



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
August 5, 2024
Regular Town Council Meeting
Council Chambers

APPROVED 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 be 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. 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. On August 11th 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 19th 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 23rd, 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 26th, 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 3rd, you will begin to incur late fees if not paid by then. National Night Out will be happening on Tuesday, August 6th 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, 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 19th. 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 19th and when the kids are in the building on the 26th.

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 1st.

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 26th 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 3rd will incur a monthly interest fee of 1.5% starting from the original due date of August 1st, for a total interest charge on September 4th of 3%.

More information can be found on the Tax Collector page of the Town of Windsor website at 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 17th from 9:00 AM – 2:00 PM. For an appointment, please call 1-800-733-2767 or visit 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 9th 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 9th 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 17th 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 26th. 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 8th 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 5th.

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 24th 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.

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