



Council Agenda

Council Chambers
Windsor Town Hall
September 16, 2024



Zoom Instructions

Dialing in by Phone Only:

Please call: **312 626 6799** or **646 558 8656**

1. When prompted for participant or meeting ID enter: **898 2348 4977** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

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Please go to the following link: <https://us02web.zoom.us/j/89823484977>

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

7:20 Public Hearing

To hear public comment on an ordinance entitled, "AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY."

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Smith
3. PLEDGE OF ALLEGIANCE – Councilor Smith
4. PROCLAMATIONS/AWARDS
 - a) Proclamation declaring September 15 - September 21 as Adult Day Services Week
 - b) Proclamation honoring Sydney Satchell - Gold Medalist Team USA Paralympics
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Public Building Commission
 - b) Library Advisory Board
 - c) Insurance Commission



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8. TOWN MANAGER'S REPORT
 9. REPORTS OF STANDING COMMITTEES
 10. ORDINANCES
 - a) *Approve an ordinance entitled, "AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY." (Town Manager)
 11. UNFINISHED BUSINESS
 12. NEW BUSINESS
 - a) *Approve acceptance of the State of Connecticut grant to support cost of early voting (Town Manager)
 - b) *Approve lease for Stony Hill School (Town Manager)
 - c) *Approve accepting grant funds from the Hartford Foundation for Public to support the Human Relations Commission and the 2025 Juneteenth Celebration (Town Manager)
 - d) *Approve proposed use and authorization of American Rescue Plan funds (Town Manager)
 13. *RESIGNATIONS AND APPOINTMENTS
 14. MINUTES OF PRECEDING MEETINGS
 - a) *Minutes of the September 3, 2024 Public Hearing
 - b) *Minutes of the September 3, 2024 Regular Town Council Meeting
 15. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
 16. EXECUTIVE SESSION
 17. ADJOURNMENT

★Back-up included

Proclamation

Honoring National Adult Day Services Week September 15-21, 2024

WHEREAS, Windsor's Caring Connection Adult Day Health Center provides professional and compassionate services; and,

WHEREAS, through their services, the Caring Connection enables functionally and cognitively other abled older adults to be in a safe, meaningful, fun setting in which they can enjoy engaging activities, friendships, good nutrition, creative arts, music, exercise, active games and pet therapy; and,

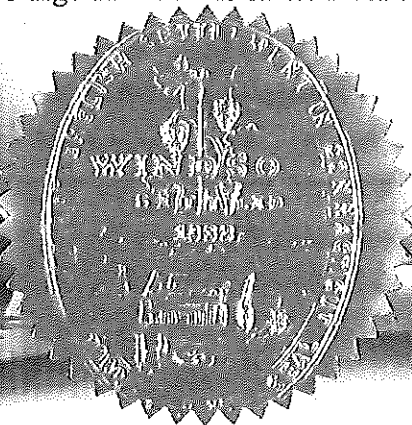
WHEREAS, adult day health centers provide a coordinated program to serve the elders of the community including skilled and preventive nursing care, assistance with activities of daily living as needed, rehabilitation, and individual and group therapeutic recreation; and,

WHEREAS, adult day health centers offer participants an opportunity for enriching educational, therapeutic, and social experiences outside the home and in their community; and,

WHEREAS, centers like the Caring Connection provide much needed respite, assistance, guidance, support and counseling for caregivers and involved others.

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

The Town of Windsor Caring Connection Adult Day Health Center and the National Adult Day Services Association have designated September 15, 2024 through September 21, 2024, as *National Adult Day Services Week*, celebrating Adult Day Services, Integration and Community in Windsor, Connecticut and we urge the citizens of Windsor to honor and celebrate this special event.



Nuchette Black-Burke
Mayor of Windsor
September 16, 2024

PROCLAMATION

Honoring Sydney Satchell

WHEREAS, *Sydney Satchell* is a charismatic and dynamic speaker committed to living her life to the fullest; and,

WHEREAS, Sydney has experienced unforeseen turns along her journey, but her positive approach in the face of diversity has yielded a renewed spirit. Known as an optimist and the ultimate encourager, Sydney has shared her moving message with audiences throughout the United States; and,

WHEREAS, Sydney, a Windsor, CT native, holds a Bachelor's degree from Howard University where she graduated Magna Cum Laude. While at Howard, she was also a member of the Division 1 Women's Lacrosse team. Less than a year after graduation, Sydney had a life-altering accident which led to the loss of a limb; and,

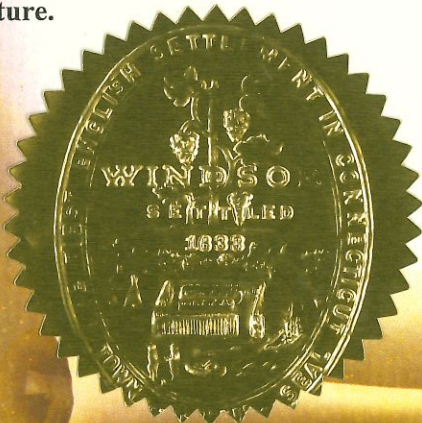
WHEREAS, Sydney's commitment to athletics and determination through her recovery led Howard University's Athletic Department to name an award after her, "The Sydney Satchell Award for Perseverance"; and,

WHEREAS, Sydney is presently a member of the U.S. Women's National Sitting Volleyball team. For the first time, Sydney competed for the Paralympic Gold in Paris, France in August of 2024 and she and her team won the Gold medal in the Paralympics Sitting Volleyball category; and,

WHEREAS, Sydney is a role model to many and should be acknowledged as such.

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

Sydney Satchell be acknowledged for her unwavering commitment, determination, and tenaciousness in being the best that she can be in all facets of her life and that she be congratulated in being a part of the team that won the Gold medal in the Paralympics in Paris, France this year. The Mayor and community wish her all the best for a successful future.



A handwritten signature in black ink, appearing to read "NR", is written over a horizontal line.


Nuchette Black-Burke
Mayor of Windsor
September 15, 2024

Agenda Item Summary

Date: September 16, 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) Approve an Ordinance

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

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 _____ 9/3/24

Public Hearing Advertised _____ 9/6/24

Public Hearing _____ 9/16/24

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: September 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Anna Posniak, Town Clerk
Anita Mips, Registrar of Voters
Victoria Virgo-Christie, Registrar of Voters

Reviewed By: Peter Souza, Town Manager 

Subject: Secretary of the State Early Voting Grant

Background

The Secretary of the State's office has notified municipalities they will be providing grant funds related to implementing and administering early voting for the 2024 Presidential Election on November 5, 2024.

Staff is respectfully asking the Town Council to approve accepting the grant and authorize the expenditure of funds.

Discussion/Analysis

The Town of Windsor will receive \$8,895.29 in grant funds to help offset the expected cost of approximately \$25,000. Funding is being proportionally allocated based on the number of election day and absentee voters in the 2020 and 2022 elections, the number of registered voters that did not vote in the previously mentioned elections and, lastly, the current number of eligible unregistered voters in Windsor. These monies may be used to offset the costs associated with early voting such as labor, training, printing of ballots, polling location related expenses, voter education or equipment and supplies. All grant funds need to be expended by June 30, 2025. The Town Clerk will oversee the grant application and subsequent reporting requirements.

Early voting is allowed for general and special elections and primaries. Early voting is not permitted for local standalone referenda questions or budget referenda. Below is an outline of the early voting schedule for the upcoming November 5th general election.

Start of Early Voting Period	Monday, October 21
End of Early Voting Period	Sunday, November 3
Duration of Early Voting	14 days
Early Voting Hours	10 AM to 6 PM
Extended Hours	Oct. 29, 8 AM to 8 PM Oct. 31, 8 AM to 8 PM

Financial Impact

There is no local funding match required for the grant. As with the previous early voting grant, these funds will be placed in a segregated special revenue account and are planned to be utilized for implementing early voting for the November 5, 2024 Election.

It is estimated that the cost for implementing early voting for the upcoming Presidential Election will be approximately \$24,900 for labor and ballots. The FY 25 Adopted Budget includes \$35,000 for early voting related to both the August Primary and the Presidential Election. The actual cost for the August State Primary was \$10,650.

Other Board Action

None

Recommendations

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

“MOVE to accept the Connecticut Secretary of the State’s Early Voting grant and authorize the expenditure of grant funds.”

Attachments


None

Agenda Item Summary

Date: September 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Proposed Lease of Stony Hill School 1195 Windsor Avenue

Background

In 2021, the town leased the historic Stony Hill School to a holistic fitness training business. The lease expired on July 31, 2024 and the business 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.

As the Stony Hill School property was donated to the town, it is subject to some restrictions on its use. According to a determination by the State Attorney General's Office, Stony Hill School is limited to educational, instructional, arts and cultural purposes and historical exhibitions.

Staff have negotiated a proposed lease and the Town Council is respectively requested to approve the attached proposed lease agreement.

Discussion

Lucinda's House provides health education and wellness classes on an individual and small group bases. Individual sessions would be by appointment only and there will be small group sessions. The size of the group sessions would be up to eight people.

Staff and Ms. Canty have reached an agreement on the terms of a proposed lease of the property. Key points of the lease include:

- A three year term effective October 1, 2024. The lease may be extended for two addition years with town consent.
- Monthly rental payments starting at \$530 and increasing approximately 3% each year.
- Tenant is responsible for housekeeping, rubbish, liability insurance and utilities.
- Town is responsible for property insurance, grounds maintenance, snow removal and major maintenance.
- Either party may terminate the lease with 60 days written notice.

A public hearing, which state law requires prior to the sale, lease or transfer of town-owned real estate, was conducted on September 3rd. The prospective tenant spoke in support of the potential lease.

Financial Impact

Rent payments from leased town buildings are deposited into the Special Revenue Fund account which is used to pay maintenance costs. The proposed rental payments for the first year of the lease (October 2024 through September 2025) would be \$6,360.

Other Board Action

The Town Planning and Zoning Commission reviewed the proposal to lease this property as per Section 8-24 at their meeting on September 10th. They found that leasing the Stony Hill School at 1195 Windsor Avenue is consistent with the Plan of Conservation and Development.

In order to meet the requirements of the Zoning Regulations, the Commission also held a public hearing on September 10th on a special use application for non-public use of a public or quasi-public property. The Town Planning and Zoning Commission approved the special use permit.

Recommendation

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

“MOVE that the Town Manager is authorized to sign the proposed lease with Lucinda House for use of the town-owned Stony Hill School property, located at 1195 Windsor Avenue.”

Attachments

Lease Agreement for the Stony Hill School

LEASE AGREEMENT
STONY HILL SCHOOL

This Lease Agreement is made between the Town of Windsor (LESSOR), a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut and Lucinda's House, Inc, a Connecticut registered nonprofit corporation located at 70 Capen Street, Windsor, CT (LESSEE).

This Lease Agreement is effective as of October 1, 2024.

1. PREMISES

LESSOR agrees to lease to LESSEE and LESSEE agrees to lease from LESSOR the premises described as the Stony Hill School, and the parcel of land on which that structure sits located at 1195 Windsor Avenue, Windsor, Connecticut (the "Premises").

2. TERM

The term of this Lease will begin on October 1, 2024 and will expire on September 30, 2027. LESSEE and LESSOR may terminate this Lease with sixty (60) days written notice as described in Section 11.

Provided that this Lease has not been terminated and provided that LESSEE is not in default in the performance of this Lease, LESSEE may, three (3) months prior to expiration, request to extend the term for two additional one (1) year periods by making the request in writing to the LESSOR. LESSOR may approve or deny the lease extension at its discretion.

3. RENT PAYMENTS

Rent shall be due on the first day of each month made payable to LESSOR and delivered or mailed to Finance Director, 275 Broad Street, Windsor, Connecticut 06095, in the amount as follows:

October 1, 2024 through September 30, 2025	\$530.00 / Month
October 1, 2025 through September 30, 2026	\$546.00 / Month
October 1, 2026 through September 30, 2027	\$562.00 / Month

In the event that LESSOR approves the option to extend the term of this Lease for two additional one (1) year periods, the monthly rent for each year shall be adjusted upward by three (3) percent beginning on October 1st of each year.

4. INSURANCE

LESSOR shall provide fire and multi-peril insurance on the building located on Premises. LESSEE may provide property insurance coverage on contents owned by LESSEE or its employees located in Premises. In no event shall LESSOR be liable for any damage to or loss

of personal property sustained by LESSEE, whether or not it is insured.

LESSEE shall, prior to the commencement of this Lease, furnish LESSOR a Certificate of Insurance evidencing a Commercial General Liability (CGL) policy with combined single limit of not less than \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage, and \$100,000 per occurrence for Damage to Rented Premises. The CGL shall be written on Insurance Services Office (ISO) occurrence form CG 0001 (or a substitution form providing equivalent coverage) and shall cover liability from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed in a business contract (including the tort liability of another assumed in a business contract). LESSOR shall be included as an additional named insured on LESSEE'S liability policy. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to LESSOR.

LESSEE will submit annually a Certificate of Insurance, which provides at least 60 days notice of cancellation or changes in coverage evidencing such coverage is in force with insurance carriers licensed to do business in the State of Connecticut.

5. USE OF PREMISES

Premises shall be used by LESEEE as a place of business for pre-natal and post-natal education and support programming in accordance with any Special Use Permit issued by the Planning and Zoning Commission. Premises shall not be used for any other purpose without written consent of LESSOR. LESSEE shall not sublease the property without the written consent of LESSOR, which consent shall not be unreasonably withheld, and may be subject to a Public Hearing and Town Council and or Planning and Zoning Commission approval.

6. LESSOR'S MAINTENANCE RESPONSIBILITIES

LESSOR shall maintain the outside of the building, including grass cutting and snow plowing. LESSOR shall be responsible for compliance with all environmental, health, safety, building, fire and other applicable codes and governmental regulations pertaining to the structural, roofing, electrical, fire protection, heating, ventilation and components and systems of the building, as well as those pertaining to the common and exterior portions of the building and its grounds.

7. LESSEE'S UTILITIES AND MAINTENANCE RESPONSIBILITIES

LESSEE shall pay for all LESSEE'S utilities including but not limited to gas, electric, and water. LESSEE will provide their own decoration and furnishings. LESSEE shall be responsible for routine interior cleaning and maintenance. LESSEE will keep Premises and all fixture and appliances in a safe and clean condition. LESSEE will remove all garbage, rubbish, and other waste in a safe and clean manner. LESSEE will use all electrical, plumbing, heating and appliances in a reasonable manner.

LESSEE will not destroy or damage any part of Premises or any of LESSOR's furnishings or appliances on Premises. LESSEE also will not remove any of LESSOR's furnishing or appliances from Premises.

8. ACCESS TO THE PREMISES BY THE LESSOR

LESSOR shall have the right to reasonable access to Premises to inspect it, exhibit same or to

make such repairs, additions or alterations as LESSOR considers necessary for the safety, improvement or preservation of Premises, provided such access does not unreasonably interfere with LESSEE'S use of Premises.

9. GENERAL TERMS AND CONDITIONS

A. LESSEE shall not make any additions, improvements, repairs or alterations to Premises without the prior written consent of LESSOR in each and every instance.

B. LESSEE shall use reasonable care in the occupation and use of Premises. Upon the expiration or termination of this Lease, LESSEE shall vacate Premises, remove their property there from and forthwith yield and place LESSOR in peaceful possession of Premises, free and clear of any liens, claims, or encumbrances and in as good condition as Premises existed at the commencement of this lease, ordinary wear and tear excepted.

C. The acts, actions and activities of LESSEE shall comply with all applicable Municipal and State laws, ordinances and regulations and LESSEE shall obtain and pay from their funds for all licenses and permits as may be required.

D. LESSEE agree not to use Premises in any way which, in the judgment of LESSOR poses a hazard to LESSOR, Premises, other lessees, or the building in part or whole; nor shall LESSEE use Premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

E. If LESSEE do not make lease payments as aforesaid within ten (10) days of the due date or after written notice, and remain in default with respect to any other provision of this Lease for thirty (30) days after written notice, LESSOR shall have the right to take Premises in accordance with the legal process and shall be entitled to reasonable attorney's fees as well as any damages it sustains.

The rights and remedies of LESSOR as provided in this clause are not exclusive and are in addition to any other rights and remedies provided by law or under this Lease.

F. LESSOR shall work with LESSEE to allow a business name sign to be placed under the existing exterior's street side sign for the Stony Hill School. No signs of the LESSEE shall otherwise be placed inside or outside of Premises unless specifically authorized by the LESSOR in writing which authorization shall not unreasonably be withheld.

10. ADDITIONAL RIGHTS

Without limiting LESSOR's right of access to the parking areas generally, LESSEE shall have the right (without additional expense) to the use of five (5) parking spaces and one handicap space as currently exist on site being for LESSEE's use.

11. TERMINATION

This Lease may be terminated by mutual agreement of the parties at any time. LESSEE may terminate this Lease at any time by giving LESSOR notice by certified mail. Upon providing said notice, LESSEE's obligation to make rental payments with respect to Premises shall terminate on the 1st day of the month, three (3) months subsequent to the day of said notice, except in the event of constructive eviction due to damages by fire, storm or otherwise or

due to an order to vacate from an appropriate official arising from violations of building code, in which case LESSEE's obligation to pay rent shall cease immediately upon provision of said notice.

LESSOR may terminate this Lease as provided in Section 9 (E) or, in the absence of default by the LESSEE, under circumstances requiring termination of this Lease. Termination pursuant to this paragraph shall be effective on a date specified in a notice of termination given to LESSEE by LESSOR, providing that such date shall not be sooner than three (3) months from the date of LESSEE's receipt of such notice.

12. NOTICES

Notice required hereunder, for any reason, shall be mailed to Town Manager, Windsor Town Hall, 275 Broad Street, Windsor, CT 06095 for the LESSOR and to Lucinda Canty, 70 Capen Street, Windsor, CT 06095 for LESSEE.

13. SEPARATE PROVISIONS

If any provisions of this Lease are invalid or unenforceable, the other provisions of this Lease will still apply.

14. BINDING EFFECT

This Lease shall be binding upon the successors and assigns of both the LESSOR and LESSEE.

Dated this _____ day of _____, 2024.

LESSOR

TOWN OF WINDSOR, CONNECTICUT

By:

Peter P. Souza, Town Manager

LESSEE

By:


Lucinda Canty, Director

Agenda Item Summary

Date: September 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Hartford Foundation for Public Giving Grant Awards
Human Relations Commission

Background

The Hartford Foundation for Public Giving (Hartford Foundation) has provided support to the Windsor Human Relations Commission to further its programming through allocations of funding - \$4,500 through its Greater Together Community Fund and \$646.58 through the Lynne Farley Gillette Social Justice Fund. The Town Council is requested to authorize the acceptance and expenditure these grant funds.

Discussion/Analysis

In 2019, the Hartford Foundation created 29 funds, one for each of the towns in the region, known as the Greater Together Community Funds (GTCF). The purpose of the GTCF is to support the community in taking ownership around the needs in their towns, encourage broad and inclusive civic engagement and anchor the Hartford Foundation in each town. The Hartford Foundation has allocated \$150,000 for each GTCF - a portion available for immediate grant making and a portion devoted to endowment - meaning a percentage of the dollars would be available every year to grant. Each GTCF, including Windsor's is handled by an advisory committee of town residents. In Spring 2024, the Human Relations Commission applied to the GTCF to support its annual Juneteenth celebration and was awarded \$4,500 in June to be used for the 2025 event. The funds will help pay for expenses related to the event such as honorarium for speakers, securing musical performers, sound equipment and other event needs. Twelve local organizations were recipients of the Windsor GTCF grant awards during the 2024 grant cycle with a total of \$42,650 distributed. (see link for list other recipients, <https://www.hfpg.org/donors/ways-to-give/community-funds/windsor>)

The family of former Windsor resident, Lynne Gillette, set up the Lynne Farley Gillette Social Justice Fund at the Hartford Foundation for Public Giving. Lynne Farley Gillette was a local real estate agent and champion of fair housing. Distributions from this fund are to be granted to the Town of Windsor to be used by the Human Relations Commission to promote a better understanding and respect among racial, religious and ethnic groups and individuals in the town through education and programming. In addition to the initial set-up of the Fund, the Foundation accepts donations to carry on Gillette's legacy. The town has recently received a distribution of \$646.58. It is anticipated the town will receive a distribution each Spring with the amount dependent upon the corpus of the fund and interest earned. The transfer is automatic to the town and does not require an application. As such, in the future an estimated amount of expected

revenue will be incorporated in the annual budget process so as to not require separate Council action.

Financial Impact

The grants will be placed in separate special revenue funds and incorporated in the annual budget.

Other Board Action

None

Recommendations

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

“MOVE to approve the acceptance and expenditure of a \$4,500 grant from the Hartford Foundation for Public Giving Greater Together Community Fund to support the Juneteenth Celebration organized by the Human Relations Commission and approve the acceptance and expenditure of \$646.58 in grant funds from the Hartford Foundation for Public Giving Lynne Farley Gillette Social Justice Fund to support the programs of the Human Relations Commission.”


Attachments

None

Agenda Item Summary

Date: September 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: American Rescue Plan Act Funding

Background

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

In February 2022, the Town Council endorsed an overall framework and allocation plan for use of the American Rescue Plan Funds. As of September 2024, the Town Council has formally authorized the use of \$8,406,548 of the overall ARF allocation. At this time, the Town Council is respectively asked to review an allocation plan for the remaining \$97,000 and approve several expenditure authorizations.

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

- Competitive & Sustainable Economy
- Community Health & Wellness
- Capital & Infrastructure Investment

Discussion/Analysis

The remaining resources are suggested to be used to:

- stimulate career and workforce development efforts between our schools and business community
- promote arts and cultural events/programs
- help address homelessness through Journey Home, a regional not-for-profit organization
- replacement and enhancements to town entry signs

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

- Competitive & Sustainable Economy
 - School to Work Initiative 20,000
 - Community Health & Wellness
 - Journey Home 15,000
 - Art & Cultural Series 20,000
 - Capital & Infrastructure Investment
 - Entry Signs / Landscaping Enhancements 42,000
- TOTAL \$97,000

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

Financial Impact

At this time, the town has received \$8,503,548 in ARPA funds. To date the Town Council has authorized the use of \$8,406,548 (see attached). This leaves a remaining balance of \$97,000. It is proposed the Town Council authorize expenditures of \$97,000 on September 16th as outlined above.

Other Board Action

None

Recommendations

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

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

- **\$20,000 for the School to Business Career Connection**
- **\$15,000 for Journey Home**
- **\$20,000 for Arts & Culture Series**
- **\$42,000 for the town’s Entry Signs & Landscape Improvements**

Attachments

Summary of ARF Authorizations

Journey Home Community Services request for FY 25

Potential Allocation Summary and Plan

Competitive & Sustainable Economy

School to Business Career Connection - \$20,000

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

Community Health & Wellness

Journey Home - \$15,000

Journey home is a not-for-profit that strives to address homelessness in the Hartford region including Windsor. It is a coordinating and direct service agency assisting those individuals and families experiencing and facing the lack of adequate housing. These funds would help to assist current or recent Windsor residents find temporary and permanent housing through providing such items as security deposits and financial incentives to landlords. Journey Home requested funds during the town’s FY 25 budget process but were not provide any funds. Please see attached request letter.

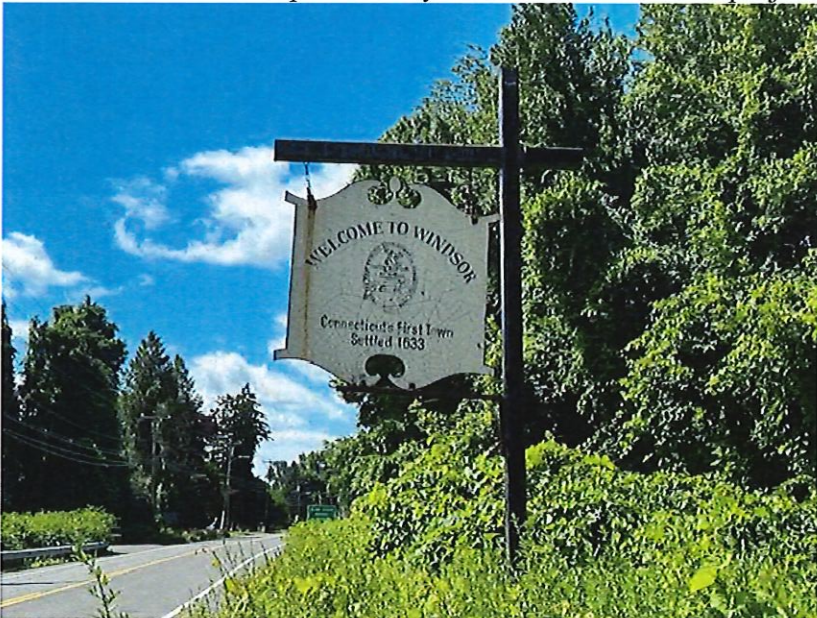
Art & Cultural Series - \$20,000

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

Capital Investment

Entry Signs / Landscaping Enhancements - \$42,000

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





December 26, 2023

To Whom It May Concern at Town of Windsor:

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

Purpose and Overview of Journey Home:

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

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

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

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

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

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

In this role Journey Home provides the following support:

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

Community Outcomes:

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

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

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

Goals:

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

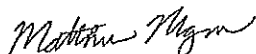
Request for funds:

\$10,000 – Journey Home staffing

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

\$20,000 – Total request

Sincerely,



Matt Morgan
Executive Director
Journey Home
Matt.Morgan@JourneyHomeCT.org
www.JourneyHomeCT.org

ARF Allocation Plan (as of 9-13-2024)	Authorized
Competitive Economy	
Small Business & Nonprofit Grants	\$ 555,000
Summer Teen Employment Program Expansion	\$ 80,800
Workforce Development - Municipal Apprenticeship Prog.	\$ 30,000
Small Business Incubator & Support Center	\$ 100,000
Sub-total Competitive Economy	\$ 765,800
Safe, Strong, Diverse Neighborhoods & Families	
Housing Rehab	\$ 180,000
Community and Neighborhood Enhancement Grant Program	\$ 200,000
Fitch Court Roof Replacement Design (WHA)	\$ 25,000
Multifamily Rehabilitation Grant Program	\$ 520,000
Shad Run Design (WHA)	\$ 80,000
Caring Connection Operating Grant	\$ 100,000
Windsor Volunteer Ambulance Grant	\$ 150,000
CT River & Roots Festival	\$ 15,000
Windsor Fife & Drum Corp	\$ 15,000
Sub-total Safe, Strong, Diverse Neighborhoods & Families	\$ 1,285,000
Community Health & Wellness	
Embedded Mental Health Clinician at Police Dept.	\$ 70,000
Dial-A-Ride Van	\$ 55,748
WinWellness Health & Fitness Initiatives (all ages)	\$ 110,000
Sub-total Community Health & Wellness	\$ 235,748
Capital Investment Allocation	
Baker Hollow Road Reconstruction Project	\$ 800,000
JFK School HVAC	\$ 270,000
Riverfront Recapture Multi-Use Trail	\$ 50,000
LPW Pickleball / Tennis Courts	\$ 800,000
Wilson Park - Grant Local Match	\$ 500,000
Welch Pool Improvements	\$ 2,700,000
Sub-total Capital Investment Allocation	\$ 6,120,000
TOTAL	\$ 8,406,548



Town Council
Resignations/Appointments/Reappointments
September 16, 2024

Resignations

None

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

None

Names submitted for consideration of appointment

None



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
SEPTEMBER 3, 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 William Pelkey, and Councilor Lenworth Walker

Absent: Councilor Ronald Eleveld and Councilor Ojala Naeem

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

A PROPOSED LEASE OF TOWN-CONTROLLED REAL PROPERTY, THE STONY HILL SCHOOL, LOCATED AT 1195 WINDSOR AVENUE

2) PUBLIC COMMENT

Lucinda Canty, 70 Capen Street, said she is a nurse midwife and she is the owner of Lucinda's House which is a non-profit organization started in 2022. This is a program to address maternal health equity. She explained further what she does but her focus is on one-on-one with women to provide them what they need when they go in for their visits. She is looking at the Stony House School as a possible location for Lucina's House for the future. It will only be used for personal groups and one-on-one interactions.

3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:25 p.m.

Respectfully Submitted,

Helene M. Albert
Recording Secretary



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
September 3, 2024
Regular Town Council Meeting
Council Chambers**

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

Absent: Councilor Ronald Eleveld, Councilor Ojala Naeem

2) PRAYER OR REFLECTION

Councilor Pelkey led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Pelkey led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation designating September as Hunger Action month

Mayor Black-Burke and Deputy Mayor Klase read the proclamation out loud.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Ron Suggs, 33 Canterbury Lane, provided a history of the non-profit organization that he works for, the Windsor Giants. In addition to offering the football and cheer program for Windsor residents, the Windsor Giants have provided numerous \$500 college scholarships to Windsor High graduating seniors to those who have participated in the program for a number of years. In 2000, the Windsor Giants requested approval from the Superintendent of Schools to move their practice facilities from Clover Street to Sage Park and construct their new field house with the assistance from the town. This was approved. He stated that due to low registration numbers, they had to cancel the last few seasons. Unfortunately, they had to cancel the 2024 season as the numbers were not met. They have decided to offer registration again in 2025. He explained the agreement the organization has with the Town of Windsor. The Town of Windsor has asked them to move their equipment and they would like the town to reconsider that request.



Neill Sachdev, 960 Kennedy Road, expressed his thanks to the Council for their support of the first CT River and Roots Festival event. It could not have been completed without their support and the key work of a lot of their partners and some terrific sponsors. He thanked Sarah McKay for all her work as well. We look forward to any and all feedback to make the second CT River and Roots Festival even better. He asked the Town Council for their support regarding creating a Poet Laureate role here in Windsor.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld – absent

Councilor Smith thanked everyone in town for a wonderful summer and all the volunteers that helped to make this an enjoyable one.

Councilor Pelkey said if anyone is interested in joining the Windsor Volunteer Department, we can certainly use you. The Windsor Fire Department participated in the Battle of the Badges, a softball team here in town. Unfortunately, the Fire Department lost by two points. Windsor resident, Matthew Glad was inducted last week as the Police Department's first ever Special Olympics of Connecticut Ambassador. He congratulated him. He stated a few events that he had attended. He asked everyone to slow down while driving.

Councilor Naeem – absent

Councilor Armstrong commented that school is back in session and we should be careful with all the kids walking, etc. We should support our students in school. Look out for the seniors and yourselves. This Friday there will be a beer garden opening up at Bart's. A special thanks to the support system staff and all those that are behind the scenes that keep our town in the forefront. We are in a town that supports health and care.

Councilor Gluck Hoffman stated the Public Works people are doing a good job on the center of town with all the flowers and such. They also were great after the CT River and Roots Festival. She hopes there will be many CT River and Roots festivals in the future.

Councilor Walker stated he attended the CT River and Roots Festival. He followed up on the comments that were made by the Windsor Giants. This is an ongoing issue and we need to resolve it.

Deputy Mayor Klase stated that the Windsor Eco Monarch Festival with the Windsor Climate Action Committee and First Town Downtown is on September 21st which can be viewed on their home page and Facebook page.

Mayor Black-Burke stated so much has happened in town over the last few weeks. It was a very busy summer. She highlighted that we have a home town hero that is representing us over in Paris in the Paralympics on the sitting volleyball team. Sydney Satchell grew up in Windsor and was involved in many programs/activities. We will be celebrating her. The CT Roots Festival was great. This past Wednesday she was able to attend the dine-in at Bart's

and the Chamber of Commerce in collaboration with Windsor Worx were able to have a conversation with women entrepreneurs. There's always something happening in town. She reminded everyone that school is in session.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

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

- On Tuesday, August 20, we welcomed back teachers and staff for Convocation 2024. They received greetings from Mayor Nuchette Black-Burke, Mr. Furie and WEF President Daniell Hines, Nathan Wolliston and Taisha Serrano, who spoke on behalf of WEF. The energy was high and teachers were excited to be back at school. Thank you to Mr. Lockhart, Ms. Taylor and Mr. Panos who also attended. After Convocation, staff returned to their buildings for lunch and professional development.
- On Thursday, August 22, the Office of Family and Community Partnerships held their third annual Back-to-School Block Party, *Rock the Block Party 2024*. The festivities kicked off at 4 PM and there were free school supplies and backpacks for all students (while they lasted). We also had free ice cream, bounce houses, local vendors and much more. The weather was beautiful and we had an excellent turnout. Thank you to our families and community members who came out to support our district continuing Dr. Hill's vision and goal to activate a collaborative district culture that enhances the experience of students and educators alike.
- Windsor Public Schools opened its doors for the 2024-2025 school year on Monday, August 26. There was much excitement for the students and staff as they returned to the school buildings and there were very few transportation issues. That morning, the Calling All Windsor Men event took place at each school building to help welcome the students on their first day. Central office administration toured the schools and found staff and students were very engaged in activities throughout the day.
- We are pleased to announce that effective immediately, Ms. Kristin Blume will serve as Acting Assistant Principal of John F. Kennedy School for the 2024/2025 school year. Ms. Blume has been an educator for WPS for the past 23 years and started her teaching career in Bedford, MA as a Grade 5 teacher in 1995. Ms. Blume has held a variety of positions within WPS. Ms. Blume started her Windsor career as a Kindergarten and Grade 1 teacher at Poquonock Elementary School. Ms. Blume has also served as a reading teacher as well as a math interventionist. Ms. Blume has also taken on multiple leadership positions such as Head Teacher for Poquonock Elementary School for 6 years, PLC leader, Induction Support Teacher, and a Student Teaching Supervisor from 2014 – 2021 through our partnership with University of Hartford. Ms. Blume has already proven to be a leader to the WPS students, staff, and families of Windsor. Her knowledge and experience will make her a great addition to the leadership team.



- Dr. Hill will continue his Coffee Talk series on Tuesday, September 24 at 10:00 AM at The Bean on Broad Street. Please RSVP for the event on the district website.

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.

Councilor Gluck Hoffman asked how Mr. Lockhart's injury is. Mr. Lockhart stated his quad is fully healed and he was back on the line that Thursday; however, it took his quad about two weeks to get the soreness out.

Mr. Lockhart congratulated the Windsor Police Department on their victory.

Mayor Black-Burke asked if there were any concerns with the transportation to school. Mr. Lockhart stated he is not aware of all the issues that involve the Board of Education, but there were some issues with some of the special education buses. It was aggressively addressed immediately on the first day. Also, on some routes, the buses were either over populated or under populated. The buses can only hold a certain amount of students, depending on the address of those kids in the area. We can prepare for the maximum amount on a school bus but if the student doesn't take the bus, we prepare to engage them. He has not heard of any other significant issue they've had.

Councilor Armstrong said that at some point there were some issues with the free food, free lunch program for the schools. Is that still an issue? Mr. Lockhart replied that he is not aware of any issue, but there is a new system in place for the kids to punch in for their lunches. We would never let kids go hungry. We allow the process to work its way through on the back end.

Mr. Lockhart thanked the Town Council and the Town Manager and said Oliver Ellsworth is 100% better than it was this time last year. There has been a lot of effort and work through the collaboration of many people to make it that way. He said it was a labor of love. There was lots of heartache taken on by the Public Building Commission, Town Council, Board of Education, Town Manager and Superintendent. There was a lot of work going on behind the scenes to get the Oliver Ellsworth School going. There's nothing but fresh air blowing through the vents now so it is doing quite well.

b) Human Relations Commission

Lisette LaTorre, Human Relations Commission, stated the following:

Donations, Sponsorships, and Grants

1. A grant the WHRC received is named the LYNNE FARLEY GILLETTE GRANT FOR SOCIAL JUSTICE. The commission continues to work with Hartford Foundation for Public Giving to place funds towards educating the community in Social Justice and Human Rights.



2. Donations were given in honor of Judge Kevin Washington and the legacy that he has left behind. We will continue to collect donations in honor of Judge Kevin Washington which will be deposited into WHRC's already established scholarship funds.
3. Sponsorships from First Church in Windsor and individual community members were also given in Spring 2024 to support the Human Relations Commission's current initiatives.
4. We received a grant from the Community and Neighborhood Enhancement Program from the Town of Windsor in June 2023 to help with the costs associated with the Juneteenth celebration on the Windsor Town Green.

We are continuing to build relationships with our Community Partners both new and seasoned partnerships.

We have hosted or collaborated with other organizations during the 2023– 2024 fiscal year. Some of which are as follows:

- *Town Library on Halloween Candy Give Away*
- *MLK Day Event: Collaboration with the Windsor Art Center: Poetry and Performances*
- *Annual One Book One Windsor Event*
- *Black History Month Events: Movie night, Black History Jeopardy*
- *Annual Phenomenal Women Award Ceremony*
- *Annual Bridge Builder Award Ceremony*
- *Information Booth at Shad Derby*
- *Conversation Series*
- *Celebrating Hip Hop (Co-hosted with Windsor Art Center)*
- *Juneteenth: 4th Annual celebration*
- *Collaboration with the Windsor Arts Center: Performing Arts and Poetry Slam*
- *Collaboration with Windsor Public Schools*
- *Donation from First Church*

The Human Relations Commission received the following grants during the year:

- \$600 from the Gillete Fund
- \$1,000 from First Church
- This past March, received \$4,500 from the Hartford Foundation of Public Giving which is earmarked to help with the Juneteenth event
- Many donations were received for Judge Washington scholarship which will be given as scholarships for Windsor High students

For this upcoming fiscal year, we will focus on our four major annual events: Bridge Builders, Phenomenal Woman, One Book One Windsor, and Juneteenth . We are collaborating and working closely with the Windsor Public Library for One Book One Windsor. We are also planning on creating an Instagram page for the Windsor Human Relations Commission, as well as working with the town to update our page on the Town of Windsor website.



We will start to post cultural celebrations and important days both locally and internationally. Our Conversation participation has decreased and the current commission has decided that we will pivot our time and energy toward our four annual events ensuring they will be successful and well attended.

Annual Windsor Events

We will continue four annual major events that the WHRC is known for:

- One Book One Windsor - We are co-hosting with the Windsor Public Library and the book selected for this year is "The Heaven and Earth Grocery Store" by James McBride. This event will be held at the Windsor Public Library - Main Branch in January.
- Bridge Builder Award Ceremony - our first annual event of this year will be the Bridge Builders Award. It will be held at Northwest Park again this year.
- Phenomenal Women award ceremony – Date of the event will continue to be international Women's Day.
- Juneteenth Celebration – We will continue to hold this event on the Windsor Town Green. The goal is to have one event held on Juneteenth June 19, 2025. We have been awarded a grant through the Hartford Foundation that will help to offset the high cost of holding this event and allow us to incorporate new vendors. We will continue to have a CVS window display. Our goal is to continue the collaboration with Windsor Public Schools

Mayor Black-Burke thanked the commission for all they do.

8) TOWN MANAGER'S REPORT

Town Manager Souza said there has been a lapse in the last several seasons with the Windsor Giants in being able to field both a football and cheer team. The other group in town, 095, has been having fielding teams in both of those areas in town for the last several years. The 095 came to the Town Council over the course of the winter asking for access to the Sage Park concession building. Over the last several months, Paul Norris, Recreation and Leisure Services Director, has been working with both organizations to try and find a balance for the use of that facility or other facilities. Today, 095 has access to the restrooms at the concession building as well as the concession area within that building. They've had that since the late spring. The Giants do have their equipment stored in the concession part of the building and they've had that there for over two decades. We have made arrangements for the Giants equipment to be relocated to a secure storage unit at Sage Park. We have also offered to move that equipment on behalf of the Windsor Giants. We've asked the Giants to evaluate and assess the equipment as some of it may be a little older and there are standards that helmets, etc. need to meet. This gives them an opportunity within that secure storage unit to do that assessment and evaluation. If the Giants are able to field the team for the 2025 summer season, then we will continue to work with them to provide a shared facility with 095. We are not at that point



right now. The immediate issue is that the equipment will be relocated to a secure unit on site. We have given a time line to the Giants but have also offered that we could provide part time hours in order to help them with moving that equipment.

Town Manager Souza gave the following report:

Windsor Freedom Trail Run

The Annual Windsor Freedom Trail Run will be held September 21st from 5:30 AM to 8:30 AM starting at Archer Memorial A.M.E. Zion Church, 320 Hayden Station Road. Learn about the rich history of the Windsor Freedom Trail by visiting sites that are associated with the Underground Railroad and African American heritage and movement towards freedom. (A bus will follow the runners). A Freedom Trail T-Shirt and continental breakfast will be provided for all event participants. Register at WindsorFreedomTrail2024. Email questions to windsorfreedomtrailct@gmail.com.

Annual Windsor Freedom Trail Tour Walk

The Annual Windsor Freedom Trail Tour/Walk will be held September 28th from 7:00 AM to 10:30 AM starting at Archer Memorial A.M.E. Zion Church, 320 Hayden Station Road. Walk along this 3.9 mile route with your friends and family as you learn about the rich history of the Windsor Freedom Trail by visiting sites that are associated with the Underground Railroad and African American heritage and movement towards freedom (A bus will follow the walkers). A Freedom Trail T-Shirt and continental breakfast will be provided for all event participants. Register at WindsorFreedomTrail2024. Email windsorfreedomtrailct@gmail.com with questions.

Annual Union Street Tavern Trot

The 18th Annual Union Street Tavern Trot, a 3.5 mile road and trail race through parts of Windsor center will be held September 15th. Event kicks off at 12:30 p.m. Registration is at 11:00 AM. All proceeds will benefit Alex's Lemonade Stand Foundation, a national charitable foundation for childhood cancer research. Walkers welcome! Learn more at: <https://unionstreettaverntrt.org/>

Community and Neighborhood Enhancement grant program

Applications are now being accepted for the town's second round of the Community and Neighborhood Enhancement grant program (CNEP) utilizing federal 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 amounts can be up to \$10,000 with a 50% match (cash, donations, in-kind resources). Applications will be accepted until September 26th. For more information, call the Community Development Office at 860 285-1985. <https://townofwindsorct.com/community-development/cnep-grant/>



Bart's Grand Opening & Ribbon Cutting

This Friday, September 6, 2024 at 10:00 a.m. there will be a Grand Opening & Ribbon Cutting Celebration for the newly renovated BART'S at 55 Palisado Avenue, Windsor, CT. All are welcome to attend.

Health Department Vaccination Clinics

The town's Health Department has scheduled a number clinics for the fall which are open to the public. Please go to <https://townofwindsorct.com/health/2024-clinics/> for times and locations.

In addition, the Health Department will be partnering with Beacon Pharmacy to hold a Neuro-divergent Friendly Flu Vaccine clinic on Monday, October 14th and a COVID-19 Vaccine clinic at the Windsor Library on Wednesday, November 13th. Persons 3 years or older are eligible to be vaccinated at the Beacon Pharmacy vaccine clinics. For more information on vaccination and clinics, please call 860-285-1823.

Free transportation to clinics is available for Windsor residents 60 years or older and/or persons 18 years or older who have a disability. For more information on transportation call 860-285-1996 or go to: <https://townofwindsorct.com/senior-services/rise-shuttle/>.

New Digital Magazine Service at the Windsor Public Library

The Windsor Public Library is pleased to introduce a new service called "Flipster". This is a digital magazine platform for Windsor library card holders. Patrons can read from a selection of two dozen magazines online using one of the library's public computers, from their personal laptop, tablet, ipad through the Flipster app for on-the-go access. Magazines available through Flipster include Allrecipes, Car & Driver, Kiplinger Personal Finance, People, TIME plus more.

To get started, patrons simply click on the "Research" link from "Online Resources" found the library's website www.windsorlibrary.com and access Flipster by entering their library card number. Residents that don't have a library card can stop by either the Main Library or Wilson Branch with proof of Windsor residency and to receive a card.

Electronics Recycle Event on September 14

Feel free to recycle any of those old or unwanted electronics at the E-cycle event on September 14, 2024 from 9:00 AM to 12:00 PM in the back parking lot at the Windsor Town Hall, 275 Broad Street. There is no cost. This event is sponsored by the Windsor Conservation Commission. If you have any questions, please call 203-286-5757 or email info@take2recycle.com.

Electronic equipment is also accepted free of charge at the town's Transfer Station during regular hours which are:

MON & FRI: 8:00 AM – 2:45 PM
TUE & WED: 10:00 AM – 2:45 PM
SATURDAYS: 8:00 AM – 3:45 PM



Visit <https://townofwindsorct.com/public-works/transfer-station/> for more information about the Transfer Station Services.

MDC Sewer Line Extension Project – Pierson Lane

The MDC plans to begin construction later this month on extending the sanitary sewer line along a portion of Pierson Lane. The existing sewer line in Pierson Lane ends just west of the Palisado Cemetery. This project will extend the sewer line west under the railroad tracks to the area in front of the Radio and Communication Museum. Work will require alternating one way travel and at times the road way will have to be closed in the area of the railroad. Work is expected to take 8 to 10 weeks.

Councilor Walker thanked the Town Manager for clarifying the 095 issue versus the Windsor Giants issue. It sounds like most of the issues have been addressed and it's up to the Windsor Giants to get their act together. Town Manager Souza said he believes we are good for the fall/winter of 2024/2025 and we'll see if the Windsor Giants can field a team in the upcoming 2025 season.

Mayor Black-Burke stated that 095 did come up to the Council. Growing up in Windsor the Windsor Giants have been in existence for many years. But what was shared by Town Manager Souza and Mr. Sudds is that the town was not trying to force them into a space but rather that was the agreement they had come to and to make sure both teams get what they needed.

Councilor Pelkey asked why the Windsor Giants are being asked to move their equipment? Town Manager Souza said that 095 has equipment in other storage that they are paying for on a monthly basis. This would allow them to mitigate that cost for the foreseeable future.

Deputy Mayor Klase said the Health Department also set up a Neuro-divergent friendly vaccine clinic for the public.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Armstrong – nothing to report.

Finance Committee – Councilor Naeem – absent

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

Health and Safety Committee – Councilor Armstrong – nothing to report.

Personnel Committee – Deputy Mayor Klase – nothing to report.

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None



12) NEW BUSINESS

- a) Approve a resolution creating a Town of Windsor Poet Laureate volunteer position

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to establish a Town of Windsor Poet Laureate and the attached program and guidelines.

Scott Colby, Assistant Town Manager, explained that the Arts Commission is bringing this forward to the Council for their consideration. He gave an overview of the duties of a Poet Laureate and said that it is a voluntary position. The appointment would be for three years. The person would have to be 18 years of age and be a Windsor resident. He explained the process of appointing a Poet Laureate.

Motion Passed 6-0-0 (Councilor Eleveld, Naeem absent and Councilor Pelkey out of room)

- b) Approve the acceptance and expenditure of \$200,000 State of CT Brownfield Grant related to the completing an environmental assessment of 92 Deerfield Road

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey 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.

Patrick McMahon, Economic Development Director, gave a breakdown of the project. Industrial Realty Group (IRG) LLC has purchased the old Stanadyne properties at 90 and 92 Deerfield Road. 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.

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.

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

- c) Consider approval of Manufacturing Machinery Equipment exemption for Dudleytown Brewing Company

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to grant a manufacturing machinery equipment exemption per CGS Section 12-94e to Dudleytown Brewing Company for the October 2023 Grand List.

Town Manager Souza explained the state law pertinent to this exemption. Dudleytown has reached out to town staff requesting consideration of an exemption. Dudleytown said that since this was their first year in business, they did not fully understand the exemption eligibility and filing requirements.

Councilor Armstrong asked how much the exemption amount would be. Town Manager Souza said the exemption amount is just under \$49,000. They would have a tax liability of \$7,347.

Deputy Mayor Klase thinks it's great all the efforts that the town has taken with Dudleytown and she is in support of this motion.

Motion Passed 6-1-0 (Councilors Eleveld and Naeem absent, Councilor Pelkey opposed)

- d) Consider approval of Manufacturing Machinery Equipment exemption for Howden Roots LLC

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

Town Manager Souza gave an overview of the request. He gave an explanation of the state law pertinent to this project and explained why the company was late filing for the exemption. Howden Roots, LLC reached out to town staff to discuss requesting an exemption per state law.

Motion Passed 6-1-0 (Councilors Eleveld and Naeem absent, Councilor Pelkey opposed)



- e) Approve amendments to Recreation and Leisure Services job descriptions

MOVED by Deputy Mayor Klase, seconded by Councilor Smith that the job descriptions for the positions of Northwest Park Manager, Assistant Recreation Manager, Recreation Program Specialist, and Environmental Educator be approved as presented.

Sophia Castellanous, Human Resources Manager, and Paul Norris, Recreation and Leisure Services Director, gave a breakdown of the positions that are being considered for amendments to their job descriptions. 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.

Deputy Mayor Klase said the criminal background check. Is that a town requirement for all its positions? Ms. Castellanous responded yes.

Councilor Pelkey thanked them for the Recreation Service Specialist position in particular.

Mayor Black-Burke asked about the pay grades and if there is any movement with that? Ms. Castellanous replied there is not.

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

- f) Approve an appropriation from the General Fund Unassigned Fund Balance fund for a tax appeal related to 184 Windsor Avenue

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

Town Manager Souza outlined the request and stated that staff recommend 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 Avenue LLC to refund overpayment for grand list years 2018-2022.

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

- g) Introduce an ordinance entitled, "AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY."

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong 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.

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

MOVED by Deputy Mayor Klase, seconded by Councilor Walker to introduce an ordinance entitled, “AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY.”

Scott Colby, Assistant Town Manager, explained the State of Connecticut's recently adopted new law which 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. It is proposed that the Town Manager position 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.

Councilor Armstrong asked if this covers all the employees which includes the volunteers? Assistant Town Manager Colby stated it covers firefighters, police officers, EMS personnel and volunteers.

Councilor Pelkey asked why would we have the Town Manager as opposed to one of the Chiefs as the authority? Town Manager Souza stated there is a uniform approach to this. It does not put an individual ahead or any one of these agencies in a position that may be contested by rank and file. It takes someone removed from the agency head (the Town Manager) with the guidance that the agency head would be consulted along with other professionals that we need, such as Human Resources or the Risk Manager.

Councilor Walker said he had some trepidation about removing the Fire Chief or Police Chief from the process, but he felt since the Town Manager explained it more clearly, it should be okay.

Councilor Gluck Hoffman said she is in favor of this motion.

Councilor Pelkey said he doesn't feel he can support this.



Mayor Black-Burke asked if this does not move forward, what happens then? Does the State say it has to move forward or is it going to be pushed back to the municipality to move forward with this? Town Manager Souza replied the State law as written would remain in place where it would be the head of that particular agency (Fire/Police/EMS Chief) that would make that call. The State law basically provides that municipalities if they want to have another process, just for these types of line of duty deaths related to stroke or heart attack, it's very limited in nature. If the Council does not adopt this ordinance, then it would remain as State law where a Fire Chief, Police Chief, or EMS Chief would make that determination.

Mayor Black-Burke said it would follow the line of duty death and everything that comes from that. All the pieces, insurances and such would not be impacted, correct? Town Manager Souza said that if the head of that agency would make a decision, either way, that would dictate which benefits those survivors would receive.

Mayor Black-Burke asked following this proposed ordinance, that determination would be used to determine their benefit, correct? Town Manager Souza said yes.

Councilor Armstrong asked if this in any way would prevent an individual with having a discussion with the Town Manager? Does it shut those individuals out? Town Manager Souza said the ordinance states that the Town Manager would 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 Human Resources or the Risk Manager.

Mayor Black-Burke asked so the chiefs would not be shut out of that type of decision? Town Manager Souza said not as this ordinance is written.

Motion Passed 6-1-0 (Councilor Eleveld and Naeem absent, Councilor Pelkey opposed)

- h) Set a Public Hearing for September 16, 2024 at 7:20 p.m. for an ordinance entitled, "AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY."

MOVED by Deputy Mayor Klase, seconded by Councilor Walker 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."

Motion Passed 6-1-0 (Councilor Eleveld and Naeem absent, Councilor Pelkey opposed)

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to move items 12 i and 12 j to after item 16, Executive Session, on the agenda.



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

- i) Consider settlement of Mauldin vs. Town of Windsor

Moved to after Executive Session, Item 16.

- j) Consider settlement of Miller vs. Town of Windsor

Moved to after Executive Session, Item 16.

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to appoint or reappoint all nominees to boards and commissions as they appear in the packet.

- Accept the resignation of Catherine Lewis from the Windsor Arts Commission
- 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.
- 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.
- 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.
- 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.
- 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.
- Reappoint Denise Panos as a Republican member to the Library Advisory Board for a three year term to expire April 30, 2027 or until a successor is appointed.
- Reappoint Michael Bivans as a Democratic Alternate member (Homeowner) for a three year term to expire March 31, 2027 or until a successor is appointed.
- 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.
- 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.



- 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.

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

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the August 5, 2024 Public Hearing

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the August 5, 2024 Public Hearing as presented.

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

- b) Minutes of the August 5, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the August 5, 2024 Regular Town Council meeting as presented.

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

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

MOVED by Deputy Mayor Klase, seconded by Councilor Walker, to enter into Executive Session at 9:06 p.m. for the purpose of:

- 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)

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

16) EXECUTIVE SESSION

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

Absent: Councilors Ronald Eleveld and Ojala Naeem

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Marty Maynard, Risk Manager; and Amelia Bliss, Director of Human Resources



Guest: David Monastersky from Howd & Ludorf, LLC

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, to exit Executive Session and to return to the Regular Town Council meeting at 9:57 p.m.

Motion Passed 6-0-0 (Councilors Eleveld and Naeem absent, Councilor Smith out of room)

17) ADJOURNMENT

Item 12 i: Mauldin vs Town of Windsor

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the settlement as negotiated by our insurance carrier in Mauldin vs. Town of Windsor and authorize the Town Manager to execute the required forms and agreements.

Motion Passed 6-0-0 (Councilors Eleveld and Naeem absent, Councilor Smith out of room)

Item 12 j: Miller vs Town of Windsor

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the settlement as negotiated by our insurance carrier in Miller vs. Town of Windsor and authorize the Town Manager to execute the required forms and agreements.

Motion Passed 6-0-0 (Councilors Eleveld and Naeem absent, Councilor Smith out of room)

MOVED by Councilor Armstrong, seconded by Councilor Gluck Hoffman to adjourn the meeting at 9:58 p.m.

Motion Passed 6-0-0 (Councilors Eleveld and Naeem absent, Councilor Smith out of room)

Respectfully Submitted,

Helene M. Albert
Recording Secretary