



Council Agenda

Council Chambers
Windsor Town Hall
October 7, 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: **811 6646 2245** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press *9 to raise your hand. Please give your name and address prior to voicing your comments.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/81166462245>

When prompted for participant or meeting ID enter: **811 6646 2245**

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

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Walker
3. PLEDGE OF ALLEGIANCE – Councilor Walker
4. PROCLAMATIONS/AWARDS
 - a) Proclamation designating October 2024 as Fire Prevention Month
 - b) Proclamation declaring October 2024 as Manufacturing Month
 - c) Proclamation proclaiming October 2024 as National Community Planning Month
5. PUBLIC COMMUNICATIONS AND PETITIONS
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
 - a) Board of Education
 - b) Town Planning & Zoning Commission
 - c) Library Advisory Board
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES



10. ORDINANCES

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) *Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$980,000 FOR COSTS IN CONNECTION WITH THE O'BRIEN STADIUM ATHLETIC FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$980,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- b) *Set a Public Hearing for October 21, 2024 at 7:20 p.m. on bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$980,000 FOR COSTS IN CONNECTION WITH THE O'BRIEN STADIUM ATHLETIC FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$980,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- c) *Authorize an appropriation of \$95,000 from the General Fund Unassigned Fund Balance for the completion of the Day Hill Road Corridor Study (Town Manager)
- d) *Authorize an appropriation of \$130,000 from the General Fund Unassigned Fund Balance for the completion of the Plan of Conservation and Development (Town Manager)
- e) *Authorize the submittal of a grant application for the Poquonock School Roof Replacement Project (Town Manager)
- f) *Approve a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,330,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- g) *Set a Public Hearing for October 21, 2024 at 7:20 p.m. on bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$2,330,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- h) *Authorize the Town Manager to execute agreements related to Public Health Emergency Preparedness Grant (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the September 9, 2024 Special Town Council Meeting
- b) *Minutes of the September 16, 2024 Public Hearing
- c) *Minutes of the September 16, 2024 Regular Town Council Meeting
- d) *Minutes of the September 30, 2024 Special Town Council Meeting



15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

★Back-up included

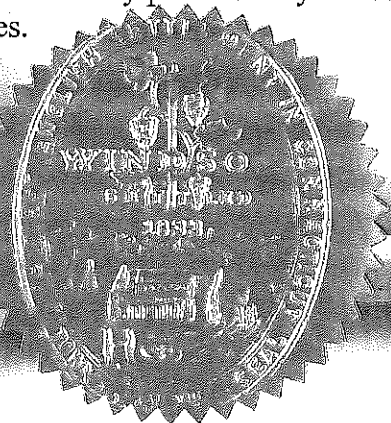
PROCLAMATION

Designating October 2024 as Fire Prevention Month

- WHEREAS,** the Town of Windsor is committed to ensuring the safety and security of all those living in and visiting the town; and,
- WHEREAS,** fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and,
- WHEREAS,** roughly, three out of five fire deaths happen in homes with either no smoke alarms or with non-working smoke alarms; and,
- WHEREAS,** smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and
- WHEREAS,** Windsor residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and,
- WHEREAS,** Windsor residents will make sure their smoke alarms meet the needs of all their family members, including those with sensory or physical disabilities; and,
- WHEREAS,** residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and,
- WHEREAS,** Windsor's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and
- WHEREAS,** the 2024 Fire Prevention Week™ theme, "Smoke alarms: Make them work for you.™," serves to remind us of the importance of having working smoke alarms in the home.

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

October 2024 be proclaimed as Fire Prevention Month throughout this town and that all residents of Windsor are urged to make sure their homes have working smoke alarms and support the many public safety activities and efforts of Windsor's fire and emergency services.



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

Nuchette Black-Burke
Mayor of Windsor
October 7, 2024

PROCLAMATION

Designating October 2024 as Manufacturing Month in the Town of Windsor

WHEREAS, Connecticut has more than 158,000 employees working in the manufacturing sector and Connecticut manufacturers boost the state's economic growth, provide jobs for skilled workers and link to innovation in other sectors; and,

WHEREAS, Windsor has an innovation economy with manufacturing playing a critical role in the diverse economic base of Windsor and employing more than 2,600 individuals; and,

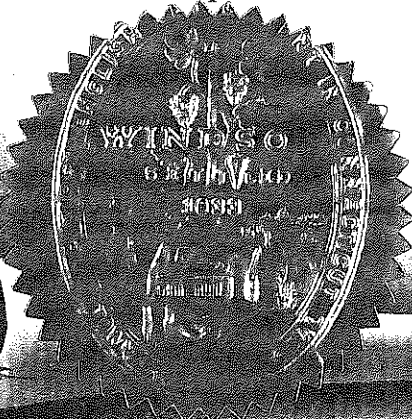
WHEREAS, Windsor manufacturers and Windsor High School are cooperating on initiatives to help prepare students for careers in manufacturing; and,

WHEREAS, Windsor manufacturers produce everything from medical devices to roasted coffee to building curtain wall panels to airplane components to energy systems for space, underwater, and anywhere in between; and,

WHEREAS, Windsor is a place where invention thrives, making the community one of the nation's top regions for business and careers and a great place for long-term investment.

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

The month of October 2024 be designated as Manufacturing Month in Windsor. We call upon all citizens to recognize the special contributions of Windsor manufacturers, which continue to help foster a vibrant economy in our community.



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

Nuchette Black-Burke
Mayor of Windsor
October 7, 2024

Proclamation

Designating October 2024 as "Community Planning Month"

WHEREAS, change is constant and affects all cities and towns, and community planning can help manage change in a way that provides better choices for how people live, work and play; and,

WHEREAS, community planning allows all residents to be meaningfully involved in making choices that determine the future of their community; and,

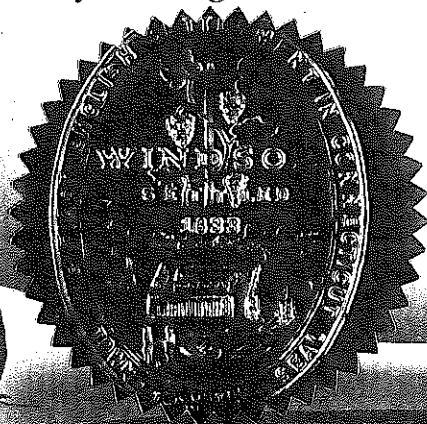
WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and,

WHEREAS, the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential and can lead to more resilient, equitable and thriving communities; and,

WHEREAS, we recognize the many valuable contributions made by town and regional planners, members of the Planning Commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Windsor; and we extend our thanks for their continued commitment to public service.

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

The month of October 2024 is hereby designated as Community Planning Month in the Town of Windsor in conjunction with the celebration of National Community Planning Month.



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


Nuchette Black-Burke
Mayor of Windsor
October 7, 2024

Agenda Item Summary

Date: October 7, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Turf Field Replacement at O'Brien Stadium

Background

The synthetic turf field at Jack O'Brien Stadium was installed as part of the improvements to the complex in 2014. The turf has reached its projected life span and is in need of replacement. The project is included in year 2025 of the Capital Improvements Program.

The Engineering Department has evaluated product and pricing from a number of companies through the Capital Region Education Council (CREC) marketplace. Vendors in the marketplace have been chosen according to approved purchasing regulations.

Discussion/Analysis

The proposed project consists of the removal of the existing turf surface, minor grade adjustments to the underlying stone base, and the installation of a shock pad, turf surface and rubber/sand infill. The project also includes the installation of 20 foot high ball safety netting behind each goal post. The school district's Athletic Director was consulted in the development of the project scope.

The proposed replacement turf system will include installation of a shock pad. The shock pad is installed underneath the turf and helps provide a safer and more consistent play surface. The shock pad helps to absorb the "shock" of a collision, such as a player falling to the surface of the field.

The synthetic turf has an expected life of approximately 10 years. The shock pad is warrantied for 16 years and is not expected to require replacement when the turf is next replaced.

Due to the short construction season for the field facility, it has been recommended that contracts are executed before December 2024 in order to schedule the construction start in June 2025. We anticipate construction completion in early August 2025.

Financial Impact

The breakdown of construction costs are as follows:

Construction	\$ 875,000
Contingency	\$ 80,000
Construction Inspection	\$ 10,000
<u>Bonding</u>	<u>\$ 15,000</u>
Total	\$ 980,000

This project is in the Capital Improvement Program (CIP) for Fiscal Year 2025. The CIP allocated \$981,000 for the project. The average annual debt service based on a 15 year term and a 5% interest rate is \$92,000.

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, “AN ORDINANCE APPROPRIATING \$980,000 FOR COSTS IN CONNECTION WITH THE O’BRIEN STADIUM ATHLETIC FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$980,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$980,000 FOR COSTS IN CONNECTION WITH THE O’BRIEN STADIUM ATHLETIC FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$980,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

3) Set a Public Hearing

“RESOLVED, that a Public Hearing be scheduled for October 21, 2024 at 7:20 p.m. (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$980,000 FOR COSTS IN CONNECTION WITH THE O’BRIEN STADIUM ATHLETIC FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$980,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

And

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

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$980,000 FOR COSTS IN CONNECTION WITH O'BRIEN STADIUM ATHLETIC FIELD IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$980,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate NINE HUNDRED EIGHTY THOUSAND DOLLARS (\$980,000) for costs in connection with athletic field improvements at Windsor High School's O'Brien Stadium, comprised of the removal of the turf surface, minor grade adjustments to the underlying stone, placing of a shock pad, turf surface and rubber/sand infill, installation of safety netting at each end of the field and installation of a small area of turf to the grass-only area internal to the fenced-in area (the "Project"). The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consulting fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Town Engineer is authorized to determine the scope and particulars of the Project and may reduce or modify the Project scope, and the entire appropriation may be expended on the Project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed NINE HUNDRED EIGHTY THOUSAND DOLLARS (\$980,000) to finance the appropriation for the Project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the Project and not separately appropriated to pay additional Project costs. The bonds or notes shall be issued pursuant to Sections 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed NINE HUNDRED EIGHTY THOUSAND DOLLARS (\$980,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that Project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: October 7, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Day Hill Corporate Area Study

Background

The Day Hill Corporate Area (DHCA) is comprised of approximately 3,000 acres of industrial and commercial zoned land stretching from Day Hill Road south to Bloomfield Avenue and from I-91 west to the Bloomfield town line. For decades the corridor has been an economic driver for the community, the region and the state generating investment, jobs and tax revenue. However, in recent years, dynamics such as work from home and shifting market forces have left an abundance of vacant office space. Also the amount of developable land in the DHCA has been diminished with large developments over the years. Residential development pressure is also turning to industrial land to satisfy demand. Given these dynamics, it is recommended the Town Council approve funding to retain qualified consultants to analyze the current land use and economic climate of the market area, as well as provide recommendations to sustain this area as an economic development generator for the community.

Discussion/Analysis

A Request for Qualifications was issued for consultant services to provide: 1) a detailed analysis of the current land use; 2) an analysis of the economic climate in the market area (supply/demand) for multifamily residential, assisted living, office, hotel, retail, and industrial (e.g. advanced manufacturing and warehouse and distribution) uses; 3) an analysis of locations that offer the best opportunity for multifamily and mixed-use projects; and 4) recommendations for the redevelopment or adaptive reuse of vacant or underutilized office product. In developing study recommendations, there will be many factors and considerations with the key elements being land use compatibility, transportation infrastructure, economic/market feasibility and potential grand list generation. The scope includes meetings with DHCA stakeholders and conducting two general public information sessions. It is anticipated that recommendations will include potential revisions to the future land use map as well as zoning regulations.

We are pursuing a separate DHCA planning study from the Plan of Conservation and Development (POCD) to be responsive to private sector interest in a number of parcels for potential multifamily use including vacant land parcels, as well as current office locations. Developers looking to construct multifamily projects have approached the Town Planning and Zoning Commission with conceptual plans for some of these properties but the parcels are not currently zoned for such use, nor comprehended for such use under the current POCD. Rather than approaching these development pressures and opportunities on a parcel by parcel basis, a comprehensive study of the current land use and a plan for future uses is called for. The POCD effort is expected to take 12

to 14 months to complete which is not conducive to being responsive to the private sector developers. It is anticipated the DHCA study will be substantially complete in a four month timeframe. The Day Hill Corporate Area study is planned to be incorporated in whole or in part into the town's Plan of Conservation and Development.

The study is also timely as Windsor currently has an abundance of vacant office space. Remote work has significantly impacted the office sector throughout the country and Windsor is not immune to that trend. Recent data shows a vacancy rate of 31.3% across all office classes with 38.6% in Class A office space. Windsor's vacancy rate is higher than the Greater Hartford office sector (23.2%) in large part due to vacancy at The Hartford and VOYA campuses. As office leases are due to expire, companies often look to shrink their overall space utilization based on current needs, so there will be continued pressure on the office sector. The underutilized office space has had a substantial fiscal impact to the town. Office valuations are based on the lease activity in each building. Increased vacancy reduces property valuations and thus tax generation. Reductions in office valuations had over a \$2M impact on tax revenues based on the recently completed revaluation.

Staff conducted reviews of the proposals from the seven firms that responded to the RFQ including each firm's experience, study team and schedule and interviewed three shortlisted firms. Staff selected a firm with extensive economic analysis and planning experience throughout the country that is also very familiar with the Windsor market having conducted the Greater Hartford Comprehensive Economic Development Strategy (CEDS) and a Target Industry Analysis for the Bradley Development League. The Economic Development Director will provide primary support for this project with assistance from members of the Town's Development Team.

Financial Impact

\$95,000 is requested from the General Fund – Unassigned Fund Balance to contract for professional services. The unaudited General Fund Unassigned Fund Balance as of October 1st is \$38,446,563.

Other Board Action

The study was discussed by the Economic Development Commission at its September 18, 2024 meeting. The EDC will help provide guidance to the selected consultant throughout the study and act as a sounding board for the vision and recommendations developed.

Recommendation

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

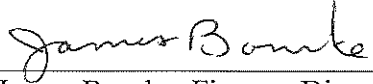
“MOVE to approve an appropriation of \$95,000 from the General Fund Unassigned Fund Balance to conduct the Day Hill Corporate Area planning study.”

Attachments

Day Hill Corporate Area Map

Certification

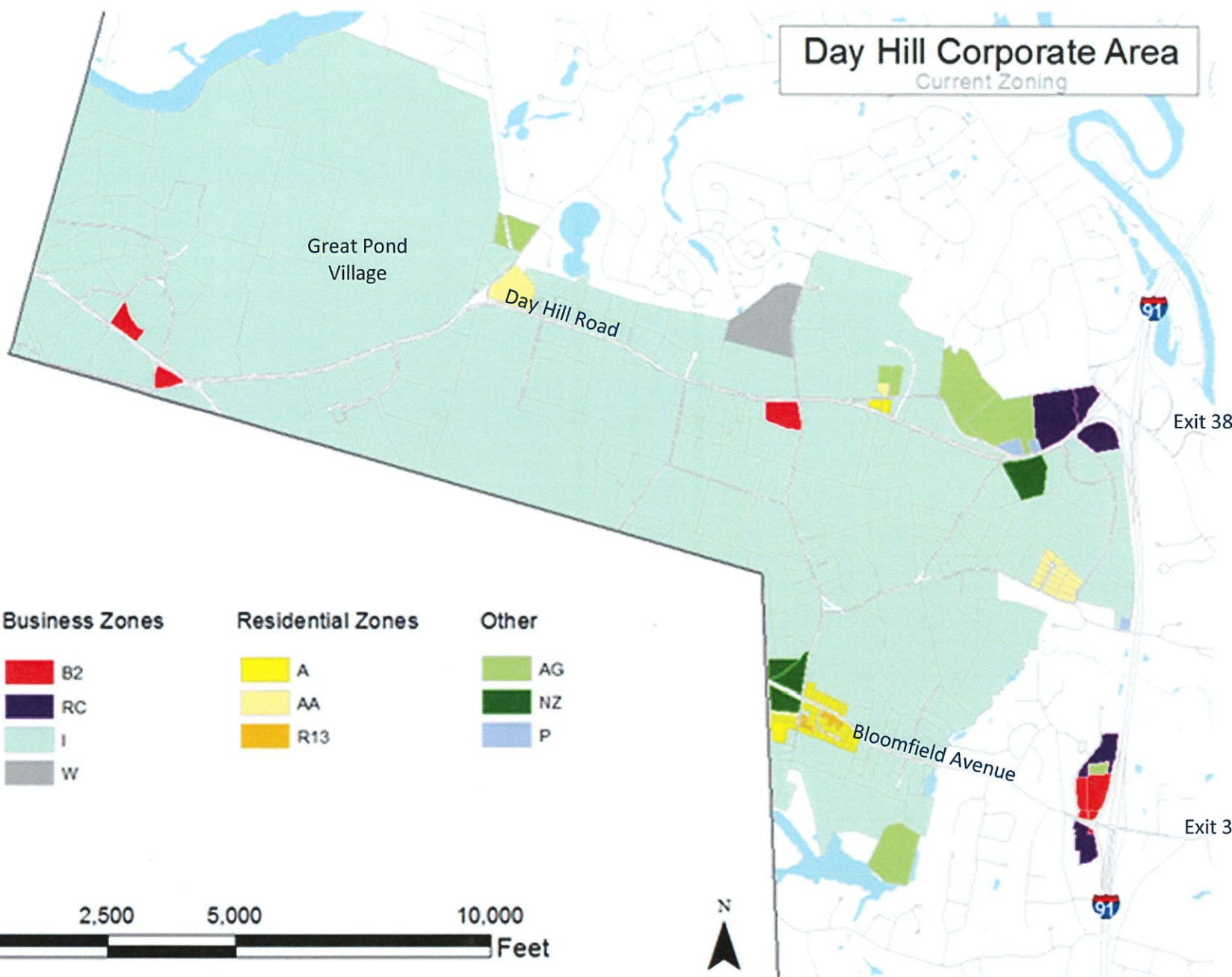
I hereby certify that \$95,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.



James Bourke, Finance Director

Day Hill Corporate Area

Current Zoning




Agenda Item Summary

Date: October 7, 2024

To: Honorable Mayor and Members of the Town Council

Prepared by: Todd Sealy, Town Planner

Reviewed by: Peter Souza, Town Manager 

Subject: Appropriation of \$130,000 from the General Fund Unassigned Fund Balance for the completion of the Plan of Conservation and Development

Background

Connecticut General Statutes require that each municipality, through its Planning and Zoning Commission, adopt a long-range Plan of Conservation and Development (POCD). A Plan of Conservation and Development helps to articulate a community vision and establish goals, policies, and actions. The POCD provides the town with a long-range planning tool to help guide community decisions in a range of areas related to land use, natural and historic resources, transportation, and community facilities.

The POCD needs to be updated and approved by the Planning and Zoning Commission every 10 years. Our last POCD was adopted in October 2015, therefore it is time to begin the review and update of the POCD with the goal to adopt the plan in the fall of 2025. Updating the plan is a significant undertaking and involves substantial data collection, analysis and community engagement efforts. To assist in completing the POCD review and update, it is recommended that a community planning consulting firm be retained to work along-side staff.

The Town Council is respectfully requested to approve an appropriation of \$130,000 to fund professional services related to reviewing and updating the town's long-range Plan of Conservation and Development.

Discussion/Analysis

A Request for Qualifications for professional planning services was issued this summer and seven proposals from firms across the country were received. Staff reviewed the proposals and conducted interviews with several consultant teams. The preferred firm has experience and a high level of familiarity with Connecticut communities having similar characteristics to Windsor. The selected consultant team will lead the review and update of our POCD to address changing conditions since the plan's adoption in 2015. This update will identify growth trends, update and improve applicable visuals, and provide updated data and figures. The project is expected to last approximately 12 to 14 months. The selected consultant will also review relevant plans, codes, ordinances, policies and regional studies.

The community planning process will be designed to be inclusive and engaging. There will be a series of public meetings and community workshops held to solicit public input; generate discussion; define visions and identify key goal areas; and test preliminary strategies through planning exercises and open forums. The public engagement opportunities will include surveys, pop-up events, and focus group meetings as well as formal public hearings. The selected firm will

work closely with staff and also gather information from various appointed volunteer boards and commissions.

As noted previously, the Planning and Zoning Commission is the body charged with adopting the POCD by State law and they are required to conduct a formal public hearing prior to approving the plan. Before the Town Planning and Zoning Commission (TPZC) can hold a formal public hearing and consider adopting the POCD, *Connecticut General Statutes* calls for any change to a POCD be referred to the Town Council for review and potential comment. The Town Council may elect to hold a public hearing(s). Although the Town Council is not required to hold a public hearing, the Town Council is required to endorse or reject the proposed updated POCD.

The Town Planner will provide primary support for this project with assistance from several departments and the Town Manager's office.

Financial Impact

The recommended funding source is the General Fund Unassigned Fund Balance at \$130,000. The unaudited General Fund Unassigned Fund Balance as of October 1st is \$38,446,563.

Other Board Action

None

Recommendations

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

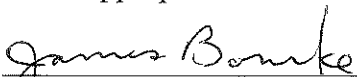
“MOVE to appropriate \$130,000 from the General Fund Unassigned Fund Balance for professional services related to updating the 2015 Plan of Conservation and Development.”

Attachments

None

Certification

I hereby certify that \$130,000 is available in the General Fund Unassigned Fund Balance to fund the above appropriation.




James Bourke, Finance Director

Agenda Item Summary

Date: October 7, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Building & Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Project - Roof Replacement at Poquonock Elementary School – Bond Ordinance & Request for Grant Funding

Background

Poquonock School has two types of roof designs and systems that total approximately 67,000 square feet. The majority of the roof area is over 25 years old. The flat portions of the roof are a built-up bituminous asphalt membrane. The pitched roof sections are asphalt shingled. The proposed project would replace all of the existing roof sections.

This project is proposed to be funded in part through a State of Connecticut grant and town general obligation bonds. In order for the school district to apply for the reimbursement grant, the State has specific requirements that need to be met and the Town Council is respectfully requested to take action on several items this evening including introducing a bond ordinance for project funding.

Discussion/Analysis

The preliminary cost estimate of the roof replacement project is \$2,330,000 including a construction contingency. If approved, the estimated state grant reimbursement could be up to approximately 50% of eligible costs, or \$1,165,000. The remainder of the project costs would be funded through general obligation bonds.

Current plans call for the project to be bid this coming winter or early spring with construction in the summer of 2025. This schedule is contingent on if and when the State of Connecticut approves a grant application.

The State requires both the Town Council and Board of Education to approve three motions which will allow for the grant application to proceed. The other requirement is the Town Council needs to authorize project funding prior to being able to submit a grant application to the state. Staff is respectfully requesting the Town Council introduce a bond ordinance along with setting a Public Hearing for October 21st. Approval of the bond ordinance would be considered on October 21st.

Financial Impact

The project is potentially eligible for reimbursement of approximately 50% from the State of Connecticut. The entire amount of the project costs is requested to be approved by the Town Council, per State requirements, with eligible State reimbursements received following project completion.

The estimated costs for the project are as follows:

Construction	1,916,000
Bonding	30,000
Contingency	384,000
Total	\$2,330,000

Assuming the State grant is approved at approximately 50% of the reimbursement level for eligible project costs, the amount of approximately \$1,165,000 would be bonded. The average annual debt service based on a 15 year term at a 5% interest rate is \$109,000.

Other Board Action

None

Recommendations

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

ITEM 12 e)

1) Resolutions for Grant Funding Request

“MOVE to authorize the Superintendent of Schools to apply for a school construction grant for the Poquonock Elementary School Roof Replacement project.”

“MOVE to appoint the Public Building Commission to be the Building Committee to oversee the Poquonock Elementary School Roof Replacement project.”

“MOVE to authorize the preparation of schematic drawings and specifications for the Poquonock Elementary School Roof Replacement project.”

ITEM 12 f)

2) Waiving of the Reading

“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$2,330,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ 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.”

3) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,330,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

ITEM 12g)

4) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on October 21, 2024 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$2,330,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.’”

And

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

Attachments

Bond ordinance

AN ORDINANCE APPROPRIATING \$2,330,000 FOR COSTS IN CONNECTION WITH THE POQUONOCK ELEMENTARY SCHOOL ROOF REPLACEMENT PROJECT; AND AUTHORIZING THE ISSUE OF \$2,330,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO MILLION THREE HUNDRED THIRTY THOUSAND DOLLARS (\$2,330,000) for costs in connection with the Poquonock Elementary School roof replacement project, including replacement of approximately 90,000 sq. ft. of existing roof and associated components (the "Project"). The appropriation may be spent for design, construction costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Public Building Commission is authorized to determine the scope and particulars of the Project and may reduce or modify the Project scope, and the entire appropriation may be expended on the Project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION THREE HUNDRED THIRTY THOUSAND DOLLARS (\$2,330,000) to finance the appropriation for the Project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the Project and not separately appropriated to pay additional Project costs. The bonds or notes shall be issued pursuant to Sections 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed TWO MILLION THREE HUNDRED THIRTY THOUSAND DOLLARS (\$2,330,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

Section 5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that Project costs may be paid from temporary advances of available

funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the Project. The Town Manager and either the Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 6. That the Town Manager and either the Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or note to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Public Building Commission, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council _____

Public Hearing Advertised _____

Public Hearing _____

Adopted _____

Advertised _____


Effective Date _____

Agenda Item Summary

Date: October 7, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Michael Pepe, PhD, Director of Health Services

Reviewed By: Peter Souza, Town Manager 

Subject: Public Health Emergency Preparedness Grant

Background

Over the past nineteen years, the town has received funds under the Connecticut Department of Public Health's Public Health Emergency Preparedness grant program. The Town Council is being asked to approve the acceptance of the grant funds for the period of July 2024 through the June 2029 grant period.

Discussion and Analysis

The Public Health Emergency Preparedness (PHEP) Grant is a five year grant for the period of July 1, 2024 through June 30, 2029. Throughout this grant period, as in the past, Windsor will continue working with South Windsor as members of the Region 3 Mass Dispensing Area and in addressing plan elements specific to both Windsor's and South Windsor's needs.

This contract award provides a funding amount of \$39,997 per fiscal year throughout the five year period. This funding amount is based on a per capita basis. The Capitol Region Council of Governments (CRCOG) will be administering the grant on behalf of The Connecticut Department of Public Health during the five year period.

To ensure the proper utilization of PHEP funding and effective coordination with community organizations and public health initiatives, several key administrative and planning activities must be undertaken as contract deliverables. The activities are coordinated and completed by a staff member of the Windsor Health Department. The deliverables include regularly updating emergency plans such as the Public Health Emergency Response Plan (PHERP) and the Medical Countermeasure (MCM) plan. Participation in identifying / assessing Region 3 PHEP capabilities is required as is participation in tabletop exercises, two yearly call-down drills, and Point of Dispensing (POD)/Point of Vaccination (POV) drills. The drills includes site activations, staff notifications and assembly along with facility set-up. The three identified POD/POV sites are Windsor High School, LPW Community Center and South Windsor High School.

Financial Impact

Acceptance of this grant requires no general fund expenditures.

Other Board Action

None

Recommendations

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

“MOVE to accept a Public Health Emergency Preparedness Grant for FY 25 – FY 29 from the State of Connecticut and that the Town Manager is authorized to make, execute, and approve any and all contracts or amendments with the State of Connecticut Department of Public Health and the Capital Region Council of Governments for said grant.”

Attachments

None



Town Council
Resignations/Appointments/Reappointments
October 7, 2024

Resignations

None

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

None

Names submitted for consideration of appointment

None

9/9/24

Draft minutes
of Regular Town
Council meeting



**TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL HYBRID MEETING
SEPTEMBER 9, 2024**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

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

Absent: Councilor Kristin Gluck Hoffman

Staff: Suzanne Choate, Town Engineer and Patrick McMahon, Director of Economic Development

Guests: Bill Anderson, Highway Team Lead, and Charlie Baker, PE, PTOE, Senior Traffic Engineer from VHB

2) PRESENTATION AND DISCUSSION OF PROPOSED BROAD STREET ROAD DIET PROJECT

Town Manager Souza gave an overview of the project and went over the possible choices that the Town Council has to move this project forward. He stated that staff is looking at the Town Council to narrow down and develop a preferred concept based upon the concepts that will be provided this evening. Ideally, we'd like to have that in the October/November time frame so we can provide specific design direction to our consulting engineers.

Town Manager Souza gave a background of the project.

Mr. Baker, PE, PTOE, Senior Traffic Engineer from VHB and Mr. Anderson, Highway Team Lead from VHB gave a more detailed outline of the project and explained its suggested concept plans. They gave examples of what other towns have done and how successful they have been with their road diets.

Councilor Pelkey said for the intersection of Palisado (the three way for the main roads), southbound on Palisado are we changing the lanes because right now there are two. Is that going to be one? There's nothing there and that would necessitate a change if we didn't do anything with the roundabouts. Mr. Baker stated that yes there is currently two lanes that will be transitioned into one lane at the intersection of Palisado and Broad Street.



Councilor Naeem asked if we did any study analysis to understand the demand for what parking might look like at full capacity and what the parking demands are currently? Mr. McMahon stated there have been interns in the past that counted all the parking spaces in downtown. There are a significant amount of parking spaces available although most of them are behind the buildings. That's something that we might have to look at in the long term on how we connect some of the parking behind the buildings as well as get the signage to get people there. We do have enough parking available in the town center to satisfy the businesses. If we could get additional parking on Broad Street, that might be beneficial instead of it being in the back of the buildings. That option would only be available to add it to the town green side of the street.

Councilor Naeem asked how many spaces it would be if we added parking on the town green side. Mr. McMahon said it would be 34 spaces.

Deputy Mayor Klase wanted to clarify if we go with option three which does not add parking to the west side, we would not have 34 additional spots correct? Town Manager Souza said that was correct. Deputy Mayor Klase said there was enough parking behind the buildings and the current parking that exists for the businesses on that side of the street and the town green would not be touched correct. And that gives us a bike lane on both sides, correct? Town Manager Souza said that was correct.

Deputy Mayor Klase asked if the bike lane is protected at all? Town Manager Souza said it would be striped. That's one of the considerations we are looking at is what is the most effective way to slow the traffic down. He explained what complete streets are and stated that is what the town has been trying to balance. The other objective is to have convenient parking for the additional activities that happen in the town center, not just for the businesses. The option that has no parking on the town green side, which would leave the curb line on both sides of the street at the same exact spot, there would be 34 less additional parking spaces. Depending on how the configuration of the west side goes, that can be anywhere from 26 to 35 spaces could be added on the west side. The differential is how we treat the space in front of Geissler's supermarket.

Mayor Black-Burke said from what the Town Manager Souza said, there would be no bump outs right. Town Manager Souza said there'd be no bump outs on the town green side if it was simply a bike lane and then the travel lane and turn lane.

Deputy Mayor Klase said we have no bike lanes on Palisado Avenue or Route 75 that go into the town center anyway, right? Town Manager Souza said that was correct. Deputy Mayor Klase then said even if we were to do a rotary construction on those two roads, we would have to widen those roads to put bike lanes there, correct? Town Manager Souza said not necessarily. We've had conversations with residents and property owners south of Sycamore Street on RT 159 regarding the speeding on Broad Street. Vehicles continue to speed north and southbound along that corridor. We've had conversations with the CT State Department of Transportation and they have done some initial traffic studies to look at if there is any other way of being able



to narrow down the section of Windsor Avenue south of Sycamore Street as a way to slow traffic down. If that would come to fruition, there would then be the ability to add bike lanes to the south without dramatically changing the curb lines which would come to the center.

Councilor Armstrong asked have we monitored bicycle traffic? Town Manager Souza said we don't have specific counts on bicycle traffic, but it's relatively low.

Councilor Naeem said the work that goes into this will take a few years. There are more apartments coming online in this area that could result in more bike traffic.

Councilor Eleveld asked if there are any current rules of parking on Broad Street from the library to the north green? He believes you can park all the way down to Ace Hardware on the west side and he doesn't believe there are any signs on the east side that say you can't park there. Town Manager Souza stated that at one time there were restrictions for the rush hour period along with limitations on the east side of the town green as well.

Councilor Eleveld stated currently since there's no restriction to parking, you can park there, but we only see parking in the vicinity of The Bean at this time. So, the question becomes will we rebuild the road at approximately \$7 million for one business that has all the parking as all the other businesses have parking behind them. One of the issues he's had from day one is that someone in the apartments on the other side of the railroad tracks or the condos has a medical emergency at the same time that the highway is shut down, we will end up with loads of cars in the town center and the ambulance will have no way to get back there easily.

Town Manager Souza said for the handful of times that I-91 is partially shut down or congested because of an incident on the highway, today we do not have enough road way. Regardless of what the Town Council and community decides to go forward with, we will still have that environment when that occurs. Those situations do occur but they are less frequent than the folks that live in town center and need to cross Windsor Avenue in a safe fashion or other folks that we're trying to draw to the town center, be them residents or visitors. That is what we are trying to plan for and design for is that every day use is in a safe manner.

Councilor Eleveld stated it's nice to have bike lanes but they currently lead to nowhere. You can't go down Palisado Avenue down a bike lane as there is none, you can't go up Poquonock Avenue as there is not a bike lane and you can't go up Bloomfield Avenue as there isn't a bike lane there either. But the town does have some streets that come off of Broad Street that you can bike on. If we go forward with the plan, he'd like it to have parking on both sides, single lanes and no bike path. He does not want to the town to touch the town green.

Councilor Pelkey said the focus has been on Broad Street and the potential for roundabouts. What he's curious about is if we've put any study or thought of what will happen on Preston Street in the neighborhood behind all these businesses. He knows that people will start using the back streets if it is too slow in the center. He wants to make sure we've at least thought these



things through as they cannot be easily undone. Mr. McMahon stated that the plan does mention the possibility, if necessary, of some traffic management at the beginning portions of each of those roadways. On Maple and Elm Streets, there could be in the future design elements like the bump outs, if necessary, down a road, if it became a problem.

Councilor Pelkey asked if there would be a plan to have some money put aside for something like that or would that be a future ask? Where would the monies come from? Town Manager Souza said we'd include that as the program got refined. We would maybe include neck downs or a vertical change, a speed table at an intersection would be relatively inexpensive unless we had to get into storm drainage. That would be included in any cost proposal.

Councilor Naeem said she is in favor of bike lanes. As Councilor Eleveld shared, there are no connect points as of now that is true, but we are talking about the roads of our future. It's important that if we want to drive more business into the center of town that we start building our town from there to connect those things. Bike lanes have the opportunity, especially with all the apartments coming online in the area, to drive traffic into the businesses into the center of town. She is in support of that. She believes the CT Department of Transportation (DOT) had put out some policy where there is a requirement to add bike lanes to state roads as they are repaired. That might address some of the connector points that we are talking about over the course of time. She asked Mr. Anderson if he could give an update on that. Mr. Anderson said the DOT is making efforts for a complete streets initiative and while they're not requiring bike lanes, they are all required to at least consider it. They want to make bike lanes the default and if you don't want to add bike lanes, you need to provide justification for it.

Councilor Naeem said of the three options we are looking at, there is an option on the table where there are bike lanes without taking space from the town green. Adding bike lanes does not mean that we are taking away space from the town green.

Deputy Mayor Klase has a question about option #3 where you take no land from the town green, which she is an advocate of, and you put in bike lanes. Are the islands made as small as they possibly can be to give us room for the bike lanes? Can you have parking and make those islands smaller on the east side? Mr. Anderson said unfortunately they cannot do that as the width of the medians is dictated by the need for the left turn lanes at the intersections. There isn't enough of a gap between the intersection to narrow them in some places.

Deputy Mayor Klase stated all the cost estimates that she's seen have been \$4.1 million or \$4.8 million being the highest. Is that correct? How did we get to \$7 million? Town Manager Souza said the \$4.1 million without any roundabout consideration and then the option that would relocate and widen the curb on the town green side is the \$4.8 million. The roundabouts are an estimate of \$1 million if two roundabouts are to be constructed. Deputy Mayor Klase then said some of these we already used some state money for, correct? Town Manager Souza said yes at this time we have been allocated \$1.2 million in state funding with \$1 million being allocated towards construction and the \$200,000 is for design work. We also received an allocation from the federal government of \$3 million.



Deputy Mayor Klase said she has heard from constituents that the speed is fast on Broad Street and even if you hit the light to cross the street at the cross walk, many people don't slow down.

Mayor Black-Burke stated that this conversation began because we wanted to move traffic through the center of town. We have a couple of options to move traffic through versus our traffic being backed up or stalled. She is in favor of bike lanes but wants to bring back to the forefront that this is a process to help move traffic not to make it be slowed down in any shape or form. No matter which way you move there will always be traffic coming into our town, but with the turn lanes and the roundabouts, we'll be able to move traffic differently. She'd rather not touch the town green, and she hopes it doesn't come to that. She would like the town to maintain the current parking that we have.

Councilor Walker said traffic calming is getting more prevalent. You can see this in Hartford. It didn't start in the center of town. He saw the traffic calming efforts that were made in Wilson where we went from two lanes to one. Then we ran into the unexpected problems of school buses. One of the biggest concerns he has, along with other people in the town, for center of town is pedestrian safety. He wants to make sure that he understands the concept of what we are going to do with traffic calming. We want to slow traffic down, and by doing that the idea would be to get vehicles to pull over and spend time in the shops in the center of town. When there is an issue with I-91, it is something to consider. How do you get emergency vehicles through? Particularly a ladder truck. We haven't spoken about the roundabout issue yet.

Mayor Black-Burke said that this prompts two different pieces. Ladder trucks were touched on at another community meeting and how they have difficulty getting through a roundabout. It's calming as well as moving traffic because you need to have a good balance of both.

Councilor Pelkey asked if the nature of the parking is going to be parallel or will it be angled? Mr. Anderson said it would be parallel parking.

Councilor Naeem said the Town Manager had mentioned the federal and state funds that we received. Do we have any time restraints on those? Mr. McMahon said there is no specific time frame that has been given to him during his conversations with the DOT.

Mr. Anderson went over how roundabouts work, their design for large vehicles, such as a ladder truck versus a larger truck, and the design goal to help with the speeding.

Councilor Walker said if he heard Mr. Anderson correctly, you said in the roundabout scenarios, pedestrians would only have to cross one lane of traffic in either direction. Could you elaborate on that? Mr. Anderson stated it's a two stage crossing. He gave an example of a pedestrian walking and stated that the person can cross the roundabout and can stop at the island (refuge) in the center of the roundabout (first stage) before proceeding further or can continue on (the second stage). You only need to wait for a gap in traffic in one direction before you get to the island and then you can wait for a gap to cross the second time.



Councilor Armstrong asked what Mr. Anderson meant when he said 'refuge'. Mr. Anderson said it's the island space between the two travel lanes. It would be a minimum 8 foot width so there would be plenty of space where a pedestrian can stand there safely outside of vehicle traffic. Mr. Baker added that is not required that you stand there and wait, but it's an opportunity for the people coming from the other direction to wait for the gap to cross.

Councilor Eleveld stated that what he sees on the screen as opposed to the map that is in the Council packet is different. He explained the difference. His version looked like a more dangerous configuration than that which was on the big screen and it might be tougher for those trying to cross. He explained that many people do not know how to use a roundabout in the U.S. He asked which design is more likely to be the one we'll be using? Town Manager Souza said that in the Council packet the map that is there is an initial concept that VHB did. The one that is showing on the screen is after some feedback from the CT DOT.

Councilor Eleveld said he likes the idea of the roundabouts. He thinks it might be a challenge for those who live in the new apartments as the only option they have is to go north or south around the circle. He asked if we are leaving all those side streets around the roundabout open and available for use or will some of those be closed or modified? Mr. Anderson said they are not looking to close anything.

Councilor Naeem wanted more clarification as to where the roundabouts would be going in. She asked if Mr. Anderson could reiterate how roundabouts are more efficient than traffic lights. Mr. Anderson said they did a traffic modeling with both the traffic signals and the roundabouts. The traffic signals are already operating efficiently. They also analyzed the roundabouts and they were all less than a 10 second delay on average per vehicle to make it through the intersection. Both forms of traffic control work well, but the roundabouts are a little more efficient.

Councilor Pelkey said as it is conceptualized right now, we have that small little parking lot by the bank and the package store that still remains on street parking and it still has the normal access it's just a matter of now you can only turn right and leave right, correct? Mr. Anderson said yes.

Councilor Walker said he is still concerned with pedestrians trying to cross the streets. Looking at everything that's being offered, including the fact that Mr. Anderson said that at the roundabout, there is no pedestrian waiting or allowing for vehicles and drivers to know that there are pedestrians waiting. He is not sure that any of the concepts have fully addressed providing better safety for people that are crossing in the center of town. He's hoping at the next presentation, or at the next follow up that there will be more thought given to what can be done. If you put the roundabouts in and you eliminate where Broad meets Palisado and Bloomfield Avenue, you eliminate pedestrian crossings there. Secondly, a lot of this is geared towards high density housing and traffic patterns and volumes will change at some point. Whatever we do needs to have long term planning.



Councilor Smith said his observation is that the issue is about advertently promoting these large SUVs because these have become much larger than they were. The problem is not so much to do with speeding. When an accident occurs it usually involves a larger vehicle which has a higher rate of having a dangerous outcome versus a smaller vehicle. He thought there was a proposal to do some diagonal parking. How is that going to work with these large vehicles backing out of these diagonal parking spots? How is that going to fit into the whole design? It seems like something along this line needs to be addressed. So, it's not only about speeding but about the type of vehicles as well. We need to look at both sides.

Councilor Naeem addressed the safety concerns of the roundabouts. If we don't have a roundabout and have a traffic light there, and there are vehicles coming going straight or turning, and it's a green light, they are going at the full speed they are going to go. The roundabout forces them to slow down. That immediately reduces the risk of the severity of pedestrian safety. The first slide that was shown showed how many deaths per 10 people there were based on speeding. That roundabout is going to force you to slow down to about 20 MPH. Ultimately, that is much safer. There are studies out there that pedestrian traffic is much, much safer with roundabouts than it is with traffic signals. Feel free to check them out in Glastonbury and Hartford. Mr. McMahon clarified that in the plans there is only parallel parking that is provided. There is no diagonal parking.

Mayor Black-Burke said the next steps is to have a conversation once again at one of the Town Council meetings. Town Manager Souza said that staff could have a public information meeting in the tail end of this month or October, depending on how schedules work. The hope would be that at the first meeting in November, that the Council will determine what the preferred concept will be. That would allow our consulting engineers to construct a final design. If the Town Council wants to have the roundabouts, we would likely need to have additional funds. When we got the grant from the State of \$200,000, roundabouts had not been in the mix at that point. Roundabouts came in after some comments from the last year or so. The goal would be able to (over the winter into early spring) have designs with final status and final cost estimates. Next summer, the summer of 2025, there will be some discussion with the Town Council relative to overall project funding authorization. This will require a referendum.

Councilor Pelkey asked about the medians and the refuge stop area, would they be wide enough to create a stagger system to run all the way through? Mr. Anderson said the current concept does not show that but that could be considered. Many times, that is safer. We haven't yet done that in the concept stage, but again it could be considered. There would be enough room to do that.

Councilor Pelkey asked if we were to do these roundabouts, is any land being taken or is it still largely within the town with slivers taken from here and there? Mr. McMahon said for one portion, the portion that we transferred to Founder's Square, we may need to take it back, in order to fit it. That's what happens when plans develop.



Town Council Special meeting
September 9, 2024

Councilor Walker said some of them have seen multiple versions of the plan. Diagonal parking was part of one of the concept designs. We have to make sure that whatever we do, we can go back and correct it if need be. As an example, West Hartford had to readjust some of their road diet stuff.

Town Manager Souza outlined the next steps once more.

3) ADJOURNMENT

MOVED by Councilor Eleveld and seconded by Councilor Armstrong to adjourn the meeting at 7:57 p.m.

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

Respectfully Submitted,

Helene M. Albert
Recording Secretary

9/16/24

Draft minutes
of Public Hearing



**TOWN OF WINDSOR
TOWN COUNCIL
HYBRID MEETING
SEPTEMBER 16, 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, Councilor Ronald Eleveld, Deputy Mayor Darleen Klase, Councilor Mary Armstrong (virtual), Councilor Kristin Gluck Hoffman, Councilor Ojala Naeem, Councilor William Pelkey, Councilor Leroy Smith (virtual), and Councilor Lenworth Walker

Mayor Black-Burke read aloud the notice of the 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."

2) PUBLIC COMMENT

Ryan Wilder, Police Department, 1075 Suffield Street, Suffield stated that he is the President of the Police union here in town. He is here to voice concern on behalf of the union membership regarding some of the language and the implementation of a proposed town ordinance that designates authority to the declare that a firefighter, police officer or EMS personnel died in the line of duty. The Police union's main concern is that this authority is designated to the Town Manager and it does not require that he consult with any professionals that specialize in a particular field as it relates to the cause of or manner of death. The town ordinance only states, "The Town Manager should make the determination after consulting with either the Police Chief, Fire Chief or EMS Chief, depending on the employee's department along with other professional resources such as the Risk Manager or Human Resources Director." He wanted to point out that the ordinance specifically refers to the Risk Manager and Human Resources Director as professional resources for a line of duty death. The Police union strongly disagrees with classifying the Risk Manager and Human Resources Manager as a professional resource relating to line of duty death. The union disagrees because neither of them are medical examiners, forensic pathologists, medical professionals nor a doctor. Such professional resources should be sought out in a line of duty death to specialize or have expertise in determining causes of death or the manner in which the death could have occurred or what they are linked to. It's also important to point out that



the subject declaration may entitle surviving family members to certain federal, state and municipal benefits. Because of this, it is important to make sure that should we ever encounter this that we get this determination right. There are concerns with leaving this with the Town Manager, Risk Manager and Human Resources Department. Those concerns include financial impacts they may have in mind in making such determination. Finances should not have a role in this determination. This determination should be made with the most accurate and correct information only after consulting with real professional resources, specializing cause of and manner of death as it relates to cardiac events. The Police union hopes the town does not vote for this ordinance as it is currently written. He'd like the Council to take what he said tonight and consider it in making a determination.

3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:27 p.m.

Respectfully Submitted,

Helene M. Albert
Recording Secretary

9/16/24

Draft minutes
of Regular Town
Council meeting



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
September 16, 2024
Regular Town Council Meeting
Council Chambers

UNAPPROVED MINUTES

1) CALL TO ORDER

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

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

2) PRAYER OR REFLECTION

Councilor Smith led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Smith led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

- a) Proclamation declaring September 15 – September 21 as Adult Day Services week

Deputy Mayor Klase read the proclamation out loud.

- b) Proclamation honoring Sydney Satchell – Gold Medalist Team USA Paralympics

Mayor Black-Burke read the proclamation out loud.

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

Susan Miller, 130 Palisado Avenue, congratulated Sydney Satchell on winning the gold medal at the Paralympics. She announced that the Windsor Climate group and First Town Downtown have joined forces this year to present the Eco Monarch Festival this coming Saturday. It will be from 11:00 AM – 3:00 PM on the town green. They have over 40 vendors and information booths, there will be food and beverages for sale, kids crafts, etc. It will be a fun event.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld – nothing to report.



Councilor Smith stated he does not have any communications he'd like to report at this time.

Councilor Pelkey said www.windsorfire.org is a great website. It's for the Windsor Volunteer fire department. If you or someone you know might be interested in helping out or joining the fire department, go to www.windsorfire.org or reach out to any of the councilors. He wanted to thank the large contingent of fire fighters who came for the public hearing on the proposed ordinance this evening. He enjoyed the Tavern Trot. The town came out in strong numbers to support Alex's Lemonade stand.

Councilor Naeem stated the Eco Monarch Festival will be this Saturday from 11:00 AM – 3:00 PM. It should be a fun event. Congratulations to Sydney. She hopes that she knows how proud Windsor is of her. She can't wait to tell her daughter, when she's older, that gold medalists come from Windsor. The Windsor Education Foundation is having their purse bingo night on September 20th at L.P. Wilson at 6:30 PM. She encouraged all to attend the function.

Councilor Armstrong said she was happy to see those that attended tonight. She attended the grand opening of the beer garden at Bart's. There's lots going on in Windsor. If you want to know what is going on, you can check the website at www.townofwindsorct.com. Also, the farmer's market is on Thursdays from 3:00 PM – 6:00 PM. Don't forget our seniors.

Councilor Gluck Hoffman mentioned the Police Department and emergency services that helped out yesterday and thanked them for their support. She had the joy of being with the Police officers all afternoon.

Councilor Walker was at the grand opening of Bart's. Inside renovations are great. Saturday, the 7th Windsor Fife and Drum had their regular muster on the town green and several towns in the area participated as well. Membership starts for band members from age 7 years to 21 years. Rehearsals are at L.P. Wilson community center, Room 2 from 6:00 PM – 8:30 PM on Thursdays. No previous music experience is necessary to join. For the colored guard, there are no age limits. Their website is <http://windsorfifeanddrumcorps.com/>. Saturday, he attended the open house for Team Paragon. It was well attended. The kids are doing a good job. He had a tour of their new space at the EMS headquarters and it was pretty impressive. This Thursday, he visited Hopewell Baptist Church and visited with the Reverend David Massey as it was his pastoral anniversary. He went there with members of the First Cathedral church.

Mayor Black-Burke was at Bart's as well and it was a great experience. Last Tuesday, she attended a CCM event and gave kudos to Town Manager Souza for attending and doing the work involved. On Saturday she sat with the Daughters of the Revolution group as they are starting the celebration of Constitution Week and the signing of the constitution. She went to St. Justin/St. Michael Parish in Hartford as they were having their high tea. The mayor of the month was there. We have many citizens that go to various churches here in the community. While she was there, she learned that the Miss Jamaica Teen is a student at Sage Park School. This shows that Windsor's young people are making strides across our state and community. She gave a shout out to what is happening in our schools.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Milo (Rusty) Peck, Public Building Commission, gave the following report:

Oliver Ellsworth School Humidity Mitigation Design - 9574

Construction is substantially complete and all units are operational. We are now focusing on punch list items and minor items that need to be completed such as duct insulation and program adjustments. We don't anticipate any problems and completion is expected by the end of November 2024.

Sage Park Middle School Slab Moisture Mitigation Project – 9567

After performing multiple tests in an effort to determine the source of the moisture problem, we have confirmed the lack of leaks in any of the piping and drainage. Also, we did not see any indication of high-water levels around the footing of the building. Additionally, we have not seen or received any further complaints of moisture in the school by the staff or students. Based on this, we have decided that the best course of action, at this time, is to close this project out and re-address this, as needed, in the future.

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

Construction is substantially complete and punch list items continue to be addressed. The Auditorium unit return air ductwork has been redesigned to reduce the noise levels and we are still waiting on pricing from the contractor. Auditorium ductwork to be completed by the end of November 2024.

Milo Peck School HVAC Construction – 9538

Nothing new to report.

Clover Street School Roof Replacement Project – 9549

Nothing new to report.

LP Wilson Community Center HVAC Renovations Project - 9551

Phase - 1

Major construction is completed. Minor punch list items are being addressed and expected to be completed by the end of October 2024

Phase - 2

Construction is underway with demolition at 100% complete. Piping and Electrical for new HVAC equipment is at 90%. Classrooms units are substantially complete and administration areas to be completed by the end of September 2024.

330 Windsor Ave. Community Center Gym HVAC Renovations - 9550

Final HVAC punch-list items are being completed and controls are being finalized. Project is expected to be completed by the end of December 2024.



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

Construction is substantially completed and punch list items are being addressed. Punch list items are expected to be completed by the end of October 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 substantially completed and punch list items are being addressed. The last major items are the windows which are currently being installed, with no disruption to the students. Project expected to be completed by the end of October 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 completed and final inspection needs to be scheduled. Project is expected to be completed by the end of September 2024.

Welch Park Pool House Renovations Project - 1938

Construction is substantially completed and punch list items are being addressed. Punch list items are expected to be completed by the end of November 2024.

Councilor Armstrong asked about the noise in the ducts at Sage Park. What is that about? Mr. Peck answered that there were some vibrations happening there and some adjustments needed to be made so it wouldn't be a nuisance. Councilor Armstrong asked if that means there could be some replacements? Mr. Peck said no there aren't any.

Councilor Armstrong asked about the design at Sage Park. Mr. Peck said the contractors are looking at the design to see if we have to do something in that regard.

Councilor Armstrong asked what is going on with Milo Peck? Town Manager Souza responded that at the Milo Peck school, staff is looking at putting together a potential scope of work for the replacement of the boiler which will be repaired later in November. For the overall heating and ventilation and air conditioning project, that was designed several years ago and did not pass that Special Town meeting. We are revising the scope of work. We'll need to go out for potential redesign. That would be the next step which would require funding authorization from the Town Council.

b) Insurance Commission

Alan Relyea, Insurance Commission, gave the following report:

As you know, the primary responsibility of the commission is to recommend an insurance package for the town that meets our needs and contains cost. The primary incumbent carrier –



Travelers – did a very good job holding against cost increases, and respected both the commitment to risk management by the Town, as well as the productive relationship Travelers has with the Town of Windsor and its Insurance Commission.

As can be the case each year with any town, there were exposure increases driving pricing outside of pure rate change, that in our case included the following:

- o Our auto exposure count has increased by ~6.5% from 217 power units to 231 power units, which has an impact on the renewal pricing.
- o The law enforcement employee counts have increased which also impacted the renewal exposures.

Substantiating desired rate increases, the insurance industry points to increased costs caused by law enforcement liability, natural catastrophes, abuse/molestation claims, social inflation with jury awards, the cost of auto repairs because of supply chain issues and auto technology, and cybersecurity. Our approach, with our insurance broker USI Insurance Services, remains to highlight the positive risk management attributes of the town, to negotiate with our carriers for the best possible renewal terms each year.

According to USI, the Traveler's underwriter tried her best to get the pricing to mid-single digits during the renewal process. Travelers quoted a 2.4% rate increase overall with a 5.9% exposure increase across the lines.

Again, according to our broker, the rate they quoted on the Town of Windsor was significantly less than what the broker was seeing in the aggregate for their CT book of business.

Impacting us also is the fact that Umbrella/Excess Liability carriers have been impacted by much larger jury verdicts recently than in the past and continue to seek rate increases to reflect the increasingly adverse legal environment facing municipalities. The rate increases are large, but expected, given what we're seeing in claim trends.

Lastly, the town has a number of ancillary carriers that provide specific types of coverage. A good example is VFIS that provides specialized coverages for our fire and EMS operations. The ancillary carriers and renewal policies reflect more stability than we've seen in the past and remain quality program options when comparing scope of coverage, carrier financial condition, claim handling quality, and overall value.

You have the cost comparison for our coverages before you. Our insurance expense for the next policy year increased overall, by 7% which was driven not only by market conditions, but also by the exposure increases mentioned and an increase in property values of 6.5%.

Our broker, USI, did a diligent market analysis for us and compared alternate coverage options. It is the belief of the board that the package as negotiated represents a more than fair renewal premium for the town's coverages. As I did last year, I would ask you to recognize that because of our loss history, the town continues to represent a highly desirable risk to insurers. Should loss frequency or costs rise, however, that could be in jeopardy in the future.

We continue to work with and support the efforts of the town's risk Manager, Marty Maynard, and applaud his diligence and passion in his task. Last year, I met with the Town Manager to discuss ways the Insurance Commission might improve the manner in which we address the second aspect of our enabling ordinance being to "recommend a risk management program" to you. Subsequently, we've been working with our carriers and TPA to construct a better dashboard of data on claims performance. We seek to contribute even more to town risk management and look to the Town Manager and the Council for input.

Councilor Armstrong asked what a 'sub limit' means. Mr. Relyea responded a sub limit is a limit that is applied to insurance programs that is different than the overriding limit of the policy itself. For example, your homeowner's policy might have a limit of \$2 million, but the coverage for your shed in the back might be lower. That is a sub limit.

Councilor Eleveld said there is a 33% increase and we saw a decrease; however, the increases are not as much as he would anticipate. Are we seeing some weakening price wise in the insurance area? Mr. Relyea said that is not what the commission is hearing. Instead they are hearing that it still is a hard insurance market out there and it is being driven by court judgements and the cost of everything. Consequently loss costs are higher even given the same size of the losses we've seen historically.

Councilor Eleveld said we are not seeing any loosening in the market? Mr. Relyea said it's not predicted for the next policy or anywhere. This town has a unique relationship with Travelers. They are a very large group in our town. We have a great relationship with the underwriters there. The commission toured their facilities this year and they came and did a comprehensive presentation for the commission. The broker they have engaged, USI, is going out and looking at alternate coverage sources and is recommending to us the best choices and whether we need to adjust the limits to some coverages. A good example is cyber coverage for the town.

8) TOWN MANAGER'S REPORT

Town Manager Souza stated the following:

Windsor Eco Monarch Festival

The Windsor Eco Monarch Festival will take place on September 21, 2024 from 11:00 AM – 3:00 PM. This is an eco-friendly fair sponsored by the Windsor Action Climate Committee and First Town Downtown. The focus will be on green initiatives like gardening, recycling, environmentalism, and protection of the endangered monarch butterfly.

The festival includes over 30 vendors with amazing eco-friendly artisan goods for sale. There will be activities for the whole family including making a fluttering butterfly, rock painting, kids costume pollinator parade, face painting, and planting marigolds to take home. An acclaimed chalk artist will be there to create a beautiful chalk mural with lots of chalk for you to create with too! There will be an electric vehicle display with cars and bikes for you to enjoy and learn about.



Windsor Lion's Club Tag Sale

The Windsor Lion's Club will be holding their annual Community Tag Sale on the Town Green on September 28, 2024 from 8:00 AM – 2:00 PM. Vendors pay a small fee for their site and keep the proceeds from all their sales. This event is held rain or shine. For more information email cldressage959@gmail.com.

Seeking Poet Laureate

Are you a poet that is looking to give to the community? If so, the Town of Windsor is seeking a volunteer Poet Laureate! Some of the Poet Laureate duties will include:

- Organize / participate in poetry readings open to the public
- Attend and/or read poetry at a minimum of three town events
- Visit schools, libraries, and community centers to lead poetry workshops and connect with students and community members
- Collaborate with other local artists
- Serve as a responsible creative lead

Applications are due by the end of the day at 5:00 PM on Friday, October 4, 2024. For more information and to submit your application, please go to: <https://forms.windsorct.com/poet-laureate-application/>.

Northwest Park Country Fair

Come join in the fun at Northwest Park's Country Fair on Saturday, October 5, 2024 (rain date October 6th) from 10:00 AM – 5:00 PM. This year's fair will feature activities for all ages, including games, music, competition, exhibitions, food and more!

Dial A Ride Services

As I reported to you earlier, several of our Dial A Ride buses had their catalytic convertors stolen overnight Sunday. Staff is working with our vendor to arrange for repair parts and installation. We will have one Dial Ride bus, a reassigned bus from the Youth Services and 2 smaller mini vans in service tomorrow. Staff have reached out to neighboring towns and Greater Hartford Transit District to see if we can borrow a Dial A Ride vehicle until ours can get repaired.

The majority of our individual rides will be able to be provided. We will be rescheduling a few planned group trips this week.

Supporting Teens in Reducing Their Stress program

Bring your teens to the "Supporting Teens in Reducing Their Stress (and ours)" presentation on Wednesday, September 25, 2024 from 7:00 PM – 9:00 PM at the L.P. Wilson Community Center Auditorium. Matt Bellace, Ph.D. will be the speaker. The program will focus on how parents can help foster skills in a supportive environment without arguing, present techniques such as mindfulness meditation, effective communication and using natural highs as a healthy coping mechanism and will help to improve the quality of life for both parents and their teens. This is a free program. For more information, call the Health Department at 860-285-1823.



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](https://www.windsorfreedomtrail2024.com). 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](https://www.windsorfreedomtrail2024.com). Email windsorfreedomtrailct@gmail.com with questions.

Mayor Black-Burke said stealing convertors is a common issue across the town and the state. Is there something we can do to try and prevent this from happening? Town Manager Souza stated that they had put on a somewhat preventative measure. They had guards that were put on the convertor to help with theft. Obviously, they were not enough of a deterrent. For a number of years, we've had these vans parked at the Police and Public Works facilities. We made some adjustments that were a bit of a challenge regarding daily efficiencies and operations. We will reexamine that opportunity. He said that Mr. Headly, the head of transportation for Dial-A-Ride has been advocating for some type of garage structure not just for protection for the vehicles from any vandalism or theft, but also for during the winter months. We are getting snow and ice on the top of the vehicles and you need to clean the snow off the vehicles in order to meet all the State of CT vehicle laws.

Councilor Gluck Hoffman asked if there is a potential building that could be used or a structure for the garage that we have existing? Town Manager Souza said he'd have to examine that. A number of years ago when they were looking at that, we did not have anything that would fit the 6 or 7 vehicles. Councilor Gluck Hoffman asked if there are cameras on the outside of the building? Town Manager Souza said we do.

Councilor Pelkey asked if there is any public marking that there are cameras on the premises? Town Manager Souza said he'd have to inquire about that.

Councilor Eleveld asked what is the estimated cost of replacing one of the catalytic convertors on the vehicle? Town Manager Souza said he'd have to get back to Councilor Eleveld on that as he does not have that information at hand.

Councilor Eleveld asked if this has happened before? Town Manager Souza said yes about six years ago.



Town Manager Souza added that the State of CT did make some changes to some regulations regarding the resale of the catalytic convertor. That has on a broad scope reduced the issue which had been much more prevalent a number of years ago.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith – nothing to report.

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 stated the police dashboard is up on the website. Hopefully, something will be posted soon about the mobile clinics.

Personnel Committee – Deputy Mayor Klase – none to report.

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."

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman, 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 9-0-0

MAIN MOTION

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

This ordinance outlines that the Town Manager would make the determination after consulting with either the Police Chief, Fire Chief, or EMS Chief depending on the employee's department along with other professional resources such as the Risk Manager and Human Resources Director.

We heard earlier in Public Comments come suggestions and concerns relative to making it very clear within the ordinance that it involves consulting medical experts and professionals. The Town Council can take action to amend the ordinance tonight.

Councilor Eleveld asked if we do nothing, it stays as it is where the department heads solely make that determination, correct? Town Manager Souza said that was right.

Councilor Eleveld asked if we can revisit this ordinance in a month? Town Manager Souza said unfortunately, you would not be able to because the state statute is very specific that if we are going to alter what the state law currently says from one of the chiefs making that decision, it has to be done by October 1st. The next Town Council meeting will be on October 7th.

Councilor Armstrong asked if this included all of the individuals including the volunteers? Town Manager Souza stated that it does.

1ST FRIENDLY AMENDMENT TO MOTION

Councilor Naeem suggested a friendly amendment to the motion to approve an ordinance with the changes in section 1 paragraph 2 to read, "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 medical experts and other professional resources such as the Risk Manager and Human Resources Director." Seconded by Councilor Eleveld

Councilor Naeem stated as the Town Manager shared, we heard tonight the importance of having medical experts that could speak to the cause of death and tie it to the actions on duty. It felt to her that was a big missing piece and that is what she's adding into the ordinance via the friendly amendment.

Councilor Eleveld stated with this amendment, assuming it passes, who would you look to speak to regarding the medical piece? Town Manager Souza said he would look at the medical examiner's report and that would be one piece and look at any other health records. We do have a medical advisor that we would use for many health aspects including the health department. He would look to see what expertise that individual has. He would look for someone who had expertise in cardiac or stroke experience in that area.

Councilor Eleveld said it is related to cardio-vascular or stroke type death. Have we had issues in the last decade or two where an officer or EMS personnel has passed and his death has been

brought up as a potential issue? Town Manager Souza stated the one incident that he can recall was a per diem employee of our EMS Windsor Volunteer Ambulance which did result in that individual's passing. That is his recollection. That was in the last 6 years or so. We did have a volunteer firefighter who over 10 years ago now that had a heart attack after a call.

Councilor Pelkey asked why we are seeking to make this change? Why not stay status quo? Town Manager Souza replied as it has been discussed, the aim here is to provide the consistency and objective decision making and that we are ensuring there is additional consultation that is occurring. None of that is stated within the Public Act. In our minds it would be consistency, making sure we are being objective, and taking the agency head out of a very emotionally charged situation. He appreciated the comments this evening to make sure that it was clarified that we'll be also be getting some medical expertise. The Public Act does not require that as written.

Deputy Mayor Klase asked why the Human Resources and Risk Manager are listed as professional resources? The Risk Manager she is assuming is because they have to access our benefits package for the person and the Human Resources Director because there is a certain protocol in process with the family and other benefits. Some people may think that using these resources is to protect the town, but it really is to make sure that the employee gets the full package that they are supposed to get as quickly as possible. Is that correct? Town Manager Souza stated that is our goal. The goal is to make sure the family has access to the range of benefits that are available and that it's done in a professional manner. Those individuals have the knowledge of the benefit packages. They also have the knowledge of a variety of different laws that relate to medical and health records. By adding the medical expert, it provides that clarity to what consulting resources would be available.

Councilor Naeem needed a bit of clarification. The law gives authority to the Police Chief, Fire Chief and EMS Chief to determine if the death was caused by an embolism, etc. The second piece of it is that we can assign an alternative. Is this ordinance about an alternative, an addition, or is it primarily making the Town Manager the authority? Town Manager Souza said when that Public Act talks about an alternative, designating someone to be an alternative, it could also be a committee. Other communities that have chosen to avail themselves to this option have decided to do it in a committee form.

Councilor Naeem asked if the alternative means that in the event that the designated chief is not around and is not able to make the decision, then the alternative steps in? Town Manager Souza said not as this ordinance is written.

Councilor Naeem asked if by state law we have to distinguish an alternative? Town Manager Souza said if the Council chooses not to act by October 1st, then it would stand as the head of the particular public safety agency.

Councilor Armstrong inquired if this ordinance is basically for cardiac and stroke conditions and no other conditions? Town Manager Souza said it's very specific in the state act that it relates to stroke/heart attack associated incidents. Councilor Armstrong then said that this would be the only cause for this ordinance. Town Manager Souza said that was correct.

2ND FRIENDLY AMENDMENT TO MOTION

Councilor Armstrong made an amendment to the first friendly amendment stating, “.....EMS chief depending upon the employees department, along with outside medical experts and other professional resources such as the Risk Manager and Human Resources Director.” Motion seconded by Councilor Eleveld.

Councilor Pelkey said if he was to support the first or second friendly amendment, it would have to be explicit language where it would list the required medical professional. That’s because that could be wide spread. He’d rather have the language be a ‘vascular’ or ‘cardio-vascular’, something that is germane to what we are actually looking at as opposed to a school nurse or such. He’d like to have someone who is a specialist or expert in that particular area. That’s the language that could get him to support the amendment.

Mayor Black-Burke stated she did share this with the Town Manager but she knows that there is some sort of state component that is going to weigh in just because if something like that happens, she believes at the state level there has to be some medical review. She understands what Councilor Pelkey is saying. There has to be some specificity, but she wanted to put that on the table as well that in this type of situation what role does the state play in this as far as having determination and the medical determination? She understands the requirement Councilor Pelkey is looking for but also knowing this piece is with the state. In regards to the overall ordinance, she is wondering if the Council is saying they need more time. If so, then they would have to determine that we want to come back together within the next 4-5 days and have some sort of conversation with the Town Manager as well as the chiefs and others. She feels that the Council is not ready to make a vote right now.

Councilor Eleveld stated if we go ahead and pass the motion as originally presented, it’s now our ordinance so we can change it at any time we want. Would that be correct? Town Manager Souza said yes as long as it is in alignment with the state law.

Councilor Eleveld said so if we go and pass what is currently written, we could sit here with ourselves in caucus and come up with some better wording and present that in October for a vote by this Council, correct? Town Manager Souza said that would work as well. Town Manager Souza said this ordinance refers to Public Act 24-16. In Public Act 24-16, it specifically talks about the type of event that this determination relates to. One possible suggestion is to say appropriate or specialized outside medical experts.

Councilor Eleveld said that Town Manager Souza is saying to say ‘appropriate’ due to the specificity of the law.

Councilor Walker said he is in agreement with the Mayor about what we’re hearing. He wants to put a little perspective on this. We have a volunteer fire department that we need. We can’t afford to lose any input or enthusiasm from them. We just need to make sure that whatever we do, keeps the men and women in our volunteer fire department comfortable with what we’re doing. So, whatever the Council decides to do, he is fine with it. The important piece of it is that it’s not just a decision for the Town Manager but that other people have input. He’ll go along with

whatever as long as we make sure that we don't do anything to upset our volunteer fire department.

Mayor Black-Burke said she wants to make sure that everyone is concrete and clear on the 'what'. She knows the statute has been put forward and she said it does give some specifics in regards to what is in there but she wanted to be sure that everybody can digest that. We need to determine what to do next.

Councilor Pelkey said while he appreciates Councilor Eleveld's idea, he's not 100% sure how legally accurate that might be. He couldn't vote for that, especially not knowing if it would stick and we are stuck with something that the fire department doesn't want. As much as he doesn't want to come back, for him we have two more weeks to discuss this to get it in before October 1st. While I don't want to have to call us all together again, I think it's in the best interest of this town. Personally, he would like to wait to do this at another time just to make sure that we've had an opportune time to engage with the community. He just wants to make sure we do this right.

Deputy Mayor Klase said the current ordinance as it is written is in alignment with the new law. Is that correct? Town Manager Souza said that was right. Deputy Mayor Klase said so if we did nothing, we wouldn't be out of alignment with the state amendment. Town Manager Souza said we would not. It's setting up a new alternative to what the state law says which it states that the decision is only made by the chief of one of those three agencies. Deputy Mayor Klase said so that is 'as it is' now or not? Town Manager Souza said this is a new law that just went into effect.

Mayor Black-Burke said it might be helpful as well to state what we currently do. So, if something were to happen tonight, what is that process? Town Manager Souza stated going back to the two incidents that we had, and if his memory serves him correctly, it was the same parties as are mentioned in this ordinance were consulted including the Risk Manager and WVA was part of that conversation.

Councilor Eleveld said he is saying let's do a five minute recess and then we can fix it right now. What we have heard is a concern from our EMS in general they want to make sure whatever decision is made is fair. What we heard is that medical expert with the appropriate knowledge would be that element of fairness.

Mayor Black-Burke said what she's heard is that is a portion of the concern. We can take a five minute recess, but she wants to make sure they are all clear that is a portion of the concern. The other side of the concern alluded to the impact to the volunteer firefighters.

Mayor Black-Burke said that we do have other agenda items and she's not sure if we'll be able to shake it out through the sifter in five minutes. She also wants to give notice that in a time like this, she knows that we want to move things as expeditiously as possible, but at the same time the volunteer firefighters, some of them live in town. She doesn't feel that this will be done in five minutes but they can certainly recess for that time if that is the consensus.

Deputy Mayor Klase withdrew her motion for the main motion.



Councilor Naeem withdrew her amended motion (Amendment #1).

Councilor Armstrong withdrew her amended motion (Amendment #2)

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to table the ordinance entitled, "AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY" to prior to October 1, 2024.

Motion Passed 9-0-0

11) UNFINISHED BUSINESS – None

12) NEW BUSINESS

- a) Approve acceptance of the State of Connecticut grant to support the cost of early voting

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to accept the Connecticut Secretary of the State's Early Voting grant and authorize the expenditure of grant funds.

Anna Posniak, Town Clerk, stated 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.

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.

Councilor Eleveld stated so the cost we are estimating is \$25,000 or almost \$2,000 per day for early voting. He understands that there is a constitutional question on the ballot as well. Is that correct? Ms. Posniak answered that is correct. The constitutional question would be for the voters to decide on no excuse absentee voting. Councilor Eleveld added that this allows any voter at any time to say "I want to vote absentee." Ms. Posniak answered that is correct without a requirement because the state has requirements for voters to apply for an absentee ballot.

Councilor Eleveld asked if that were to pass, would we continue to do early voting? Ms. Posniak said if it passes, what it basically does is take this out of the constitution and puts it into the state statutes and then that would be up to the legislature to determine that.

Councilor Eleveld stated that he feels voters should be aware that early voting is for two weeks and it is very expensive for the Town of Windsor. He doesn't feel that we need two weeks for this.

Motion Passed 9-0-0

b) Approve lease for Stony Hill School

MOVED by Deputy Mayor Klase, seconded by Councilor Walker 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.

Patrick McMahon, Economic Development Director, stated the proposed tenant, Lucinda's House which provides prenatal and postnatal support also 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. It is a three year term which is effective October 1, 2024. It can be extended for up to two additional years with the town's approval. Monthly rental payments start at \$530, increasing approximately 3% each year. The tenant would be responsible for housekeeping, rubbish, liability insurance and utilities. The town is responsible for property insurance, grounds maintenance, snow removal and major maintenance. Either party can terminate the least with a 60 day notice.

Councilor Pelkey asked what would a similar facility go for on a monthly basis? Mr. McMahon stated that it is not in our downtown area, it's a separate facility, so it's hard to get something that is comparable. Councilor Pelkey asked for an estimate for the square footage, if a space of this size would be \$2,000 or \$700 per month? Mr. McMahon stated it would be more than the \$530, but because of the size of it and the exceptions that it can only be used for educational programming and nothing else, that reduces the size of the market. Town Manager Souza said the spaces in town center are basically \$10 per square foot and the building is probably less than 500 square feet.

Councilor Walker commented that this particular rental is something that a community needs. Lucinda's a qualified midwife and she is bringing a service that is necessary not just in the Windsor community but in the greater Hartford area in general. He believes she is addressing health disparities. He supports her and he hopes his colleagues support her 100%.

Mayor Black-Burke said she's grateful that Stony Hill school continues to provide a space where you can administer educationally to mind, body and soul. She is in total agreement to go forward with this request.

Councilor Eleveld asked what was the rental rate for the prior tenant? Mr. McMahon said it was the same. Councilor Eleveld is in favor of this request.



Councilor Armstrong is in favor of this as well. She asked when the effective date of the lease is. Mr. McMahon stated it would be October 1, 2024.

Motion Passed 9-0-0

- c) Approve accepting grant funds from the Hartford Foundation of Public Giving to support the Human Relations Commission and the 2025 Juneteenth celebration

MOVED by Deputy Mayor Klase, seconded by Councilor Smith 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.

Patrick McMahon, Economic Development Director, gave an overview of the company, Hartford Foundation for Public Giving, and its grant program which will be allocating funds to the town in support of the Human Relations Commission and the 2025 Juneteenth celebration. He explained what the funds would be used for and stated the grants will be placed in separate special revenue funds and incorporated in the annual budget.

Mayor Black-Burke had a question about the Hartford Foundation for Public Giving grant. The amount is \$4,500. Is that total amount allocated towards the Juneteenth celebration. Mr. McMahon stated that is correct.

Mayor Black-Burke said with many of their grants you do need to have a final report. She would be interested in seeing, with our upcoming Juneteenth cycle, how the money is allocated. The Juneteenth celebrations have been great. She's sure that at this point we know exactly what we are going to do, how we'll go about it, etc. She'd like to see what the dollars are allocated to. She's not sure if this is something that comes back to the Town Council during the Human Relations annual report before the Council or how we would do that.

Motion Passed 9-0-0

- d) Approve proposed use and authorization of American Rescue Plan funds

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that the following authorizations of American Rescue Funds be approved:

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



Town Manager Souza gave an overview of the request. He stated the Town Council has formally authorized the use of \$8,406,548 leaving a balance of \$97,000 to be allocated. He gave an explanation of how the money would be used. The proposed allocation amounts are as follows:

- 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.

Councilor Naeem asked about the school to work initiative. Do we have any idea of how many students would be engaged in that initiative? Town Manager Souza said it is tough to estimate at this point as it's in its initial planning stages. The Chamber of Commerce is directly working with an administrator at the Board of Education to develop that. He does not have an exact number for this first initial year. Councilor Naeem asked if this program is fully funded? Town Manager Souza responded that at this time for this current school year this amount would cover the anticipated costs with the anticipation of getting the business community to carry costs in the future.

Councilor Eleveld said we have to provide our students an alternative to the Education Industrial Complex which says every child has to go to college. When you look at the data, a very high percentage of students start college, never finish and get to carry a 25 pound weight of debt around their neck for decades to get rid of it. The fact that students can go to an alternative to make just as much if not more money than many college graduates is something that is not discussed very often because it's not popular.

Councilor Pelkey said signs and landscape improvements are all well and good but he'd rather see \$42,000 go towards people. He'd like to take that motion and zero it out for the signs and split that money between the Arts and Culture Series and Journey Home and even if we have to give more money to the school, he knows the Town Manager said that they were well funded for this year, but that little bit might help. He doesn't have a problem with the signs, he just thinks we're here for people, not for signs. He'd like to focus on the people. \$42,000 for four signs is not the biggest bang for our buck.

Mayor Black-Burke said when she and Councilor Walker were on the prior councils when they were talking about how to divide up ARFA dollars, then, all the councilors were trying to make sure it was a holistic approach that we were touching people, we were touching structures and things that need to be done. While we are touching people, we also want to make sure that what's out there is touching the spirit of the town. They had a discussion about what they could



do to enhance the town as well. If we have an opportunity to do it, she thinks that part of the rationale that prior councils said if this is something that could come why not do it? For her, \$42,000 divided by four signs is okay and that's her opinion.

Councilor Walker said we did speak on how we would divide all of this. He is in agreement with the Mayor.

Councilor Gluck Hoffman said she understands what Councilor Pelkey is saying about the signs but she has great pride in this community. When you come into town and you see those signs, even if they are old, it does give you a sense of pride for the traditions of who we are as a community. She'd like to see them updated. It's not only about the signs but about the landscaping at that location as well. She thinks it's important to do this because we are the first town in Connecticut. The Council is the continual caretakers of the community and that's part of the caretaking process.

Motion Passed 9-0-0

13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the September 3, 2024 Public Hearing

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

Motion Passed 7-0-2 (Councilor Eleveld and Councilor Naeem abstained)

b) Minutes of the September 3, 2024 Regular Town Council meeting

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

Motion Passed 7-0-2 (Councilor Eleveld and Councilor Naeem abstained)

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Councilor Pelkey, seconded by Councilor Eleveld to adjourn the meeting at 9:45 p.m.



Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary

9/30/24

Draft minutes
of Special Town
Council meeting



**TOWN COUNCIL
COUNCIL CHAMBERS
SPECIAL HYBRID MEETING
SEPTEMBER 30, 2024**

UNAPPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 6:30 p.m.

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

2) PUBLIC COMMENT

Leonard Lockhart, 57 Columbia Road stated he is opposed to the ordinance entitled, "AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY." This is a direct response to Public Act 24-16 which was an act concerning authority to declare that a Firefighter, Police Officer or Emergency Medical Service personnel died in the line of duty. Some towns have handed this to local government bodies to discuss and adopt by October 1, 2024, but the CT Fire Chiefs Organization recommends leaving the Public Act as written granting the Chief authority to declare a line of duty death within 24 hours of a call. He is wondering why the town would want to involve themselves with the decision when the Emergency Services Chief serves at the pleasure of the town. It is his understanding that emergency personnel must take a physical each year to prove fitness to endure the physical requirements of said job assigned. Emergency personnel also serve at the pleasure and command of their respective Chief. This legislation appears to focus on vascular conditions, which in his opinion are heart attacks, strokes and embolisms. Service personnel deal with very stressful and physically demanding situations very often. Thankfully, the Town of Windsor has not dealt with many emergency personnel deaths, but one is too many. He can speak of Firefighter Richard Maynard and Firefighter Robert Watts. Please study both cases. Line of duty death designation triggers certain timing for protocols as well. This legislation was signed by the Governor on May 14, 2024. There was plenty of opposition to the raised House Bill 5279 from insurance companies, COST (CT Council of Small Towns) and CCM (CT Conference of Municipalities), but the unions and Fire Chief from North Haven supported it with the discussion of worker's compensation on the table during the raised bill phase. All written testimony is online to fact check it. The discussion testimony behind the scenes speculates saving money and minimizing liability. However, the following language was presented and signed by the Governor, "such declaration by a Chief shall not be used as evidence for a worker's compensation claim under Chapter 568." He would like to believe that this is not all about liability. However, if so, the alternate option is more expensive on several



James McLoughlin, 168 Windbrook Drive, said he is a 19 year resident of Windsor with 42 years in fire service. Having served in the City of Hartford for 23 years, he retired as a Deputy Chief of Operations. While there, he ran the Honor Guard. He started it locally in the city of Hartford, then began the CT state-wide Honor Guard and then headed up the National Honor Guard Commander's Association. He has been involved in LODD with fire service personnel on the state and federal level for a number of decades. He has spent the last six years as a Fire Administrator and Emergency Management Director, 15 years with the National Fallen Firefighters Memorial weekend overhead team honoring those that have died in the line of duty. He has also been an Advisor to a Fire Chief here in the State of CT and the CT liaison to the POSB program which issues line of death benefits. He's also the Deputy Chief in charge of the line of duty death fire. Mr. McLoughlin spoke of an amendment he was instrumental in helping to change regarding the fire code. He said the CT Fire Chief's Association recommends leaving the state law 'as is' in the hands of the agency Chiefs. The declaration of a line of duty death by an agency Chief can and will be taken into consideration when applying for honors and recognition for the state and national memorials as well as benefits. He urged the Council to reject the proposed local ordinance and let the State's statute stand as written. Agency Chiefs will be the point of contact between the agency, the family and any benefit being considered and applied for. This affords continuity and consistency during the process for the families affected by such a tragedy. These decisions will be made on a 'case by case' basis, debunking the idea that there must be consistency amongst all three agencies. The focus should be on the affected families and providing them the honors of benefits due to their loved one's sacrifice. The Agency Chief will be the point of contact for any honors being bestowed upon a first responder. As an Agency Chief dealing with such a matter, he cannot conceivably see the Town Manager, HR Director or the Risk Manager not being consulted. The Chief of an agency has the best ability to gauge the determination of the line of duty death based on the agency's discipline and known facts of the job. As the state law indicates, the determination doesn't have a bearing on any worker's compensation benefit. The goal of the local ordinance is to provide a consistent and uniform decision-making approach across the three agencies. He urged the Town Council to reject the proposed ordinance and to let the State law stand.

Samuel Savelli, 7 Warren Lane, said while he can appreciate the town wanting to be the authority on the subject, he believes the obligation would be misplaced in doing so. In his 20 years as a Volunteer Firefighter and EMS provider for this town, he has been present for two line of duty deaths. Both incidents were handled appropriately by the respective Chiefs. He stated there was a gentleman who died in a house fire while doing his job. The Town Manager at the time fought the deceased firefighter's family for the benefits aspect. This is a clear-cut case of not having the man's or the family's best interest in mind. Our current Town Manager, who has all the best intentions at heart, will not be our Town Manager forever. With that said, he would not gamble the future of his family in the hopes of getting a like-minded Town Manager as his replacement. Chiefs of these departments are tasked with keeping the lives and property of the Town of Windsor safe at every given moment. The way they do that is with a team of dedicated men and women who serve them under their command and structure. These teams always have the best interest at heart and that piece of the puzzle is what gives us security to know they are doing right by us no matter the circumstance. There can still be a process in place for these line of duty



Town Council Special meeting
September 30, 2024

Councilor Eleveld said he does not see at this point a reason to change what has already been done. This is a very narrow scope to law for line of duty death. It has to do with cardio-vascular and basically, heart attacks and strokes within 24 hours of the shift ending or an event ending. He said he will be voting in favor of the negative motion.

Councilor Armstrong said she doesn't see any need to change what is already in place at this time. She will stand opposed to any change.

Councilor Walker stated he is in agreement with his fellow councilors. He thanked the Volunteer Firefighters for all they do for this town. We must do whatever we can to support the Volunteer Firefighters for this town. If they aren't here, we will have problems. If we have to support a full-time Fire Department, taxes will increase substantially. We're blessed to have them and should leave it as it is.

Mayor Black-Burke said she doesn't feel there needs to be any change to what is in front of them at this time. The work of our public safety team (Police, Fire, Ambulance), is really hard work and we understand your concerns and thank you for sharing them with us. As we continue to move as a Council, she wants them to know that concerns can be shared and the Council is able to listen to that. She emphasized that she appreciates everything that is done by our safety team and thanked them for their engagement on this particular topic.

Motion Passed 9-0-0

4) ADJOURNMENT

MOVED by Deputy Mayor Klase and seconded by Councilor Naeem to adjourn the meeting at 6:55 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary