 5-4-0 (Councilors Eleveld, Gluck Hoffman, Pelkey and Walker opposed)



REVENUES

Revenues (Section B of Proposed Budget)

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$145,670,840	(\$2,000,000)	\$143,670,840

REVENUES

MOVED by Councilor Naeem, seconded by Deputy Mayor Klase to amend the proposed budget for Revenues of \$145,670,840 by \$2,000,000 to \$143,670,840 to reflect expenditure adjustments.

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

OPENING CASH

MOVED by Councilor Naeem, seconded by Councilor Armstrong to increase Opening Cash under Miscellaneous Revenues from \$0 to \$3,000,000.

AMENDMENT #1

MOVED by Councilor Eleveld, seconded by Councilor Pelkey to amend Opening Cash under Miscellaneous Revenues from \$0 to \$2,500,000.

Councilor Eleveld stated the more money we take out of the Opening Cash the more difficult it will be to get back to a balanced non-Opening Cash budget. \$2.5 million would allow arguably a \$500,000 reduction each year and hopefully by the fifth year we would be back to \$0.

AMENDMENT #1 VOTE

Motion Failed 4-5-0 (Mayor Black-Burke, Deputy Mayor Klase and Councilors Armstrong, Naeem, and Smith opposed)

AMENDMENT #2

MOVED by Councilor Smith, seconded by Councilor Eleveld to amend Opening Cash under Miscellaneous Revenues from \$0 to \$4,000,000.

Councilor Naeem stated that we are making sure that we are doing what we can to mitigate the impact of revaluation as well as the needs of our town while still making sure that we have enough of cash on hand 3, 4, 5 years down the road so we are able to maintain a good bond rating but also have enough in case something happens. We started at the \$4.4 million range. She knows her colleagues are looking for \$2.5 million and she thinks \$3 million is reasonable. We'll slowly still be able to work our way out of that without falling below our 15% in cash reserves.

Councilor Eleveld said he is not in favor of the motion. As he stated earlier at \$2.5 million, eventually we'll have to dig ourselves out of taking money from the savings bank to get back to a \$0 fund opening cash balance position. That's to stop raiding the savings account. Formally, we'd require almost three quarters of a million dollars and some change and that is even more excessive than needless to say \$600,000-\$700,000 required for \$3 million. If it's a bad year, we'll have no reserves left.

Councilor Pelkey stated in general he's not going to split anything that goes above the projected interest that we would have. He believes that Councilor Naeem had said \$3.3 million is the rough target and \$4 million definitely exceeds that number for him.

Mayor Black-Burke stated as she shared earlier in the conversation, that probably looking at the information two weeks ago, she was at the same place of thinking about \$4 million but for all the reasons that have been shared, she can't support the change. She doesn't think we have enough time to recover from that. Therefore, she cannot support this amended motion.

Councilor Eleveld thanked Councilor Smith for the motion. He understands where his heart is at and he thinks they all agree that they wish they could go that route.

AMENDMENT #2 VOTE

Motion Failed 1-8-0 (Mayor Black-Burke, Deputy Mayor Klase and Councilors Armstrong, Eleveld, Gluck Hoffman, Naeem, Pelkey and Walker opposed)

MAIN MOTION VOTE

Motion Passed 7-1-1 (Councilor Pelkey opposed, Councilor Walker abstained)

CURRENT LEVY

MOVED by Councilor Naeem, seconded by Deputy Mayor Klase to decrease the Current Levy by \$5,000,000 from \$122,521,400 to \$117,521,400.

Motion Passed 9-0-0

TAX COLLECTION RATE

Section B of Proposed Budget

FY 2025 Proposed Budget	Town Council Action	Amended Amount
98.80%		98.80%

MOVED by Councilor Pelkey, seconded by Councilor Gluck Hoffman to accept the proposed tax collection rate of 98.80%.



Councilor Eleveld said a gentleman from the public, Mr. Slate, suggested a change to the tax collection rate. Is that something that would be appropriate? Town Manager Souza replied as he understands it, if the Town Council was to reduce the proposed tax collection rate, that actually creates an upward pressure. It requires the mill rate to be increased unless there is some other action in terms of expenditure or use of opening cash.

Motion Passed 9-0-0

SENIOR TAX RELIEF

Section B of Proposed Budget

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$305,000		\$305,000

MOVED by Councilor Pelkey, seconded by Councilor Walker to accept the amount proposed for senior tax relief of \$305,000.

Motion Passed 9-0-0

VETERAN'S TAX RELIEF

Section B of Proposed Budget

FY 2025 Proposed Budget	Town Council Action	Amended Amount
\$23,100		\$23,100

MOVED by Councilor Eleveld, seconded by Councilor Armstrong to accept the amount proposed for Veteran's tax relief of \$23,100.

Motion Passed 9-0-0

EXEMPTIONS FOR VOLUNTEER FIREFIGHTERS

Section B of Proposed Budget

FY 2025 Proposed Budget	Town Council Action	Adjusted Amount
\$118,500		\$118,500

MOVED by Councilor Smith, seconded by Councilor Pelkey to accept the amount proposed for Volunteer Firefighters tax relief of \$118,500.

Councilor Pelkey asked the Town Manager if we are at the max and we can't increase this even if we wanted to. Town Manager Souza said that is his understanding that we are at the max.



Motion Passed 9-0-0

ENTERPRISE FUNDS

Landfill Enterprise Fund (Section S)

FY 2025 Proposed Budget	Town Council Action	Adjusted Amount
\$1,321,250		\$1,321,250

MOVED by Councilor Armstrong, seconded by Councilor Eleveld to accept the proposed budget for the Landfill Enterprise Fund of \$1,321,250.

Motion Passed 9-0-0

Resident Transfer Station Enterprise Fund (Section S)

FY 2025 Proposed Budget	Town Council Action	Adjusted Amount
\$385,930		\$385,930

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to accept the proposed budget for the Resident Transfer Station Enterprise Fund of \$385,930.

Motion Passed 9-0-0

Caring Connection Adult Day Care Enterprise Fund (Section S)

FY 2025 Proposed Budget	Town Council Action	Adjusted Amount
\$574,220		\$574,220

MOVED by Councilor Walker, seconded by Councilor Armstrong to accept the proposed budget for the Caring Connection Adult Day Care Center Enterprise fund of \$574,220.

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

Windsor Montessori School Child Development Center (Section S)

FY 2025 Proposed Budget	Town Council Action	Adjusted Amount
\$1,589,530		\$1,589,530

MOVED by Councilor Hoffman, seconded by Councilor Smith to accept the proposed budget for the Windsor Montessori School Child Development Center Enterprise Fund of \$1,589,530.

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

OTHER FINAL MOTIONS

PRICE GUIDE

MOVED by Councilor Pelkey, seconded by Councilor Naeem to accept the price guide as proposed (located in Appendix G of the Proposed Budget document).

Motion Passed 9-0-0

REVALUATION

MOVED by Councilor Eleveld, seconded by Councilor Armstrong to implement the October 2023 revaluation with a two year phase-in starting at FY 2025 (with an estimated taxable grand list for FY 2025 of \$3,947,100,000.)

Councilor Pelkey stated that he'd like to see a one year phase-in instead of a two-year phase-in. If we're going to pay roughly 2/3 the first year, he'd rather have it all done at one time.

Councilor Eleveld said when we originally looked at these numbers there was a 2/3 and 1/3. His numbers show currently on average for us under this Town Council it drops to a 56% / 44% split. So from 2/3, we're much closer.

Councilor Naeem thanked the Finance Committee members and also to the rest of the Town Council. This has been quite a process. There have been a lot of discussions and a lot of work to try and do what the Council hopes is the best for the town and its residents.

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

Councilor Eleveld said it's been a pleasure working with Councilor Naeem and Councilor Smith to try and get this budget somewhere.

ANNUAL VOTE

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman that the annual vote on the budget be held on Tuesday, May 14, 2024 between the hours of 6:00 a.m. and 8:00 p.m. at all 7 polling places.

Motion Passed 9-0-0

Town Manager Souza thanked the Town Council for all the hours they have put into this budget. This has been a very challenging process for the last 4-5 months. Thank you very much. The League of Women Voters and CT Votes will again be hosting three different budget information forums. Two on May 7th and one on May 8th. There's one on the evening of May 7th and May 8th and then one on May 7th in the morning at the Senior Center. We will be publicizing those through a variety of avenues. We will also be updating



our budget information on the website. It may take us until the end of this week to incorporate it in the phase-in. We'll be updating the tax calculator and the actions that the Town Council took this evening so that the public understands what adjustments have been made to the overall budget.

Deputy Mayor Klase asked Town Manager Souza when the budget forums happen, is the Superintendent of School included in those. Town Manager Souza responded that yes he is. He said that he and Dr. Hill and will give a brief overview of the budget and the majority of that time is for questions and answers.

Mayor Black-Burke thanked the full Town Council for their time and dedication. She thanked Linda Collins, Assistant Finance Director and Jim Bourke, Finance Director, and all other staff as well who helped to ensure that the Town Council had all the information they needed to make this happen. She thanked Assistant Town Manager, Scott Colby, and Town Manager, Peter Souza as well. We still have work to be done until the budget referendum on May 14th to ensure it is successful.

4) ADJOURNMENT

MOVED by, Councilor Pelkey seconded by Councilor Armstrong to adjourn the meeting at 8:43 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
May 6, 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:

- TOWN'S 2024 SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM GRANT APPLICATION
- REALLOCATION OF CDBG RECOVERY PROGRAM INCOME TO THE TOWN'S HOUSING REHABILITATION PROGRAM

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
May 6, 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 (via Zoom), Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Ojala Naeem, Councilor William Pelkey, Councilor Leroy Smith, and Councilor Walker

2) PRAYER OR REFLECTION

Councilor Armstrong led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Armstrong led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating May 2024 as Older American Month in Windsor

Mayor Black-Burke read the proclamation aloud.

- b) Proclamation proclaiming May 6, 2024 as Margaret Ginnitti Nurses Day

Councilor Gluck-Hoffman read the proclamation aloud.

- c) Proclamation designating May as Historic Preservation month

Deputy Mayor Klase read the proclamation aloud.

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld said Shad Derby is on the 18th and he hopes to see everyone then.

Councilor Smith said he attended the Shad Derby ball. It was a wonderful event. It was nice to see all the young people and all the effort they put into their high school career. We are proud of everyone who received an award and those that participated in the program.

Councilor Pelkey stated if you are interested or know someone who is interested in being a fire fighter for our town, you can always reach out to any of the councilors, call town hall and just reach out and we will try to get the information that you are requesting. He added that he went to the Hayden Station Pancake breakfast and he is already looking forward to next year.

Councilor Naeem said there are more Shad Derby events happening. She recognized Councilor Gluck Hoffman for all the work she has done through the Junior Women's Club and other organizations in the past. We'll be sad to see you go. She thanked everyone who made the Shad Derby events happen.

Councilor Gluck Hoffman announced all the candidates that won at the Shad Derby Ball. All the girls were fantastic and their speeches were amazing. She thanked everyone at the dais that attended the event.

Councilor Armstrong said it was a wonderful event at the Shad Derby Ball. She gave kudos to Councilor Gluck Hoffman for her participation in that event. She added spring is here and summer is coming so we should be mindful of our health, stay hydrated and do what you can to enjoy the season.

Councilor Walker congratulated Councilor Gluck Hoffman on her work she has done with the Shad Derby. You need to remember that those ladies that participate are our kids and attend our schools, so we should do whatever we can to support them. He also thanked all the councilors for supporting that event as well. He congratulated the West Indian Social Club on its 74th anniversary. It was a wonderful event. He, the Mayor, Councilor Smith and Councilor Armstrong attended the event. It was well attended. His Windsor colleagues have a lot of influence. He believes they went there and changed the people's programs. Going from farm work, to assimilating in the community, to being a part of Windsor and moving that organization forward so now they are involved in cultural and educational activities, accepting our state and community grants and being a part of the community. Major changes are to come.

Deputy Mayor Klase reminded everyone about fire safety. She knows people are starting to use their fire pits and there are some regulations about burning brush. She encouraged everyone to know what those rules are and make sure they have access to water if they are using their fire pits. There are many activities in Windsor as the *There's A lot to do in Windsor* booklet outlines which is a fantastic resource. Please practice safe driving around town. Everyone is very excited because it's nice out, but we should stay within the speed limits. She reminded the voters that on May 14th we have the town budget referendum. The town budget is nicely explained on the town's website so take a look at that. She also thanked the local businesses that support things like the Shad Derby in our town, as without them we couldn't do all the things we do.

Mayor Black-Burke thanked the town staff, the councilors for the hours of hard work, your thoughts and contributions, the Finance Committee and everyone that was involved in getting us to that next step in our budget development. May 14th is coming and we want residents to go to the polls and vote. The end of April was busy. We heard about several things that occurred. The Veteran's and Military Appreciation day happened on April 20th at the LPW community center. She thanked the team that put that together. On April 25th, she had the opportunity to sit with the mayors from Wethersfield, East Hartford, and Hartford for the Riverfront Recapture's annual meeting. There was a lot of information and lots of things are going on with the Riverfront Recapture with more to come. On April 28th, she had the opportunity to visit the Sikh Temple. They were celebrating Vaisakhi and they invited her and the Mayor of South Windsor to be a part of it. It was great to be with them as they were in their time of celebration. Last Thursday, the National Day of Prayer was held at Trinity United Methodist Church and it was beautiful to see several of our faith communities come together for that National Day of Prayer there. She thanked everyone that was able to attend. She gave a shout out to Pastor Chris Yount who is newer to our community.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Leonard Lockhart, Board of Education, stated the following:

- The Windsor High School Class of 2024 Commencement will take place on Tuesday, June 11, 2024 at the Bushnell Performing Arts Center at 6:30 PM. Town Council members will receive additional information regarding graduation and other year-end events via the WHS principal's office. The last day of school for students Pre-K to Grade 11 will be Friday, June 7, 2024. The last day for teachers will be Monday, June 10, 2024. All of you should have received an email with a google type of survey if you are requesting graduation tickets and parking passes. That is on a first come, first serve basis. Please check your email if you are interested in going to the graduation.
- The Board of Education, through a proclamation at its April 16 meeting, declared its appreciation to the district's teaching staff and proclaimed the week of May 6 - May 10 as Windsor Teacher Appreciation Week. The Board is hosting a special breakfast for teachers and staff at each school locations throughout the first two weeks of May. We hope Town Council members and members of the community will reach out to a teacher(s) and express their appreciation for their dedication to the students of Windsor Public Schools.
- The WHS National Honor Society Induction Ceremony was held on Thursday, April 25. President Furie congratulated the new inductees. Dr. Hill was pleased to announce the three superintendent awards given in honor of three previous superintendents: Daniel Howard Scholar is Ethan Zhang, Dr. Earle S. Russell Scholar is Rjelyn Nikka Ersando and the Paul J. Sorbo Scholar is Sophia Wilson.



- The WHS Music Department participated in the Music in the Parks Adjudicated Festival in Virginia Beach, VA, April 18-April 21. They received various awards in seven different disciplines ranking either first, second or overall best throughout their achievements.
- Congratulations to our seniors who have signed to play athletics at a college/university next fall. Currently, there is a list of seven seniors that have declared their disciplines and schools they wish to accept scholarships from.
- WHS Spring Signing Day is May 22, 2024
- The BOE's next regular meeting will be on Tuesday, May 21, 2024 at 7:00 PM in the Board Room at LP Wilson Community Center.
- Dr. Hill's next Coffee Talk will be on Wednesday, May 19, 2024 at 6:00 PM in the LP Wilson Courtyard. Please RSVP for the event on the district website so that he may prepare for your arrival.
- The Office of Family and Community Partnerships hosted their annual Volunteer Appreciation Celebration on April 23, 2024 at Windsor High School. The event honors all of our volunteers and partners who support our students, families and staff. We had an excellent turnout and a great time was had by all. Our OFCP team (Dr. Mallery, Gianna Gill, Sadia Santana, and Jen Phelps) did an incredible job, and the guests were very pleased with the event.
- TSA Advisor Megan Rickus is pleased to announce the TSA State Championship Award winners at Killingly High School on April 27. In the middle school division they won eight different awards with the majority being 1st or 2nd place and one in 3rd place. The high school also placed in seven different events with the majority winning 1st or 2nd place and then there were two individuals elected back to the TSA Officer team.
- The goal of the WPS District Educator of the Year program is to identify, from among each of the WPS Buildings' nominees, one educator to serve as a visible and vocal district representative of what is best in our profession. Traditionally, this has given professionals in our district a role where they can further amplify the needs of their students, colleagues and our community. There are six Building Educators of the year that are participating if they so choose to continue to the District interview round. The District Committee will announce their selection in May. In the seven schools there are participating now in the division round and we'll see who will be announced as the District Teacher of the year. From there that teacher would represent Windsor in the state competition as well.
- Please remember to check our website, www.windsorct.org, for the most updated information, athletic schedules and academic calendar. Families should make sure their child's school has their most up-to-date contact information for them both email and telephone.



Councilor Eleveld asked Mr. Lockhart if he got his breakfast wish as they had discussed several years ago. Mr. Lockhart said no that doesn't usually happen at the teacher appreciation breakfast. That happens at the Academy for 18-21 year olds. Every year the breakfast is becoming more and more extravagant. This year there were gluten free options offered for the teachers, quiche, less pastries and more fruit. At least two of the schools' food was all gone. It was well received. He thinks this type of event should be done more often during the year. In his opinion, that is an inexpensive way to help lift morale and to help the teachers through what they go through daily for our kids. It's a small token and something they may expand upon.

b) Economic Development Commission

Mr. Nathan Karnes, Vice Chair of Economic Development Commission, and Patrick McMahon, Economic Development Director, gave the following report of the overview of the Commission's activities:

Amendments to the Windsor Center TIF District Master Plan

The Commission, as the TIF Advisory Committee, discussed technical amendments to the Master Plan and recommended favorable action by the Town Council.

90 & 92 Deerfield Road – The Commission has monitored the status of the former Stanadyne property through its bankruptcy sale and purchase by IRG.

Amendment to Assessment Abatement for Blueprint Robotics – the Commission reviewed and recommended approval of amendments to the fixed assessment agreement for Blueprint Robotics, a manufacturing facility of approximately 450,000 SF to be built at 11 Goodwin Drive.

American Rescue Plan Act Program – The Commission was kept apprised of the activities of the Windsor Worx and The Collective Space Small Business Incubators that was recommended to the Town Council for the use of ARF funds.

Annual Business Breakfast – The Commission co-sponsored with the Chamber of Commerce a very well attended business breakfast in October at the Hilton Garden Inn. The speaker was John Bordeaux, President and CEO of AdvanceCT – the state's business recruitment and retention arm. Town staff also worked with the Bradley Development League in hosting a Spring Gathering at the New England Air Museum for firms in the four towns around the airport, as well as a BDL Day at the State Capitol.

Griffin Office Park – The Commission reviewed the status of buildings in the office park and discussed future scenarios for this area.

Career and Technical Education – The Commission heard from CTE Faculty Member, Eric Eisnor, about initiatives at Windsor High School to provide students with hands-on technical experience and highlight manufacturing careers and path opportunities.



The EDC discussed, supported or worked with nine projects that remain in their pre-development phase of approval, or finalizing financing or are currently in construction. For additional projects, they have either completed their construction or stepped up their operations or are doing so now.

Councilor Naeem stated coming out of budget season she is asking herself what we are doing with our big office park areas. Is there anything on the Economic Development Commission side that you have talked about or foresee coming from the community side in terms on how we are going to tackle and figure out what we are going to do with those areas. As we know, large employers that would want to take on that kind of space are hard to come by as they are going remote and downsizing themselves. Mr. Karnes said they have talked about this on the commission level. He said that public input might help to broaden the situation. Mr. McMahon stated the town is in constant communication with the Hartford as well as the Voya representatives. Both properties are on the market. Both have some activity relative to tenant activity in the space today. There aren't any specific prospects that we've heard of. They are going to take in large floor plates, but hopefully that would change. We are trying to market it. We get it out there through our channels to developers. We are hoping we would be able to find businesses in the Boston area or New York area, potentially Europe that would be looking for those bigger floor plates. For right now, they are hoping for it to continue as a class A which are higher quality properties to maintain that office component, but we will ultimately need to address that if they can't be filled.

Town Manager Souza added he and Mr. McMahon have been involved in a number of conversations at the regional level. Clearly it's a huge challenge across the region if not the entire nation. The town will also be embarking on, later this summer or early fall, on a Plan of Conservation and Development (POCD) update. We are prioritizing updating the Day Hill Road corridor chapter as a scheduling perspective. The overall POCD development review and update will probably be a 14-16 month process. Through that process, we will be speaking to the earlier comment about getting community engagement and comments. We will have a significant amount of opportunities for public engagement not only just regarding commercial office space but also for the overall plan. To be frank, some developers are suggesting that both those facilities be demolished and totally repurposed. Those particular developers are not bullish on the office market. He and Mr. McMahon have a little more hope that those buildings, which are Class A office, are dividable. They aren't built on a monolithic style so even if they are larger floor plates, they can be somewhat segregated by wing and floor. We are hoping those positive amenities will play through.

Councilor Naeem stated that she believes the Town Manager is right as this is not only a Windsor or state problem but it is a nation-wide problem. The reason she brought up those two buildings was because they're significant and she has heard not only in Windsor but elsewhere that buildings of that size, the recommendation from other developers is to raze them and they'll do some other type of development with them. She wonders if that economic condition might entertain thinking there are ways to see what other creative ways or ideas are out there. She doesn't see a real solution to the Class A building problem. She doesn't think things will change. She knows the Town Manager is being optimistic and she wishes she could be the same, but just looking at where large employers are going, she'd love to see creative opportunities or ways to market that space. Mr. Karnes added that if 150 year old brick and stone, asbestos and oil



filled mill can be turned into housing, he suspects these buildings can be converted into housing as well. It just takes money.

Councilor Pelkey asked if they have any openings on the commission. Mr. McMahon stated they do. Councilor Pelkey asked how someone would apply for the position. Mr. McMahon stated they would apply through the Town Manager's office. Town Manager Souza added they can go to the town's website and apply online similar to any other board or commission and then that application is reviewed in the Town Manager's office.

Councilor Pelkey asked what we can do to get some of these vacant store fronts in downtown occupied. What are we working on to try and get that done? Mr. McMahon stated he is in constant communication with First Town Downtown, the Chamber of Commerce and the property owners. When we get a lead or First Town Downtown gets a lead, we look to see what particular size space they need and try to match them up with a property owner. For instance, an event company will be going in between the Enterprise Rental Car and Millbrook Package store. There's a new hair dresser that is going in to where the old Cat Connection space used to be located next to the tobacco shed. That's what we're trying to do. We're facilitating those conversations. We are able to get Dr. Sachdev to hire a commercial broker for their artistic Hairdresser on Fire and that whole complex. That has been listed and the realtor has brought several parties through that property. The Taste of India space has another tenant that is very close to opening. That is moving forward. There's Greg Vaca's project coming out of the ground. It's important for us to support the existing businesses behind that fence such as Peking Chinese restaurant and the Blue Dragonfly. It's really up to the public to come and support local. There are a lot of choices out there. If individuals can concentrate on coming and spending their dollars in Windsor, that would be fantastic. The Bean is sort of this hub of activity. One of our goals for that business incubator and for both Windsor Worx and The Collective Space is to have some spin offs that might take a while but we're open to those. We are hoping the spin offs will fill some of those open spaces.

Mr. Karnes added that there was an event that spotlighted Windsor. Mr. McMahon stated last fall we had that event and it was the 'Spotlight on Main Street' event. 80 individuals or so came to visit Main Street in Windsor. It wasn't only economic developers and town planners from other communities there, we had folks representing the state arts and state tourism, and there were some key stakeholders knowing that if a project came forward that they think they could avail themselves of state funding or potentially the foundation funding, that we are set and lined up for that to assist our businesses.

Councilor Smith said that he believes some of his comments were already addressed so he will try and be brief. He wants to get into the repurposing and the creativity that he has seen in other towns in Boston and cities in San Francisco regarding trying to repurpose some of these vacant commercial office buildings into housing. He knows that no developer will be knocking on our doors and so it's probably going to take a situation where we may just have to go seek that developer. He would have loved to see some of that repurposed into housing. He stated that he has read of it working in other states. That would be something great to see happen. He followed up on what Councilor Pelkey said in terms of the revitalization. He would also like to see that going. We all know some of our favorite restaurants in the region. We may have to at some point

knock on their door also and try to gauge their interest in coming to Windsor. We already know that they are successful so instead of getting a startup business here, we might as well get an establishment here that we know has been successful. That would be a great thing to see. He knows we are moving forward in that direction. He loves the effort that he sees and hope that it's successful.

Councilor Gluck Hoffman stated she loves that he brought up the housing component as Europe has been doing it or the last 10-15 years or so. They've been using old malls and buildings like that. It would be a great opportunity for us if it could be done. She wanted to clarify that the Economic Development Commission appointment is not done by the Personnel Committee but rather by the Town Manager. She wants people to know that they can apply for it, but the applications go through the Town Manager's office and not through the Personnel Committee.

Councilor Walker said that the commission has ex-officio people on it and you said First Town Downtown and the Chamber of Commerce. He asked who those people are. Mr. McMahon replied that Andrew Surprise, the Executive Director of the Chamber of Commerce and the Executive Director of First Town Downtown, which just had a transition. Ken Fredette was the Executive Director for a period of time and Deb DeLucia has taken over the reins. She jumped right in and is trying to learn as much as possible. He gave her a quick spin around downtown and the projects that he mentioned before. There was a walk on Saturday morning and she participated in that.

Mayor Black-Burke asked if there is any work the Economic Development Commission would be able to do to connect all the market places in our town. How would we get the word out to individuals to support local but to also look at what is happening in the Wilson area, what's happening in the center of town, Day Hill and then going as far up to Poquonock Avenue. She only raises this up as from time to time individuals seem to think that the only place where they can put their dollars is in the center of town. How do we go about instructing locals that shopping local means the entire piece and not just the center of town. Town Manager Souza said over the years, the Chamber of Commerce has been the lead with that. They have a retail committee. We can restart some of those conversations with the Chamber. They are well adept and equipped for that.

c) Conservation Commission

Tammy Young, Conservation Commission, gave the following report:

It is important to preface this report with the statement that due to COVID many of our meetings were held online rather the in-person. Members of WCC worked to present a number of pertinent and timely programs.

During this period we held a Hybrid workshop on agriculture and plantings presented by Kip Kolesinkas – State Agriculture. The group also participated in a Clean-up day.



April 2023

- Reviewed and discussed Windsor waterways, wetlands, natural resources, wildlife corridors. They work with Chloe Thompson in this area.
- Opportunities for River Walks conducted by Brad Robinson -

May 2023

We continued our talk about invasive plants and Washington Park growth of vegetation wetland areas.

June 2023

- Dealing with Changing Climate on a local level and in family households.
- Designating the value of trees
- They WOW (Wonder of Windsor) Finalizing Fall Photo Contest Public Relations and contributors. Two divisions – adults and students.
- Moving forward on WOW (Wonder of Windsor) Photo Contest focusing on the beauty and appreciation of Windsor natural characteristics, namely: parks, farmland, waterways, fauna and flora, gardens and spaces. The public is invited to vote.

September 2023

- E-Cycle event open to all Windsor residents had an impressive turnout and a deserving thanks to TAKE II.

October 2023

- Brad Robinson provided information on River Walks and when they can continue to schedule river walks.
- Lea Chayes will follow up on Climate Change webinar with David Rogue.
- Other related conversations they are having is the costs of compost bins.
- Julie Bergeron feedback and suggestions for placement of built birdhouses

November 2023

- WCC Vice President Tammy Young reported on CACIWC event she attended.
- Ann B. has had advanced discussion on clarifying artificial fertilizers and WCC opportunities to educate/refer citizens
- Colette Yeich provided update on WOW current contributors/sponsors distribution of flyers
- Status of new members.

WOW Photo Contest

There were 21 entries online – awarded 1st and 2nd divisions – adult and youth.

Councilor Eleveld said relative to the hydroponics, the Windsor School services was running a hydroponic program for lettuce and a few other items. If you aren't aware of that, you might want to reach out to them. Ms. Young thanked him for the information and said she would reach out to the school.

Councilor Elevled stated David Rogue was mentioned. Who is he? Ms. Young replied he is an author and he writes on Climate Change. He puts climate change into a language that people can better understand. He is also a wonderful speaker.

Councilor Naeem said a lot of what Ms. Young spoke about tonight feels like there's some overlap with the work we've seen happening in town by the Windsor Climate Action team. What is the relationship between the two? She believes we had another commission that was focused on this as well. Town Manager Souza stated it was an ad-hoc committee that was developed overall scope and framework. She asked how those two pieces plug into what the Commission is doing. From a recommendation perspective, what are the type of things you hope to bring to the Council as the Conservation Commission on recommendations to take action on? Ms. Young said they try to keep in touch with other commissions as their mission is for education and educating people on how best to use the land and water, etc. We overlap with waterways and other commissions that are looking at how best to use the land. Because we are mostly about education, we want to stay in touch with them and work with them as much as we can. If we can co-sponsor some kind of education event/program, we try to do so.

Councilor Gluck Hoffman said the Arts Commission that was just put together, the Windsor Arts Center Beautification team, the Economic Development Commission, the Chamber of Commerce and First Town Downtown are you overlapping with them as well? Ms. Young said that Ms. Bergeron from the commission was working with an artist who is connected with First Town Downtown or some other arts group. There definitely is a connection there and there is definitely overlap. This is again a place where we try to do cooperative or sponsor together on programs. If we can work together, it brings more people in. Councilor Gluck Hoffman thought that the artwork on the birdhouses would be a great collaboration with the Windsor Arts Commission, the Windsor Art Center or part of First Town downtown.

8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

Annual Budget Referendum

The town's annual budget referendum is Tuesday, May 14th. All polling locations will be open from 6:00 AM to 8:00 PM. If you're unsure where to vote, you can easily check for your polling location on our website at www.townofwindsorct.com.

Absentee Ballots are available in the Windsor Town Clerk's Office during regular business hours, Monday - Friday from 8:00 AM - 5:00 PM. The deadline to request an absentee ballot is the day prior to referendum. Absentee ballot requests on the last day must be in-person at Town Hall. For additional information, please call the Town Clerk's Office at 860-285-1902.

For more information go to: <https://townofwindsorct.com/finance/town-budget/fy25/>



FY 2025 Budget Information

Based on the proposed budget approved by the Town Council on Wednesday, the Budget in Brief, Tax Calculator and Build-A-Budget have been updated and can be found at <https://townofwindsorct.com/finance/town-budget/fy25/>.

Please visit <https://townofwindsorct.com/app/uploads/2024/04/REVISED-Windsor-Budget-at-a-Glance-24-25-4.26.24.pdf> for more information on the Board of Education budget and adjustments.

Community Budget Forums

Community budget forums sponsored by the League of Women Voters and CT Votes will be held on the following dates and locations:

- May 7, 2024 – 10:00 AM – Senior Center
- May 7, 2024 – 6:30 PM – Poquonock School
- May 8, 2024 – 6:30 PM – 330 Windsor Avenue Community Center

Public Works Open House – May 23rd

To celebrate National Public Works week, we are hosting a Public Works Open House event on May 23rd from 3:00 PM – 6:00 PM at the Department of Public Works, 99 Day Hill Road.

This is a great opportunity to meet the amazing public works crews who take care of the community. Those attending will see firsthand the large equipment used on daily basis, go for a ride on a plow or can take a tour of the facility to learn more about what goes on behind the scenes at the facility.

Recreation and Leisure Services News

All summer camp programs are open for registration. Registration for summer swim lessons and pool passes begins on May 23. Residents can register online at <https://townofwindsorct.com/recreation/> or call the recreation office at 860-285-1990 for more information.

Work continues on the major renovations to Welch Pool. There have been delays in receiving certain supplies and materials such as the new pool liner resulting in the expected completion date being pushed back to the latter part of June. Recreation staff are developing plans to utilize Veterans Pool at the high school similar to last summer. Staff also have been in contact with parent teacher organizations that have traditionally used Welch Pool for year-end activities. The groups are planning to use other town or school facilities for their events.

Pavement Rehabilitation Work

Contractors are planning to start pavement rehabilitation work in mid-May on Sylvia Lane, Millbrook Circle, Mountain Road – from Millbrook Circle to Bloomfield Avenue – Avon Circle, Strafford Court, Sheffield Drive, Trent Drive and Surry Lane. Rehabilitation of the roadways will be through a method called micro surfacing. Micro surfacing is an economical way to extend a roadway's service life. The process typically includes the installation of two lifts of asphalt



emulsion, aggregates, mineral filler and water. See this link for info on this method:
<https://townofwindsorct.com/engineering/>.

Work is planned to take place within the existing roadway limits. Access to driveways will be maintained. DPW crews have been repairing/ replacing storm water catch basin tops in preparation of the paving contractors starting in mid-May.

52nd Kiwanis 5k Shad Derby Road Run And Walk

The 52nd Kiwanis 5K Shad Derby Road Race and Walk will be on May 18, 2024 at 10:00 AM. The race winds through the Town of Windsor starting at the Windsor Green, along the picturesque Farmington River and back to the Windsor Green.

Bring your family & friends to help us celebrate! The proceeds support scholarships for Windsor High School graduates attending a 2 year or 4-year education program. Free T-shirts will be given to the first 100 registrants.

To register for this event online please select and click <https://k06121.site.kiwanis.org/> and you will be taken to a page with the option of completing and paying the entry fee online or to print the form and send it with your check via regular mail. Race day entries will be cash or check only.

Shad Derby Parade and Festival

The Shad Derby Parade and Festival will take place in Windsor Center on May 18 from 10:00 AM – 4:00 PM. Festivities include games, activities, food, drinks, entertainment and parade. For more information, contact the Windsor Jaycees at www.windsorjaycees.com or email at info@windsorjaycees.com.

Windsor Lion's Club Spring Arts and Crafts Fair

Join us on Saturday, May 11th from 10:00 AM – 4:00 PM for the Windsor Lion's Club Annual Spring Arts and Crafts fair which will take place on the Windsor Town Green. Every vendor will have handmade items, from yarn to soap to candles to jewelry! You are bound to find something that you like and perhaps find something for mother's day at the same time. For more information contact the Windsor Lion's Club at krf.lions@gmail.com.

WinWag Photo Contest

To help promote dog licensing efforts, the annual Win Wag Photo Contest has begun as of May 1st. The photo contest is free and open to Windsor residents. The entry period for the contest ends at noon on May 15th. The voting period begins May 17th and ends May 31st at noon. This year's contest has eight categories: Top Dog, #1 Puppy, Best Smile, Best Athlete, Community Ambassador, Town Employee Mascot, Most Spoiled and Judges Choice. The winning entries determined by online public voting through our website will be announced on June 4th. For more information, see contest details at: <https://forms.windsorct.com/winwag-contest/>

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 ends 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.

Oliver Ellsworth Birth Date

Given May is Historic Preservation month, it is appropriate to recognize that last week marked the 279th anniversary of Oliver Ellsworth's birth. As you know, he was born here in Windsor and played a large part in our country's earliest years as a framer of the United States Constitution. He served as a United States senator and the third chief justice of our country. His homestead on Palisado Avenue is carefully preserved and curated by the Connecticut Daughters of the American Revolution. This historic landmark is open to the public. For more information please see <https://ellsworthhomestead.org>

National Public Service Week

The first week of May is National Public Service Week and I would like to thank all of you and our other local elected officials as well as our many volunteers and our employees for the dedication, commitment and effort to make Windsor the great community that it is. Your passion and energy for our community is much appreciated.

Councilor Pelkey said he's had a couple of people ask him about one of the local ponds we have available. They are on open space that is owned by the Town of Windsor. Silver Birch Pond was one asked about and there's 277 Kennedy Road. Do we have a policy for people to use these areas? Town Manager Souza said access to many of these are limited where there's no public access. He would encourage those that have questions to call the Planning Department and our Environmental Planner, Chloe Thompson, would be able to answer their questions in a more specific way. They are varied and some are accessible but most of them are not.



Mayor Black-Burke asked the Town Manager about a follow up on the Windsor Giants piece. Where are we with that and as far as the paving that is going to take place how are citizens notified? Town Manager Souza stated they will receive a letter from our Engineering Department that is mailed to all of those locations. We have in the past taken a visual observation if there are a lot of individuals parking on the roadway when we're doing that work. We'll also put out signs to say paving will be happening and we'll leave door hangers where there is concentrated parking on the streets. In terms of the Windsor Giants, the question relative to youth football, the Sage Park concession stand we have made arrangements so that 06095 would be able to use the restrooms. We are still awaiting information regarding the status of Windsor Giants. As of a week ago, we are still waiting for their plans for the upcoming summer/fall timeframe.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith – nothing to report.

Finance Committee – Councilor Naeem just wanted to remind everyone to go out and vote on May 14th.

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) Authorize submittal of the 2024 Small Cities Community Development Block Grant application for Housing Rehabilitation program

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey 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.

Motion Passed 9-0-0

- b) Authorize the reallocation of Small Cities Community Development Block Grant Recovery program income to the Housing Rehabilitation program

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey 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.



Motion Passed 9-0-0

12) NEW BUSINESS

- a) Set a Public Hearing for Jun 3, 2024 at 7:20 p.m. to solicit public comment on applications for participation in the Neighborhood Assistance Act (NAA) Tax Credit program

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

Motion Passed 9-0-0

- b) Approve an amendment extending the Fixed Assessment Agreement for Blueprint Robotics

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman, 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.

Councilor Eleveld asked why this group is looking for an extension. Town Manager Souza said the company is looking for an extension as they've been working through the financing market for this project. They have not been able to secure the overall financing packet at this point. They have also been working on some of their own company financing where they are entertaining minority ownership in investors. They will be focusing on those two components. That is primarily the reasons why they are looking for this extension to start construction by no later than June 1, 2025. There are a number of amendments that were created by this extension as you see outlined. Mainly, they are dates. The amendment does increase the minimum investment in the facility by approximately \$4.5 million as well as the minimum investment in personal property by \$500,000, which is due to inflationary factors due to the time extension.

Councilor Pelkey said his understanding on those two numbers is that it's not that they are adding more money to the project but that it's due to inflation and that is why the numbers went up. Town Manager Souza said that is correct.

Councilor Pelkey asked what happens 11 months from now and they haven't secured their funding? Are they eligible for another extension? Town Manager Souza said that would be the Town Council's policy decision to make at that point. There's nothing that would preclude them from requesting that. He imagines they'd be having conversations much sooner than that.

Councilor Pelkey added that he doesn't like that the property will be sitting vacant for two years without anything happening to it. Town Manager Souza said that it's privately owned land. They still have that under the Purchase and Sales agreement. Our understanding is that in the coming



90 days, they plan on closing on the property. We continue to encourage them and work with them in terms of their planning in overall permitting. To facilitate that we are in communications with the private property owner. They seem comfortable to have granted extensions of their Purchase and Sales agreement. There have been opportunities for that agreement to have been cancelled or nullified. He believes that is the owner's right to do that under their Purchase and Sales agreement with Blueprint.

Councilor Smith said this company was offered a Fixed Assessment Agreement and he's taking from that that the company was offered a tax abatement as well. Town Manager Souza said that is correct. Councilor Smith then asked for the terms of the abatement. Town Manager Souza stated he believes it was a five year at 60% with the potential, if they incorporate in sustainability of clean energy, that it could be increased by 5%.

Councilor Smith asked if the five years would start at the time the building is issued a Certificate of Occupancy. Town Manager Souza said that was correct. It would start at the beginning of the grand list which is October 1st, after they have received a Certificate of Occupancy and demonstrated they have met the minimal investment levels.

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

- c) Authorize acceptance of a Senior Services American Rescue Plan Grant from the State of Connecticut in the amount of \$87,145

MOVED by Deputy Mayor Klase, seconded by Councilor Walker 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.

Motion Passed 9-0-0

- d) Authorize acceptance of State of Connecticut grant funds for senior support services in the amount of \$15,000

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to 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.

Motion Passed 9-0-0

- e) Approve authorization of \$15,000 in American Rescue funds to the Windsor Fife & Drum Corp.



MAIN MOTION

MOVED by Deputy Mayor Klase, seconded by Councilor Walker 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.

Councilor Pelkey stated he received an email with lots of questions from Mr. Slate. Much of it has to do with insurance. It's not about the organization or anything it represents. He has some reservations due to these questions. State regulations has put them in a different classification. If you're spending \$3,000 per year and the van has been out of service since 2022, what was happening to the insurance payments during those years and why doesn't that count against the \$10,000? Some other points Mr. Slate raised and he had thought of as well is before giving this money over, he'd like to see some type of documentation that this is what the premium is or any of the listed repairs. If they're asking up to \$15,000 he'd like to know why we are spending that when this van has been off the road. There are many questions regarding this request and he would like to get more answers or hear something from the representatives or have them at a Council meeting so we can talk to them. He's not sure if anyone else here has any information. There are many concerns on his end about voting for this. It's not an ultimate 'no' from him but it's a hand out and he's not sure if we should be putting money in it that could be potentially spent somewhere else in town. Another question regarding the insurance is if this is good for one year what happens the following year for that organization? Again, it's not about the organization itself it's rather is this sustainable.

Councilor Eleveld stated he will vote for this on the affirmative however, he's very concerned that we're giving money to the organization. There's nothing wrong with the organization, nothing wrong with their appropriateness or intent. We don't know how many Windsor residents are involved in this organization other than they are based in Windsor. His bigger concern is are we going down a slippery slope with other Windsor organizations coming up and saying I have a problem with "X" and I need \$5,000 or \$10,000. That could create a problem. He also doesn't see any documentation for the request except for the letter that went to the Town Manager. There is a point in which we need to request to receive financial documents from Town Manager Souza. Town Manager Souza stated there is a policy related to those organizations that receive money from the General Fund operating budget in the community services contributions section of the budget and the threshold for that is \$15,000. We've applied that traditionally to those organizations that received it through the General Fund annual operating budget process for the past year.

Councilor Eleveld said there is no reason why we can't ask for it for this group as well. Town Manager Souza said that is the Town Council's prerogative to do that. Councilor Eleveld said that even if it's after the fact he'd like to get a copy of their financial report. He feels it's only reasonable.

Councilor Walker stated he has been asked to help the Windsor Fife & Drum Corps for quite a while now. These are American Rescue funds and they are not coming from the General Fund. The people at the Windsor Fife & Drum Corps have protested the insurance increases to the State of Connecticut Insurance department. They've asked to be considered as a non-profit, which they are and unfortunately their complaints did not go anywhere. We have community

grants that we issue to multiple organizations for far more than the \$15,000 that we are asking for tonight. Let's be fair when we're asking multiple questions of one organization asking for \$15,000. Moreover, the vehicle is a bus that will definitely need to get licenses and there is work involved with getting this bus on the road. He is asking his colleagues to consider that these are our kids. He's heard the question we don't know how many people there are and that's a fair question. He explained why he supports this endeavor. As town councilors it is the role of government to assist wherever we can. While we're asking appropriate questions and everybody should be able to do that, we should have a heart. If we are going to ask this much for \$15,000, we need to really rethink what the 'ask' is. You have the right to do that, but he's asking his colleagues to support our kids and support the Windsor Fife & Drum Corps.

Councilor Naeem said Councilor Walker made some good points on the importance of this organization and what they've been doing for us and our kids here in town. This is not questioning the organization and what they are doing. She doesn't want to speak for them but she'll put her hat on as Finance Chair. We just went through a very difficult budget season. We know that our American Rescue Funds are funds that come from the federal government but they are still funds that we can use for many other things. The big concern she has is at the last meeting, we had the Windsor Arts center here. In the past few months, we've had other organizations come by to ask for support and funding. A couple of weeks ago was the first time we heard a formal request for this organization in terms of funding needs. She thinks overall a part of the challenge is that we as a Council and as a town, she knows they've done this with the ARPA funds in a couple of different manners, but we need to have a process in place. If we approve \$15,000 for this organization, she thinks the different scout troops in town do a great job too. Why can't they come ask for some funding? We set a precedence by what we do here. She worries without a process in place or a firm understanding of what this organization's budget is are we just helping to fill a need that was created by unprecedented circumstances that differ from other organizations so on and so forth. It's a little bit of a tricky slope to go down. Knowing that we just came out of budget season, she's looking at every penny and dollar we have and what we might need to use it for in the future. Either having some sort of parameters or guidelines in how we review requests such as these for funding for community organizations is important.

Deputy Mayor Klase said she is going to support this item tonight. She does have concerns but she thinks those concerns apply to other funding and the way we fund those groups as well. Perhaps it's time to look at that policy and perhaps we have to lower that threshold to \$10,000 or whatever it is. Then if we do have ARPA funds next year, we could include in that policy any funding we give to civic organizations. We have a little bit more information where we're making the ones that we're funding through the budget, but not really on a lot of them. To her, it feels like they are applying different criteria right now for this group but she knows they are in need now. They should understand that going forward it would be an application process and they should think how to fund a regular operating expense.

Councilor Gluck Hoffman agrees with Deputy Mayor Klase and she will support this motion. Just to remind everyone, the Windsor Fife & Drum Corps plays a role here with the tradition of what Windsor is and who we are as a community and how long we have existed. The people that run the program are so dedicated to these kids and what they do. They do the Northwest Park fair and so many other events and it helps to keep these great traditions that we have. We can't lose

sight of that. We need to keep moving with modern times but we don't want to lose that tradition that this community has as that is what Windsor is so known for. In regards to other organizations here in town, they work very hard in fund raising so they don't have to come to the town to ask for funds because they do it on their own. Maybe it's an opportunity for civic groups to work with the Windsor Fife & Drum Corps and other organizations to fund raise and work with them to try and find a better way to raise some money going forward. Maybe that's something that we discuss, is kind of like an educational process for the organizations. She feels that would be a great opportunity.

Councilor Pelkey said he agrees with most of them and he's not adamantly opposed to it but he's finding it hard without some sort of process. While he understands there is a need, he'd like a little more time so with that said, he'd like to postpone this item until Monday, May 20th at the next Regular Town Council meeting. This will help us to answer some of those questions that we have and get a little bit of understanding from the Windsor Fife & Drum Corps regarding their plan going forward, even for next year. He doesn't want to give \$15,000 to an organization that could very well go under next year because it doesn't have the support it needs. Then we've given away \$15,000 for one more year that we could have given to sustain another group in town or multiple groups in town.

NEW MOTION

MOVED by Councilor Pelkey, seconded by Councilor Eleveld to postpone this agenda item until the next Regular Town Council meeting of May 20th.

Councilor Naeem said it's not about the organization and what they bring forward but more about what we as a Town Council and town think about some process, guidelines and parameters. She feels it might be unfair to impose it here where as we were going through the budget process we didn't have for those that were already in the budget. She will be against this motion but will support the main motion. She requested that they work with the town staff to figure out some of those parameters we agree on as we review future requests coming in.

Mayor Black-Burke said she has reserved her commentary because she does think that postponing it would not give us the ramp needed to put the parameters in place. She thinks that will be a needed discussion to determine what those parameters would look like not just for this request, but all of the requests. She thinks everything that has been shared is relevant, is needed. However, just moving it to May 20th she doesn't think that would give the opportunity or the time to really step out what needs to be on paper for all organizations. It would mean to her, that we are holding one organization differently than those that came before us during the budget process. For the current motion, she will be voting against postponing the vote until May 20th.

Councilor Armstrong is in agreement to move forward with the motion to accept the authorization of \$15,000 to the organization. As we have spoken, she doesn't think we have that criteria for any other organization that came before us. Perhaps we can have criteria later on to consider for this group.



Councilor Eleveld asked if this could be referred to the Finance Committee to start a conversation on this at the next Regular Town Council meeting. Mayor Black-Burke asked on the parameters? Councilor Eleveld said yes and that it was just a suggestion.

WITHDRAWAL of NEW MOTION

Councilor Pelkey WITHDREW the new motion to postpone this agenda item until the next Regular Town Council meeting of May 20th.

Mayor Black-Burke stated that it is very important that they as a governing body do look at the 'what.' The 'what' and the 'how' and how we move forward overall and not just for Windsor Fire & Drum Corps. She wants anyone that is watching or listening to understand that what we are looking to do is to ensure this is an equitable process for all the folks in town. That is very important to her. An equitable process where no one feels as if there's some injustice being done because they have not come forward to ask for a request. She said she feels it would be important for the Finance Committee and Personnel Committee to see what could be done in regards to that.

MAIN MOTION

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

Town Manager Souza asked why it was being referred to the Personnel Committee. Mayor Black-Burke said the rationale with sending it to the Personnel committee is that she totally subscribes with what Councilor Gluck Hoffman and the Deputy Mayor spoke about 'education'. She thinks as we are having conversations with the various groups in town, we should touch on what is your fundraising efforts and things like that.

Mayor Black-Burke said she feels the education piece of it is very important. Not all of our commissions fund raise but she feels it's something that should be discussed.

Councilor Naeem clarified that it is going to the Finance Committee to figure out what parameters might look like and then to the Personnel Committee to think about how we can further educate individuals. Mayor Black-Burke said that was correct.

- f) Set a Public Hearing for June 3, 2024 at 7:20 p.m. to solicit public comment on the proposed change to the Plan of Conservation and Development's Future Land Use Plan related to 5T and 105 Birchwood Drive

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to set a Public Hearing for Monday, June 3, 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.

Councilor Eleveld asked these two properties are used as a tree farm correct? It appears that most of the land is wooded but not with Christmas trees. Town Manager Souza said 5T Birchwood is predominately the tree farm. There are some that go onto 105 Birchwood, but the



majority of the operation is at 5T and two other lots that go to the north of 5T also have trees that are being cared for.

Councilor Eleveld asked if we know how many acres these two lots contain. Town Manager Souza said 5T and 105 Birchwood are approximately 16 acres together.

Councilor Eleveld asked if one of these properties flip to agricultural usage does that impact the valuation for tax purposes. He believes it does. Town Manager Souza said it depends on if the properties are in agriculture. For this action itself, the Town Council has the ability to act on May 20th but it does not change the zoning. Until the zone is changed, which is only an action the Town Planning & Zoning Commission can take, that's when the property owner would have the eligibility to apply for the agricultural exemption which effectively lowers the assessment value. Councilor Eleveld asked if the same owner of the property own both of these parcels. Town Manager Souza said yes.

Councilor Eleveld then said the combined total of the two parcels would be 16 acres and the property owner would be able to qualify for PA490 because the minimum is 10 acres. Town Manager Souza said he believes so. Councilor Eleveld said PA490 for those who don't know is an element in the law that allows you to value a property at one tenth of the market value. However, you cannot do anything to the property for a decade and if you do, you are subject to paying back all of the taxes you should have been paying for if you had not changed it to PA490.

Councilor Eleveld asked why we have to approve this before it goes to zoning. Town Manager Souza replied the State of Connecticut a number of years ago amended the process that relates to how Plans of Conservation and Development are adopted at the local level. Prior to that change, the local Planning & Zoning Commission had the sole responsibility. With that change, about 12 years ago, it required that amendments to the Plan of Conservation and Development be brought to the Town Council. The Town Council may hold a public hearing or the Town Council may elect to not have a public hearing, but the Council is required to endorse or reject the proposed amendments. It is a deviation from years ago. There have been several amendments to the Plan of Conservation and Development that have been proposed in the last 8-10 years and the Council chose not to hold a public hearing. This motion is to hold a public hearing and then on May 20, the Council would have on the agenda to either endorse or not endorse the amendments.

Councilor Smith said in terms of making this agriculture, could this include having a chicken farm or some type of animal farm on that land? Town Manager Souza replied he does not have the agricultural zoning regulation in front of him but he believes it would allow for animals to be raised there.

Mayor Black-Burke added that whatever is put on the property would be predicated by the owner. So, using her as an example, she wouldn't be able to come and say she wants to open a chicken farm. Instead it would be based on the property owner. Is that correct? Town Manager Souza stated the owner would have to be able to provide that right through a lease or other type of

instrument. What this is doing is that it is changing the future land use plan. It does not change the zoning. That authority only sits with the Zoning Commission. His understanding is that even if the Town Council does not agree with this amendment, the Planning & Zoning Commission could approve it with he believes a 2/3 vote.

Deputy Mayor Klase stated she wanted to bring it forward that they decided to put this on the agenda, discuss it and have a public hearing as they thought it was important to be as transparent as possible in these matters going forward.

Councilor Pelkey asked if we have any idea why 1 Birchwood is not involved in this given it's the same property owner. Town Manager Souza replied that he does not have the specifics but he can follow up with the property owner on that.

Councilor Pelkey asked what would the impact of changing this do to the adjacent abutting land values just by changing this designation. In general, going forward is there anything to say that all of a sudden because you've now changed the Plan of Conservation and Development now they can't do something to their property because it's within a certain distance of something. Town Manager Souza stated he doesn't believe there is a negative impact by changing the future land use plan to agriculture. You can still build residential homes on an agricultural zone. The existing zones that are abutting this property are low density.

Motion Passed 9-0-0

g) Approve granting an easement with Eversource at Welch Park

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem 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.

Motion Passed 8-0-1 (Councilor Gluck Hoffman abstained)

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to authorize the Town Manager to sign the required easement documents on behalf of the Town of Windsor.

Motion Passed 8-0-1 (Councilor Gluck Hoffman abstained)

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to:

- Accept the resignation of Loretta Raney from the Historic District Commission and Zoning Board of Appeals



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

Motion Passed 9-0-0

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the April 1, 2024 Public Hearing (FY 25 budget)

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the minutes of the April 1, 2024 regular Public Hearing as presented.

Motion Passed 9-0-0

- b) Minutes of the April 1, 2024 Public Hearing (TIF Master Plan)

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the minutes of the April 1, 2024 regular Public Hearing as presented.

Motion Passed 9-0-0

- c) Minutes of the April 1, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the minutes of the April 1, 2024 Regular Town Council meeting as presented.

Motion Passed 9-0-0

- d) Minutes of the April 3, 2024 Special Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the minutes of the April 3, 2024 Special Town Council meeting as presented.

Councilor Pelkey stated that there is a small typo on the ipad on the title for the approval of the April 3, 2024 Special Town Council meeting. It currently reads 'Special Town meeting' and it should read 'Special Town Council meeting'.

Deputy Mayor Klase amended the motion to state 'Special Town Council meeting' instead of Special Town meeting.



Motion Passed 9-0-0

e) Minutes of the April 8, 2024 Special Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the minutes of the April 8, 2024 Special Town Council meeting as presented.

Motion Passed 9-0-0

f) Minutes of the April 15, 2024 Special Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the minutes of the April 15, 2024 Special Town Council meeting as presented.

Motion Passed 9-0-0

g) Minutes of the April 17, 2024 Special Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the minutes of the April 17, 2024 Special Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

Mayor Black-Burke wished everyone a Happy Mother's Day. Do something special for your mom. For those of you that are thinking of their moms in memory she's praying for strength to get you through the day.

MOVED by Councilor Pelkey seconded by Councilor Smith to adjourn the meeting at 9:44 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary