



# Council Agenda

Council Chambers  
Windsor Town Hall  
July 1, 2024



## Zoom Instructions

### Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **873 9119 8997** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press \*9 to raise your hand. Please give your name and address prior to voicing your comments.

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

## **7:30 PM Regular Council Meeting**

1. ROLL CALL
2. PRAYER OR REFLECTION – Deputy Mayor Klase
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Klase
4. PROCLAMATIONS/AWARDS
  - a) Proclaiming July 2024 as Parks and Recreation month
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education
  - b) Metropolitan District Commission
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) \*Authorize submittal of application to the State's Cybersecurity Infrastructure Grant program (Town Manager)
- b) \*Consider setting a Public Hearing for August 5, 2024 at 7:20 p.m. to solicit public comment on a proposed amendment to the Plan of Conservation and Development which includes adding the Windsor Center Design Development Area Map and updating the map to incorporate 114 Upper Broad Street into the Center Design Development area (Town Manager)
- c) \*Introduce Fiscal Year 2025 – 2030 Capital Improvements Program (Town Manager)
- d) \*Approve proposed use and authorization of American Rescue Plan funds (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the June 17, 2024 Public Hearing
- b) \*Minutes of the June 17, 2024 Regular Town Council Meeting
- c) \*Minutes of the June 24, 2024 Special Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

# PROCLAMATION

## Designating July as Parks and Recreation Month

**WHEREAS**, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and,

**WHEREAS**, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and,

**WHEREAS**, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools, and many other activities designed to promote active lifestyles; and,

**WHEREAS**, parks and recreation is a leading provider of healthy meals, nutrition services, and education; and,

**WHEREAS**, parks and recreation programming and education activities, such as out-of-school time programming, youth sports, and environmental education, are critical to childhood development; and,

**WHEREAS**, parks and recreation increase a community's economic prosperity through tourism, and the attraction and retention of businesses; and,

**WHEREAS**, parks and recreation is fundamental to the environmental well-being of our community.

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

The month of July be designated as Parks and Recreation Month in Windsor. This year's theme "Where You Belong," emphasizes the profound impact Parks and Recreation plays in our lives and we encourage all residents to celebrate by participating in their choice of pleasurable recreation, park, and leisure activities with family, friends and neighbors.



A handwritten signature in black ink, appearing to read 'Nuchette Black-Burke', is written over a horizontal line.

Nuchette Black-Burke  
Mayor of Windsor  
July 1, 2024




## Agenda Item Summary

Date: July 1, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Frank Angelillo, Information Technology Director

Reviewed By: Peter Souza, Town Manager 

Subject: Cybersecurity Infrastructure Grant

### Background

The Connecticut Division of Emergency Management and Homeland Security (DEMHS), in consultation with the Connecticut Cybersecurity Planning Subcommittee, announced the first round of funding for Connecticut's State and Local Cybersecurity Grant Program (SLCGP). This newly established program was created as a result of funding Connecticut received through the federal Infrastructure Investment and Jobs Act (IIJA).

A municipality may seek reimbursement for a cybersecurity project that was not previously budgeted in past fiscal years and was a result of a third-party provided cybersecurity vulnerability assessment. The grant program requires a 10% local match.

First round applications are due by Friday, July 19, 2024. We are recommending three projects be submitted for reimbursement.

### Discussion/Analysis

The first project is a cloud-based security application to protect the organization from email and web-based security threats. It utilizes multiple detection engines to provide protection from phishing, malware, spam and zero-day attacks. It ensures email availability even during server outages or disruptions and data loss prevention (DLP). The total project cost is \$9,365. We would be seeking reimbursement for \$8,428.50.

The second project is a cloud-based platform that uses artificial intelligence (AI) to protect endpoints, workloads, identities, applications, and network edges from cyberattacks. It's designed to stop security breaches by monitoring and recording activity on laptops, desktops, and servers, including who has logged in, what programs are running, and which files are being read or written. The total project cost is \$16,513.29. We would be seeking reimbursement for \$14,862.

The third project is a cloud-based platform that simplifies application distribution, updates, and device management across our many devices, including mobile devices, desktop computers, and virtual endpoints. The total project cost is \$18,926. We would be seeking reimbursement for \$17,033.

### Financial Impact

There is a local funding match of 10% required. This is a reimbursement grant for projects completed with funds in FY 2024. If awarded, this grant will provide reimbursement in the amount



of \$41,260. There are annual maintenance and/or licensing costs for each of the three products/projects that total approximately \$36,000.

Other Board Action

None

Recommendations

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

**“MOVE to authorize the submission of a Connecticut State and Local Cybersecurity Grant Program (SLCGP) application to the Connecticut Division of Emergency Management and Homeland Security (DEMHS) for a reimbursement grant in the amount of \$41,260 for three projects.”**

Attachments


None

## Agenda Item Summary

Date: July 1, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Todd Sealy, Town Planner

Reviewed by: Peter Souza, Town Manager 

Subject: Proposed map amendment to add 114 Upper Broad Street to Center Design Development District

### Background

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

The president of Grava Properties, Greg Vaca, has requested the Planning and Zoning Commission amend the POCD by adding the Windsor Center Design Development Area Map to chapter 9 of the POCD. This proposal would also add 114 Upper Broad Street into the Design Development District and make it eligible to be incorporated into Founder's Square (as seen on the attached map). To accomplish this, the Town Planning and Zoning Commission has scheduled a required public hearing in September to amend the POCD. If the POCD is amended as proposed, a subsequent public hearing to consider amending the Founder's Square concept plan to include the new acreage and residential units, and a third public hearing to consider the fully engineered detailed plan would be required.

Before the Town Planning and Zoning Commission (TPZC) can hold a formal public hearing and consider a POCD change, Connecticut General Statutes (CGS) calls for any change to a POCD be referred to the Town Council for review and potential comment.

The Town Council may elect to hold a public hearing. If the Town Council wishes to conduct a public hearing on the proposed amendment it would be appropriate to set a public hearing for August 5<sup>th</sup>.

Although the Town Council is not required to hold a public hearing, the Town Council is required to endorse or reject proposed amendments. This action is recommended to occur by no later than the Town Council's August 5<sup>th</sup> meeting.

### Discussion/Analysis

Grava Properties applied for the mixed-use Founder's Square development at 144 Broad Street under the Windsor Center Design Development District. The intent of the Windsor Center Design Development District is to promote residential densities that maximize potential for transit oriented development. This POCD proposal places 114 Upper Broad Street, which is .21 acres, within the



Windsor Center Design District boundary, allowing the existing raised-ranch to be demolished and the acreage used to increase the number of bedrooms in Founder's Square. Because the process to amend the POCD and incorporate the property into Founder's Square will require three public hearings, which includes notification requirements, there will be several opportunities to receive public comment. The Planning and Zoning Commission will take the Council's recommendation and any public comment under consideration.

Financial Impact

None

Other Board Action

The TPZC received the application at the June 11<sup>th</sup> meeting. A hearing has been scheduled for the September 10<sup>th</sup> meeting.

Recommendations

Below are two motions depending on if the Town Council desires to have a public hearing prior to acting on the proposed POCD amendment or not.

**With Public Hearing**

**“MOVE to set a Public Hearing for Monday, August 5, 2024 at 7:20 p.m. to hear public comment on the proposal to add the Windsor Center Design District map to the Plan of Conservation and Development and to amend the map to include 114 Upper Broad Street in the district boundary.”**

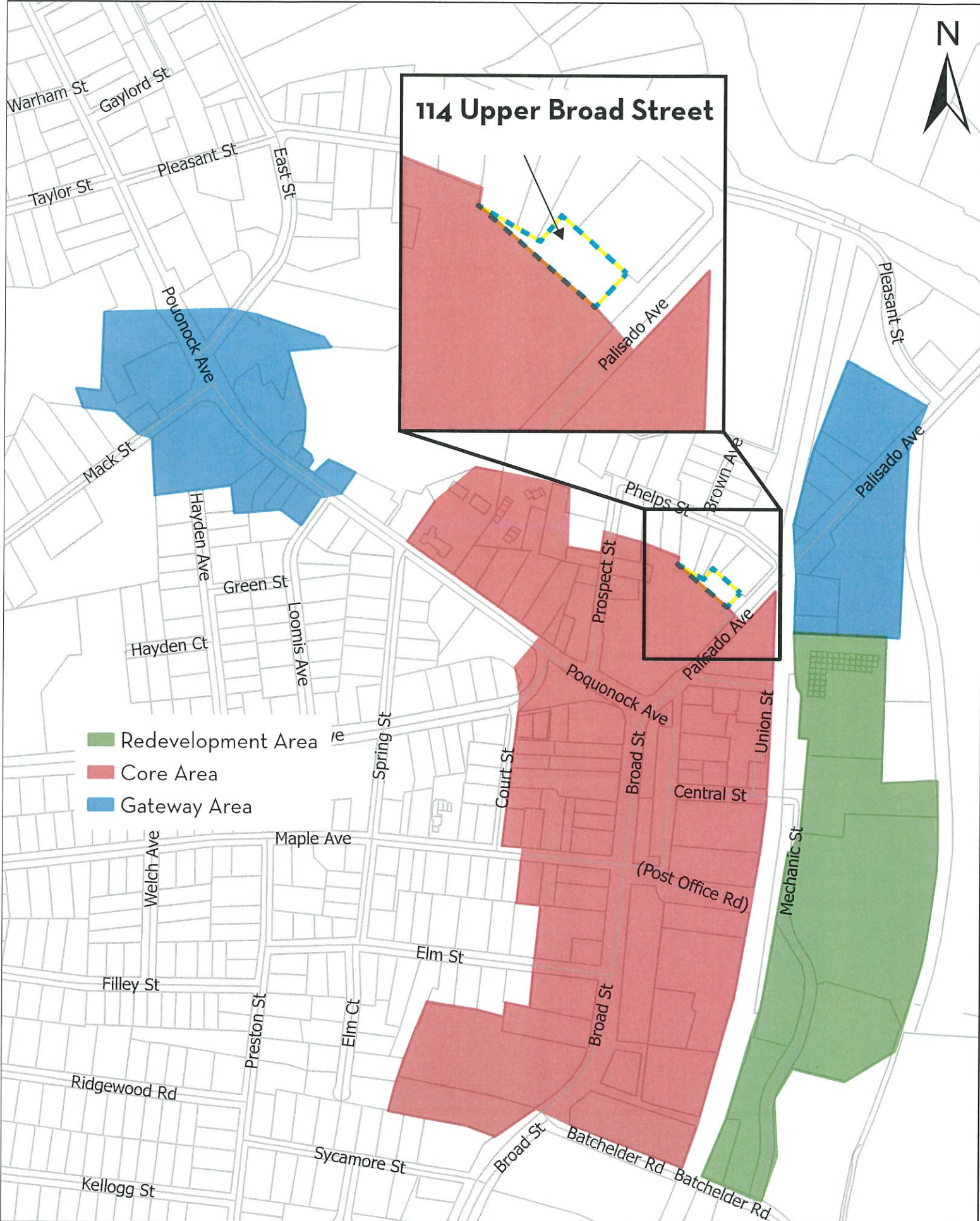
**OR**

**Without Public Hearing**

**“MOVE to recommend the Town Planning and Zoning Commission's approval of adding the Windsor Center Design District map to the Plan of Conservation and Development and amending the map to include 114 Upper Broad Street in the district boundary.”**

Attachments

Windsor Center Design Development Area with the amended boundary



### 114 Upper Broad Street


- Redevelopment Area
- Core Area
- Gateway Area



## Agenda Item Summary

Date: July 1, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2025 – FY 2030

### Background

The town's six year Capital Improvement Program (CIP) provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. FY 2025 - FY 2030 includes project descriptions and projected costs by fiscal year. The Capital Improvements Committee is charged with reviewing and commenting on years two through six of the draft CIP.

### Discussion/Analysis

The information that the six year CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for identified projects.

The development of the draft CIP has been a challenge this cycle as the macro global economics continue to put significant upward pressures on material, commodity and labor costs as well as availability.

Below are a few highlights of the proposed six-year CIP which totals approximately \$122 million in projects:

- The CIP includes approximately \$9.4 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$28.1 million. Of the total \$37.5 million included for the asset management of town roadways, \$11.2 million is planned to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$23.3 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed out balances from completed projects.
- The remaining Outdoor Pool Facilities project (Veterans Pool) is scheduled for design in FY 2026 and construction in FY 2028. This project may require voter referendum depending on the scope of work and phasing approach.
- The proposed CIP forecasts \$80.9 million in new bonding authorization. The 6-year CIP cycle includes seven projects that would require voter approval due to current estimated costs. These projects are:
  - Windsor High School HVAC Systems Replacement
  - Windsor High School Roof Replacement

- Poquonock School Ventilation Upgrade
  - Veteran's Pool Improvements
  - Windsor High School Fieldhouse Renovation
  - Broad Street Road Diet
  - Milo Pack HVAC, Electrical, and Energy Improvements
- School related projects total \$41.5 million over the 6-year period. Projects range from a fieldhouse renovation, roof replacements, window replacements, envelope improvements, and HVAC updates to boiler renovation/replacement and ventilation updates.

There has been public comments made in recent months concerning long range planning for school facilities. While there is currently no planning funds included in the draft CIP, this topic is an item to be further explored with the Board of Education.

Also attached is a breakdown of CIP projects by each Town and Board of Education facility showing scheduled and unscheduled projects by location. This breakdown does not show any of the recurring asset management costs such as fleet, stormwater management, and pavement management.

#### Financial Impact

If funding were to be authorized for all projects listed in the CIP as proposed including those requiring a referendum, annual debt service payments would be expected to increase from roughly \$8.7 million in FY 2025 to a peak of \$12.9 million in FY 2030. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) ranges from \$2.6 million to \$3.1 million per year during the 6 year period. The debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

#### Other Board Action

The Capital Improvements Committee (CIC) completed their review of the proposed CIP on June 20th. The Committee voted to recommend the approval of the proposed FY 2025-FY 2030 CIP. There were several areas the CIC suggested could be explored by staff in planning for next year's update process including items such as facility /storage needs at Northwest Park, Deerfield Park's multi-use hard surface space, sidewalk(s) along a portion of Palisado Avenue, and refinement of scope and timing of the unscheduled Street Light Replacement project.

The Town Planning & Zoning Commission will be reviewing the proposed CIP on July 9<sup>th</sup> as required by *Connecticut General Statutes* Section 8-24.

#### Recommendations

It is recommended that the proposed CIP be referred to the Town Improvements Committee for review prior to final consideration by the Town Council.

#### Attachments

6-Year CIP Schedule and Unscheduled Projects List

CIP Projects by Facility

Draft FY 2025- FY 2030 Capital Improvement Program online at:

<https://townofwindsorct.com/finance/documents/fy-25-fy-30-draft-cip>



**Capital Improvement Program**

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
<b>FY 2025</b>								
1	pa	Pavement Management Program	1,025,000	845,000		180,000		Decreased as part of FY 25 Budget
2	pa	Sidewalk and Curb Replacement Program	150,000	150,000				Decreased as part of FY 25 Budget
3	pa	Pavement Resurfacing at Town Facilities & Schools	285,000		285,000			Changed Source to Bonding
4	sw	River Street - Repair Culvert and Stream Bed (Design)	92,400				92,400	<sup>1</sup>
5	c	Fleet and Public Works Equipment Replacement	814,000	814,000				
6	c	Town Hall Roof Replacement Project (Design)	41,000				41,000	<sup>1</sup>
7	c	Town Facility Improvements - LP Wilson HVAC Improvements - North Phase 2B (Construction)	965,000		965,000			New sub-phase
8	c	Town Facility Improvements - Chaffee House Improvements	140,000				140,000	<sup>2</sup> New.
9	c	Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Design)	120,000				120,000	<sup>2</sup> New. Funding Source Gen. Fund Un. Fund Bal.
10	r	Pigeon Hill Road Rehabilitation (Lamberton to Marshal Phelps Rd, Construction)	916,000		916,000			Added to scope
11	r	Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way, Construction)	263,000				263,000	<sup>1</sup> Moved from FY 24
12	r	Prospect Hill Road Rehabilitation (Day Hill Road to Lang Road)	860,000		860,000			Moved from FY 26, Design in FY 24
13	r	Marshall Phelps Rehabilitation (Bloomfield Avenue to Day Hill Road)	1,200,000		1,200,000			Moved from FY 26, Design in FY 24
14	rec	Pedestrian Bridge Design Assessment	75,000				75,000	<sup>1</sup> New. Funding Source Capital Outlay
15	rec	Athletic Field Improvement - O'Brien Field Turf Replacement (Construction)	981,000		981,000			Cost decreased
16	rec	Replace Tennis/Pickleball Courts at Welch Park (Design/Build)	832,000		832,000			Cost decreased
17	ps	Public Safety Equipment Fund - Wilson Firehouse Interior Renovations and Roof Replacement	316,000	316,000				
18	ps	Public Safety Equipment Fund - Replace Engine 8	1,198,000	284,000	612,000		300,000	<sup>3</sup> Cost decreased
19	boe	BOE - Windsor High School Fieldhouse Renovation (Design)	66,000				66,000	<sup>1</sup> Moved from FY 24
20	boe	BOE - LPW Roof Replacement Project - (North End - Design)	100,000				100,000	<sup>1</sup>
21	boe	BOE - Poquonock Elementary School Roof Replacement	2,330,000		1,281,500	1,048,500		Split Funding Source
22	boe	BOE - Sage Park Middle School Slab Moisture Control Project	800,000		800,000			Construction New
23	boe	BOE - Oliver Ellsworth School Building Envelope Project	1,873,000		1,873,000			New
24	boe	BOE - Clover Street School Code & Restroom Renovations - Phase 2 (Construction)	1,860,000		1,860,000			New Phase
25	boe	BOE - Windsor High School Roof Replacement Project (Design)	270,000	270,000				
26	boe	BOE - Windsor High School - HVAC Systems Replacement (Design)	350,000				350,000	<sup>2</sup> Moved from FY 24, Cost increased from \$266k
<b>Subtotal FY 2025</b>		<b>17,920,400</b>	<b>2,679,000</b>	<b>10,405,500</b>	<b>3,288,500</b>	<b>-</b>	<b>1,547,400</b>	
<b>FY 2025 Projects Anticipated to Require Voter Approval</b>								
27	r	Broad Street Road Diet (Construction)	4,500,000		500,000	4,000,000		
<b>Subtotal FY 2025</b>		<b>4,500,000</b>	<b>-</b>	<b>500,000</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL FY 2025</b>		<b>22,420,400</b>	<b>2,679,000</b>	<b>10,905,500</b>	<b>7,288,500</b>	<b>-</b>	<b>1,547,400</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$637,400)

<sup>2</sup> General Fund Unassigned (Total = \$610,000)

<sup>3</sup> Public Safety Equipment Fund (Total = \$300,000)

**Capital Improvement Program**

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
<b>FY 2026</b>								
1	pa Pavement Management Program	1,055,000	875,000		180,000			Cost decreased
2	pa Sidewalk and Curb Replacement Program	175,000	175,000					Cost decreased
3	sw Stormwater Management Improvements	400,000		400,000				Cost increased
4	c Fleet and Public Works Equipment Replacement	850,000	850,000					
5	c Tree Replacement Program	40,000					40,000	<sup>1</sup>
6	c Historic Monument and Ancient Cemetery Preservation	130,000	130,000					Moved from FY 24
7	c Train Station Boiler Replacement	225,000					225,000	<sup>2</sup>
8	c Town Facility Improvements - Core Server Replacements	150,000	150,000					
9	c Town Hall Roof Replacement (Construction)	567,000		567,000				
10	c Town Facility Improvements - LP Wilson HVAC Improvements - South Phase 3 (Construction)	2,555,000		2,555,000				Moved from FY 25
11	c Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Design)	30,000	30,000					
12	c Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Design)	30,000	30,000					
13	c Veterans Memorial Cemetery Expansion & Enhancements	210,000					210,000	<sup>2</sup>
14	r Construct Sidewalks - Arterial Roads (Design)	76,000					76,000	<sup>1</sup> Moved from FY 25
15	r Day Hill Road Pavement Management (Marshall Phelps Road to Baker Hollow Road, Design & Construction)	2,116,400		2,116,400				New
16	rec Athletic Field Master Plan - Sharshon Park Improvements (Construction)	637,000		637,000				Moved from FY 25
17	rec Outdoor Pool Facilities Improvements - Veterans Pool (Design)	350,000					350,000	<sup>2</sup>
18	ps Public Safety Equipment Fund - Poquonock Fire Station - Ladder Truck 2 Replacement	1,981,000	600,000	781,000			600,000	<sup>3</sup>
19	boe BOE - Oliver Ellsworth Gym Floor Replacement	289,000		289,000				New.
20	boe BOE - L.P. Wilson - Main Hall Restroom Renovation (Construction)	880,000		880,000				Moved from FY 25
21	boe BOE - L.P. Wilson Roof Replacement Project - North End (Construction)	2,400,000		2,400,000				
22	boe BOE - Clover Street School Roof Replacement (Construction)	2,422,000		1,332,100	1,089,900			Split Funding Source
<b>Subtotal FY 2026</b>		<b>17,568,400</b>	<b>2,840,000</b>	<b>11,957,500</b>	<b>1,269,900</b>	<b>-</b>	<b>1,501,000</b>	
<b>FY 2026 Projects Anticipated to Require Voter Approval</b>								
23	c Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Construction)	3,995,000		3,995,000				Moved from FY 25
24	boe BOE - Windsor High School HVAC Systems Replacement (Construction)	3,555,000		3,555,000				Moved from FY 25
<b>Subtotal FY 2026</b>		<b>7,550,000</b>	<b>-</b>	<b>7,550,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL FY 2026</b>		<b>25,118,400</b>	<b>2,840,000</b>	<b>19,507,500</b>	<b>1,269,900</b>	<b>-</b>	<b>1,501,000</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$116,000)

<sup>2</sup> General Fund Unassigned (Total = \$785,000)

<sup>3</sup> Public Safety Equipment Fund (Total = \$600,000)



**Capital Improvement Program**

<u>Project Name</u>	<u>Estimated Project Cost</u>	<u>General Fund</u>	<u>New Bonding Authorization</u>	<u>State &amp; Federal Aid</u>	<u>Enterprise Funds</u>	<u>Other Sources</u>	<u>Changes from FY24 Adopted CIP</u>
<b><u>FY 2027</u></b>							
1 pa Pavement Management Program	1,085,000	905,000		180,000			
2 pa Sidewalk and Curb Replacement Program	200,000	200,000					
3 pa Pavement Resurfacing at Town Facilities & Schools	299,000		299,000				
4 sw River Street - Repair Culvert and Stream Bed (Construction)	673,000		673,000				
5 sw Millbrook Enhancement Project - Stream Stabilization (Construction)	562,000		562,000				New, Changed Funding Source from GF to Bonding
6 sw Pheasant Run Drainage Improvements (Design & Construction)	196,000		196,000				New, Changed Funding Source from GF to Bonding
7 c Fleet and Public Works Equipment Replacement	850,000	850,000					
8 c Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Construction)	466,000		466,000				
9 c Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Construction)	240,000	240,000					
10 c Poquonock Firehouse HVAC Replacement - Design	48,000					48,000	<sup>1</sup>
11 c Town Facilities Improvements - LP Wilson HVAC Improvements - South Phase 4 (Construction)	2,370,000		2,370,000				Moved from FY 26
12 r Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000	<sup>1</sup>
13 r Day Hill Road Ped. Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way, Construction)	282,500					282,500	<sup>2</sup> Moved from FY 25
14 r Street Reconstruction - Basswood Road (Design)	214,000		214,000				Additional Design
15 r River Street Road Rehabilitation - Design (Kennedy Rd - Old River St)	106,000	106,000					
16 r Palisado Avenue Corridor Improvements and Wall Repairs (Construction)	897,000		897,000				
17 r Riverfront Trail Project - Phase 1 Construction (East Barber Street to Loomis Property)	1,242,000			993,600		248,400	<sup>2</sup> Split Funding Source
18 rec Replace Tennis/Pickleball Courts at Sage Park Middle School (Design/Build)	1,168,000		1,168,000				Cost decreased
19 rec Athletic Field Master Plan - Welch Field Improvements <sup>3</sup>	341,000		300,000			41,000	<sup>1</sup>
20 ps Public Safety Equipment Fund	287,000	287,000					
21 ps Public Safety Equipment Fund - Hayden Station Utility/Mobile Cascade Vehicle Replacement	313,000	313,000					Cost Increased
22 ps Additional Fire Hydrants	275,000		275,000				Cost increased, Changed Funding Source from GF to Bonding
23 boe BOE - Poquonock School Ventilation Upgrade	144,000	144,000					New.
24 boe BOE - School Window Replacement (Design)	102,000	102,000					
25 boe BOE - LP Wilson Window Replacement (Design)	60,000					60,000	<sup>1</sup>
<b>Subtotal FY 2027</b>	<b>12,446,500</b>	<b>3,147,000</b>	<b>7,420,000</b>	<b>1,173,600</b>	<b>-</b>	<b>705,900</b>	
<b><u>FY 2027 Projects Anticipated to Require Voter Approval</u></b>							
26 boe BOE - Windsor High School Roof Replacement Project (Construction)	9,902,000	-	5,446,100	4,455,900	-	-	
<b>Subtotal FY 2027</b>	<b>9,902,000</b>	<b>-</b>	<b>5,446,100</b>	<b>4,455,900</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL FY 2027</b>	<b>22,348,500</b>	<b>3,147,000</b>	<b>12,866,100</b>	<b>5,629,500</b>	<b>-</b>	<b>705,900</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$175,000)

<sup>2</sup> General Fund Unassigned (Total = \$530,900)

<sup>3</sup> Public Safety Equipment Fund (Total = \$0)

**Capital Improvement Program**

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
<b>FY 2028</b>								
1	pa Pavement Management Program	1,180,000	1,000,000		180,000			Cost increase
2	pa Sidewalk and Curb Replacement Program	245,000	245,000					
3	sw Stormwater Management Improvements	400,000		400,000				
4	c Fleet and Public Works Equipment Replacement	850,000	850,000					
5	c Tree Replacement Program	45,000					45,000	<sup>1</sup>
6	c Painting Town Facilities - Interiors and Exteriors	380,000					380,000	<sup>2</sup>
7	c Poquonock Firehouse HVAC Replacement	740,000	240,000				500,000	<sup>3</sup>
8	c HVAC Roof Top Replacement at Addison Road DPW	335,000		335,000				Changed funding source from Capital to Bonding
9	c HVAC Roof Top Replacement at 330 Windsor Ave	255,000	255,000					
10	c Emergency Power Generators Replacement	509,000		509,000				
11	r Day Hill Road Reconstruction (Blue Hills Avenue to Great Pond Drive, Design & Construction)	2,101,000		2,101,000				New
12	r Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000				Moved from FY 27
13	r Kennedy Road Rehabilitation (River Street to I-91)	2,082,000		2,082,000				New
14	r River Street Roadway Rehabilitation (Poquonock Ave to Old River St, Construction)	649,000		649,000				Moved from FY 25
15	r River Street Road Rehabilitation (Kennedy Rd - Old River St)	1,112,000		1,112,000				
16	r Riverfront Trail Project - Phase 2 Design (Loomis Property to Town Center)	226,000	226,000					Phased into two projects. Construction in FY 30.
17	ps Public Safety Equipment Fund	360,000	360,000					
18	boe BOE - Windsor High School Fieldhouse Renovation (Design)	300,000					300,000	<sup>2</sup> Construction in FY 29
19	boe BOE - School Window Replacement (Construction)	1,073,000		1,073,000				
20	boe BOE - School Emergency Generators (Design)	310,000					310,000	<sup>1</sup>
<b>Subtotal FY 2028</b>		<b>15,295,000</b>	<b>3,176,000</b>	<b>10,404,000</b>	<b>180,000</b>	<b>-</b>	<b>1,535,000</b>	
<b>FY 2028 Projects Anticipated to Require Voter Approval</b>								
21	c Town Facility Improvements - Veteran's Pool Improvements	3,750,000	-	3,750,000	-	-	-	
<b>Subtotal FY 2028</b>		<b>3,750,000</b>	<b>-</b>	<b>3,750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL FY 2028</b>		<b>19,045,000</b>	<b>3,176,000</b>	<b>14,164,000</b>	<b>180,000</b>	<b>-</b>	<b>1,535,000</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$355,000)

<sup>2</sup> General Fund Unassigned (Total = \$680,000)

<sup>3</sup> Public Safety Equipment Fund (Total = \$500,000)



**Capital Improvement Program**

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
<b>FY 2029</b>							
1 pa Pavement Management Program	1,200,000	1,020,000		180,000			
2 pa Sidewalk and Curb Replacement Program	250,000	250,000					
3 pa Sidewalk Installation - Poquonock Avenue (Marshall St. to Tiffany Dr., Design & Construction)	394,000		394,000				Cost increased by \$127,000
4 pa Pavement Resurfacing at Town Facilities & Schools	317,000		317,000				New.
5 c Fleet and Public Works Equipment Replacement	875,000	875,000					
6 c Historic Monument and Ancient Cemetery Preservation	150,000					150,000 <sup>1</sup>	New
7 c Mill Brook Clubhouse Improvements	1,585,000		1,585,000				
8 r Route 305 Corridor Improvements (Design)	645,000		645,000				
9 r Day Hill Road Pavement Management (Addison Road to Northfield Drive, Design & Construction)	1,685,000		1,685,000				New
10 rec Washington Park Improvements (Design)	100,000	100,000					New
11 ps Public Safety Equipment Fund	600,000	600,000					
12 boe BOE - Poquonock Abandoned Boiler Demolition	383,000		383,000				New.
13 boe BOE - Poquonock Boiler Replacement	1,525,000		1,525,000				
14 boe BOE - Oliver Ellsworth School - Code Compliance Upgrades	357,000		357,000				
<b>Subtotal FY 2029</b>	<b>10,066,000</b>	<b>2,845,000</b>	<b>6,891,000</b>	<b>180,000</b>	<b>-</b>	<b>150,000</b>	
<b>FY 2029 Projects Anticipated to Require Voter Approval</b>							
15 boe BOE - Windsor High School Fieldhouse Renovation (Construction)	10,000,000		10,000,000				
<b>Subtotal FY 2029</b>	<b>10,000,000</b>	<b>-</b>	<b>10,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL FY 2029</b>	<b>20,066,000</b>	<b>2,845,000</b>	<b>16,891,000</b>	<b>180,000</b>	<b>-</b>	<b>150,000</b>	

<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$150,000)

<sup>2</sup> General Fund Unassigned (Total = \$0)

<sup>3</sup> Public Safety Equipment Fund (Total = \$0)

**Capital Improvement Program**

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
<b>FY 2030</b>								
1	pa	Pavement Management Program	1,240,000	1,060,000		180,000		
2	pa	Sidewalk and Curb Replacement Program	250,000	250,000				
3	sw	Stormwater Management Improvements	450,000		450,000			
4	c	Fleet and Public Works Equipment Replacement	875,000	875,000				
5	r	Intersection Improvements - Capen Street & Sage Park Road (Design)	150,000	150,000				Construction in unscheduled
6	r	Pleasant Street Boat Launch Reconstruction	710,000		710,000			Moved from Unscheduled
7	r	Riverfront Trail Project - Phase 2 Construction (Loomis Property to Town Center)	3,052,000			3,052,000		Phased into two projects. Design in FY 28.
8	r	Rainbow Neighborhood - Road Reconstruction (Design)	550,000		550,000			Moved from FY 28
9	r	Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	378,500		378,500			Moved from FY 27
10	rec	Washington Park Improvements (Construction)	500,000		500,000			New.
11	rec	Athletic Field Improvements - Northwest Park	360,500		360,500			Moved from Unscheduled
12	ps	Public Safety Equipment Fund	600,000	600,000				
13	ps	Additional Fire Hydrants	284,500				284,500	Cost increase <sup>1</sup>
<b>Subtotal FY 2030</b>		<b>9,409,500</b>	<b>2,935,000</b>	<b>2,949,000</b>	<b>3,232,000</b>	<b>-</b>	<b>284,500</b>	
<b>FY 2030 Projects Anticipated to Require Voter Approval</b>								
14	boe	BOE - Poquonock School Ventilation Upgrade (Construction)	3,670,000		3,670,000			New
<b>Subtotal FY 2030</b>		<b>3,670,000</b>	<b>-</b>	<b>3,670,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL FY 2030</b>		<b>13,070,500</b>	<b>2,935,000</b>	<b>6,619,000</b>	<b>3,232,000</b>	<b>-</b>	<b>284,500</b>	
<sup>1</sup> Capital Projects Fund Assigned Fund Balance (Total = \$284,500)								
<sup>2</sup> General Fund Unassigned (Total = \$0)								
<sup>3</sup> Public Safety Equipment Fund (Total = \$0)								
<b>Total CIP Program FY 25 - FY 30</b>		<b>122,068,800</b>	<b>17,622,000</b>	<b>80,943,100</b>	<b>17,779,900</b>	<b>-</b>	<b>5,723,800</b>	



**List of Unscheduled Projects FY25 - FY30 CIP**

	<u>Estimated Cost*</u>			<u>Estimated Cost*</u>
<b>Road Reconstruction/Transportation System Projects</b>			<b>Pavement Management</b>	
Audible Pedestrian Crosswalk Signals	43,400		Ongoing	-
Day Hill Road Capacity Improvements - Right Turn Lanes (Design)	101,000			
Day Hill Road Capacity - Right Turn Lanes (Construction)	321,400	Design FY28	Subtotal	-
Traffic Signal at Windsor Avenue and Corey Street	613,600			
Intersection Improvements - Capen Street at Sage Park Road (Design)	723,320		<b>Public Safety</b>	
Archer Road Safety Improvements	794,500		Utility Vehicles	377,000 New
Hayden Station Road Rehabilitation (Kennedy Road to Archer Road)	1,191,000	New	Rainbow Firehouse - Engine Tanker Replacement	980,000
East Granby Road Relocation	2,103,000		Additional Fire Hydrants	1,337,000
International Drive (West End) Rehabilitation (Seymour Road to Rainbow Road)	2,442,000	New	Poquonock Fire Station - Rescue Pumper 8 Replacement	1,073,000
Pond Road/Indian Hill Road - Street Reconstruction	2,564,490		Public Safety Complex - Engine 1 Replacement	1,196,000
Plymouth Street Culvert	3,411,000	New	Subtotal	4,963,000
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,575,000			
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,626,000	Grants	<b>Park Improvements</b>	
Rainbow Road - Street Reconstruction	4,860,443		Skate Park Improvements	262,300
Construct Sidewalks Along Arterial Roads	4,940,000	Design FY28	Northwest Park Activity Pavilion	318,500
Construct Sidewalks Along Collector Roads	5,201,000	Design FY25	Athletic Field Improvements - Fitch Park	580,000
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	5,223,529		Subtotal	1,160,800
Route 305 Corridor Improvements	9,139,000			
Construct Sidewalks Within 1 Mile of Schools	32,588,680		<b>Stormwater Management Improvements</b>	
Subtotal	84,462,362		None	-
			Subtotal	-
<b>Community Facilities and Assets</b>				
Town Facility Improvements - Luddy House Fire Protection Installation	102,000		<b>I-91 Ramp Improvements</b>	
Silver Birch Pond Improvements	169,000		Ramp Modification at I-91 & Route 75/Day Hill Road	65,268,000
Wilson Branch Library Roof Replacement	260,000		Subtotal	65,268,000
Milo Peck Roof Replacement	300,000			
Windsor Library Roof Replacement	330,000		<b>Board of Education</b>	
Pleasant Street Boat Launch Reconstruction	537,000		Sage Park Middle School Parking Lot Improvements	695,500 State/Fed Funds
Milo Peck Discovery Center Restroom Renovation	539,000		Subtotal	695,500
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,308,000			
Town Center Parking Garage	15,123,000	State/Federal Funds		
Subtotal	20,668,000			

\* Estimate in current dollars: includes 20% contingency and 1.5% bonding costs

## CIP Projects By Town & Board of Education Facilities

(not including storwater, pavement amangement, & roadway)

Town Facilities		
<b>330 WINDSOR AVENUE COMMUNITY CENTER</b>		
FY 28	HVAC Roof Top Replacement	\$ 255,000
		<b>330 Windsor Avenue Community Center Sub-Total</b> \$ 255,000
<b>ADDISON ROAD DEPARTMENT OF PUBLIC WORKS</b>		
FY 28	HVAC Roof Top Replacement	\$ 335,000
		<b>Addison Road DPW Sub-Total</b> \$ 335,000
<b>CHAFFEE HOUSE</b>		
FY 25	Chaffee House Improvements	\$ 140,000
		<b>Chaffee House Sub-Total</b> \$ 140,000
<b>FIRE DEPARTMENT APPARATUS</b>		
FY 25	Public Safety Equipment Fund - Replace Engine 8	\$ 1,196,000
FY 26	Public Safety Equipment Fund - Ladder Truck 2 Replacement	\$ 1,981,000
FY 27	Public Safety Equipment Fund - Mobile Cascade Vehicle Replacement	\$ 313,000
UNSCHEDULED	Engine Tanker Replacement	\$ 980,000
UNSCHEDULED	Rescue Pumper 8 Replacement	\$ 1,073,000
UNSCHEDULED	Engine 1 Replacement	\$ 1,196,000
		<b>Fire Department Apparatus Sub-Total</b> \$ 6,739,000
<b>FITCH PARK</b>		
UNSCHEDULED	Athletic Field Improvements	\$ 580,000
		<b>Fitch Park Sub-Total</b> \$ 580,000
<b>L.P. WILSON COMMUNITY CENTER</b>		
FY 25	HVAC Improvements - North Phase 2B (Construction)	\$ 965,000
FY 25	Roof Replacement Project - North End (Design)	\$ 100,000
FY 26	Main Hall Restroom Renovation (Construction)	\$ 880,000
FY 26	Roof Replacement Project - North End (Construction)	\$ 2,400,000
FY 26	South Phase 3 (Construction)	\$ 2,555,000
FY 27	Window Replacement (Design)	\$ 60,000
FY 27	HVAC Improvements - South Phase 4 (Construction)	\$ 2,370,000
		<b>L.P. Wilson Sub-Total</b> \$ 9,330,000
<b>LUDDY HOUSE</b>		
UNSCHEDULED	Fire Protection Installation	\$ 102,000
		<b>Luddy House Sub-Total</b> \$ 102,000
<b>MILLBROOK OPEN SPACE</b>		
FY 27	Stream Stabilization (Planning & Design)	\$ 562,000
FY 29	Clubhouse Improvements	\$ 1,585,000
		<b>Millbrook Open Space Sub-Total</b> \$ 2,147,000
<b>MILO PECK COMMUNITY CENTER</b>		
FY 25	Milo Peck HVAC, Electrical, and Energy Improvements (Design)	\$ 120,000
FY 26	HVAC, Electrical, and Energy Improvements (Construction)	\$ 3,995,000
UNSCHEDULED	Roof Replacement	\$ 300,000
UNSCHEDULED	Discovery Center Restroom Renovation	\$ 539,000
		<b>Milo Peck Sub-Total</b> \$ 4,954,000
<b>NORTHWEST PARK</b>		
FY 30	Athletic Field Improvements	\$ 360,500
UNSCHEDULED	Activity Pavilion	\$ 318,500
		<b>Northwest Park Sub-Total</b> \$ 679,000
<b>POQUONOCK FIREHOUSE</b>		
FY 27	HVAC Replacement (Design)	\$ 48,000
FY 28	HVAC Replacement	\$ 740,000
		<b>Poquonock Firehouse Sub-Total</b> \$ 788,000



<b>SAGE PARK MIDDLE SCHOOL ATHLETIC FACILITIES</b>		
FY 27	Replace Tennis/Pickleball Courts (Design/Build)	\$ 1,168,000
UNSCHEDULED	Skate Park Improvements	\$ 262,300
		<b>Sage Park Sub-Total</b> \$ 1,430,300
<b>SHARSHON PARK</b>		
FY 26	Athletic Field Improvements (Construction)	\$ 637,000
		<b>Sharshon Park Sub-Total</b> \$ 637,000
<b>TOWN HALL</b>		
FY 25	Roof Replacement Project (Design)	\$ 41,000
FY 26	Roof Replacement (Construction)	\$ 567,000
		<b>Town Hall Sub-Total</b> \$ 608,000
<b>TRAIN STATION</b>		
FY 26	Boiler Replacement	\$ 225,000
		<b>Train Station Sub-Total</b> \$ 225,000
<b>VETERANS MEMORIAL CEMETARY</b>		
FY 26	Expansion & Enhancements	\$ 210,000
		<b>Veterans Memorial Cemetery Sub-Total</b> \$ 210,000
<b>VETERANS POOL</b>		
FY 26	Veterans Pool (Design)	\$ 350,000
FY 28	Veterans Pool Improvements	\$ 3,750,000
		<b>Veterans Pool Sub-Total</b> \$ 4,100,000
<b>WASHINGTON PARK</b>		
FY 29	Improvements (Design)	\$ 100,000
FY 30	Improvements (Construction)	\$ 500,000
		<b>Washington Park Sub-Total</b> \$ 600,000
<b>WELCH PARK</b>		
FY 25	Replace Tennis/Pickleball Courts (Design/Build)	\$ 832,000
FY 27	Welch Field Improvements	\$ 341,000
		<b>Welch Park Sub-Total</b> \$ 1,173,000
<b>WILSON FIREHOUSE</b>		
FY 25	Public Safety Equipment Fund - Interior Renovations and Roof Replacement	\$ 316,000
		<b>Wilson Firehouse Sub-Total</b> \$ 316,000
<b>WILSON LIBRARY</b>		
FY 26	Roof Top Unit Replacement (Design)	\$ 30,000
FY 27	Roof Top Unit Replacement (Construction)	\$ 240,000
UNSCHEDULED	Roof Replacement	\$ 260,000
		<b>Wilson Library Sub-Total</b> \$ 530,000
<b>WINDSOR LIBRARY</b>		
FY 26	Roof Top Unit Replacement (Design)	\$ 30,000
FY 27	Roof Top Unit Replacement (Construction)	\$ 466,000
UNSCHEDULED	Roof Replacement	\$ 330,000
		<b>Windsor Library Sub-Total</b> \$ 826,000
<b>OTHER ASSORTED TOWN FACILITY PROJECTS</b>		
FY 26	Core Server Replacement	\$ 150,000
FY 28	Painting Town Facilities - Interiors and Exteriors	\$ 380,000
FY 28	Emergency Power Generators Replacement	\$ 509,000
		<b>Other Assorted Town Facility Projects Sub-Total</b> \$ 1,039,000
		<b>Non-BOE Town Facilities Sub-Total</b> \$ 37,743,300



**Board of Education Facilities**

**CLOVER STREET SCHOOL**

FY 25	ADA Code & Restroom Renovations - Phase 2 (Construction)	\$	1,860,000
FY 26	Roof Replacement (Construction)	\$	2,422,000
<b>Clower Street School Sub-Total</b>			<b>\$ 4,282,000</b>

**OLIVER ELLSWORTH SCHOOL**

FY 25	Building Envelope	\$	1,873,000
FY 26	Gym Floor Replacement	\$	289,000
FY 29	Code Compliance Upgrades	\$	357,000
<b>Oliver Ellsworth School Sub-Total</b>			<b>\$ 2,519,000</b>

**POQUONOCK ELEMENTARY SCHOOL**

FY 25	Roof Replacement	\$	2,330,000
FY 27	Ventilation Upgrade (Design)	\$	144,000
FY 29	Poquonock Abandoned Boiler Demolition	\$	383,000
FY 29	Poquonock Boiler Replacement	\$	1,525,000
FY 30	Ventilation Upgrade (Construction)	\$	3,670,000
<b>Poquonock Elementary School Sub-Total</b>			<b>\$ 8,052,000</b>

**SAGE PARK MIDDLE SCHOOL**

FY 25	Slab Moisture Control Project	\$	800,000
FY 25	O'Brien Field Turf Replacement (Construction)	\$	981,000
UNSCHEDULED	Parking Lot Improvements	\$	695,500
<b>Sage Park Sub-Total</b>			<b>\$ 2,476,500</b>

**WINDSOR HIGH SCHOOL**

FY 25	HVAC Systems Replacement (Design)	\$	350,000
FY 25	Fieldhouse Renovation (Design)	\$	66,000
FY 25	Roof Replacement Project (Design)	\$	270,000
FY 26	HVAC Systems Replacement (Construction)	\$	3,555,000
FY 27	Roof Replacement Project (Construction)	\$	9,902,000
FY 28	Fieldhouse Renovation (Design)	\$	300,000
FY 29	Fieldhouse Renovation (Construction)	\$	10,000,000
<b>Windsor High School Sub-Total</b>			<b>\$ 24,443,000</b>


**OTHER ASSORTED SCHOOL PROJECTS**

FY 27	Window Replacement (Design)	\$	102,000
FY 28	Window Replacement (Construction)	\$	1,073,000
FY 28	Emergency Generators (Design)	\$	310,000
<b>Other Assorted School Projects Sub-Total</b>			<b>\$ 1,485,000</b>

**BOE Facilities Sub-Total** \$ 43,257,500

**Total Town & Board of Education** \$ 81,000,800

## Agenda Item Summary

Date: July 1, 2024  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Peter Souza, Town Manager   
Subject: American Rescue Plan Act Funding

### Background

The town directly received federal funds in the amount of \$8.5 million in Fiscal Year 2022 through the American Rescue Plan Act, also referred to as American Rescue Funds or ARF. This unique opportunity has allowed the Town Council to meet a variety of needs created by the far reaching impacts of the pandemic.

In February 2022, the Town Council endorsed an overall framework and allocation plan for use of the American Rescue Plan Funds. As of June 2024, the Town Council has formally authorized the use of \$7,910,800 of the overall ARF allocation. At this time the Town Council is respectively asked to review an allocation plan for the remaining \$592,000 and approve several expenditure authorizations.

The allocation plan for the balance of the federal funds aligns with the themes and framework adopted by the Town Council in February 2022. The framework consists of four Areas of Focus:

- Competitive & Sustainable Economy
- Safe, Strong, Diverse Neighborhoods & Families
- Community Health & Wellness
- Capital & Infrastructure Investment

### Discussion/Analysis

The remaining resources are suggested to be used to continue to:

- support preservation of our existing housing stock through housing rehabilitation targeting both single family and multi-unit structures with a focus on affordability
- stimulate career and workforce development efforts between our schools and business community, support neighborhood, civic and not-for-profit organizations through small enhancement grants, promote arts and cultural events/programs
- sustain elderly nutrition/meal and transportation programs
- help address homelessness through Journey Home, a regional not-for-profit organization.

Proposed allocations amounts are outlined below using the framework previously adopted by the Town Council. A narrative of proposed uses is attached.

It is requested that the *italicized* items be formally authorized by the Town Council on July 1<sup>st</sup>. This will allow staff to begin work on launching these efforts. The remaining items are expected to be brought to the Town Council for consideration in the next 60 days or so as program planning is solidified to a greater degree.

Proposed allocation plan

Competitive & Sustainable Economy

- School to Work Initiative 20,000
  
  - Safe, Strong, Diverse Neighborhoods & Families
    - *Housing Rehabilitation Program* 180,000\*
    - *Multifamily Housing Rehabilitation* 145,000\*
    - *Community & Neighborhood Enhancement Grants* 100,000\*
  
  - Community Health & Wellness
    - *Dial-A-Ride Van* 55,748\*
    - *CT River and Roots Festival* 15,000\*
    - Journey Home 15,000
    - Art & Cultural Series 20,000
  
  - Capital & Infrastructure Investment
    - Entry Signs / Landscaping Enhancements 42,000
- TOTAL \$592,748

The proposed allocation plan remains cognizant of the reality that the funding is not recurring in nature and funds need to be obligated by December 31, 2024 and fully expended by December 31, 2026.

Financial Impact

At this time, the town has received \$8,503,548 in ARPA funds. To date the Town Council has authorized the use of \$7,910,800 (see attached). This leaves a remaining balance of \$592,748. It is proposed the Town Council authorize expenditures of \$495,748 on July 1<sup>st</sup> as outlined in italics above. The authorization of the remaining \$97,000 is expected to be requested in the next 60 days or so as program planning is solidified to a greater degree.

Other Board Action

None

Recommendations

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

**“MOVE, that the following authorizations of American Rescue Funds be approved:**

- **\$180,000 for the town’s Housing Rehabilitation Program**
- **\$145,000 for the town’s Multifamily Housing Rehabilitation**
- **\$100,000 for the town’s Community & Neighborhood Enhancement Grant program**
- **\$55,748 towards a Dial-A-Ride replacement van and**
- **\$15,000 to the Windsor Art Center in support of the September 2024 CT River and Roots Festival.**

Attachments

- Potential Allocation Summary and Plan
- Summary of ARF Authorizations



## **Competitive & Sustainable Economy**

### School to Business Career Connection - \$20,000

The Windsor Chamber of Commerce working with the business community and Windsor Public Schools and others is striving to build an Education to Business Alliance. Funds would be used to establish programs such as Student Worksite Tours, Workplace Readiness Training, Job Shadowing, Career Speaker Bureau, and potentially student internships and Co-Op placements.

## **Safe, Strong, Diverse Neighborhoods & Families**

### Multi-family Housing Rehabilitation - \$145,000\*

It is proposed that an additional \$145,000 be allocated for low interest forgivable loans to help preserve and maintain affordable rental properties that have between two and four units. The original authorization of \$375,000 has enabled 31 units to undergo repairs. There are additional multi-unit rental property owners that have expressed a desire to participate in a 'second round' of funding. Among other criteria, eligibility is based on rental unit affordability. A maximum loan amount of \$10,000 per unit has been established. Landlords need to provide a 75% match. For applicant matching funds, applicants can utilize their own capital or apply to Windsor Federal Savings which has made available a Home Improvement Loan program for this purpose.

An additional \$145,000 would fund approximately 12 units as well as project management costs.

Eligible repairs include: replacement windows, replacement doors, siding repair and/or replacement, system upgrades (i.e. plumbing, electrical and HVAC), roof repair and/or replacement, water heater replacement, mold and asbestos abatement/remediation, exterior painting, accessibility features for entering and existing the home (i.e. wheelchair ramps, stair rails), structural repairs, basement waterproofing, smoke and CO2 detectors, and dryer vent replacements.

### Housing Rehabilitation - \$180,000\*

We are recommending an authorization of 180,000 to continue our housing rehabilitation program which focuses primarily on single family homes owned by low and moderate income households. The program currently has 20 applications on the waiting list for needed improvements. Eligible repairs include: replacement windows, replacement doors, siding repair and/or replacement, system upgrades (i.e. plumbing, electrical and HVAC), roof repair and/or replacement, water heater replacement, mold and asbestos abatement/remediation, exterior painting, accessibility features for entering and existing the home (i.e. wheelchair ramps, stair rails), structural repairs, basement waterproofing, smoke and CO2 detectors, and dryer vent replacements.

The program helps prevent neighborhood disinvestment and declining home values. It is estimated that five or six projects could be funded based on approximately a \$30,000 per project cost.

### Neighborhood Enhancement Projects, Programs and Events - \$100,000\*

This allocation is proposed to offer a 2<sup>nd</sup> round of small grants to help support community organizations, civic groups, town boards and commissions as well as not-for-profit entities to develop or enhance community programs or events, along with small scale facility improvement projects as a way to bring our residents together as neighbors and community members. Grant funding parameters and guidelines would be similar to those previously utilized with the exception

that grant amounts could be up to \$10,000 with a 50% match (cash, donations, in-kind resources) versus the previous limit of \$5,000 per grant in round one.

### **Community Health & Wellness**

#### *Dial-A-Ride Van - \$55,478\**

The town's Dial-a-Ride program utilizes a fleet of seven passenger service buses to transport clients and residents to and from their homes, town facilities, medical appointments, shopping destinations, banks, hairdressers, entertainment venues, and more. These vehicles can generally seat 12 to 14 passengers, although we have a smaller van that carries up to four passengers. This smaller wheelchair-accessible minivan has proven to be a successful addition to the fleet. Staff is recommending the purchase of another wheelchair-accessible minivan to enhance our service levels.

#### *CT River and Roots Festival - \$15,000\**

The CT River and Roots Festival is planned for September 2024 on the Town Green and will include internationally recognized musicians alongside regional CT performers. This inaugural CT River and Roots Festival is being presented by the Windsor Art Center in partnership with the Windsor Historical Society and First Town Downtown. It will feature the award-winning musician and scholar Jake Blount, who merges centuries-old traditional songs with the elements and techniques of modern Black genres. Hosted under a large saddle-span tent, this event will showcase five performances, including regional musicians through the CT Bluegrass Association, and others. There also will be various vendors, including artisans, food trucks, and beer & wine tents. Storytelling coordinated by the Windsor Historical Society will be interwoven into staged performances. Featured storytellers will represent indigenous communities and the local Black community. A pop-up exhibit display will be part of the offerings, connecting this cultural celebration to its historical roots. The ARF allocation will help to off-set an estimated event cost of \$28,000 to \$30,000.

#### *Journey Home - \$15,000\**

Journey home is a not-for-profit that strives to address homelessness in the Hartford region including Windsor. It is a coordinating and direct service agency assisting those individuals and families experiencing and facing the lack of adequate housing. These funds would help to meet the organization's operating costs for a range of services. Journey Home requested funds during the FY 25 budget process. Please see attached request letter.

#### *Art & Cultural Series - \$20,000*

Support a public private partnership between the town, First Town Downtown and Windsor Art Center to produce and promote a series of art and cultural events or programs. Guidance and input from the town's appointed Arts Commission would be sought. These funds would help provide resources for planning, coordination, materials/supplies, performers and marketing. It is envisioned the programs would be held in town center as well as in the Wilson neighborhood.

## Capital Investment

### Entry Signs / Landscaping Enhancements - \$42,000

There are four pole mounted Windsor town line entry signs located at Park Avenue, Dudley Town Road, Archer Road and Palisado Avenue. These large metal town line signs include the town's seal and are over three decades old. It is proposed that funds be allocated to either refurbish or replace the signs. The above estimate is preliminary and will be refined as project scope is determined.





## ARF Allocation Plan (as of 6-27-2024)

Authorized

### Competitive Economy

Small Business & Nonprofit Grants	\$	555,000
Summer Teen Employment Program Expansion	\$	80,800
Workforce Development - Municipal Apprenticeship Prog.	\$	30,000
Small Business Incubator & Support Center	\$	100,000
<b>Sub-total Competitive Economy</b>	<b>\$</b>	<b>765,800</b>

### Safe, Strong, Diverse Neighborhoods & Families

Community and Neighborhood Enhancement Grant Program	\$	100,000
Fitch Court Roof Replacement Design (WHA)	\$	25,000
Multifamily Rehabilitation Grant Program	\$	375,000
Shad Run Design (WHA)	\$	80,000
Caring Connection Operating Grant	\$	100,000
Windsor Volunteer Ambulance Grant	\$	150,000
Windsor Fife & Drum Corp	\$	15,000
<b>Sub-total Safe, Strong, Diverse Neighborhoods &amp; Families</b>	<b>\$</b>	<b>845,000</b>

### Community Health & Wellness

Embedded Mental Health Clinician at Police Dept.	\$	70,000
WinWellness Health & Fitness Initiatives (all ages)	\$	110,000
<b>Sub-total Community Health &amp; Wellness</b>	<b>\$</b>	<b>180,000</b>

### Capital Investment Allocation

Baker Hollow Road Reconstruction Project	\$	800,000
JFK School HVAC	\$	270,000
Clover Street Cricket Field Rehabilitation	\$	1,000,000
Riverfront Recapture Multi-Use Trail	\$	50,000
LPW Pickleball / Tennis Courts	\$	800,000
Wilson Park - Grant Local Match	\$	500,000
Welch Pool Improvements	\$	2,700,000
<b>Sub-total Capital Investment Allocation</b>	<b>\$</b>	<b>6,120,000</b>
<b>TOTAL</b>	<b>\$</b>	<b>7,910,800</b>



**December 26, 2023**

**To Whom It May Concern at Town of Windsor:**

This letter is to request funding from Town of Windsor for addressing homelessness among present and former residents of Windsor.

**Purpose and Overview of Journey Home:**

Journey Home's mission is to ensure a home for all. We believe the most powerful way to do this is collectively- by working together with service providers, elected officials, businesses and local communities to end homelessness in the Capital region of Connecticut. We will build partnerships, advance innovative solutions and achieve enduring, systemic change.

While the ultimate beneficiaries of our work are those experiencing housing crises, as a systems-change intermediary and technical assistance provider, other providers from shelter and housing agencies, municipalities, healthcare agencies, are often our target population and derive benefits from the work that we do.

Journey Home covers the Capital region, including Hartford, and New Britain and the surrounding municipalities as follows: Andover, Avon, Berlin, Bloomfield, Bolton, Bristol, Canton, East Granby, East Hartford, Ellington, Enfield, Farmington, Glastonbury, Granby, Hebron, Manchester, Marlborough, Newington, Plainville, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, and Windsor Locks.

We serve all those who are experiencing homelessness regardless of age. While our priority target population has historically been those who are chronically homeless, (long term homeless with disabling conditions), we have expanded our priorities to encompass homeless youth and young adults aged 18-24 as well as families with minors.

The Greater Hartford Coordinated Access Network (GH CAN) is a network of providers, as well as the recently designed system for accessing shelter and housing for those who are homeless or at risk of homelessness. GH CAN is a system-change model that standardizes the process of accessing services from the point that a person experiences a housing crisis to the time that they are stably housed. This system includes Coordinated Entry, diversion from homelessness

or placement into shelter; and Coordinated Exit, connecting those who are literally homeless to housing resources. Limited housing resources are filled in a prioritized manner based on service needs to use resources in the most effective and efficient way possible. Since the Coordinated Access Network launched in the fall of 2014, Journey Home has been providing backbone support, technical assistance, training and fiduciary support to all of the agencies and municipalities who fall within its geographic scope. The CAN encompasses over 50% of Journey Home's staff and expenses.

In this role Journey Home provides the following support:

- Serving as the liaison between statewide governing bodies and the local CAN member agencies
- Maintaining an up-to-date list of all households experiencing homelessness in the Homeless Management Information System
- Identifying system gaps and proposing solutions for the CAN member agencies to discuss and decide on
- Holding weekly housing solutions meetings to connect homeless households to available housing support resources in a prioritized way
- Providing support and coordination for all homeless outreach workers in the region
- Providing free full day trainings to new frontline staff who are part of the CAN
- Providing free training to any agency external to the CAN (healthcare providers, municipalities, etc.)
- Serving as a link between the hospital/healthcare systems and CAN
- Administering flexible funding support for households experiencing homelessness to assist with obtaining documents, utility and rent arrears, application fees, etc.
- Coordinating and screening for Housing Choice Voucher Preferences for the homeless in the Greater Hartford area on behalf of the CAN
- Coordinating volunteer donations and deliveries of furniture and household necessities to households recently housed through the CAN

### **Community Outcomes:**

Journey Home staff regularly respond to calls and emails from local hospitals, municipal human/social services departments, nonprofit organizations and others. While most of our shelters are currently located in the City of Hartford, we recognize that some people may be hesitant to seek services in Hartford and may instead opt to remain unsheltered and seek services in other towns. At Journey Home, our goal is to ensure that the system works for everyone and that is why we are in constant communication with clients and agencies from towns throughout our region to make sure clients in need do not fall through the cracks and that they have access to the continuum of resources that are available.

Journey Home currently administers multiple programs for homelessness prevention, rental assistance, landlord engagement, homeless outreach, and shelter. Homeless households in the region also have access to our A Hand Up furniture donation program, and residents and corporations are able to volunteer and give back to the community through this program as well.

By continuing and enhancing our partnership with the municipalities in the region, the goal is to ensure that when municipal residents do become homeless, that these incidents are rare, brief and non-recurring. This can be accomplished by making sure that everyone is working together towards the same or congruent action plans for these specific households and that they have access to all available resources, both financial and services to support them in their efforts to obtain stable housing. Getting households off the streets, out of government funded hotels and into permanent housing is beneficial not only for these households, but our region as a whole, from both economic development and financial savings standpoints.

**Goals:**

- Ensure that all households experiencing literal homelessness in the municipalities in the region are on the By Name List of homeless households in the CT Homeless Management Information System
- Coordinate and provide flexible financial assistance to residents to prevent them from becoming homeless
- Respond to inquiries and technical assistance calls from municipal providers and residents within 2 business days
- Provide 1 hour CAN training to any municipal agencies interested in knowing more about the system, or free full-day training to appropriate staff from municipalities

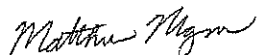
**Request for funds:**

\$10,000 – Journey Home staffing

\$10,000 – Flexible funds to help prevent and end homelessness among current and former Windsor residents

**\$20,000 – Total request**

Sincerely,



Matt Morgan  
Executive Director  
Journey Home  
[Matt.Morgan@JourneyHomeCT.org](mailto:Matt.Morgan@JourneyHomeCT.org)  
[www.JourneyHomeCT.org](http://www.JourneyHomeCT.org)





**Town Council**  
**Resignations/Appointments/Reappointments**  
**July 1, 2024**

**Resignations**

- A. **Accept the resignation of Castella Copeland from the Human Relations Commission**
  
- B. **Accept the resignation of Jody Denno from the Human Relations Commission**

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

None

**Names submitted for consideration of appointment**

None



**TOWN OF WINDSOR  
TOWN COUNCIL  
HYBRID MEETING  
JUNE 17, 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 Lenworth Walker

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

- AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION
- AN ORDINANCE AMENDING, CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS

**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**  
**June 17, 2024**  
**Regular Town Council Meeting**  
**Council Chambers**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Black-Burke called the meeting to order at 7:30 p.m.

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

**2) PRAYER OR REFLECTION**

Councilor Gluck Hoffman led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Gluck Hoffman led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Tim Tomcho, 101 Winthrop Road, stated he has been a resident of Windsor for 20 years. He'd like the Council to revise the town ordinances regarding open burning or outdoor fires. The harmful effects of wood smoke to both the environment and human health are well known. Mr. Tomcho stated he read an article that said wood smoke is a pollutant which is toxic. He recited where the ordinance is located in Connecticut General Statutes. Windsor prohibits brush burning but allows for two exceptions for open burning which are for recreational fires and for bon fires. It prohibits them to do it if they do not abide by the ordinance. The fire department can stop those fires if they are a hazardous condition. He has continually been subjected to his neighbor's outdoor fires. The wind blows the smoke straight into his house. He has called the Police and worked with town staff on the situation and it is better however, the state statute provides for a public hazard as well which the police should know about. The town's fire marshal is the one that is responsible for outdoor burning and enforcing that. The Connecticut General Statutes stated there should be an open burning official for each town but Windsor does not have one. If you call the fire marshal, she will tell you to call the police. He stated he had ordinances from other towns as well.

Ryan Tomcho, 101 Winthrop Road, stated he is coming before the Council this evening to see if they can change the ordinance relative to the open burning or outdoor fires. Open burning in

Windsor is a source of air pollution that often causes a public nuisance and hazardous health conditions. Over the past three years he and his family have been repeatedly subject to his neighbors outdoor fires. Since they moved in they have been building fires that blow directly into his house. They like to keep their windows open but the smoke is very annoying and effects the quality of his life. His father tried talking to the neighbor to no avail. His father worked with town officials and that worked for a while but the fires and the smoke started again. His father called the police last week and they responded and the neighbor has stopped building fires for now. His father has mentioned moving because of this condition. The smoke causes his father to have health issues. Having to move because a neighbor is not abiding by the law does not seem right. Mr. Tomcho continued to state his discontent with his neighbor and his building fires. He asked the Council to review the ordinances to see if something can be done about the fires.

## 6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld said it is always great seeing young people testifying before the Council. He said it is summertime and we should watch out for our kids.

Councilor Smith stated it was great to attend the Windsor graduation and to see all the support they received. This past Sunday we had a Juneteenth event on the town green and the speeches were good and enlightening. The support from the audience was good. He's looking forward to everyone going out to vote tomorrow.

Councilor Pelkey gave special thanks to Jillian Brimecombe and Denise Panos as they have been holding down the fort even with two registrars not at their optimal levels. He went to the pools and he wanted to give a thanks to the young people that had the awareness to take care of a particular situation that happened at the pool. If anyone knows of anybody that might be interested in joining the volunteer fire department in town, please get in touch with any fire fighter, any councilor or call town hall. He encouraged everyone to go to their polling places and to vote on the budget tomorrow from 6:00 AM – 8:00 PM.

Councilor Naeem wished everyone that celebrates Eid al Adha a good holiday. There was a prayer held at the Day Hill Dome. She thanked the police for being there to make sure that everyone that came out for the prayer felt safe. She gave a shout out to the Windsor Arts Center and their Art in Bloom event. It was a great event. She gave another shout out to Mayor Black-Burke and Vice President of the Board of Education, Ayana Taylor, who graduated last week from the Yale Campaign school. They learned much public policy that she is looking forward to discussing with them at the dais and seeing how we can improve our town through those. Please make sure you go out and vote.

Councilor Gluck Hoffman reminded folks that a lot of kids are out playing in the streets and to be aware and slow down if you are driving. She has noticed lots of speeding going on through the center of town in the evenings.

Councilor Armstrong stated the website for the police dashboard is up and running which is a program that monitors police activities. She commended those that are opening or re-opening businesses in town. There is going to be a grand opening of a dentist office on June 24<sup>th</sup> here in





Windsor. She is looking forward to that. There is a heat advisory that is coming up and she stated those that are outside to try and limit their outside activities, stay hydrated and wear light clothing. Check on our loved ones as well.

Councilor Walker said to stay cool and check on your elderly members. Please go and vote tomorrow for the budget.

Deputy Mayor Klase encouraged everyone to vote. She added about the heat advisory that if you know of anyone that needs a cooling station to dial 2-1-1 and they can direct them to the closest cooling center in their area.

Mayor Black-Burke stated on June 8<sup>th</sup> she had the opportunity to be a part of the Hugh O'Brian Youth Leadership Corps. What she loves about those that work at the Town of Windsor is that they have so many connections. She gave a shout out to Andrew Goldberg. It was an amazing time with the young people. Congratulations to the class of 2024. She stated that if you have young people, we have great pools in town where you can go for swim lessons which is a life skill that is needed. There may be a few spots left. Exercise your right to vote. Tomorrow is the budget referendum.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Public Building Commission

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

#### **Oliver Ellsworth School Humidity Mitigation Design - 9574**

Construction is continuing with demolition 75% complete. Ductwork sections are on site, ready to be assembled. All pre-purchased equipment has been received and should be installed within the next two weeks. Project is expected to be completed by the end of August 2024.

#### **Sage Park Middle School Slab Moisture Mitigation Project – 9567**

Nothing new to report with Construction anticipated over the 2025 summer break.

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

Auditorium unit return air ductwork is being redesigned to reduce the noise levels. The Engineer asked for some additional testing to help in the redesign and that is currently underway. Design should be completed in the next two weeks and work shall be scheduled shortly thereafter. Project is expected to be completed by the end of August 2024.

#### **Milo Peck School HVAC Construction – 9538**

Nothing new to report

#### **Clover Street School Roof Replacement Project – 9549**

Nothing new to report



### **LP Wilson Community Center HVAC Renovations Project - 9551**

#### **Phase - 1**

Major construction is completed. Sequence of operation programming for DOAS units and controls continues to progress with project expected to be completed by the end of July 2024

#### **Phase - 2**

Construction is underway with demolition at 30% complete. Piping for new HVAC equipment has started with electrical to follow. Classrooms are expected to be completed by the end of August 2024 and administration areas to be completed by the end of September 2024.

### **330 Windsor Ave. Community Center Gym HVAC Renovations - 9550**

Work continues to progress. Punch list review has been performed and contractor is working on identified corrections. Some system deficiencies have been uncovered during the punch list review and quotes to repair have been requested. Project is expected to be completed by the end of September 2024.

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

Construction is underway. HazMat abatement has been coordinated with general contractor and demolition is currently being performed. Equipment and fixtures have been released and are on schedule for installation. Project is expected to be completed by the end of August 2024.

### **LP Wilson BOE Restroom Renovations - 9553**

Nothing new to report

### **Sage Park Middle School Roof Design Project – 9541**

Kickoff meeting was held with Roofing contractor, Architect, BOE staff, and Town officials. Demolition of existing roof on Auditorium section and two smaller sections of the building are completed or underway. Demolition will follow on remaining sections and new roof installation will follow thereafter. Project expected to be completed by the end of August 2024.

### **Pogonock Elementary School Roof Project - 9558**

Nothing new to report

### **JFK Elementary School HVAC System Upgrades Phase III Project - 1932**

Punchlist items are being addressed and project completion is expected to be completed by the end of July 2024.

### **Welch Park Pool House Renovations Project - 1938**

Work continues to progress at a fever pace. Roof replacement and building envelop (Doors, Windows, Blocks & Siding) work have been completed. Power and water have been upgraded and restored to the building. Phone service to be completed this week. HVAC, Plumbing, and Electrical are 90% complete. Liner for Lap Pool is installed and the pool is being filled. Wade



pool fixtures to be installed this week. Site work and fencing is 95% complete. Project is expected to be completed by the end of June 2024.

Councilor Smith said regarding the Milo Peck School holding pattern. Can you describe the holding pattern and do you anticipate a hold to be even more? Town Manager Souza said the main focus has been to get the cast iron boiler repaired. Those items have been ordered. Those sections need to be manufactured. While that's being done this summer and into the fall, hopefully, there's a long lead time there, so hopefully they should be ready for late fall prior to the heating season. The next discussion will be around the design and he expects that could be a discussion at an upcoming Town Improvements Committee meeting and how that gets worked into the CIP as we update the CIP for this next cycle.

Councilor Walker said ever since he's been on this Council, there have been HVAC issues, things that the town has to do for the maintenance of the buildings. In the *Connecticut Insider* it showed the State of Connecticut providing funding for replacement HVAC units for school buildings in different areas. He was thinking to himself that we are spending a lot of money on air handling units. What is Windsor not doing correctly? Town Manager Souza said that he doesn't think they are doing anything wrong. He would suggest that on a state-wide basis the funding that the State of CT has put into place is unfortunately oversubscribed by at least two or three times if not more. He had a conversation last week with the business manager at the school district, Danielle Batchelder. She is awaiting on the next round of grant applications to open up this fall. We anticipate the opportunity to apply for example for Oliver Ellsworth School. It's only been two rounds that the State of CT has offered heating and ventilation projects. The plan is when that solicitation is issued, that we would look at applying for funding for the Oliver Ellsworth project, assuming those same parameters are in place as they were the last round.

Councilor Armstrong said she is happy to hear that there is something going on with Milo Peck. She said she heard Mr. Bennett say that for Sage Park you can't do anything with it because there is no water leaking? Mr. Bennett responded that the water mitigation problem is water coming up through the floor slab in the gym and some classroom areas. We hired an architect to overlook the situation and even had town personnel dig trenches along the foundation of the building. Right now, there is no water. We've put the project on hold until we hear that there is another problem.

Councilor Armstrong asked if there was any leaking in the front of the building at Sage Park? Mr. Bennett stated not that the Public Building Commission is aware of. There has been some work done but MDC has said no leak is in their piping.

b) Historic District Commission

Todd Sealy, Assistant Town Planner, liaison to the Historic District Commission, gave the following report:

**SP June 7, 2023**

- 209 Palisado Ave., Air conditioning condenser, Hinckley



**October 18, 2023**

- 257 Palisado Ave., Solar panels, Watts
- 118 Palisado Ave., Gutters, Town of Windsor

**March 20, 2024**

- 107 Palisado Ave., Replace 2<sup>nd</sup> floor windows, First Church Windsor

**SP April 24, 2024**

- 130 Palisado Ave., Install pergola, Miller
- 118 Palisado Ave., Replace playground structure, Windsor Montessori School
- 107 Palisado Ave., Replace four windows, First Church Windsor

Councilor Eleveld asked if there were any rejections. Mr. Sealy said there were not. Councilor Eleveld asked if there were any modifications. Mr. Sealy said there were not.

Councilor Armstrong asked how many historic sites there are in Windsor. Mr. Sealy asked if she was asking for homes registered on the national register or state listed historic sites? He said he does not know the full number to that. There are a lot of properties on the national registry that are not within the historic district. He'd have to research it and get her the number of state registered historic places.

Councilor Gluck Hoffman stated there are 41 properties in districts located in the Town of Windsor, included on the national historic landmark list. Town Manager Souza added that it depends on how you define that. We'll provide the information that we have. There is state registered directory. We also have a directory here in the Town of Windsor of an inventory we did a number of years ago, which those properties may not be officially on the register, but we've identified those. We'll provide a recap.

**8) TOWN MANAGER'S REPORT**

Town Manager Souza gave the following report:

**Budget Referendum**

The second budget referendum, will be taking place Tuesday, June 18<sup>th</sup> from 6:00 AM – 8:00 PM. All seven polling locations will be open.

To find you polling location go to:

<https://townofwindsorct.com/townclerk/elections/>.

For more information on the budget go to [www.townofwindsorct.com](http://www.townofwindsorct.com).

**Farmer's Market & Concerts on the Green**

The Farmer's Market begins this Thursday, June 20<sup>th</sup> and will continue until October 17<sup>th</sup>. The market will be open from 3:00 PM – 6:00 PM each Thursday except for July 4<sup>th</sup>. For more





information or questions, please call First Town Downtown at 860-247-8982 or visit [firsttowndowntown.org](http://firsttowndowntown.org).

Concerts on the Green kick off on Thursday July 11<sup>th</sup> at 6:30 p.m. Concerts will be on Thursday evenings through August 22<sup>nd</sup>.

### **Pierson Lane Sewer Line Work**

The MDC plans to begin construction in the first part of July on extending the sanitary sewer line along a portion of Pierson Lane. The existing sewer line in Pierson Lane ends just west of the Palisado Cemetery. This project will extend the sewer line west under the railroad tracks to the area in front of the Windsor Tennis and Racquet Club. Work will require alternating one way travel and the road way will have to be closed for up to a 2 week period while the sewer line is installed under the railroad. The road closure is expected to happen in mid to late July. Work is expected to take approximately 8 weeks. MDC has sent letters to area property owners. The town will be providing additional public notices of the altered traffic patterns later this month through various means.

### **Broad Street Road Diet – Complete Street Project**

Staff has continued to work on advancing the design of the Broad Street road diet / complete street project. A public information session on the project will be held on June 25<sup>th</sup> at 6:30 PM. Over the winter and spring, we have updated traffic counts and have been exploring the possibility of incorporating bike lanes and replacing the traffic signals at Palisado and Broad, Poquonock and Prospect Street and Poquonock and Bloomfield with roundabouts. These ideas were raised by attendees at a public information session this past winter. We have been in communication with CT DOT and they are in support of the roundabouts as they can slow down traffic and reduce the severity of accidents.

This meeting will be an opportunity to present the various options and the pros / cons or constraints of each option and to hear input from residents, businesses and property owners.

### **Radio Communication Project**

As mentioned previously, town staff has been in general conversations with the Town of East Windsor about a possible cooperative effort on a public safety radio communication system. East Windsor would like to utilize three of the privately owned communications towers that are located at Town of Windsor facilities. This effort coincides with our need to upgrade our radio system software and some of the town owned equipment at each of the tower facilities. The State of CT has approved state bond funds to assist East Windsor in replacing their outdated system and potentially offset some of our costs related to the planned upgrade. We will provide further information as discussions and planning proceed with East Windsor in the next 45 to 60 days.

### **Amtrak Bridge**

As you may have noticed there is a 'log jam' on the Farmington River at the base of the railroad bridge. Town staff has been in communication with Amtrak to impress upon them the need for Amtrak to make arrangements to remove the large mass of logs that have accumulated. Amtrak notified us at the beginning of the month that they are planning to bring



specialized equipment to town later this month to remove the debris. We will continue to press Amtrak to get this work done as soon as possible.

### **State Grants**

Governor Lamont has announced two state grants to Windsor through the Department of Economic and Community Development's Brownfield Remediation and Development Program. The first is a \$2M Remediation grant for 90 Deerfield Road which contains an approximately 400,000SF production facility on 32.95 acres. The second is a \$200,000 Assessment-Only Grant for 92 Deerfield Road which contains two separate buildings of approximately 160,000SF and 90,000SF on 19.76 acres. The work associated with 90 Deerfield Road would include soil and groundwater remediation, groundwater monitoring and hazardous building materials abatement. For 92 Deerfield Road a Phase II Environmental Site Assessment would be conducted for soil and groundwater testing.

These grants will help IRG, the owner / developer of the former Stanadyne property, to reposition the site as a multi-tenanted business park to be known as the Connecticut River Business Park.

### **June 20<sup>th</sup> Concert Moved Indoors**

The 3<sup>rd</sup> annual **Longest Day Concert** scheduled for this Thursday evening, June 20<sup>th</sup> on the town green will instead be held at the Windsor Senior Center at the L.P. Wilson Community Center due to the predicted high temperatures. The free concert will be held from 6:30 PM to 8:00 PM.

The senior center and Caring Connection Adult Day Health Center are presenting the concert for the third consecutive year in support of the Alzheimer's Association. The concert features Noah Lis from the NBC's television show, *The Voice*.

Join us for cool, sweet treats, ice-cold bottled water, and the fantastic entertainment of Noah Lis. For information call 860-285-1992.

### **Heat Advisory**

The National Weather Service has issued a heat advisory from Tuesday, June 18 – Friday, June 21, 2024. Heat temperatures for the next four days will be in the 90's with high humidity making it feel even warmer. Although the Town of Windsor does not have a cooling center per se, residents can go to the Main Library (open Tuesday-Friday from 10:00 AM – 9:00 PM), the Wilson Library (open Tuesday-Friday from 10:00 AM – 5:30 PM) and the LPW center (open from 8:00 AM – 9:00 PM) to cool off.

Councilor Smith said will the Farmer's Market be held on the Town Green or in the parking lot? Town Manager Souza said the concerts are on the green, the Farmer's Market is on the town owned parking lot at the corner of Maple and Broad Street.

Councilor Smith said he is wondering about the safety of the cell towers and they're causing some health problems. Is the town aware of that? Town Manager Souza said there has been a



whole host of different studies competing and varied results over the years with cell towers, microwaves, and electrical transmission lines.

Councilor Eleveld asked what are we talking about in respect to the software upgrade, cabinets and all that. Town Manager Souza said that based upon our original plan, it was going to be about a \$150,000 increase and there would be a one or two year increase and then it would go back down to the annual license cost of \$120,000 per year that we pay to Motorola for licensing, maintenance costs and servicing.

Councilor Eleveld stated we pay them every year for licensing and servicing but we have to pay them for more licensing and servicing? Town Manager Souza said it is for the upgrade. When he says upgrade there is a life to their software.

Councilor Eleveld said East Windsor which is east of Windsor but also north of Windsor how would they be able to use our towers over their town? Town Manager Souza said because of our elevation change and they are able to use micro waves. They've done engineering studies where they need to build or replace one tower in East Windsor and then our three towers in Windsor are able to provide connectivity to provide much better coverage than they currently have.

Councilor Eleveld asked so we are also in conversations with East Granby? Town Manager Souza said no, he did not mention East Granby.

Councilor Pelkey said it's growing season and he wanted to remind folks in towns how the islands in town get maintained as well as pathways. Town Manager Souza said the Department of Public Works (DPW) has about 8-9 mowing routes divided between the northern side of town and the southern part of town. This time of year is always a challenge in May or June due to the rate of growth, but also due to the large community events that Windsor has and in order to keep up with that on a regular ten day cycle. The town has the responsibility of doing medians on International Drive and Day Hill Road. They also cover medians from town center south on Route 159, even if it's a state road, we have assumed that responsibility. The State of Connecticut is responsible for the mowing of Blue Hills Avenue Extension to the north of Day Hill Road out to the town line with Bloomfield. We have all the responsibilities for the large turf areas of our schools and fields.

Councilor Pelkey said he's thinking of other area such as cul-de-sacs and such. Town Manager Souza it is widely divergent depending on the neighborhood and when they were approved by the Planning & Zoning Commission. We have 100+ cul-de-sacs that the town is responsible for. But there are probably another 200 that neighborhoods are responsible for. It is widely varied. If there are questions, people can call the Town Manager's office. We have a list of all the cul-de-sacs that are our responsibility. We start taking care of the cul-de-sacs in the first two weeks of June we start the maintenance of town-owned cul-de-sacs.

Councilor Pelkey asked if we can get the area of the monument (Deerfield globe) on the corner of Rood and Deerfield Avenue if we could get those bushes trimmed back so we could see the

words 'Deerfield' that is in the grass. Right now, it's all overgrown. Town Manager Souza said we will put that on the list.

Councilor Pelkey asked about the pools. He went online and maybe the website just needs a little bit of a clean up because there are links to items for 2019. We're currently at Veteran's pool but he has a schedule that shows Goslee and Welch pool on there. Someone might show up to Welch pool and ask what is going on. Maybe we can look at cleaning that up a bit. Town Manager Souza staff will take a look at that tomorrow morning.

Councilor Armstrong said she lives around a cul-de-sac and the town has been very diligent in keeping it clean and she appreciates that.

Councilor Eleveld said he was coming down Hayden Station yesterday and it looks like they redid the rotary and the Center Street/Lancaster/Hayden Station intersection and replanted the area. He wanted to give kudos to the Department of Public Works people.

Mayor Black-Burke said that the on and off ramps, while we don't control them, the Town Manager can give a call and perhaps have someone go take a look at the area because line of sight is really being obstructed at exit 36, 38, 39, 41, etc. on I-91. Town Manager Souza stated that exit 39 was being mowed as of 3:00 PM this afternoon.

Councilor Smith asked what is the process of the town taking over a cul-de-sac? Who would make that decision? Town Manager Souza stated that he would first ask for more staffing at the Department of Public Works. He says that with all honesty. Our public works crews are stretched. He said unless there is a significant infrastructure issue with that cul-de-sac, he does not see the town assuming any more responsibility for cul-de-sacs. That would have to come to the Town Council for discussion.

## **9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Smith said the committee will be looking at some of the projects in the Capital Improvements Program to see where we are and which projects will be going forward. We should have an update soon for the Town Council.

Finance Committee – Councilor Naeem – said the commission met last week and there will be a couple of motions coming up in tonight's agenda for those items.

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

Health and Safety Committee – Councilor Armstrong said the committee will be meeting on July 8<sup>th</sup> at 6:00 PM here at town hall. For the youth, if anyone is interested in reaching out to the police explorers, call the police department.

Personnel Committee – Deputy Mayor Klase said the committee is having a meeting on June 27<sup>th</sup>. We will be having a number of appointments later on this evening.





**10) ORDINANCES - None**

**11) UNFINISHED BUSINESS**

- a) Approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNER

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem that the reading into the minutes of the text of the ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting."

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XVII, PROPERTY TAX RELIEF FOR ELDERLY AND/OR DISABLED HOMEOWNERS."

Town Manager Souza stated this was brought before the Town Council a couple of weeks ago in detail. What this is doing is increasing the benefit for eligible households based upon income. We are not changing the income caps for these program. With this proposed ordinance it's just the dollar benefit that eligible parties or households would receive.

Councilor Naeem added previously our state match cap was at 50% but this will increase it to 100%. We did have some high level discussions at the Finance Committee meeting that we will at a further meeting review other possibilities with this. The application period is February 1, 2024 – May 15, 2024. That has already closed. Therefore, if we were to change the criteria it would go into effect next year.

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)

- b) Approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION."

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey that the reading into the minutes of the text of the ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION' is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting."

Motion Passed 8-0-0 (Councilor Gluck Hoffman absent)



MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION.'

Town Manager Souza said this was also an item that was presented to the Town Council two weeks ago. This is increasing the exemption amount for eligible veterans relative to their tax assessment. This is increasing that amount up to \$20,000. The exemption had been \$2,000 and this proposal brings it up to \$20,000 which is the State of Connecticut's maximum.

Councilor Eleveld said we don't receive any state funds for these do we? Town Manager Souza said we may get something from the State from the Veterans. Assistant Town Manager Colby said yes we receive partial reimbursement on the veterans' exemption. It's not a full reimbursement. That pertains to the local amount. However, there is not a reimbursement given for the elderly and disabled homeowners tax relief.

Councilor Eleveld asked how do we pay for this. Town Manager Souza said essentially we make an adjustment to the estimated taxable grand list. This lost assessed value or dollars are factored into it on that size. It's not an exact expenditure. It doesn't show up on the expenditure side of the ledger.

Motion Passed 8-0-0 (Councilor Gluck Hoffman out of room)

## 12) NEW BUSINESS

- a) Approve Fiscal Year 24 year end transfers

MOVED by Councilor Naeem, seconded by Councilor Armstrong that the Finance Director be granted authority to make year-end transfers in the General Fund of not more than \$5,000 per Service Unit and \$24,510 be transferred from Safety Services to General Government to cover the projected year-end deficit.

Councilor Naeem stated this is similar to what we've done in years past where there was any sort of transfers that needed to be made. Again, instead of the Town Manager having to come to the Council every time there is a little bit of movement of \$5,000 or less and the Council having to approve it, this allows them to make those decisions.

Councilor Pelkey asked if the Town Manager found out what makes a \$12,000 camera. Town Manager Souza responded the camera is a complex device that is in very adverse conditions. It goes through drainage lines so it is a heavy duty, fortified device. We can track distances and can do 360 degree assessments with this device. It's a unique piece of equipment.

Councilor Naeem clarified that Councilor Pelkey's question is in regards to the next item on the agenda.

Motion Passed 8-0-0 (Councilor Gluck Hoffman out of room)



b) Approve Fiscal Year 24 Purchase Orders

MOVED by Councilor Naeem, seconded by Councilor Pelkey, that the FY 24 General Fund year-end open purchase orders as presented be extended until October 21, 2024.

Motion Passed 9-0-0

c) Authorize the submittal of a grant application to the Stanton Foundation to support establishing as second police canine unit

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey, to authorize the submittal of a grant application to the Stanton Foundation K-9 Grant program in the amount of \$51,000 and to utilize funds received from the grant to assist in purchasing, training, and equipping a second K-9 unit.

Donald Melanson, Police Chief, stated with staffing levels improving and increased interest among newer officers, the Police Department has been working to re-deploy a second K-9 unit in the Patrol Division. In addition to securing donations to fund purchasing a second canine, the Police Department has identified a potential grant program to assist in funding a second K-9 for the department.

The Stanton Foundation, based in Massachusetts, provides grant funding to support K-9 units in cities and towns. Grant funds are intended to cover initial acquisition and training costs plus ongoing costs for a total of 3 years. The Police Department is a grant proposal for \$51,000 to support the Police Department in acquiring and outfitting the second police K-9. Grant applications are due by June 30, 2024.

The Police Department has already begun the process of identifying Windsor's next K-9 handler. After selecting the handler, the department will work with police master K-9 instructors to select a new canine. Training is expected to start in the September / October time frame.

Councilor Pelkey asked what the extra stipend will be for the officer. What is that stipend usually used for? Chief Melanson stated is in addition to their regular salary due to the K-9 living with the officer 24 hours a day/7 days per week. The Fair Labor and Standards Act requires they be compensated. What they do is they compensate the officer for one hour per day at minimum wage. Over the course of the year it comes to about \$5,700 - \$5,800. Councilor Pelkey then said that's to use at the officer's discretion. Chief Melanson responded that's correct.

Councilor Pelkey asked what the average length of service is for the K-9. Chief Melanson stated the dogs they get are usually between 1-1/2 – 2 years old. You want to make sure they are a young adult so they are able to handle the training. Depending on the dog, you can usually get 8-9 years of service or to about 9-10 years old.

Councilor Armstrong said that this would be great if this unit could be more visible in the community so they would know we have a K-9 unit.



Councilor Eleveld said typically we see the K-9s are German Shepherds. Are they pure bred or mixes? Chief Melanson said the K-9 that they presently have is a mix of German Shepherd and Belgian Malinois. They are a functional, all purpose dog. They do many things very well.

Motion Passed 9-0-0

- d) Authorize the submittal of a grant application to the State of Connecticut's Community Investment Fund for improvements to the L.P. Wilson Community Center

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem that the Town Manager is authorized to submit an application to the Department of Economic and Community Development pursuant to the attached resolution for the Community Investment Fund in the amount of \$5,670,000 and that a commitment of \$630,000 be made as a local match.

Patrick McMahon, Economic Development Director, stated the LP Wilson Community Center is home to the senior center, youth services bureau office, recreation services, social services, the Windsor Food & Fuel Bank and our community-access television WIN-TV. It is a major hub of community activities with an auditorium, gym space and a kitchen for events. Thousands of Windsor residents, including our most vulnerable, benefit from programs and services provided at this facility. The proposed improvements will make for a more comfortable building environment and help the town save money on utility costs.

The majority of HVAC equipment is original to the building circa 1957 as are the windows which do not meet current energy standards. Existing air handlers are heating only and they do not provide adequate ventilation per code. Grant funds will be used for construction, labor, and materials for the HVAC systems and window replacements. The project will entail installing two Dedicated Outdoor Air Systems to supply fresh air to the building, two new rooftop units (RTUs) for the Gym and four Heat pump systems to provide heating and cooling throughout the space. Exterior windows are slated for replacement including in the courtyards.

HVAC improvements have been underway on the north side of the building servicing the Board of Education utilizing town funds. The proposed project will entail replacement of HVAC systems on the south side of the community center, as well as windows for the whole complex. Design work is completed for the HVAC improvements and will be required for the window replacements.

Town Manager Souza noted that the HVAC projects are in the Capital Improvements Program (CIP). For windows we have that in the design fund with the construction in unscheduled projects. If we were to be successful, this would reduce the town's long-term bonding liability for this project and frees up borrowing space for other projects to get done.

Councilor Naeem said we had previously had another housing project that was in the CIP. Did we resubmit that? Town Manager Souza said he's not sure which project Councilor Naeem was talking about. Councilor Naeem clarified it is for the one that was denied the last time when the park was approved. Town Manager Souza said that was the planning and assessment grant.





Mr. McMahon said for two rounds they put in for a planning grant to look at the scattered sites in the Wilson neighborhood. We were not successful for neither round.

Councilor Naeem asked when was the second time that we put that in. Mr. McMahon said last October. Councilor Naeem said and that is when we found out about the park. Mr. McMahon said we found out about the park in round three.

Motion Passed 9-0-0

e) Consider settlement of Voya vs Town of Windsor

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to move item 12 E to after item 16 on the agenda.

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

### **13) RESIGNATIONS AND APPOINTMENTS**

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

- Reappoint Carol Elkins as a Republican member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2028 or until a successor is appointed.
- Appoint Noel Osowiecki as a Democratic member to the Inland Wetlands and Watercourses Commission for a four year unexpired term to expire March 31, 2028 or until a successor is appointed.
- Appoint Sandra Reault as a Republican Alternate member to the Human Relations Commission for a three year term to expire March 31, 2027 or until a successor is appointed.
- Reappoint Keegan Elder as a Democratic member to the Inland Wetlands and Watercourses Commission for a four year term to expire March 31, 2028 or until a successor is appointed.
- Appoint Mark Purdue as a Republican member to the Public Building Commission for a three year term to expire November 30, 2026 or until a successor is appointed.
- Appoint Dominic DeCarlo as a Republican member to the Town Planning & Zoning Commission for a five year unexpired term to expire November 14, 2025 or until a successor is appointed.



- Appoint Sophia Tetteh as a Republican Alternate member to the Town Planning & Zoning Commission for a two year term to expire November 11, 2025 or until a successor is appointed.
- Reappoint Charles Jackson as a Republican member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.
- Reappoint Dawn Zukowski as a Democratic member (landlord) to the Fair Rent Commission for a three year term to expire March 31, 2027 or until a successor is appointed.
- Reappoint Castella Copeland as an Unaffiliated member to the Human Relations Commission for a three year term to expire March 31, 2027 or until a successor is appointed.
- Reappoint Monika Nugent as a Democratic member to the Human Relations Commission for a three year term to expire March 31, 2027 or until a successor is appointed.
- Reappoint Lisette LaTorre-Muszynski as a Republican member to the Human Relations Commission for a three year term to expire March 31, 2027 or until a successor is appointed.
- Reappoint Jody Denno as a Democratic Alternate member to the Human Relations Commission for a three year term to expire March 31, 2027 or until a successor is appointed.
- Reappoint Carol Sama as an Unaffiliated member to the Library Advisory Board for a three year term to expire April 30, 2027 or until a successor is appointed.
- Reappoint Denise Panos as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2027 or until a successor is appointed.
- Reappoint Alvin Bingham as a Democratic member to the Wilson/Deerfield Advisory Committee for a three year term to expire April 30, 2026 or until a successor is appointed.

Motion Passed 9-0-0

#### **14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the May 20, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the May 20, 2024 Regular Town Council meeting as presented.

Councilor Naeem stated there is a correction on May 20<sup>th</sup> motion for extending of the meeting. It should state that it failed and not passed. She asked for that correction.

A friendly amendment by Councilor Naeem, seconded by Deputy Mayor Klase to approve all the meeting minutes with the correction to the May 20, 2024 Regular Town Council meeting minutes showing that the vote that was for extending the meeting Failed 4-5-0 and did not Pass 5-4-0.

Motion Passed as amended 9-0-0

b) Minutes of the June 3, 2024 Public Hearing

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the June 3, 2024 Public Hearing as presented.

Motion Passed 9-0-0

c) Minutes of the June 3, 2024 Special Town Council meeting (budget)

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

Motion Passed 9-0-0

d) Minutes of the June 3, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the June 3, 2024 Regular Town Council meeting as presented.

Motion Passed 9-0-0

## 15) PUBLIC COMMUNICATIONS AND PETITIONS

George Slate, 74 Ethan Drive, stated he hopes one day that we come up with an appropriately high level for Senior Tax Relief and for OPEB to be funded appropriately as well. Somewhere in the next month, he will be sending an Excel work sheet for the abatement history on the six major projects. He spoke of what he did last year and what he gave the Council for review. He added it's a shame that this notion with intergenerational equity is so easy to deal with. You just kick it down the line and let someone else in the future pay what we should be paying now. It just isn't right.

MOVED by, Councilor Naeem seconded by Deputy Mayor Klase to enter Executive Session at 9:07 p.m. for the purpose of:



- a) Strategy and negotiations in respect to collective bargaining (Voya vs Town of Windsor)

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

**16) EXECUTIVE SESSION - None**

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

Staff: Peter Souza; Town Manager; Scott Colby, Assistant Town Manager; Josh Gaston, Town Assessor

Outside Counsel: Kevin Deneen, Law Office of O'Malley, Deneen, Leary, Messina and Oswecki

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to exit Executive Session at 9:27 p.m. and re-enter the Regular Town Council meeting.

Motion Passed 8-0-0 (Councilor Eleveld absent)

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

Motion Passed 8-0-0 (Councilor Eleveld absent)

**17) ADJOURNMENT**

MOVED by Councilor Naeem seconded by Councilor Armstrong to adjourn the meeting at 9:28 p.m.

Motion Passed 8-0-0 (Councilor Eleveld absent)

Respectfully Submitted,

Helene Albert  
Recording Secretary





**TOWN COUNCIL  
COUNCIL CHAMBERS  
SPECIAL HYBRID MEETING  
JUNE 24, 2024  
UNAPPROVED MINUTES**

**1) CALL TO ORDER**

Mayor Black-Burke called the meeting to order at 6:00 p.m.

Mayor Nuchette Black-Burke, Deputy Mayor Darleen Klase, Councilor Mary Armstrong, Councilor Ronald Eleveld (virtual), Councilor Kristin Gluck Hoffman, Councilor Ojala Naeem, Councilor William Pelkey, Councilor Leroy Smith, and Councilor Walker (virtual)

**2) SET FISCAL YEAR 2025 MILL RATE**

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey that the mill rate for the Fiscal year 2025 beginning July 1, 2024 be set at 30.32 mills for real estate, personal property and motor vehicles, which reflects the October 2023 property revaluation with a two year phase-in and a total estimated net taxable grand list for FY 2025 of \$3,928,000,000.

Town Manager Souza stated this is an action the Town Council does each year after the budget referendum has been approved by the voters. As stated in the motion, the mill rate will be set for 30.32 mills. He added that tax bills will be sent out 30 days later than normal in the week of July 6<sup>th</sup> with bills being due by August 1<sup>st</sup> or by no later than Tuesday, September 3<sup>rd</sup> to avoid any interest charges.

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

**3) ADJOURNMENT**

MOVED by Councilor Armstrong and seconded by Councilor Smith to adjourn the meeting at 6:03 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary