



# Council Agenda

Council Chambers  
Windsor Town Hall  
September 3, 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: **875 6623 2152** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press \*9 to raise your hand. Please give your name and address prior to voicing your comments.

### Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/87566232152>

When prompted for participant or meeting ID enter: **875 6623 2152**

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

## **7:20 PM Public Hearing**

To hear public comment on the proposed lease of town controlled real property, the Stony Hill School, located at 1195 Windsor Avenue

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

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Pelkey
3. PLEDGE OF ALLEGIANCE – Councilor Pelkey
4. PROCLAMATIONS/AWARDS
  - a) Designating September 2024 as Hunger Action 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) Human Relations Commission
8. TOWN MANAGER'S REPORT



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9. REPORTS OF STANDING COMMITTEES
  10. ORDINANCES
  11. UNFINISHED BUSINESS
  12. NEW BUSINESS
    - a) \*Approve a resolution creating a Town of Windsor Poet Laureate volunteer position (Town Manager)
    - b) \*Approve the acceptance and expenditure of a \$200,000 State CT Brownfield Grant related to the completing an environmental assessment of 92 Deerfield Road (Town Manager)
    - c) \*Consider approval of Manufacturing Machinery Equipment exemption for Dudleytown Brewing Company (Town Manager)
    - d) \*Consider approval of Manufacturing Machinery Equipment exemption for Howden Roots LLC (Town Manager)
    - e) \*Approve amendments to Recreation and Leisure Services job descriptions (Town Manager)
    - f) \*Approve appropriation from the General Fund Unassigned Fund Balance fund for a tax appeal related to 184 Windsor Avenue (Town Manager)
    - g) \*Introduce an ordinance entitled, "AN ORDINANCE FOR AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY." (Town Manager)
    - h) \*Set a Public Hearing for September 16, 2024 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE FOR AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY." (Town Manager)
    - i) Consider settlement of Mauldin vs. Town of Windsor (Town Manager)
    - j) Consider settlement of Miller vs. Town of Windsor (Town Manager)
  13. \*RESIGNATIONS AND APPOINTMENTS
  14. MINUTES OF PRECEDING MEETINGS
    - a) \*Minutes of the August 5, 2024 Public Hearing
    - b) \*Minutes of the August 5, 2024 Regular Town Council Meeting
  15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)



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16. EXECUTIVE SESSION

- a) Strategy and Negotiations in respect to pending claims and litigation (Mauldin vs Town of Windsor)
- b) Strategy and Negotiations in respect to pending claims and litigation (Miller vs Town of Windsor)

17. ADJOURNMENT

★Back-up included

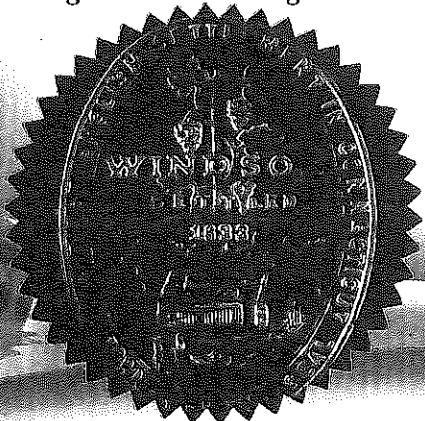
# PROCLAMATION

## *Designating September as Hunger Action Month*

- WHEREAS,** according to the USDA, in 2022, more than 44.2 million people in the United States were food insecure and 7.3 million children lived in food-insecure households. In Connecticut, 468,150 people are facing hunger and of them 112,600 are children; and,
- WHEREAS,** families with children, especially single-parent families, are more likely to face hunger and make tough choices between buying food or paying medical bills, utilities or rent; and,
- WHEREAS,** in partnership with the Windsor Food and Fuel Bank, Windsor Social Services staff facilitate the operation of the Windsor Food Bank, Mobile Foodshare, a Weekend Wheels back-pack program, and Groceries to Go senior distribution program as supplemental food options for Windsor residents; and,
- WHEREAS,** Windsor's Hunger Action Team (HAT) is comprised of representatives of town staff, Windsor churches, civic groups, schools, and residents that work toward building a future where no person need go hungry, and where all residents have access to healthy, affordable, fresh, locally made and sustainably produced food; and,
- WHEREAS,** September is Hunger Action Month, the Feeding America network's annual nationwide campaign, which is designed to inspire people to take action and raise awareness of hunger in the United States; and,
- WHEREAS,** residents are encouraged to wear orange on September 10 and share their picture or video on social media using #HungerActionMonth and tag @WindsorHAT telling us what they can't do when they are hungry and/ or visit the Windsor Farmers Market HAT table on Thursday, September 12 to make an Empty Plate Selfie as we break the stigma and start a conversation about how you feel when you're hungry and ways to help in your community.

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

***The month of September be designated as Hunger Action Month and that all are encouraged to wear orange to raise awareness of the fight to end hunger insecurity.***




Nuchette Black-Burke  
Mayor of Windsor  
September 3, 2024

## Agenda Item Summary

Date: September 3, 2024

To: Honorable Mayor and Members of the Town Council

Prepared by: Scott W. Colby, Jr., Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Creation of a Town of Windsor Poet Laureate

### Background

A Poet Laureate acts as a cultural ambassador, promoting poetry, literacy, and the arts through public readings, workshops, and community engagement events. They often compose poems for significant town events and celebrations, reflecting the spirit and identity of the community through their work.

Over thirty towns in Connecticut have created a Poet Laureate including; Canton, East Hampton, Glastonbury, Guilford, Manchester, Newtown, Simsbury, South Windsor, Wallingford, Washington, and West Hartford.

The Arts Commission is requesting that the Town Council consider establishing the volunteer position of Poet Laureate. In general, the role of Poet Laureate would be to help educate the community of and about the art of poetry, be a ceremonious representative and to facilitate cohesiveness of ethnicity, diversity and cultures in the town.

### Discussion/Analysis

Other towns have used various means and procedures to solicit, nominate and appoint a Poet Laureate. The Arts Commission used this research to draft roles and responsibilities as well as means and procedures to solicit, nominate and appoint a Poet Laureate.

As outlined by the Arts Commission, some of the duties of the Windsor Poet Laureate may include, but are not limited to the following:

- Organize and/or participate in poetry readings open to the public
- Attend and/or read poetry at a minimum of three town events (e.g. Shad Derby, Torchlight Parade, Juneteenth Celebration, etc.) per year as requested by the Arts Commission
- Visit schools, libraries, and community centers to lead poetry workshops and connect with students and community members
- Collaborate with other local artists to create multi-media works of art
- Serve as a responsible creative leader for the written and spoken word in the Town of Windsor

The criteria for this individual to serve as Poet Laureate would be the following:

- Must be a Windsor resident at least 18 years of age
- Must be interested in helping to make poetry accessible and meaningful to a wider audience

- Must have demonstrated passion and expertise in writing, reading, and or teaching poetry
- Must be comfortable with public speaking in front of both small and large groups in a variety of settings
- Must get along well with and engage the diverse citizenry of Windsor
- Must be willing and able to fulfill the duties and responsibilities of the Poet Laureate role

The Poet Laureate position is voluntary. As proposed, the appointment would be three years with a possibility of reappointment or extension at the end of the term as decided by the Town Council. The Town Council would have the right to revoke the appointment should the Poet Laureate: a) fail to sufficiently complete their duties b) engage in unethical or criminal behavior or c) cease to be a Town of Windsor resident at any point during their three-year term.

If the Town Council authorizes the creation of a Poet Laureate position on September 3rd, the application process is anticipated to open the week of September 9<sup>th</sup> and be closed in the early portion of October. Publicity of the new position and how to apply would be done through various means including social media, local newspaper and notifying various art and culture organizations. It is proposed that members of the Windsor Arts Commission will review applications and select finalists to appear in front of the commission for an interview and reading of an original piece of poetry. Arts Commission members would then recommend to the Town Council an individual to be considered for appointment as Windsor Poet Laureate for a three-year term.

Financial Impact

None

Other Board Action

None

Recommendations

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

**“MOVE to establish a Town of Windsor Poet Laureate and the attached program and selection guidelines.”**

Attachments

Proposed Town of Windsor Poet Laureate Program Guidelines and Application

Proposed Town of Windsor Poet Laureate Selection Process



## Town of Windsor, Connecticut Poet Laureate Program Guidelines

The Town of Windsor Arts Commission is looking to establish a Poet Laureate and is currently seeking applications for the role.

### What is a Poet Laureate?

A Poet Laureate acts as a cultural ambassador, promoting poetry, literacy, and the arts through public readings, workshops, and community engagement events. They often compose poems for significant town events and celebrations, reflecting the spirit and identity of the community through their work.

### Criteria for a Poet Laureate

- Must be a Windsor resident at least 18 years of age
- Must be interested in helping to make poetry accessible and meaningful to a wider audience
- Must have demonstrated passion and expertise in writing, reading, and or teaching poetry
- Must be comfortable with public speaking in front of both small and large groups in a variety of settings
- Must get along well with and engage the diverse citizenry of Windsor
- Must be willing and able to fulfill the duties and responsibilities of the Poet Laureate role

### Duties and Responsibilities

The duties and responsibilities of the Windsor Poet Laureate may include, but are not limited to, the following:

- Organize and/or participate in poetry readings open to the public
- Attend and/or read poetry at a minimum of three town events (e.g. Shad Derby, Torchlight Parade, Juneteenth Celebration, etc.) per year as requested by the Arts Commission
- Visit schools, libraries, and community centers to lead poetry workshops and connect with students and community members
- Collaborate with other local artists to create multi-media works of art
- Serve as a responsible creative leader for the written and spoken word in the Town of Windsor

### Terms of Service

The Poet Laureate position is voluntary. Appointment lasts three years with a possibility of reappointment or extension at the end of the term as decided by Windsor Town Council. The Town Council reserves the right to revoke appointment should the Poet Laureate a) fail to sufficiently complete their duties b) engage in unethical or criminal behavior or c) cease to be a Town of Windsor resident at any point during their three-year term.



### Application Process

Applications must include the following:

- Application form (see next page)
- 1-2 page cover letter or personal statement that includes a little bit about yourself, your poetry background, why you feel you are qualified for the role, why you are interested in the role, what you would like to achieve during your tenure, and any special projects you would like to organize. Also include any published work, awards, performances that showcase relevant poetry experience.
- Poetry related resume or CV (you may include links to online content)
- A selection of 3-4 poems that you think best demonstrate your abilities as a poet (links can be provide as supplemental attachments)

**Application Deadline:** Materials must be emailed to [email address] no later than the end of the day [date]. Alternatively, submissions may be hand delivered or mailed to Windsor Town Hall, Town Manager's Office at 275 Broad Street, Windsor CT 06095. Hand deliveries must be received no later than 5:00 p.m. on the deadline date. Mail deliveries must be postmarked on or before the deadline date. Submission materials will not be returned to the applicant. Preferential treatment will not be given based on which method is used to submit an application.

### Selection Process

Members of the Windsor Arts Commission will review all applications submitted by the deadline. Finalists will be chosen to appear in front of the commission for an interview and reading of an original piece of poetry. Arts Commission members will choose a finalist to recommend to the Windsor Town Council to serve as Windsor Poet Laureate for a three-year term.

**For more information:** Email [email address] or call 860-285-1800.





## Town of Windsor, Connecticut Poet Laureate Application

- Submit application along with the following documents:
- Application form
- 1-2 page cover letter or personal statement that includes a little bit about yourself, your poetry background, why you feel you are qualified for the role, why you are interested in the role, what you would like to achieve during your tenure, and any special projects you would like to organize. Also include any published work, awards, performances that showcase relevant poetry experience.
- Poetry related resume or CV (you may include links to online content)
- A selection of 3-4 poems that you think best demonstrate your abilities as a poet (links can be provided as supplemental attachments)

Submissions should be emailed to [colby@townofwindsorct.com](mailto:colby@townofwindsorct.com) by the end of the day Friday, October 4, 2024. Alternatively, they can be mailed or hand delivered to the Windsor Town Hall, Town Manager's Office at 275 Broad Street, Windsor CT 06095. Hand deliveries must be completed by 5:00 p.m. on the deadline date. Mail deliveries must be postmarked on or before the deadline date.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Please share if any links to performances (optional):

## Town of Windsor, Connecticut Poet Laureate Selection Process

Windsor Arts Commission members will review all applications submitted by the deadline. Finalists will be chosen based on their past relevant experience, stated reasoning for applying for the role, and poetry submitted. These individuals will appear in front of the Arts Commission to be interviewed. This may include a reading of an original poem to display their public speaking abilities, if commission members so choose. One individual will be chosen and recommended to the Town Council to serve as the Poet Laureate. The Town Council will vote to appoint the new Poet Laureate for a three-year term to start immediately after the end of the term of the current Poet Laureate, or immediately if there is not currently a Poet Laureate appointed.

Eligible applicants for Poet Laureate must:

- a. Be a Windsor resident at least 18 years of age
- b. Show interest in making poetry accessible and meaningful to a wider audience
- c. Demonstrate passion and expertise in writing, reading, and/or teaching poetry
- d. Be comfortable with public speaking in front of small and large groups in a variety of settings
- e. Get along well with and engage the diverse citizenry of Windsor
- f. Be willing and able to fulfill the duties and responsibilities of the Poet Laureate role for the entirety of their three-year term

The Arts Commission may request that the Poet Laureate attend and/or speak at any number of town events throughout the year. While the Poet Laureate is not required to, and likely will not be able to, attend all events, they should attend at least three events per year during their term. The Poet Laureate may also organize/participate in other poetry readings open to the public, lead poetry workshops in public facilities, and collaborate with other local artists to create multi-media works of art. The role of the Poet Laureate is to serve as a responsible creative leader for the written and spoken word in the Town of Windsor.

The Poet Laureate position is voluntary. Appointment lasts for three years with a possibility of reappointment or extension at the end of the term as determined by the Windsor Town Council. The Town Council reserves the right to revoke appointment should the Poet Laureate:

- a. Fail to sufficiently complete their duties
- b. Engage in unethical or criminal behavior
- c. Cease to be a Town of Windsor resident at any point during their tenure


The search for a new Windsor Poet Laureate will begin six months prior to the end of the current Poet Laureate's term. At this time, a call for submissions will be posted online along with the application form and application guidelines. All interested applicants will have one month to submit all requested materials either electronically or physically. This deadline may be extended due to lack of response or interest.

## Agenda Item Summary

Date: September 3, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Municipal Brownfield Grant Program Award  
92 Deerfield Road

### Background

The Department of Economic and Community Development (DECD) has awarded the Town of Windsor a \$200,000 Municipal Brownfield Grant to conduct an environmental assessment at 92 Deerfield Road (former Stanadyne property) to assist the developer, Industrial Realty Group (IRG), in the redevelopment of this campus into the Connecticut River Business Park, a multi-tenanted industrial facility. We recommend that the Town Council authorize the acceptance and expenditure of said grant.

### Discussion/Analysis

Stanadyne, a designer and manufacturer of fuel injection equipment for gasoline and diesel engines, had a long-time presence on Deerfield Road and was a major employer in the community. In 2013, the property was split into two separate parcels – 90 Deerfield Road containing an approximately 400,000SF production facility on 32.95 acres and 92 Deerfield Road containing two separate buildings of approximately 160,000SF and 90,000SF on 19.76 acres. In 2023, Stanadyne declared bankruptcy and Industrial Realty Group, LLC (IRG) was able to acquire both 90 and 92 Deerfield Road under separate limited liability companies (LLCs).

IRG is a Los Angeles-based company which owns and operates more than 150 major projects and developments in 30 states (including 123 Day Hill Road – home to Specialty Printing). IRG is nationally recognized as a leading force behind the adaptive reuse of buildings and facilities throughout the nation. Retrofitting otherwise obsolete buildings, corporate campuses, and industrial complexes are among the company's core competencies. Additionally, IRG successfully transforms "brownfield" sites, sites that are environmentally contaminated and require highly engineered and heavily controlled remediation. These reclaimed properties represent a renewable resource and are again able to contribute to the social and economic well-being of the local community.

The \$200,000 grant would be used to complete the Phase II and Phase III Environmental Site Assessments (ESA) at 92 Deerfield Road to determine a remediation strategy to allow for future remediation and development of the property as a whole.

#### Financial Impact

There is no financial cost to the Town associated with this grant. The municipality is responsible for procuring the environmental consultant services in cooperation with IRG.

The redevelopment will result in a fully functional business park which will help with property valuation, as well as job creation in the community.

#### Other Board Action

The Economic Development Commission has been kept informed of the brownfield grant application and awards and overall development objectives.

#### Recommendations

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

**“MOVE that the Town Council approve the acceptance and expenditure of a \$200,000 State of Connecticut Brownfield Grant related to the environmental assessment of 92 Deerfield Road pursuant to the attached resolution.”**

#### Attachments

Municipal Resolution

Property Map

## MUNICIPAL RESOLUTION

WHEREAS, pursuant to Connecticut General Statutes Section 32-763, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

WHEREAS, it is desirable and in the public interest that the Town of Windsor accept a state brownfield grant from the Connecticut Department of Economic and Community Development in the amount of \$200,000 in order to undertake the CT River Business Park Assessment at 92 Deerfield Road and to execute an Assistance Agreement.

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

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by 32-763
2. That the State financial assistance in the amount of \$200,000 is hereby accepted and that Town Manager Peter Souza is directed to execute an Assistance Agreement with the State of Connecticut for State financial assistance, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Windsor.

# SITE MAP – 90 & 92 Deerfield Road

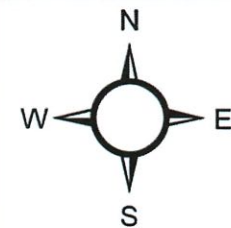


 Parcels



## Town of Windsor, CT

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## Agenda Item Summary

Date: September 3, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Manufacturing Machinery Property Tax Exemption – Dudleytown Brewing Company

### Background

Manufacturing companies can apply to the local Assessor's office for a property tax exemption on certain eligible manufacturing equipment, as described under Connecticut General Statute 12-81(76). An exemption claim form needs to be filed with the Assessor's office by no later than November 1st of each year. Companies that are unable to file by November 1st may request an extension of 45 days. A 25% penalty is incurred on any non-exempt property if a property declaration form is not filed or is late.

Dudleytown Brewing Company filed their personal property declaration this past November for the October 2023 Grand List, but they did not file their manufacturing exemption.

### Discussion / Analysis

Current state law, CGS Sec. 12-94e, provides the authority to municipalities to grant a manufacturing property exemption for a company that did not file for the manufacturing exemption on time. Prior to the state law changing, a company that missed the filing deadline was able to ask their local state legislator to file "special legislation" to provide an exemption of the local tax on eligible machinery if the company filed documents with the town assessor within a certain time frame. Each year, there were several of these requests on a state-wide basis.

Dudleytown Brewing Company has reached out to town staff requesting consideration of an exemption. Pursuant to state law, and in order to grant an exemption or relief, the Town Council would need to consider the request. The company owners have indicated that as this was their first year in business, they did not fully understand the exemption eligibility and filing requirements.

Since 2020 when the current State law took effect, there has been one request presented to the Town Council to consider approval of a manufacturing exemption. The Town Council approved that request. CGS Sec 12-94e allows towns to set criteria for considering granting manufacturing exemptions if they have not filed by November 1<sup>st</sup> of each year. The town has not set such parameters, but staff is exploring that possibility for the November 2024 filing period and beyond.

### Financial Impact

The company's FY 25 personal property tax bill without a manufacturing exemption was approximately \$56,380.01. If the Town Council were to grant a manufacturing equipment exemption, the property tax liability for FY 25 would be reduced to \$7,347.05. The change in personal property assessed value is \$1,617,182. When the Grand List was prepared for the FY 25 budget, a reduction factor or adjustment of approximately \$6.8M in assessed value for potential overall personal property tax appeals was utilized.

Recommendations

Staff recommends the Town Council consider favorable action to grant a manufacturing machinery equipment exemption under CGS Sec.12-94e to Dudleytown Brewing Company for the October 2023 Grand List.

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

**“MOVE to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to Dudleytown Brewing Company for the October 2023 Grand List.”**

Attachments

CGS Sec. 12-94e



**CONNECTICUT GENERAL STATUTES SECTION 12-94e**


**Sec. 12-94e. Municipal option to grant certain previously waived exemptions.** Whenever any person claiming the exemption from property tax under the provisions of subdivision (59), (60), (70), (72), (74) or (76) of section 12-81 has failed to file a claim with the assessor or board of assessors as required in said subdivisions and has further failed to apply for an extension of time under section 12-81k, the municipality, upon receipt of a request from such person, may, by vote of its legislative body or, where the legislative body is a town meeting, by a vote of its board of selectmen, grant such exemption according to criteria established by the municipality, including, but not limited to, allowing for any hardship experienced by the person which may account for the failure to claim the exemption or to file for an extension of time and whether the exemption would provide a net benefit to economic development in the municipality.

## Agenda Item Summary

Date: September 3, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: Manufacturing Machinery Property Tax Exemption – Howden Roots LLC

### Background

Manufacturing companies can apply to the local Assessor's office for a property tax exemption on certain eligible manufacturing equipment, as described under CGS 12-81(76). An exemption claim form must be filed with the Assessor's office by no later than November 1st of each year. Companies that are unable to file by November 1st may request an extension of 45 days. A 25% penalty is incurred on any non-exempt property if the property declaration form is not filed or is late.

Howden Roots LLC (formally Spencer Turbine) did not file their personal property declaration or manufacturing exemption this past November for the October 2023 Grand List.

### Discussion / Analysis

Current state law, CGS Sec. 12-94e, provides the authority to municipalities to grant a manufacturing property exemption for a company that did not file for the manufacturing exemption on time. Prior to the state law changing, a company that missed the filing deadline was able to ask their local state legislator to file “special legislation” to provide an exemption of the local tax on eligible machinery if the company filed documents with the town assessor within a certain time frame. Each year, there were several of these requests on a state-wide basis.

Howden Roots LLC has reached out to town staff to discuss requesting an exemption per state law. Pursuant to state law, and in order to grant an exemption or relief, the Town Council would need to consider the request. The company owners have indicated that they had a vacancy/turnover in their CFO position last fall resulting in their personal property declaration and exemption forms being filed late.

Since 2020 when the current State law took effect, there has been one request presented to the Town Council to consider the approval of a manufacturing exemption. The Town Council approved that request. CGS Sec 12-94e allows towns to set criteria for considering granting manufacturing exemptions if they have not filed by November 1<sup>st</sup> of each year. The town has not set such parameters but staff is exploring that possibility for the November 2024 filing period and beyond.

### Financial Impact

The company's FY 25 personal property tax bill without a manufacturing exemption was approximately \$70,676.31. If the Town Council were to grant a manufacturing equipment exemption, the property tax liability for FY 25 would be reduced to \$21,949.10 including a 25% penalty for not filing the exemption form on time. The change in personal property assessed value is \$1,607,098. When the Grand List was prepared for the FY 25 budget, a reduction factor or adjustment of approximately \$6.8M in assessed value for potential overall personal property tax appeals was utilized.

Recommendations

Staff recommends the Town Council consider favorable action to grant a manufacturing machinery equipment exemption under Sec.12-94e to Howden Roots LLC for the October 2023 Grand List with the company being liable for the 25% late filing penalty based on the exempted equipment assessed value.

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

**“MOVE to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to Howden Roots LLC for the October 2023 Grand List with the company remaining liable for the late filing penalty.”**

Attachments

CGS Sec. 12-94e

## CONNECTICUT GENERAL STATUTES SECTION 12-94e


**Sec. 12-94e. Municipal option to grant certain previously waived exemptions.** Whenever any person claiming the exemption from property tax under the provisions of subdivision (59), (60), (70), (72), (74) or (76) of section 12-81 has failed to file a claim with the assessor or board of assessors as required in said subdivisions and has further failed to apply for an extension of time under section 12-81k, the municipality, upon receipt of a request from such person, may, by vote of its legislative body or, where the legislative body is a town meeting, by a vote of its board of selectmen, grant such exemption according to criteria established by the municipality, including, but not limited to, allowing for any hardship experienced by the person which may account for the failure to claim the exemption or to file for an extension of time and whether the exemption would provide a net benefit to economic development in the municipality.

## Agenda Item Summary

Date: September 3, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Sophia Castellanos, Human Resources Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Recreation and Leisure Services – Four full-time unaffiliated Positions, Job Description Amendments and Title Changes.  
Northwest Park Manager, Assistant Recreation Manager, Recreation Program Specialist, and Environmental Educator

### Background

Northwest Park, a division of the Recreation and Leisure Services Department, includes the two unaffiliated full-time positions of Northwest Park Manager and Environmental Educator. The Northwest Park Manager is retiring at the end of September and it is customary for staff to review job descriptions when positions are vacated to ensure the duties, education, and experience requirements reflected in the job description align with the town's needs.

The job descriptions for these positions have been reviewed by the department director, the incumbents, and human resources staff to determine if any changes are needed for them to reflect the current duties and requirements of the positions. The department also reviewed the job descriptions for other full-time, unaffiliated positions in the recreation department to determine if other updates were needed.

In addition to the Northwest Park Manager and Environmental Educator, the Recreation Program Specialist and the Assistant Recreation Manager also require some changes. The recommended changes aim to better align the job descriptions with each position's specific duties and requirements and incorporate additional competencies as needed to conform to the town's current job description format.

Sections related to "General Purpose", "Essential Duties and Responsibilities", and "Minimum Qualifications" have been updated to better align with the current requirements of the positions, and "Competencies" have been added to conform to the town's current format. The "Physical Demands and Work Environment" sections have been updated. Some terminology and duties have been updated to align with changes that have occurred over the years.

### Discussion/Analysis

#### Northwest Park Manager

The main duties of the Northwest Park Manager position are to perform supervisory, administrative, and professional work in planning coordinating, directing and supervising programs and operations at Northwest Park.

The most significant changes proposed to this job description are:

- Adding responsibility for developing opportunities to increase earned revenue, overseeing the maintenance of special designated habitat, and developing partnerships with various groups and organizations that align with the goals of the park.
- Increasing the desired prior years of experience from two to three years.

- Adding the competencies and updating the physical demands required to perform the job.

#### Environmental Educator

The main duties of the Environmental Educator are to develop and supervise comprehensive environmental education programs including classes, camps and outdoor activities for public audiences of all ages.

The most significant changes proposed to this job description are:

- Adding responsibility for supervising environmental education programs and staff including summer day camp and part time and contractual environmental educators.
- Updating the job title to Environmental Education Supervisor to reflect the supervisory duties of the position.
- Updating the competencies, physical demands and work environment sections to better reflect the position requirements.

#### Assistant Recreation Manager

The main duties of the Assistant Recreation Manager are to perform specialized recreation and administrative work including supervision, planning organization and coordination of the town's recreation programs, including community events, adult and senior programming.

The most significant changes proposed to this job description are:

- Adding the responsibility for managing recreation programming and special events including planning, marketing, customer service, staffing and budget development and tracking.
- Updating the competencies, physical demands and work environment.

#### Recreation Specialist

- Updating the job title to Recreation Supervisor to reflect the supervisory duties of the position.
- Updating the qualifications to add supervisory experience preferred.

A job analysis questionnaire and point factor evaluation were completed for each position and the results indicate the Northwest Park Manager and Assistant Recreation Manager remain in pay grade 7, Environmental Educator and Recreation Specialist remain in pay grade 5.

#### Financial Impact

None, as these positions will remain in the current pay grades.

#### Other Board Action

None

#### Recommendations

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

**“MOVE that the job descriptions for the positions of Northwest Park Manager, Assistant Recreation Manager, Recreation Program Specialist, and Environmental Educator be approved as presented.”**

#### Attachments

A red-lined version of the existing job descriptions

Northwest Park  
Manager  
Red-lined version

# TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Northwest Park Manager  
**Department:** Recreation and Leisure Services  
**Reports To:** Director of Recreation and Leisure Services  
**FLSA Status:** Exempt  
**Prepared By:** [Human Resources](#)  
**Prepared Date:** [August 21, 2024](#)  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2000~~

## GENERAL PURPOSE

Performs a variety of complex supervisory, administrative, and professional work in the planning, coordinating, directing, and supervising of the Town's programs at Northwest Park. ~~Performs~~ [Conducts](#) administrative research on special projects and assists in the analysis of programs, services, systems, policies and procedures to devise the most efficient and effective methods of service delivery. [Performs work in a manner consistent with the town's vision, values and service excellence expectations.](#)

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, coordinates, supervises, and evaluates all Town's programs and services at Northwest Park; gathers, interprets and prepares data for studies, reports and recommendations.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists with the preparation of annual budget requests; assures effective and efficient use of budgeted funds, programs, personnel, materials, facilities and time.

Facilitates staff preparation of work procedures, assignments, schedules and workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; maintains harmony among workers and resolves grievances.

Conducts surveys, analyzes data gathered, develops information and considers available solutions or alternate methods of proceeding.

~~Promotes community-wide participation in special events; provides professional advice to community organizations and civic groups sponsoring special events.~~ [Develops communication via digital and print media, exhibits, and signage in collaboration with the town's Public Relations team to increase participation and engagement with Northwest Park's services and programs.](#)

~~Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.~~

Makes presentations to staff, town council, boards and commissions, civic groups and the general public as assigned.



Develops or updates functional or operational manuals outlining established methods of performing work in accordance with organizational policy.

Assists with facility management; recommends and procures supplies and equipment.

Researches and writes grants; coordinates fundraising; [develops opportunities to increase earned revenue.](#)

Carries out a variety of routine administrative procedures in assigned department or office; maintains records; answers in-coming calls and routes callers or provides information; receives public and provides customer assistance; operates a vehicle to run errands.

### **ADDITIONAL DUTIES**

Participates in meetings, seminars and training sessions; serves as a member of various employee committees.

[Assists Department Director with the procurement of contractors for special projects and in the preparation of the annual budget, capital improvement program and annual report.](#)

[Liaison with the Friends of Northwest Park, Connecticut Valley Tobacco Historical Society, Town staff, and volunteer groups.](#)

[Performs related work as required.](#)

### **COMPETENCIES**

[To perform the job successfully, an individual should demonstrate the following competencies:](#)

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

[Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public. Ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Maintains confidentiality. Shows respect and sensitivity for cultural differences.](#)

[Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.](#)

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance with tact, fairness, respect and sensitivity; meets commitments.

Ethics – Adheres to both town and professional codes of ethics and conduct.

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

Quality Management - Demonstrates accuracy and thoroughness.

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

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Bachelor's degree in natural science, environmental education, public administration, recreation management, or business management and two to three years of experience ~~or a related field~~ including ~~some~~ supervisory experience; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of environmental science, natural science, management of natural ecosystems, and related fields.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook, Powerpoint) and the Internet.
- Working knowledge of the principles and practices of modern public administration; working knowledge of research techniques, information resources, and funding sources; ~~working knowledge of statistical, budgeting and quantitative concepts and methods.~~
- Skill in operation of listed tools and equipment;
- Ability to prepare clear, concise and complete reports and to make reasonable conclusions and recommendations; ability to communicate effectively verbally; ability to establish and maintain effective working relationships with other employees, volunteers and the general public.
- Ability to instruct and communicate with a diverse audience including children and adults.
- Ability to communicate effectively verbally; ability to establish and maintain effective working relationships with other employees, volunteers and the general public.

### *Special Requirements*

- Valid ~~Connecticut~~ driver's license or ability to obtain one.

## TOOLS AND EQUIPMENT USED

Personal computer, ~~including word processing, spreadsheet and database software~~; 10-key calculator; [tablet](#); phone; copy machine; fax machine and automobile.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. ~~The employee is occasionally required to walk.~~ [must have good mobility to inspect trails, park facilities and perform work outdoors;](#)
- [Must be able to enter info into the computer and maintain manual records;](#)
- ~~The employee M~~must occasionally lift and/or move up to 25 pounds;- ~~s~~Specific vision abilities required by this job include close vision and the ability to adjust focus.
- ~~The noise level in the work environment is usually quiet~~ [While performing the duties of this job, the employee works indoors and outside in varying weather, the employee is occasionally exposed to wet, cold, hot and humid conditions. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.](#)

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

Environmental  
Education Supervisor  
Red-lined version

**TOWN OF WINDSOR  
POSITION DESCRIPTION**

**Job Title:** Environmental ~~Educator~~ Education Supervisor  
**Department:** Recreation and Leisure Services  
**Reports To:** Northwest Park Manager  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources  
**Prepared Date:** August 21, 2024  
**Approved By:** Town Council  
**Approved Date:** ~~April 4, 2016~~

**GENERAL PURPOSE**

Plans, ~~organizes~~ develops and ~~coordinates~~ supervises an-a comprehensive environmental education program, including ~~special interest classes and physical activities, for adult, children, and family audiences~~ classes and outdoor activities for public audiences of all ages, in addition to school groups. Performs work in a manner consistent with the town's vision, values and service excellence expectations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Develops ~~and organizes~~ topics and curriculum for environmental education programs and events presented at Northwest Park ~~and~~, in school classrooms, and other sites for children, school groups and adults; coordinates ~~and teaches classes~~ program and staff calendar; procures supplies; teaches workshops and activities ~~for children, school groups and adults; conducts Park tours for audiences of all ages~~ as needed.

Develops, promotes, ~~and~~ presents and supervises environmental education programs including ~~special events and vacation camp programs~~ environmentally themed summer day camp for children; plans onsite and offsite sessions and pricing; oversees registration and evaluation of program objectives.

Assists with daily Park operations and the care and feeding of Park animals; recommends and procures supplies and equipment; assists with exhibit design and construction.  
Coordinates and schedules programming for Windsor Public Schools and other school districts that align with state science standards; collaborates with the Windsor BOE Science Director and in-school Science Coaches to develop environmental education activities for grade K-5 classes that support local curriculum.

Coordinates and supervises part-time and contractual staff educators in the development and implementation of environmental education programs; participates in recruiting, hiring, training, scheduling, supervising, and evaluating employees, including instructors, temporary and part-time staff and volunteers.

Assures that assigned areas of responsibility are performed within budget; gathers, interprets and prepares data for studies, reports and recommendations; monitors revenues and expenditures in

assigned area to assure sound fiscal control; assists with the preparation of annual budget requests.

Promotes community-wide ~~participation in environmental education activities and special events~~ use and appreciation of Northwest Park's grounds, services and programs; ~~assists with marketing environmental education programs~~; ~~assists with the preparation and publication of a variety of brochures, calendars, letters, posters, news releases, flyers and related communications~~. collaborates with the town's Public Relations team to market environmental education programs via digital and print media.

~~Coordinates, contractual staff, in the development and implementation of environmental education programs. Participates in the recruitment, hiring, training, scheduling, supervising, and evaluating employees, including instructors, temporary and part-time staff, and volunteers.~~

Assists with daily Park operations and the care and feeding of Park animals; recommends and procures supplies and equipment; assists with exhibit design and construction.

Performs a variety of miscellaneous duties such as ~~receiving the public, answering the phone, typing correspondence, greeting visitors, responding to public inquiries,~~ maintaining records, ~~running errands,~~ picking up supplies needed for activities, ~~scheduling at the Park, helping set up tables and chairs for classes etc~~ completing customer transactions and setting up classroom spaces, etc.

### ~~ADDITIONAL DUTIES~~

Serves as ~~a member of various committees; participates in meetings, seminars and training sessions~~ liaison to the program committee of the Friends of Northwest Park; participates as a member of various committees within the Town; represents the park in professional meetings and seminars.

~~Assists in the recruitment and selection of staff.~~

Performs related work as required.

### COMPETENCIES

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

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgement.
- Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public; ~~m~~ Maintains confidentiality; ~~a~~ Ability to express ideas effectively in oral and written forms, and has the ability to be innovative and receptive to new ideas; keeps emotions under control; demonstrates empathy; ~~L~~ istens to others without interrupting; ~~s~~ Shows respect and

sensitivity for cultural differences; is able to work independently.

- Organizational Support - Follows policies and procedures; organizes own work, sets priorities and completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality - Demonstrates accuracy and thoroughness.
- Ethics – Adheres to both town and professional codes of ethics and conduct.
- ~~Customer Service~~ - Responds promptly to customer needs; Responds to requests for service and assistance with tact, fairness, respect and sensitivity; meets commitments while paying attention to detail and accuracy.
- ~~Dependability – Follows instructions, responds to management direction.~~
- Quantity – Meets productivity standards; completes work in timely manner and uses time efficiently.

## DESIRED MINIMUM QUALIFICATIONS

### *Education and Experience*

- Bachelor's degree in natural sciences, environmental education or a closely related field, with ~~two~~ three years of experience in developing and teaching environmental educational programs, and supervisory experience preferred; or
- Any equivalent combination of training and experience.

### *Necessary Knowledge, Skills, and Abilities*

- Knowledge of environmental science, natural science, and related issues;.
- Ability to develop, coordinate, and implement lesson plans and varied activities involved in an environmental education program.
- Ability to instruct and communicate with a diverse audience including children and adults;.
- Ability to communicate effectively orally and in writing;.
- Ability to establish and maintain effective working relationships with other employees, participants, instructors, community groups and the general public;.
- Ability to coordinate and facilitate the work of volunteers, part time, contractual and intern staff.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook, PowerPoint), and the Internet.
- Skill in operating listed tools and equipment.

### ~~SPECIAL REQUIREMENTS~~ Special Requirements

- Valid driver's license with a good driving record, or ability to obtain one.

- First Aid and CPR certification.  
~~Must be able to pass a criminal background check.~~

## TOOLS AND EQUIPMENT USED

Audio-visual presentation equipment, basic gardening tools, personal computer, tablet and other office equipment, motor vehicle, phone, mobile or portable radio.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

- Must have Strength~~strength~~, endurance and dexterity to participate in physical activities, including ~~hiking-navigating on~~ trails and presenting various indoor and outdoor environmental programs; ~~walking for extended periods of time~~mobility with stamina sufficient to lead and oversee camp and other programs for extended periods of time; providing care for park animals; hearing and speaking to exchange information; seeing to read and prepare documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office and outdoor equipment; ~~kneeling~~, bending at the waist, and reaching overhead, above the shoulders and horizontally; and pushing, lifting and/or carrying heavy objects weighing up to 25 pounds.
- Must be able to travel to area schools, town buildings, and other locations.

## WORK ENVIRONMENT

- While performing the duties of this job, the employee works indoors and outside in varying weather, the employee is occasionally exposed to wet, cold, hot and ~~or~~ humid conditions. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

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



Assistant Recreation  
Manager  
Red-lined version

## TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Assistant Recreation Manager  
**Department:** Recreation and Leisure Services  
**Reports To:** Recreation and Leisure Services Director  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** ~~August 2006~~ August 22, 2024  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2006~~

### GENERAL PURPOSE

Performs routine and specialized recreation and administrative work in the supervision, planning, organization and coordination of the Town's recreation programs, including community events, adult and senior programming. -May act in place of Director of Recreation and Leisure Services during his/her absence. Performs work in a manner consistent with the town's vision, values and service excellence expectations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and oversees recreation program offerings including planning, program development, marketing, customer service, evaluation, budgeting, tracking expenses, staff oversight; coordinates activities with other departments as needed.

Oversees special events including budget development and tracking expenses, planning, marketing, staffing and execution of events and evaluating staff.

Ensures recreation programs offering meet participants' interests and needs according to appropriate standards.

~~Coordinates recreation activities including planning, developing, and implementing community recreation programs such as cultural arts, physical and special interest activities, and Town-wide events; coordinates activities with other departments and as needed.~~

Assists with the development of short and long range recreation plans; gathers, interprets, prepares and presents analytical and statistical data for studies, reports and recommendations; assists in the preparation of the department budget.

~~Provides supervision to~~ Supervises recreation program leaders and related staff as delegated by the Director of Recreation and Leisure Services; ~~assists Director in administrative matters.~~

Hires, trains, and supervises contractual, seasonal and part-time staff.

Assists with facilities management; recommends and procures supplies and equipment.

Promotes community-wide participation in recreational activities and special events; provides professional advice to community organizations and civic groups sponsoring recreational programs and special events in Town.

~~Markets Town~~ Collaborates with Town's Public Relations team to market recreation programs; prepares and publishes a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications.

Coordinates and monitors classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.

Assists in the planning and management of any concession related activities for special events, including design, layout, operation, inventory, contracting and staffing.

Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, scheduling activities at the Community Center, helping set up tables and chairs for classes, etc.

Serves as a member of various employee committees; participates in meetings, seminars and training sessions.

Participates in professional recreation organizations to keep current on new developments and changes in the field.

~~Primary responsibility for programming is during evening and weekend hours.~~

Assists the Director with various projects and initiatives such as developing department marketing strategies; analyzes and prepares overall department fee structures, monitors expenditures and budgets; website content and on-line registration.

Performs related work as required.

## **SUPERVISORY RESPONSIBILITIES**

~~Provides supervision to recreation program staff, instructors and seasonal and part time staff.~~

## **COMPETENCIES**

Leadership/Supervisory – Demonstrates natural abilities to motivate people to want to follow his/her lead; capacity to articulate concepts and convey an understanding of their value and importance to employees and the public; effectively manages staff and volunteers, providing

personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.

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

Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and coordinate and present the results in an appropriate way to different types of audiences.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public, aAbility to express ideas effectively in oral and written forms, and has the ability to be innovative and receptive to new ideas; mMaintains confidentiality; Listens to others without interrupting; kKeeps emotions under control; demonstrates empathy; sShows respect and sensitivity for cultural differences.

Organizational Support - Follows policies and procedures; cCompletes administrative tasks correctly and on time; supports organization's goals and values; an effective team player.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance with tact, fairness, respect and sensitivity; meets commitments.

Ethics – Adheres to both town and professional codes of ethics and conduct.

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

Quality Management - Demonstrates accuracy and thoroughness.

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

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Bachelor's degree in recreation field, physical education, leisure studies ~~or any equivalent combination of training and experience that provides the following knowledge, abilities and skills.~~ and tThree years of recreation programming experience and administration and supervisory experience preferred; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills and Abilities*

- Knowledge of the philosophy of planned community recreation and operations and techniques used in a comprehensive community recreation program.

- Knowledge of the equipment generally used in a recreation department.
- Ability to develop and administer a budget.
- Knowledge of all sports and leagues in general and other recreational activities usually offered by a comprehensive community recreation program.
- Must be available to work evenings and weekends.
- Ability to read and interpret documents.
- Ability to prepare clear, concise and complete reports and to make reasonable conclusions and recommendations; ability to communicate effectively verbally; ability to establish and maintain effective working relationships with other employees, volunteers and the general public. ~~write routine reports and correspondence.~~
- Ability to instruct and communicate with a diverse audience including children and adults. ~~speak effectively before groups of customers or employees.~~
- ~~Must have good business math and reasoning skills.~~
- Knowledge and skill in the use of MS Office applications (Excel, Word Outlook, Powerpoint) and the of Internet; ~~Spreadsheet software and Word Processing software.~~

### Special Requirements

- ~~Certificates, Licenses, Registrations—Possess a V~~ valid Motor Vehicle Operator's driver's license with a good driving record, or ability to attain one.
- Professional certification at the minimum Provisional Professional levels with both the National and Connecticut Recreation and Parks Associations.
- ~~BLS Basic Life Support, and~~ First Aid and CPR Certification required, and CPR.
- Certification in Lifeguard Training and Water Safety Instruction required.

~~Other Skills and Abilities and Qualifications—~~ Knowledge of the philosophy of planned community recreation and operations and techniques used in a comprehensive community recreation program. Knowledge of the equipment generally used in a recreation department. Ability to develop and administer a budget. Knowledge of all sports and leagues in general and other recreational activities usually offered by a comprehensive community recreation program. Must be able to travel locally. ~~Must be able to pass a criminal background check, a drug screen and have a good driving record.~~ Must be available to work evenings and weekends.

### **TOOLS AND EQUIPMENT USED**

Personal computer, ~~including word processing software~~ tablet; calculator; ~~copy and fax machine;~~ other office equipment; phone; mobile or portable radio; automobile.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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

- Must be physically able to perform the duties of the position with or without reasonable accommodation; including, communicating effectively with the public and coworkers,

presenting recreational, sports and fitness programs, setting up recreational equipment and facilities and transporting participants to various locations for field trips and other activities. Must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Must be able to travel to different locations and town buildings.

- While performing the duties of this job, the employee is occasionally exposed to all types of outside weather conditions during outside programming. The noise level in the work environment is usually typical of normal office environments and moderately loud when in the field.

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

# Recreation Specialist

## Red-lined version

## TOWN OF WINDSOR POSITION DESCRIPTION

**Job Title:** Recreation ~~Program Specialist~~ Supervisor  
**Department:** Recreation and Leisure Services  
**Reports To:** Director of Recreation and Leisure Services  
**FLSA Status:** Nonexempt  
**Prepared By:** Human Resources  
**Prepared Date:** ~~August 2006~~ August 21, 2024  
**Approved By:** Town Council  
**Approved Date:** ~~September 5, 2006~~

### GENERAL PURPOSE

Supervises and ~~Performs-performs~~ routine and specialized recreation and administrative work involved with the delivery of town recreation programs and plans, implements and instructs recreation programs and special events. Coordinates scheduling and supervision of leisure facilities, including, but not limited to, swimming pools, community center(s), skate park, field areas and other recreational areas and activities. ~~Reports to the Director of Recreation and Leisure Services.~~ Performs work in a manner consistent with the town's vision, values and service excellence expectations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, promotes and executes recreation programs including the arts, sports, fitness, camping, day camps and other recreation activities.

Adapts recreation programs to meet needs of individuals and groups of children, adults or older adults.

Explains and promotes recreation service to the public and participates in community meetings and organizational planning. May personally conduct classes on recreation activities or related topics as directed by supervisor or based on department needs.

Orders and maintains inventory of supplies and materials necessary for day-to-day operations of facilities and recreation programs. Coordinates, repairs and schedules service and maintenance on equipment and related tools needed in the operation of recreation programs.

~~Participates in recruitment~~ Recruits, hiring hires, trains, schedulingschedules; supervising supervises and evaluating employees, including instructors, temporary and part-time staff, and volunteers.

Conducts in-service training for staff as required, including various equipment usage and training and assigning sport officials.



Maintains records, Prepares-prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information on work group efficiency and effectiveness.

Registers program participants using the computerized registration system; schedules use of Community Center and other facilities; assists in the collection of, and accounting for activity fees.

Promotes programs through development and distribution of flyers, social media press releases and other informational releases. Collaborates with the town's Public Relations team to market programs and events via digital and print media.

Assists with supervision of Community Center operation and other facilities used for recreation programs. Evaluates recreational facilities for proper use and safety. Notifies Assistant Recreation Manager regarding necessary repairs in a timely manner.

Assists in the preparation of the recreation budget by providing the Director with information on expenditures and projections for personnel, contractors, materials and supplies. Controls expenditures within fund allocations as determined by the Director.

Administers personnel rules and provides oral-counselingperformance feedback to part time and temporary staff, may recommend higher level discipline to Assistant Recreation Manager or Director.

Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, scheduling activities at the Community Center, helping set up tables and chairs for classes, etc.

Reviews and evaluates the success of programs and makes recommendations for continuation, change or cancellation.

Performs related duties as required.

### **SUPERVISORY RESPONSIBILITIES**

~~Provides supervision to recreation program staff, instructors and seasonal and part-time staff.~~

### **COMPETENCIES**

- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.
- Ethics – Adheres to both town and professional codes of ethics and conduct.
- Customer Service - Responds promptly to customer needs; Responds to requests for

service and assistance with tact, fairness, respect and sensitivity; meets commitments while paying attention to detail and accuracy.

- Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies and the public; aAbility to express ideas effectively in oral and written forms, and has the ability to be innovative and receptive to new ideas; mMaintains confidentiality; listens to others without interrupting; kKeeps emotions under control; demonstrates empathy. Shows respect and sensitivity for cultural differences; is able to work independently.
- Organizational Support - Follows policies and procedures; organizes own work, sets priorities and completes administrative tasks correctly and on time; supports organization's goals and values and is an effective team player.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Quality Management – Demonstrates accuracy and thoroughness.
- Quantity – Meets productivity standards; completes work in timely manner and uses time efficiently.

## MINIMUM QUALIFICATIONS

### *Education and/or Experience -*

- Graduation from a college or university with a Bachelor's degree in recreation field, physical education; or leisure studies with three years of recreation programming with supervisory experience preferred; or
- Any equivalent combination of training and experience. that provides the following knowledge, abilities and skills. Two to three years of recreation programming experience preferred.

### *Necessary Knowledge, Skills, and Abilities*

- Knowledge of the philosophy of planned community recreation.
- Knowledge of the equipment generally used in a recreation department.
- Knowledge of all sports and leagues in general and other recreational activities usually offered by a comprehensive community recreation program.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook, PowerPoint) and the Internet.
- Skills-- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees.
- Must have good business math and reasoning skills. Knowledge of Internet; Spreadsheet software and Word Processing software.

- [Skill in operating listed tools and equipment.](#)

### Special Requirements

- [Valid driver's license with a good driving record, or ability to obtain one.](#)
- [Professional certification at the minimum provisional professional levels with both the National and Connecticut Recreation and Parks Association – is desirable.](#)
- ~~Certificates, Licenses, Registrations – Possess a valid Motor Vehicle Operator's License. Professional certification at the minimum Provisional Professional levels with both the National and Connecticut Recreation and Parks Associations. BLS Basic Life and Support, First Aid and CPR Certification required and CPR. Certification in Lifeguard Training and Water Safety Instruction required.~~
- [Must be able to work evenings and weekends.](#)

~~Other Skills and Abilities and Qualifications – Knowledge of the philosophy of planned community recreation. Knowledge of the equipment generally used in a recreation department. Knowledge of all sports and leagues in general and other recreational activities usually offered by a comprehensive community recreation program. Must be able to travel locally. Must be able to pass a criminal background check, a drug screen and have a good driving record. Must be available to work evenings and weekends.~~

### TOOLS AND EQUIPMENT USED

[Personal computer, tablet; calculator; other office equipment; phone; mobile or portable radio; automobile.](#)

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**


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

- Must be physically able to perform the duties of the position with or without reasonable accommodation; including, communicating effectively with the public and coworkers, presenting recreational programs, setting up recreational equipment and facilities and transporting participants to various locations for field trips and other activities. [Must be able to travel to different locations and town buildings.](#) Must be able to lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.
- While performing the duties of this job, the employee is occasionally exposed to all types of outside weather conditions during outside programming. The noise level in the work environment is usually typical of normal office environments and moderately loud when in the field.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement*

*between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

## Agenda Item Summary

Date: September 3, 2024  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Joshua Gaston, Town Assessor  
Reviewed By: Peter Souza, Town Manager   
Subject: 184 Windsor Avenue Assessment Appeal

### Background

The Town of Windsor conducted a revaluation of real property for 10/1/2018 as was required by CT State Statutes. One Hundred Eighty Four Windsor Ave LLC, the owners of 184 Windsor Ave, appealed the assessment of this property to the Windsor Board of Assessment Appeals in February 2019 and met with the Board in March 2019. The Board of Assessment of Appeals made no change to the assessment.

One Hundred Eighty Four Windsor Ave LLC then appealed the assessment further to Superior Court in May of 2019. Pre-Trial meetings and initial proceedings were scheduled, but were delayed as the COVID-19 pandemic began. As the Court worked through the backlog of delayed cases, it took until early 2024 to successfully schedule the necessary appraisal inspection and for the parties to come to a proposed settlement or agreement.

### Discussion/Analysis

The Town's October 1, 2018 fair market value of the property was \$10,273,900. The proposed stipulated or agreed upon fair market value is \$7,000,000, or a reduction of \$3,273,900. The real estate taxes have been paid each year since the initial appeal, and this now results in an overpayment of taxes. Due to the delays in this appeal, the initial \$74,206.22 refund now spans 5 tax years and totals \$379,579.24.

Staff recommends that a refund be issued in full from the General Fund Unassigned Fund Balance in the amount of \$379,579.24 to One Hundred Eighty Four Windsor Ave LLC to refund overpayments for grand list years 2018-2022.

### Financial Impact

The unaudited General Fund Unassigned Fund Balance for June 30, 2024 is estimated to be \$38,840,000 after accounting for the use of \$3,000,000 in FY 25 Opening Cash.

### Recommendations

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

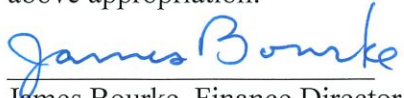
**“MOVE to approve an appropriation from the General Fund Unassigned Fund balance in the amount of \$379,579.24 to One Hundred Eighty Four Windsor Ave LLC for a property tax appeal settlement.”**

### Attachments

None

Certification

I hereby certify that \$379,579.24 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.




James Bourke, Finance Director

## Agenda Item Summary

Date: September 3, 2024

To: Honorable Mayor and Members of the Town Council

Prepared by: Scott W. Colby, Jr., Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Authority to Declare a Line of Duty Death

### Background

The State of Connecticut recently adopted a new law which now gives a fire chief, police chief, or EMS chief the authority to declare/determine whether the death of a firefighter, police officer, or EMS personnel was caused by a pulmonary embolism or cerebrovascular incident (e.g. stroke, heart attack) within the line of duty, even if the event occurred 24 hours after their shift or training.

A town may by ordinance designate an alternative individual or group of individuals to declare a line of duty death caused by a pulmonary embolism or cerebrovascular incident (e.g. stroke, heart attack). Municipalities have until October 1, 2024, to enact such an ordinance.

### Discussion/Analysis

It is proposed that the Town Manager be the designated authority after consulting with the appropriate department or agency chief depending on the individual's department as well as other professional resources such as the Risk Manager and Human Resources Director.

Under the recently adopted statute, making such a determination cannot be used to establish a presumption for workers compensation benefits.

There are a variety of benefits entitled to public safety personnel for a death that occurs within the line of duty some of these include:

- Town of Windsor Benefits
  - Workers Compensation
  - Accidental Death & Dismemberment
  - Life Insurance
- State/Federal Benefits
  - Department of Justice – Public Safety Officer Benefit
- Other
  - Various non-profit organizations that assist in providing benefits to assist families (i.e. The Hundred Club of Connecticut)

### Financial Impact

None

Other Board Action

None

Recommendations

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

- 1) Waiving of the reading of the minutes

**“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY” 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.”**

- 2) Introduce an Ordinance

**“MOVE to introduce an ordinance entitled, “AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY.”**

- 3) Set a Public Hearing

**“RESOLVED, that a Public Hearing be scheduled for September 16, 2024 at 7:20 p.m. (prevailing time) on the following ordinance entitled, “AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY.”**

**And**

**“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”**

Attachments

Proposed Ordinance



**CHAPTER 2  
ARTICLE VIII**

**AN ORDINANCE AMENDING CHAPTER 2, TO ADOPT ARTICLE VIII, AUTHORITY  
TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY  
MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY.**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 2, of the *Windsor Code* is amended as follows:

Article VIII:

**Section 1.**

Pursuant to Connecticut Public Act 24-16, the Town of Windsor designates the Town Manager to determine whether an employee died in the line of duty, as defined in Public Act 24-16.

In those circumstances where the determination, under Public Act 24-16, must be made, the Town Manager shall make the determination after consulting with either the police chief, fire chief, or EMS chief depending upon the employee's department, along with other professional resources such as the Risk Manager and Human Resources Director.

In accordance with Public At 24-16, the determination shall not be used as evidence for a worker's compensation claim.

**Section 2. Savings Clause.** The enactment of this Ordinance shall not operate as an abatement of any action or proceeding previously taken, now pending, or taken prior to the effective date of this Ordinance. All said actions and proceedings are hereby ratified to be continued.

**Section 3. Severability.** All provisions of the *Town Code* in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statute shall take precedence over this Ordinance.

**Section 4. Effective Date.** This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM:

---

Town Attorney

ATTEST:

\_\_\_\_\_  
Town Clerk

Distributed to Town Council \_\_\_\_\_

Public Hearing Advertised \_\_\_\_\_

Public Hearing \_\_\_\_\_

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_

Effective Date \_\_\_\_\_



## Town Council Resignations/Appointments/Reappointments September 3, 2024

### Resignations

- A. **Accept the resignation of Catherine Lewis from the Windsor Arts Commission**

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

- A. One *Republican* Member  
Library Advisory Board  
Three Year Term to expire April 30, 2027 or until a successor is appointed  
(David Raney – moved out of town)

**“MOVE to appoint Coralee Jones 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.”**

- B. One *Republican* Member  
Zoning Board of Appeals  
Four Year Unexpired Term to expire November 10, 2026 or until a successor is appointed  
(Loretta Raney – moved out of town)

**“MOVE to appoint James Durant as a Republican member to the Zoning Board of Appeals for a four year unexpired term to expire November 10, 2026 or until a successor is appointed.”**

- C. One *Democratic* Member  
Board of Ethics  
Five Year Unexpired Term to expire July 31, 2029 or until a successor is appointed  
(Robert Mack - deceased)

**“MOVE to appoint Robin James as a Democratic member to the Board of Ethics for a three year term to expire July 31, 2029 or until a successor is appointed.”**

D. One *Democratic* Member

Library Advisory Board

Three Year Term to expire April 30, 2027 or until a successor is appointed

(Betty Hellerman - reappointment)

**“MOVE to reappoint Betty Hellerman as a Democratic member to the Library Advisory Board for a three year term to expire April 30, 2027 or until a successor is appointed.”**

E. One *Democratic* Member

Capital Improvements Committee

Three Year Term to expire May 5, 2027 or until a successor is appointed

(James Bennett - reappointment)

**“MOVE to reappoint James Bennett as a Democratic member to the Capital Improvements Committee for a three year term to expire May 5, 2027 or until a successor is appointed.”**

F. One *Republican* Member

Library Advisory Board

Three Year Term to expire April 30, 2027 or until a successor is appointed

(Denise Panos - reappointment)

**“MOVE to 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.”**

G. One *Democratic Alternate* Member (Homeowner)

Fair Rent Commission

Three Year Term to expire March 31, 2027 or until a successor is appointed

(Michael Bivans - reappointment)

**“MOVE to reappoint Michael Bivans as a Democratic Alternate member (Homeowner) for a three year term to expire March 31, 2027 or until a successor is appointed.”**

H. One *Democratic* Member

Youth Commission

Three Year Term to expire April 18, 2026 or until a successor is appointed

(Melissa Richards - reappointment)

**“MOVE to reappoint Melissa Richards as a Democratic member to the Youth Commission for a three year term to expire April 18, 2026 or until a successor is appointed.”**

- I. One *Democratic* Member  
Capital Improvements Committee  
Three Year Term to expire May 5, 2027 or until a successor is appointed  
(Randall Graff - reappointment)

**“MOVE to reappoint Randall Graff as a Democratic member to the Capital Improvements Committee for a three year term to expire May 5, 2027 or until a successor is appointed.”**

- J. One *Democratic* Member  
Greater Hartford Transit District  
Four Year Term to expire February 28, 2028 or until a successor is appointed  
(Ricardo Quintero - reappointment)

**“MOVE to reappoint Ricardo Quintero as a Democratic member to the Greater Hartford Transit District for a four year term to expire February 28, 2028 or until a successor is appointed.”**

## **Names submitted for consideration of appointment**

**None**



**TOWN OF WINDSOR  
TOWN COUNCIL  
HYBRID MEETING  
AUGUST 5, 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 (virtual), Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Ojala Naeem, Councilor William Pelkey, and Councilor Lenworth Walker

Absent: Councilor Leroy Smith

Mayor Black-Burke read aloud the notice of the public hearing 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

**2) PUBLIC COMMENT - None**

**3) ADJOURNMENT**

Mayor Black-Burke declared the Public Hearing closed at 7:24 p.m.

Respectfully Submitted,

Helene Albert  
Recording Secretary



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
August 5, 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 (virtual), Councilor Ronald Eleveld, Councilor Kristin Gluck Hoffman, Councilor Ojala Naeem, Councilor William Pelkey, Councilor Leroy Smith (virtual), and Councilor Walker

**2) PRAYER OR REFLECTION**

Councilor Naeem led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Naeem led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS - None**

**6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Eleveld had the pleasure of meeting with the Governor last week at the Mill Brook open space. The Governor discussed grants for open space around the state. They had a nice walk around. He added to watch out for the children during the summer months.

Councilor Smith – none this evening.

Councilor Pelkey hoped everyone has had a good summer thus far. He has managed to get himself to the town pools on several occasions. The upgrades at Welch pool in particular he enjoyed. There's a splash pad and other apparatus to play in and out of the water with. He stated that he was disappointed that the town hall did not have any decorative items out for the July Fourth holiday. He feels of all holidays this should have been a key one to decorate and he apologized to the community that it was not done. This is something we shouldn't overlook going forward. This weekend he had the opportunity to see the Windsor Volunteer fire department in action. They do an excellent job. This is a reminder that these are the heroes in our community but we need more of them. He strongly encouraged those that are interested to sign up and contact the town hall, talk to a firefighter or talk to any councilor and they would be



happy to assist. The alternative is going to a full-time paid fire department. That will be millions of dollars each year.

Councilor Naeem hopes everyone is having a wonderful summer and that they've been able to check out some of the Concerts on the Green. Please take advantage of that. Tomorrow night, at 5:00 PM will be National Night Out. Early voting has begun. We do have primaries here in Windsor on August 13, 2024 but you can go and vote early.

Councilor Armstrong wished everyone a good summer. There is lots to do in the Town of Windsor. Please watch out for the pedestrians and children during those months.

Councilor Gluck Hoffman recognized the Public Works team. They've been working very hard to keep the community beautiful so thank you to them. Also, thank you to all the emergency services and police for keeping our town safe. She was watching the progression of everything being built in town. It's wonderful to see this progression and all the wonderful work the Economic Development team has done to been able to get into town.

Councilor Walker congratulated the West Indian community. This is the West Indian's Independence Celebration week. There are several events planned. One every night this week mostly in Hartford going through to next Sunday. For the independence celebrations, there are a couple of websites you can use to see the celebrations. One is [www.westsocialclub.org](http://www.westsocialclub.org). Their website lists all the events that will be taking place for every night. There's also the West Indian Independence Celebration Group and they promote the parade and other events. Their website is [www.wiichartford.org](http://www.wiichartford.org). On August 11<sup>th</sup> there will be a Western Independence church service that will be sponsored by the Consulate General of Jamaica and Archbishop LeRoy Bailey and many others. All are welcome to come and celebrate. Now that the property taxes are out, he's had some calls. There's a segment of the Windsor population that can afford this but there are others that cannot and it can be a burden. Reality has set in and next year there will be more increases. We are all expected to pay our taxes. Loomis Chaffee School recently received a donation of \$100 million, which is great. However, the school uses town services for fire, public works and EMS. They have houses that are owned by the school that cannot be taxed. Let's be fair, they can afford it so they should pay something. They need to pay their fair share.

Deputy Mayor Klase wanted to thank the Parks and Recreation staff as they have been out there as well. She wanted to remind everyone that the Citizen's Academy is taking applications for those that are interested in participating, the Fall magazine will be out soon, and the Farmer's Market is also on Thursdays from 3:00 PM - 6:00 PM.

Mayor Black-Burke stated on July 19<sup>th</sup> she had the opportunity to attend the McDonald and LALIGA soccer camps along with our Economic Development Director. It was held at the Day Hill Dome. It was a free soccer camp and it was great to see students from greater Hartford area but also from Windsor and our soccer clubs participating. It was a great event. On July 23<sup>rd</sup>, there was a press conference with Lieutenant Susan Bysiewicz. We received \$2 million to do remediation brownfield work at the old Stanadyne location. On June 26<sup>th</sup>, we kicked off the opening of Welch pool. It looks great. She went to the Hopewell Baptist church and attended the first wellness crawl. It was a well attended event. It was great to see the



community at the event. She reiterated that yes, it is tax time and that bills have gone out. Please pay attention to the timing on the bill. After September 3<sup>rd</sup>, you will begin to incur late fees if not paid by then. National Night Out will be happening on Tuesday, August 6<sup>th</sup> on the town green. She encouraged the councilors to be there and everyone else too.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Board of Education

Leonard Lockhart, Board of Education, gave the following report:

- The first day of school for all Windsor Public Schools' students for the 2024-2025 school year will be Monday, August 26, 2024.
- The WPS Back 2 School Block Party will be held on Thursday, August 22, 2024 from 4:00 - 7:00 PM at 25 Sage Park Road. This is the third year in a row that the Office of Family and Community Partnership is sponsoring the block party. Please watch the district website for more information. This is an opportunity for all the families and all the schools to have this event in one location.
- We are excited to share that for the second year in a row, Windsor Public Schools brought home two National School Public Relations Association (NSPRA) *Publications and Digital Media Excellence Awards* for Dr. Hill's Chat and Chill with Super Hill as well as our WPS Social Media Accounts. Gianna Gill, Coordinator of District Communications and Corporate Partnership, attended the convention in early July. She accepted the two communications awards on behalf of the district.
- Families are reminded to update their returning children's information in the PowerSchool Parent Portal - Returning Student Update 24-25. There is a banner on the district website and families may access their forms there. It is important to update phone numbers, emergency contacts, etc. in the Parent Portal prior to the start of the new school year.
- The Summer Food Service Program concludes on August 16.
- The first regular Board of Education meeting for the 2024-2025 school year will be on Tuesday, September 17, 2024 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.
- Finally, please remember to visit our website, [www.windsorct.org](http://www.windsorct.org), for the most current information, athletic schedules, and academic calendar. Families should make sure their child's school has their most up-to-date contact information.

Councilor Pelkey asked how things are looking at Oliver Ellsworth school. Is there mold there, are we looking good? Mr. Lockhart stated he cannot answer if there is mold because he has not gone behind the custodian to look and see what is going on in each of the rooms. They are however working feverishly to make sure that they are up and going by August 19<sup>th</sup>. There are



some hiccups with procurement, but he's attended every meeting every Tuesday for the last month and a half and they are working hard and diligently in addressing issues during every Tuesday meeting to make sure that they understand that this is a priority for the Town of Windsor as well as the school district. We do not have the opportunity to fail the staff, families or children of that building. It has to be done right and without rushing. He's confident they've addressed all the issues they have in front of them and that they are on target. From his perspective, he feels it's going well and he thinks they will go right to the wire for this. He's confident with the efforts the Public Building Commission is putting into this as well as the Clerk of Works and all the supporting people. They are working very hard to ensure that the custodian has a great opportunity to make sure that building is ready for opening when staff returns back on the 19<sup>th</sup> and when the kids are in the building on the 26<sup>th</sup>.

Mayor Black-Burke stated that what she is hearing is that the strategies that were put into place for Oliver Ellsworth school are moving in the correct direction.

Councilor Eleveld understands that the Superintendent received an increase in his salary but there was one additional item that he was surprised by. He believes that Dr. Hill, a portion of his compensation that may have been used for his health care benefits, was converted for his benefit into a cash payment in lieu of his not taking advantage of the health care benefits that are available to employees. Is that correct? Mr. Lockhart said he's in the opinion that this is not something for the Town Council to micromanage the Board of Education about. This was something that was deliberated by the Board of Education, by all 9 members of the Board. He will not answer anything from a Human Resources perspective about this sole employee on the record. He had a conversation with Councilor Eleveld along with Councilor Pelkey after the Town Improvements Committee meeting regarding transparency. He shared exactly what he felt was in the best interest of the Superintendent.

Mayor Black-Burke added that matters of the Board of Education have to be deliberated with the Board of Education. She thanked Councilor Eleveld for the question.

Mayor Black-Burke asked in regards to the returning student form, that is for all students. Sometimes parents get confused about this. Mr. Lockhart added that they need to fill it out with all the current contact information with emails, etc.

Councilor Gluck Hoffman asked if Mr. Lockhart had mentioned about the bus and the sign up for that. Is there anything you can add to that? Mr. Lockhart said he's not aware of the bus schedule at this point. That is under Danielle Batchelder's purview and it has not yet been shared with the Board. He's sure they are working through those schedules right now, but he has nothing to report on that tonight.

Councilor Gluck Hoffman said regarding the bussing, does each child need to have a form for that? Mr. Lockhart said if you live a certain distance away from the school, you will automatically get bussing. If a parent feels they live within that radius and they're not on the bus schedule or bus route, they can go to the district office and talk to somebody about that.



Mayor Black-Burke added that if you are within a two mile radius you will automatically get bussing. If there is a special circumstance where you need daycare or something like that, there is a special form that a family would need to complete to do that.

Councilor Pelkey asked Mr. Lockhart to state some specifics about the Battle of the Badges event. Mr. Lockhart stated that we are doing the Battle of the Badges, where it will be the Police Department versus the Fire Department. We are raising funds for a charity that they will both agree to on an annual basis. This year, it will be at L.P. Wilson on the first field down the hill. At 2:00 PM, we've asked the Mayor to throw out the first pitch for this particular game. We are looking to make this an annual event and there is a winner's trophy. There is also a 'lose' trophy that will be placed in each of our headquarters to motivate us and be a brighter light through the course of the year. Once you see the trophy, you'll understand why he said it that way and you'll get a chuckle out of it.

b) Public Building Commission

Milo Peck, Public Building Commission, stated the following:

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

Construction has been progressing at a steady pace. Ductwork is roughly 80% complete and 2 of the 5 DOAS (Dedicated Outdoor Air Systems) units are installed on the roof with the remaining to be installed this week. We don't anticipate any problems and the 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. Construction is anticipated over the 2025 summer break.

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

The main construction is fully completed and punch list items are being addressed. The Auditorium unit return air ductwork has been redesigned to reduce the noise levels and pricing has been requested from the contractor. Punch list items are expected to be completed by the end of August 2024 and auditorium ductwork to be completed by the end of September 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 complete. Minor punch list items are being addressed and expected to be completed by the end of August 2024.



## **Phase - 2**

Construction is underway with demolition at 90% complete. Piping and Electrical for new HVAC equipment is at 85%. 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**

The Roof Top Units are installed and fully functional. Final walk through with Architect was performed last week and any uncovered items will be added to the punch list. Quotes for additional controls required to properly control units have been received and will be reviewed at the next PBC meeting. Project is expected to be completed by the end of September 2024.

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

Construction is progressing on schedule. All HazMat abatement and demolition has been completed. All major plumbing has been completed. Floor drains are installed. Floors and walls have been tiled. Installation of partitions and plumbing fixtures will begin this week. Project is expected to be completed by the end of August 2024.

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

Design is substantially complete with minor refinements being addressed. Bid will be scheduled over the winter with construction anticipated over the 2025 summer break.

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

Construction is progressing on schedule with no major problems. All major roof work is completed with skylight and AC units being re-installed over the next two weeks. Project is expected to be completed by the end of August 2024.

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

Nothing new to report.

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

Punch list items are being addressed and project completion is expected by the end of September 2024.

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

Major construction is completed and pool was opened on July 4, 2024. We have minor punch list items that will be addressed after hours and at the end of the season. Project is expected to be completed by the end of September 2024.

Councilor Walker said as a comment that the Public Building Commission does a wonderful job. All councilors agreed with his comment.

Mayor Black-Burke thanked Mr. Peck for his added detail to the Oliver Ellsworth project. Last summer at this time, we were in a totally different place. Having had two students go to Oliver Ellsworth, she is excited to hear where we are with the project. Mr. Peck added in terms of lead time, to get a lot of these DOAS units, we had to jump on that right away because of the lead time.



Deputy Mayor Klase stated her thanks for the extra details on the Sage Park school slab moisture project.

c) Inland Wetlands and Watercourses Commission

Stephen Fraysier, Chair of Inland Wetlands and Watercourses Commission, stated the following:

During the fiscal year of 2024, the IWWC reviewed 45 applications for development occurring within wetlands, watercourses and the 150' upland review area surrounding these features. The applications reviewed included:

- 13 commercial industrial approvals
- 32 residential approvals

Noteworthy projects include the modifications to the Fast Pitch Nation development, which featured the expansion and improvement of a wetland restoration area and educational exhibit, and the second phase of the Villages of Poquonock residential development. In addition to processing applications, the Commission has reconciled seven regulatory violations through ordered restoration and remedial actions.

The Commission's Agent has initiated an analysis to identify potential vernal pool locations throughout Windsor. Vernal pools are seasonal wetlands that provide critical breeding habitats for various amphibians and invertebrates, including many protected species. By mapping these unique and sensitive ecosystems, the Commission aims to better inform decisions on development applications near these important wildlife habitats.

The Commission hosted 13 meetings, two of which were special meetings to address violations in the timeliest manner. All of the meetings were held hybrid, allowing commissioners and residents to attend both virtually via Zoom or in-person. Applications have continued to be processed in a timely manner with detailed review.

The IWWC has consistently upheld its role in balancing developmental needs with environmental preservation by regulating activities that affect water quality, biodiversity, habitat, erosion control, and the overall conservation of these specialized ecosystems. Additionally, the IWWC has actively promoted the establishment of conservation easements on residential properties to proactively prevent or discourage future violations of regulations and degradation of wetlands and watercourses.

Councilor Armstrong asked what determines a Watercourse Commission? Mr. Fraysier stated that the Watercourses Commission is required by the State of Connecticut and each town should have one. It's meant to regulate either wetlands or watercourses. Watercourses would be a stream, brook or some kind of intermittent type of water course. The State has regulated and required this commission to make sure they protect those resources. Councilor Armstrong stated so these are not educational resources correct? Mr. Fraysier said that is correct.



## 8) TOWN MANAGER'S REPORT

Town Manager Souza gave the following report:

### **MDC Water Line Project in Wilson**

The MDC is undertaking a water line replacement project along portions of Faneuil, Corey, Bussey Streets and Broadview Road in the Wilson neighborhood. Project work includes the replacement of approximately 1,900 linear feet of cast iron water main with a new 8" water main, including service reconnections and meter pit installations. The MDC's general contractor is Genovesi Construction. All property owners along the construction route have been notified of the planned work. Access to the homes will be maintained. Work hours are expected to be 7:00 AM to 5:00 PM, Monday through Friday, with the exception of one night of overnight work at the intersection of Windsor Ave and Corey Street. The project is expected to be substantially completed by October 1<sup>st</sup>.

### **Community and Neighborhood Enhancement Grant**

Applications are now being accepted for the second round of the Community and Neighborhood Enhancement grant program utilizing American Rescue Funds. This grant program aims 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 residents together as neighbors and community members. Grant funding parameters and guidelines will be similar to those in round one with the exception that grant amounts can 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. Applications will be accepted until September 26<sup>th</sup> so to allow groups adequate time to prepare submittals given summer schedules. For more information please go to <https://townofwindsorct.com/community-development/cnep-grant/>, or call the Community Development Office at 860 285-1985.

### **Tax Payments**

Just as a reminder, real estate, motor vehicle and commercial personal property tax bills are due for payment by September 3, 2024. Bills must be paid by Tuesday, September 3, 2024 to avoid interest charges. Any bills not paid in full by September 3<sup>rd</sup> will incur a monthly interest fee of 1.5% starting from the original due date of August 1<sup>st</sup>, for a total interest charge on September 4<sup>th</sup> of 3%.

More information can be found on the Tax Collector page of the Town of Windsor website at [www.townofwindsorct.com](http://www.townofwindsorct.com).

### **Eagle Scout Blood Drive – August 17th**

Asa Peoples-Hobson a member of Boy Scout Troop 149 is organizing a blood drive with the Red Cross as part of his Eagle Scout Project. The blood drive will take place at Windsor Town Hall, 275 Broad Street on Saturday, August 17<sup>th</sup> from 9:00 AM – 2:00 PM. For an appointment, please call 1-800-733-2767 or visit [www.RedCrossBlood.org](http://www.RedCrossBlood.org) and Enter Sponsor Code: Windsor. Food will be provided by Jersey Mike's. Please sign up to help save someone's life.



### **Block Party**

The Windsor Youth Services Bureau and Windsor Police Department invites families to come out and enjoy the Community Block Party on August 9<sup>th</sup> at Deerfield Park located on Lancaster Drive. The block party will run from 4:30 PM – 7:30 PM. Admission is a school snack donation for the Weekend Wheels program. All can enjoy tie dye shirts, bounce houses, face painters, a henna artist, music and free food.

### **55+ Annual Summer Picnic**

On August 9<sup>th</sup> from 11:00 AM – 2:30 PM at the Senior Center, we'll be serving up a summertime menu and an afternoon packed with raffle prizes. DJ entertainment, Jukebox Bingo and all the fixings will be available. For more information, call the Senior Center at 860-285-1992.

### **Drive Thru Food Drive**

On Saturday, August 17<sup>th</sup> from 9 a.m. to 1 p.m., the Windsor Lions Club will hold a Drive-Thru Food Drive to benefit the Windsor Food & Fuel Bank. The collection effort will take place rain or shine in the parking lot of L.P. Wilson Community Center at 599 Matianuck Avenue.

You are invited to bring a bag of non-perishable food (no glass containers please). People can stay in their cars and Windsor Lions will unload the items. Items especially needed at this time include; coffee/tea, canned pasta, baked beans, condiments, crackers, cereal, and canned fruits and vegetables, as well as personal hygiene items. Monetary donations made in the form of cash, checks and credit cards also will be accepted at this collection drive. Checks can be made out to: *The Lions Club Charitable Foundation of Windsor* (please note WFFB in the memo line) and 100 percent of all donations will be donated to the Windsor Food & Fuel Bank.

Councilor Naeem asked about the Community and Neighborhood Enhancement grant with the deadline being September 26<sup>th</sup>. Are those already open? Town Manager Souza stated yes.

Councilor Eleveld mentioned that the young man that is running the blood drive received a scholarship from the Rotary Club. It's very nice that he's running this blood drive. As information for the public, Councilor Eleveld runs the blood drive for the Masonic Lodge several times a year and because of that he received notification that there is a shortage of blood. Those who can give, please do. After you're done with this blood drive, you can sign up for the Masonic Lodge blood drive a little over 60 days later and get a free breakfast at the same time.

Councilor Gluck Hoffman said in follow up to Councilor Naeem's question, all the Community and Neighborhood Enhancement grant information is on the website, correct? Town Manager Souza said yes.

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

Town Improvements Committee – Councilor Armstrong said the purpose of the meeting was to review the proposed FY 25 – FY 30 Capital Improvements program and recommend it to the Town Council for tonight's meeting. Discussion was made in several areas. Town Manager Souza gave us a well-rounded update on top priorities and financial capabilities. She did ask if the referendums can be included during other elections. There was discussion about the Board



of Education and many of the items we will go through in detail tonight. As discussed with the Town Manager, there has to be a design before construction so we know where to go on a project. Also mentioned during the meeting was the Sage Park water. She stated that staff would go to look at it and it's not there anymore.

Finance Committee – Councilor Naeem – nothing to report.

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

Health and Safety Committee – Councilor Armstrong said the Health & Safety Committee had a meeting on July 8<sup>th</sup> to review and update the health and safety in the town. It was a very productive meeting with the staff. Reports were made for stops and locations of the police and it was explained that because of the high volume of traffic in areas, that was the reason for the increased statistic. They approved the placement of 'wrong way' signs which has prevented car accidents. This has been in the news lately and it is a problem. So, we are happy that Windsor was able to combat that. The crime scene van is in the works and is coming along well. We also received a grant that perhaps the Town Manager can explain. We received it in September of last year so we will be following up on that. Our current response to residents from Police and EMS calls is 7 minutes. There was talk about assisted medical care regarding the health care center that is on Windsor Avenue. There were concerns about how it can be utilized for the citizens of the Town of Windsor, especially for walk-ins if that was necessary as it is by appointment only at this time. The committee realized that they are providing a lot of community education regarding disease control and mental illness, suicide and other health disparities. Vaccination clinics are currently being scheduled.

Personnel Committee – Deputy Mayor Klase – nothing to report.

10) **ORDINANCES** - None

11) **UNFINISHED BUSINESS**

- a) Consider 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

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to recommend the Town Planning and Zoning Commission amend the Plan of Conservation and Development by 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.

Town Manager Souza stated 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 (see 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 elected to set a public hearing on the proposed amendment for August 5<sup>th</sup>.

The Town Council is respectively asked to recommend/endorse or reject the proposed amendments this evening to allow the Town Planning and Zoning Commission to complete their action in September.

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

b) Approve Fiscal Year 2025-2030 Capital Improvements Program

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the proposed FY 2025 – FY 2030 Capital Improvements Program as presented.

Town Manager Souza said this six year program helps to prioritize and coordinate capital projects and requests. The Town Improvement Commission did meet on July 24<sup>th</sup> to review the plan and they are recommending approval as presented.

Overall, the plan is \$122 million, an estimated cost over a six year period. Just under \$18 million is forecast to come from state and federal grants. Approximately \$23 million over the six year period would be cash funding, also known as 'pay as you go'. Approximately \$81 million would be in bonding. That includes seven projects that are forecast to require voter referendum. Project related to building facilities is estimated to be about \$81 million over the entire six year period. 53% of that figure is related to our school/Board of Education facilities. From a fiscal perspective, the Town Council has a long-standing policy to make sure that the annual debt service payments are 8% or less of the annual operating budget. This CIP does meet that debt service ratio and policy.

Councilor Pelkey said he did have one thought. He thought, as was mentioned by Mayor Black-Burke during the Town Improvements Committee meeting, that there may be a consideration of switching the L.P. Wilson restroom project for the tennis or pickle ball court up at Welch because they are roughly the same price tags. After viewing that Welch is nowhere near in condition to be used, it hasn't been used and the restrooms at L.P. Wilson may be used more, does it make sense to switch the operations. If that is something we'd like to do it is something that he would be willing to propose and make that change. He also understands that we have something that is not usable versus useable that is not in good condition. He can see that the restroom gets



used all year round more or less as opposed to a tennis/pickleball court that perhaps well used is seasonal.

Mayor Black-Burke said that this item was raised at the Town Improvements Committee meeting because of actually going out to Welch and talking to citizens in town. It's just not usable. Part of the reason there has been a lack of usage is because of its current state. Had it been repaired prior to, we probably would have seen more foot traffic. As it stands for her, she agrees with the idea that yes, usability overall especially with just seasonal usage, but it does need to be renovated. However, if we do not repair the court, there will be only be one set of courts outside of L.P. Wilson.

Councilor Naeem stated that based on the Public Building Commission report of today and if she's doing her math right, timing wise she expects that the courts will go under construction in this fiscal year's budget into next summer and then the restroom renovations are anticipated for the 2025 summer break so that might mean the 2026 fiscal year, but the timing might be similar on both of them? Town Manager Souza stated for the timing of the restroom facility, it is 98% designed but in order to do construction in fiscal year 2025, it would have to have funding authorization in fiscal year 2025 and be able to be bid out and then get authorization. From a financing perspective, we would list it in fiscal year 2026 and so the construction would actually be in the summer of 2026.

Mayor Black-Burke stated we had done some design for the bathroom already correct? Town Manager Souza said we are at 98% design for the project.

Councilor Pelkey asked if we already have some design ready to go for the tennis/pickleball courts? Town Manager Souza replied we have a conceptual design. It would be similar in nature to how we did the tennis courts at the high school. It would be almost a design build in nature. We would not have a full-blown engineer design, but rather it would be similar to what we did to the L.P. Wilson courts. It will be ready to be bid the first of the calendar year.

Motion Passed 9-0-0

## 12) NEW BUSINESS

- a) Introduce and approve a resolution entitled, "Authorize the acceptance and expenditure of a \$2,000,000 State of CT Brownfield grant related to the environmental remediation of 90 Deerfield Road."

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to introduce and approve a resolution entitled, "Authorize the acceptance and expenditure of a \$2,000,000 State of Connecticut Brownfield Grant related to the environmental remediation of 90 Deerfield Road."

Patrick McMahon, Economic Development Director, stated Stanadyne, a designer and manufacturer of fuel injection equipment for gasoline and diesel engines, had a long-time presence on Deerfield Road and was a major employer in the community. In 2013, the property was split into two separate parcels – 90 Deerfield Road containing an approximately 400,000



SF production facility on 32.95 acres and 92 Deerfield Road containing two separate buildings of approximately 160,000 SF and 90,000 SF on 19.76 acres. In 2023, Stanadyne declared bankruptcy and Industrial Realty Group, LLC (IRG) was able to acquire both 90 and 92 Deerfield Road under separate limited liability companies (LLCs).

IRG is a Los Angeles-based company which owns and operates more than 150 major projects and developments in 30 states (including 123 Day Hill Road – home to Specialty Printing). IRG is nationally recognized as a leading force behind the adaptive reuse of buildings and facilities throughout the nation. Retrofitting otherwise obsolete buildings, corporate campuses, and industrial complexes are among the company's core competencies. Additionally, IRG successfully transforms "brownfield" sites, sites that are environmentally contaminated and require highly engineered and heavily controlled remediation. These reclaimed properties represent a renewable resource and are again able to contribute to the social and economic well-being of the local community.

The work associated with 90 Deerfield Road would include soil and groundwater remediation, groundwater monitoring and hazardous building materials abatement.

Councilor Smith stated for clarification purposes, this is a grant that was awarded to the company and the town is just acting as a 'pass through' agent to receive the grant for the company. So, this grant was not granted to the town but rather the company. Mr. McMahon said that it is called the Municipal Brownfields grant program so it is the Town of Windsor that is awarded the grant and the money but we are acting solely as a 'pass through'. Essentially, the developer can submit documentation to us when certain work has been completed. He would review it on behalf of the town. If everything was fine, he'd pass it on to the State of Connecticut. The State submits the money to the Town of Windsor, then we turn around and cut the check to the developer.

Motion Passed 9-0-0

- b) Set a Special Meeting for September 3, 2024 at 7:00 PM to act on a resolution entitled, "Authorize the acceptance and expenditure of a \$2,000,000 State of CT Brownfield grant related to the environmental remediation of 90 Deerfield Drive."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem that a Special Town Meeting be held in the Council Chambers at the Windsor Town Hall on September 3, 2024 at 7:00 p.m. (prevailing time) to act on the acceptance and expenditure of a \$2,000,000 State of Connecticut Brownfield Grant related to the environmental remediation of 90 Deerfield Road.

Motion Passed 9-0-0

- c) Approve a resolution adopting the Capital Region Natural Hazard Mitigation Plan update

MOVED by Deputy Mayor Klase, seconded by Councilor Neem that the attached resolution for the 2024-2029 Capitol Region Natural Hazard Mitigation Plan update be approved.



CERTIFICATE OF ADOPTION  
TOWN OF WINDSOR TOWN COUNCIL

A RESOLUTION ADOPTING THE CAPITOL REGION NATURAL HAZARD MITIGATION PLAN UPDATE, 2024-2029

WHEREAS, the Town of Windsor has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of those natural hazards profiled in the plan (e.g. flooding, extreme heat, droughts, severe storms such as thunderstorms and winter storms, dam failures, wildfires, and earthquakes) resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Windsor Town Council approved the previous version of the Plan in 2014 and 2019; and

WHEREAS, the Capitol Region Council of Governments, of whom the Town of Windsor is a member, has determined that climate change is affecting the frequency and severity of some hazards and therefore elected to expand the Hazard Mitigation Plan Update to become a Hazard Mitigation and Climate Adaptation Plan Update; and

WHEREAS, committee meetings were held and public input was sought in 2023 regarding the development and review of the Hazard Mitigation and Climate Adaptation Plan Update; and

WHEREAS, the Plan specifically addresses hazard mitigation and climate adaptation strategies and Plan maintenance procedures for the Town of Windsor; and

WHEREAS, the Plan recommends several hazard mitigation actions that will provide mitigation for specific natural hazards that impact the Town of Windsor, with the effect of protecting people and property from loss associated with those hazards while adapting to the effects of climate change; and

WHEREAS, the Capitol Region Council of Governments has developed and received conditional approval from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation and Climate Adaptation Plan Update under the requirements of 44 CFR 201.6; and

WHEREAS, adoption of this Plan will make the Town of Windsor eligible for funding to alleviate the impacts of future hazards; now therefore be it

RESOLVED by the town council:

1. The Plan is hereby adopted as an official plan of the Town of Windsor;
2. The respective officials identified in the mitigation strategy of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;
3. Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution.
4. An annual report on the progress of the implementation elements of the Plan shall be presented to the Town Council.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Town Council of Windsor, Connecticut

\_\_\_\_\_  
Town Manager

IN WITNESS WHEREOF, the undersigned has affixed his/her signature and the corporate seal of the Town of Windsor this \_\_\_\_\_ day of \_\_\_\_\_, 2024.



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Town Clerk

Suzanne Choate, Town Engineer, stated Town staff have participated in the planning process with CRCOG to accomplish the update of the Natural Mitigation Plan for the region. During this planning process, staff attended meetings that covered and/or reviewed the following;

1. Organize the Planning Process and Resources
2. Assess Risks and Capabilities
3. Develop a Mitigation Plan
4. Adopt and Implement the Plan

Risks assessed include dam failure, drought, earthquakes, flooding, hurricanes and tropical storms, severe winter storms, severe thunderstorms, tornadoes, extreme heat and wildfires. CRCOG retained a consulting firm to assist each town to review data, suggest changes and then integrate information into the updated master plan for the region.

Windsor's section of the plan begins by providing context for the community and identifying "critical facilities" in town that would or could be used as part of an emergency response if the need arose. Preparedness-related upgrades completed since the 2019 – 2024 plan was adopted, include those made at 330 Windsor Avenue (back-up generator), upgrades to our police and fire/EMS headquarters, and ensuring development compliance with storm water management requirements within the permit process and requiring stormwater "Inspection and Maintenance Agreements" be in place prior to construction,

The plan identifies areas of focus for the 2024 – 2029 period. Focus areas include, but are not limited to, potentially increasing shelter capacity by identifying new facilities to utilize as a shelter and or cooling center, formalizing a secondary emergency operations center at either the police or fire/EMS headquarters, formalizing transportation and transit options for transporting residents to shelter/cooling centers, continuing to perform flood risk assessments and monitor for repetitive loss properties, continuing the implementation of maintenance plans for all identified stormwater facilities and continuing to update / maintain town website with hazard mitigations.

The regional plan has been reviewed by FEMA and has been accepted pending approval of towns in the region. Each municipality is asked to formally adopt the Capitol Region Natural Hazards Mitigation Plan Update by resolution of their local governing body.

Mayor Black-Burke said this would give us a specialized place on the website so if someone asked about our natural disaster plan is, they can look it up. She knows during the pandemic we started codifying how we move here in Windsor. Would this be a part of that? Ms. Choate said not necessarily the plan. Town Manager Souza added not necessarily the plan but the elements of family preparedness. It would be more public awareness and information around those lines. More information around, for example, FEMA has updated the flood zones in town. So things like that would be placed there.



Councilor Naeem wanted to understand on Page 4 of the attachments where they talk about the average annualized losses. Are those reflective of both public and private property in terms of the losses that we're seeing? Because she was not aware that we had almost \$200,000 of drought-related claims from a town perspective. Town Manager Souza said this is a combination of both private and public but predominantly private claims.

Councilor Armstrong asked if this plan is just for the Town of Windsor? Ms. Choate said it's a CRCOG plan, so it's for 38 towns. CRCOG put this together to assist those 38 towns in being eligible for the assistance.

Councilor Armstrong stated as was said, the information is on the web correct? Town Manager Souza said we'd be able to post the overall plan probably in the emergency preparedness or engineering area on the website. Each town has an 'annex' or appendix, where 38 communities have developed their own approach because all of the communities have different hazards they are trying to plan for.

Councilor Armstrong asked if there are any educational resources for this preparedness plan for the citizens? Town Manager Souza said not specifically with this plan. We have opportunities where we have our 'at risk' registry where seniors or those with disabilities can sign up for the 'at risk' registry where we will contact them if there is a significant incident or hazard that is happening. The Fire Marshal's office has a variety of information around family preparedness not only on fire but overall how to have emergency kits developed, etc. There are things not necessarily in this plan but things we will be able to repackage perhaps in a different way on our website.

Motion Passed 9-0-0

- d) Set a Public Hearing for September 3, 2024 at 7:20 p.m. concerning potential leasing of Stony Hill School, 1195 Windsor Avenue

MOVED by Deputy Mayor Klase, seconded by Councilor Walker that a public hearing be set for Tuesday, September 3, 2024 at 7:20 p.m. on a proposed lease of town-controlled real property, the Stony Hill School, located at 1195 Windsor Avenue; and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.

Patrick McMahon, Director of Economic Development, stated that in 2021, the town leased the historic Stony Hill School to Andrew and Jermika Cost to operate a holistic fitness training program. The lease expired on July 31, 2024 and the Costs chose not to renew the lease. Lucinda's House, a local nonprofit led by Lucinda Canty which provides pre-natal and post-natal education and support is interested in leasing the Stony Hill School.

Lucinda's House provides health education and wellness classes on an individual and small group basis. Individual sessions would be by appointment only and small group sessions would have no more than 8 people. We expect to negotiate a proposed lease over the next several weeks.



As the Stony Hill School property was donated to the town, it is subject to some restrictions on its use. According to the most recent determination by the attorney general, Stony Hill School is limited to educational, instructional, arts and cultural purposes and historical exhibitions.

Section 7-163e of the *Connecticut General Statutes* requires that a public hearing be held for the sale, lease or transfer of real property owned by a municipality. In addition, Section 8-24 requires that any sale or lease of public property must be reviewed by the Town Planning and Zoning Commission.

Motion Passed 9-0-0

### 13) RESIGNATIONS AND APPOINTMENTS

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

- Accept the resignation of Taariq Jaamal from the Windsor Housing Authority.
- Accept the resignation of Dominic DeCarlo from the Inland, Wetlands and Watercourses Commission.

Councilor Gluck Hoffman stated it should have been Robin James instead of what was verbalized as Robert James for the appointment to the Board of Ethics.

Councilor Walker stated that Denise Panos is a Republican, not a Democrat on the listing.

Motion Passed 9-0-0

### 14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the July 1, 2024 Regular Town Council meeting

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

Motion Passed 9-0-0

### 15) PUBLIC COMMUNICATIONS AND PETITIONS

Eric Weiner, 130 Palsiado Avenue, said he'd like to thank Councilor Armstrong on her Health & Safety report. You've all heard him say before, the town has three primary responsibilities, Police Fire and Public Safety, environmental health and education. He's heard most of the numbers that Councilor Armstrong talked about and he wanted to put them in context for the Council. He quoted an excerpt from a journal stating that "Survival can be as high 90% if treatment starts in the first minutes after sudden cardiac arrest. The rate drops by about 10 minutes each minute



longer.” Sudden cardiac arrest can be fatal if it lasts longer than 8 minutes without CPR. Brain damage can happen after just 5 minutes. He looked up the statistics from the CT Department of Public Health on their response times. Windsor Locks was 5.2 minutes, South Windsor was 6.9 minutes, East Windsor was 7.5, and the Town of Windsor was 8.4 minutes. This is above average for the state-wide response time for suburban communities. He’d like to suggest that the Town Council bring the EMS response up to one of their highest priorities going forward. He hopes this can go onto the Town Council agenda for their next meeting.

Coralee Jones, 1171 Matianuck Avenue, asked what happened to the American Flags on the Fourth of July on the poles. She sees that we have some new ones and they are great. She hopes we leave the American flags on the poles all the time throughout the year and that we just change the banners on the other side. Maybe in the future, we can do something on the Fourth of July to get the citizens involved. We can celebrate by having people come, families and other citizens, and ask them to decorate their strollers, etc. They can have a theme of some sort. We can maybe have a contest. That would be a nice gathering on the Fourth of July. Regarding the road diet, she has friends from other towns that always compliment us on the fact that we have a nice green. They think it’s great. So any design for the road diet, she would not support especially not taking even one inch off the green. She’s glad to see we are taking care of our buildings. She is disappointed to know that more of our rescue funds were not used for HVAC, ventilation, etc. She sees a lot of that which has not been done and we’ll be borrowing for that.

MOVED by Councilor Eleveld, seconded by Councilor Pelkey, to enter into Executive Session for the purpose of:

- a) Strategy and Negotiations in respect to pending claims and litigation (184 Windsor Avenue LLC vs Town of Windsor)
- b) Strategy and Negotiations in respect to collective bargaining (Windsor Police Employee Association)

Motion Passed 9-0-0

## 16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Josh Gaston, Town Assessor; Amelia Bliss, Director of Human Resources; and Donald Melanson, Police Chief

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

Peter Souza, Kevin Deneen, and Josh Gaston entered Executive Session at 9:20 p.m.





Josh Gaston left Executive Session at 9:26 p.m.

Amelia Bliss and Donald Melanson entered Executive Session at 9:27 p.m.

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, to exit Executive Session and to return to the Regular Town Council meeting at 9:44 p.m.

Motion Passed 9-0-0

### **17) ADJOURNMENT**

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to adjourn the meeting at 9:45 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary