



# Council Agenda

Council Chambers  
Windsor Town Hall  
October 21, 2024



## Zoom Instructions

### Dialing in by Phone Only:

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

1. When prompted for participant or meeting ID enter: **837 4637 8593** 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/83746378593>

When prompted for participant or meeting ID enter: **837 4637 8593**

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

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

To hear public comment on bond ordinances 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
- 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

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

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Armstrong
3. PLEDGE OF ALLEGIANCE – Councilor Armstrong
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS



7. REPORT OF APPOINTED BOARDS AND COMMISSIONS

- a) Public Building Commission
- b) Wilson/Deerfield Advisory Committee
- c) Metropolitan District Commission

8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) \*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)
- b) \*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)

12. NEW BUSINESS

- a) \*Approval of Fiscal Year 2024 Open Purchase Orders until January 6, 2025 (Town Manager)
- b) \*Approve the release of a drainage easement at 458 Windsor Avenue (Town Manager)
- c) \*Approve acceptance of \$20,000 Connecticut Department of Economic & Community Development grant related to senior services (Town Manager)
- d) \*Approve acceptance of \$15,000 Connecticut Department of Economic & Community Development grant related to youth violence prevention (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the October 7, 2024 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)

16. EXECUTIVE SESSION

17. ADJOURNMENT

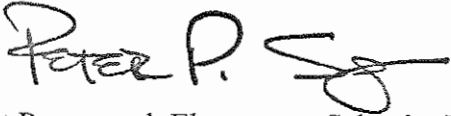
★Back-up included

## Agenda Item Summary

Date: October 21, 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 approving 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.

### 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
<u>Contingency</u>	<u>384,000</u>
<b>Total</b>	<b>\$2,330,000</b>

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:

1) 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.”**

2) Approve an Ordinance

**“MOVE to approve 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.”**

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 \_\_\_\_\_ 10/7/24

Public Hearing Advertised \_\_\_\_\_ 10/11/24

Public Hearing \_\_\_\_\_ 10/21/24

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_


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

## Agenda Item Summary

Date: October 21, 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 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. It also helps to absorb the "shock" of a collision, such as a player falling to the surface of the field. The project also includes the installation of 20 foot high ball safety netting behind each goal post.

There were a few questions or comments raised at the October 7th Town Council meeting relating to this type of field material causing burns to users, environmental concerns and converting the field to natural grass. In reviewing risk management records from the past five years, there have been no known injuries from the existing turf field that have caused burns. According to the product manufacturer, the various field components (artificial grass, infill material, and shock pad) that are proposed are not made with PFAS chemicals. The supplier also takes measures to ensure these substances are not added to their products through material, design, production, facility, and supplier controls.

The estimated cost to remove the existing synthetic field system, design and construct a natural grass field with storm drainage and irrigation systems is approximately \$1,100,000 to \$1,300,000, depending on the drainage system design. The type and placement of the drainage system could also change the size of the useable field area which could reduce the number of sports that are able to be played on the field. A natural grass field will require increased resources for turf maintenance in terms of staff time, supplies, materials, irrigation, and fertilizer.

There is an alternative infill product that could be used in place of the crumb rubber infill that is organic. This product is also measured to be cooler than the traditional crumb rubber infill. While this infill has a stated life expectancy of ten years it is a newer product and staff as well as our consulting engineer have expressed concern relative to its true longevity/durability due to it being a relatively new product. This infill would increase the project by approximately \$35,000 including a contingency factor.

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. The school district's Athletic Director was consulted in the development of the project scope.

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.

If the Town Council would like to expand the project scope to include the alternative infill material, action on the bond ordinance would need to be delayed until November 4<sup>th</sup> and a new public hearing set for that evening to reflect the revised project cost.

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) Approve an Ordinance

**“MOVE to approve 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.”**

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	_____ 10/7/24 _____
Public Hearing Advertised	_____ 10/11/24 _____
Public Hearing	_____ 10/21/24 _____
Adopted	_____
Advertised	_____
Effective Date	_____

## Agenda Item Summary

Date: October 21, 2024  
To: Honorable Mayor and Members of the Town Council  
Prepared by: Jim Bourke, Finance Director  
Reviewed by: Peter Souza, Town Manager   
Subject: FY 24 Outstanding Year-End General Fund Purchase Orders

### Background

On June 17, 2024 the Town Council reviewed and approved FY 24 outstanding year-end General Fund purchase orders through October 21, 2024. Below is the current list as of October 21, 2024. At this time, we are respectfully requesting re-approval of these outstanding purchase orders until January 6, 2025.

### Discussion/Analysis

The Town Council approved eight FY 24 year-end purchase orders totaling \$198,315 on June 17, 2024. As of October 21, 2024 there are three remaining open purchase orders totaling \$102,994. Two of them pertain to compensation and job classification studies that are still in progress. The third purchase order is for a Ford F650 flatbed truck, which has been delayed due to shipping and assembly issues with the vendor.

Town of Windsor FY 24 Year-End General Fund Open Purchase Orders As of October 21, 2024				
Department	P.O. #	Vendor Name	Product / Service Description	Open Amount
<i>Human Resources</i>				
Contractual Services	24341	Management of America Consulting, LLC	Compensation and Class Studies For Administrative Pay Plan	\$6,300
Contractual Services	24342	Management of America Consulting, LLC	Compensation and Class Studies For Part Time Pay Plan	\$13,800
Vehicles	24278	Tasca Ford Berlin	Ford F650 Flatbed Truck	\$82,894
<b>General Fund Total</b>				<b><u>\$102,994</u></b>

### Recommendations

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

**“MOVE that the remaining FY 24 General Fund purchase orders totaling \$102,994 be re-approved until January 6, 2025.”**

### Attachment


None

## Agenda Item Summary

Date: October 21, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott W. Colby, Jr., Assistant Town Manager  
Suzanne Choate, Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Release of CT Department of Transportation Drainage Easement at 458 Windsor Avenue

### Background

The State of Connecticut has a Drainage Right of Way (DROW) on 458 Windsor Ave that connects the drainage system on Route 159 to Decker's Brook.

### Discussion/Analysis

Due to the new park construction at this location and its impact on the DROW, the State is requiring the town to accept a release of the Drainage Right-of-Way. The State will maintain a right to drain (RTD) only through an existing drainage pipe of which the town will be required to maintain.

### Financial Impact

None

### Other Board Action

The Town Planning & Zoning Commission reviewed and approved this action on October 16<sup>th</sup> as required by Connecticut General Statutes Section 8-24.

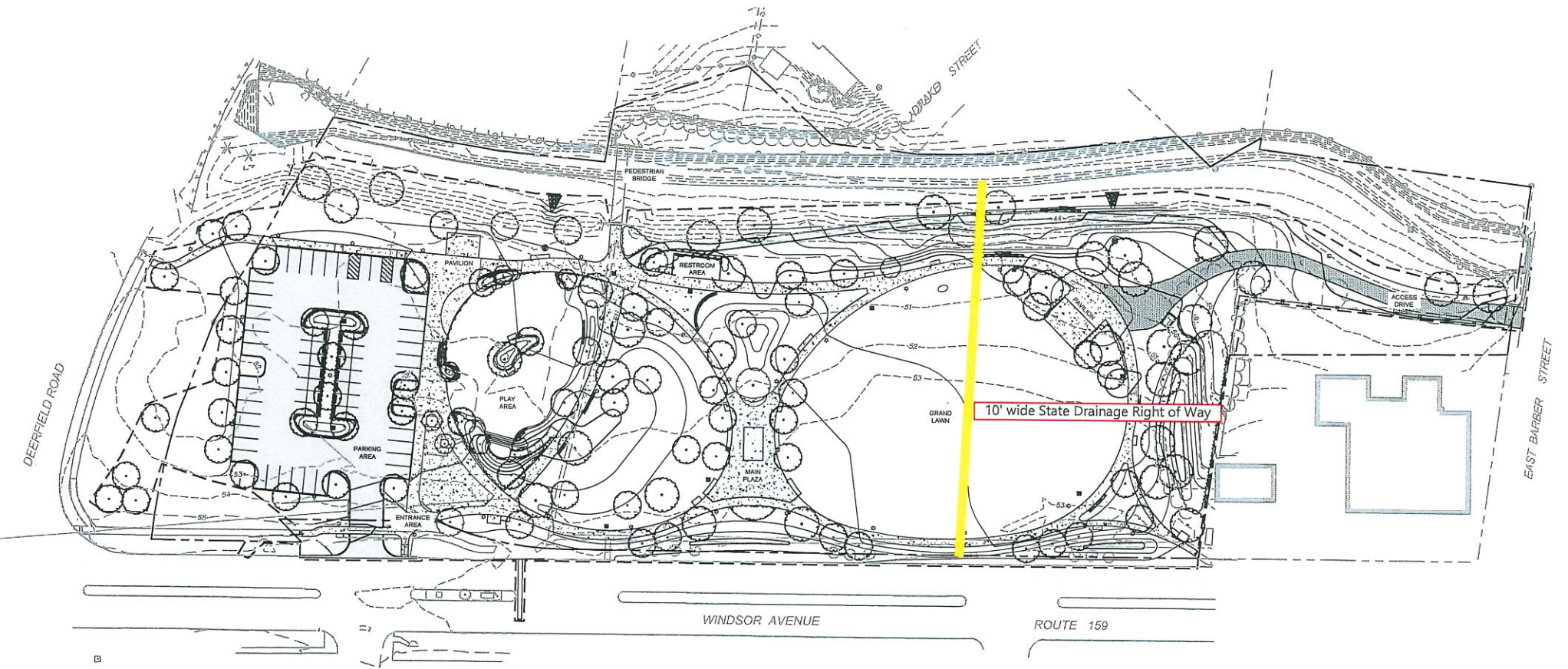
### Recommendations

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

**“MOVE to approve the release of the Connecticut State Drainage Right-of-Way in favor of a Right to Drain, as well as acceptance of pipe maintenance within said Drainage Right-of-Way at 458 Windsor Avenue.”**

### Attachments

Map



10' wide State Drainage Right of Way

WINDSOR AVENUE

ROUTE 159

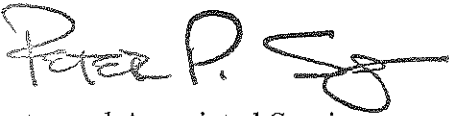
B

## Agenda Item Summary

Date: October 21, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Norris, Director of Recreation & Leisure Services

Reviewed By: Peter Souza, Town Manager 

Subject: DECD Funding for Senior Center and Associated Services

### Background

The town has been awarded a \$20,000 grant by the State of Connecticut Department of Economic Development (DECD) to support and assist residents over the age of 55. In FY 24 the grant amount was \$15,000 and was used to provide free aquatic programming for seniors and expand the partnership with Social Services and the Youth Services Bureau to assist senior property owners with yard maintenance projects.

The Town Council is respectfully asked to authorize the acceptance and expenditure of the grant funds.

### Discussion/Analysis

Funds will be used to hire Windsor teens as temporary part-time staff to assist in yard cleanup and beautification of at-risk and home-bound seniors who own their own home and are not able to do the work themselves. Teen participants would be provided a stipend and adult supervision will be provided at each job location. It is anticipated that approximately 20 senior property owners will be assisted.

Funds will also be used to provide adults over the age of 55 with free pool passes to access our pools this summer and offer free swim lessons. We estimate that approximately 568 seniors will be able to get free season passes or swim lessons.

### Financial Impact

There is no local funding match required.

### Other Board Action

None

### Recommendations


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

**“MOVE that the Town Manager is authorized to accept and expend the grant from the State of Connecticut Department of Economic Development to support and assist senior residents in the amount of \$20,000.”**

### Attachments

None

## Agenda Item Summary

Date: October 21, 2024  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Paul Norris, Director of Recreation & Leisure Services  
Reviewed By: Peter Souza, Town Manager   
Subject: DECD Youth Violence Prevention Grant

### Background

The town has been awarded a \$15,000 grant by the State Department of Community and Economic Development (DECD) related to youth violence prevention. The goal of the grant is to promote positive youth development. These funds may be used to increase or enhance opportunities for youth. In FY 24 this grant was able to provide more than 200 youths free pool access along with free access to the Teen Center nightly.

The Town Council is respectfully asked to authorize the acceptance and expenditure of the grant funds.

### Discussion/Analysis

Funds will be used for free youth access to pools in the summer and free access to the evening teen center at 330 Windsor Avenue Community Center. Grant resources will be also used to support social learning and violence prevention awareness programs across Recreation and Youth Services Bureau after-school programs. Social learning programs focus on fostering positive behaviors, emotional regulation, and healthy relationships. Violence Prevention Awareness emphasizes recognizing, avoiding, and de-escalating violent situations through conflict resolution, empathy, and communication skills.

### Financial Impact

There is no local funding match required.

### Other Board Action

None

### Recommendations

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

**“MOVE that the Town Manager is authorized to accept and expend the grant award from the Connecticut Department of Economic and Community Development for youth violence prevention in the amount of \$15,000.”**

### Attachments

None





**Town Council**  
**Resignations/Appointments/Reappointments**  
**October 21, 2024**

**Resignations**

- A. **Accept the resignation of Michael Champlin from the Board of Ethics**

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

**None**

**Names submitted for consideration of appointment**

- A. One Democratic Member  
Board of Ethics  
Five Year Term to expire July 31, 2028 or until a successor is appointed  
(Sarah Garry)

**“MOVE to appoint Rhonda Meyers as a Democratic member to the Board of Ethics for a five year unexpired term to expire July 31, 2028 or until a successor is appointed.”**

- B. One Democratic Alternate Member  
Human Relations Commission  
Three Year Term to expire May 31, 2027 or until a successor is appointed  
(Byron Bobb - resigned)

**“MOVE to appoint Rhonda Meyers as a Democratic Alternate member to the Human Relations Commission for a three year term to expire May 31, 2027 or until a successor is appointed.”**

C. One Democratic Alternate Member

Capital Improvements Committee

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

(Louis Morando – moved out of town)

**“MOVE to appoint Julian Bembry as an Unaffiliated Alternate member to the Capital Improvements Committee for a three year unexpired term to expire May 5, 2027 or until a successor is appointed.”**

D. One Democratic Alternate Member

Human Relations Commission

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

(Jody Denno - resigned)

**“MOVE to appoint Beverly Fitzpatrick as a Democratic Alternate member to the Human Relations Commission for a three year term to expire May 31, 2027 or until a successor is appointed.”**

E. One Unaffiliated Alternate Member

Commission on Aging & Persons with Disabilities

Two Year Term to expire January 30, 2026 or until a successor is appointed

(Linda Massa – moved from alternate position to regular membership)

**“MOVE to appoint Danette Brown as an Unaffiliated Alternate member to the Commission on Aging & Persons with Disabilities for a two year term to expire January 30, 2026 or until a successor is appointed.”**

F. One Republican Member

Housing Authority of the Town of Windsor

Five Year Unexpired Term to expire July 31, 2027 or until a successor is appointed

(Ruth Jefferies - resigned)

**“MOVE to appoint Danette Brown as an Unaffiliated member to the Windsor Housing Authority for a five year unexpired term to expire July 31, 2027 or until a successor is appointed.”**

G. One Democratic Member

Hartford Area Television Advisory Council

Two Year Term to expire June 30, 2026 or until a successor is appointed

(Patricia Bruhn)

**“MOVE to reappoint Patricia Bruhn as a Democratic member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2026 or until a successor is appointed.”**

H. One *Democratic* Member

Human Relations Commission

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

(Judy Ann Cooke)

**“MOVE to reappoint Judy-Ann Cooke as a Democratic member to the Human Relations Commission for a three year term to expire May 31, 2027 or until a successor is appointed.”**

I. One *Republican* Member

Hartford Area Cable Television Advisory Council

Two Year Term to expire June 30, 2026 or until a successor is appointed

(Charles Jackson)

**“MOVE to reappoint Charles Jackson as a Republican member to the Hartford Area Cable Television Advisory Council for a two year term to expire June 30, 2026 or until a successor is appointed.”**

J. One *Republican* Member

Great Pond Improvement District

Four Year Term to expire July 20, 2028 or until a successor is appointed

(Donald Jepsen)

**“MOVE to reappoint Donald Jepsen as a Republican member to the Great Pond Improvement District for a four year term to expire July 20, 2028 or until a successor is appointed.”**

K. One *Unaffiliated* Member

Housing Authority of the Town of Windsor

Five Year Term to expire July 31, 2029 or until a successor is appointed

(Stephen McKay)

**“MOVE to reappoint Stephen McKay as an Unaffiliated member to the Windsor Housing Authority for a five year term to expire July 31, 2029 or until a successor is appointed.”**

L. One *Unaffiliated* Member

Central Connecticut Tourism District

Three Year Term to expire July 1, 2027 or until a successor is appointed

(Latoya Edmond)

**“MOVE to reappoint Latoya Edmond as an Unaffiliated member to the Central Regional Tourism District for a three year term to expire July 1, 2027 or until a successor is appointed.”**



**TOWN COUNCIL  
HYBRID MEETING – VIRTUAL AND IN-PERSON  
October 7, 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 Walker led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Walker led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation declaring October 2024 as Fire Prevention Month

Councilor Armstrong read the proclamation out loud.

- b) Proclamation declaring October 2024 as Manufacturing Month

Councilor Gluck-Hoffman read the proclamation out loud.

- c) Proclamation proclaiming October 2024 as National Community Planning Month

Deputy Mayor Klase read the proclamation out loud.

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

Tracy Espada, 415 Windsor Avenue, stated she and her family have been in Windsor since November of 1998. She wants to start a conversation with the town. She'd like to know why there are so many liquor stores in her neighborhood. In her neighborhood there are three liquor stores within a 1.4 miles radius. She thinks several years ago that the town gave a special permit to a liquor store and it was less than 400 feet from a library. So we have a liquor store that is close to a library and will now be close to a park. She has a serious problem with that.

This would not be allowed in other parts of Windsor. She researched the issue a bit and stated what she found during that investigation. She feels that there are certain nuisance businesses that are allowed in her neighborhood that wouldn't be allowed in higher socioeconomic neighborhoods and that is not fair to everyone in her neighborhood.

Eric Weiner, 76 Palisado Avenue, thanked Councilor Walker for his comments regarding the citizens and residents that are experiencing a difficult time in the southeast. It will be getting worse unfortunately over the next few days. Having been through a wild fire natural disaster, he can't express how much comfort and support he received from the Red Cross and Salvation Army. He gave everyone a heads up regarding the turf field renovation at Windsor High School. Where there is currently artificial turf down, it's reached the end of its life. New turf needs to be installed. There's an increasing body of evidence, much is coming from Yale, UMASS Lowell and Mount Sinaï hospital in New York showing there's a large amount of toxins that leach from artificial turf that flow into the ground water and it gets absorbed into the body of the athletes. That only increases the temperature and we are in a regime where the temperatures are going up. The surface temperature of artificial turf can reach 150 degrees. It has placed people in the hospital with second degree burns. His request this evening is that the Town Council pause its consideration of an artificial turf field going into Windsor High until they've heard more from the community and expert testimony so that we can be able to provide from knowledgeable people in the field about the risks and the alternatives. He will be sending the Town Council a video for them to watch regarding this matter.

Dr. Renesha Nichols, 27 Rosemont Avenue and Quaneish Lewis, 124 Highland Avenue, stated they are there to share some mental health initiatives for the upcoming holidays. The holidays can be a beautiful time but also a challenging time for us. Holiday blues are a real thing. They are coming up with some community based innovative interventions to support the community and they'd like Windsor's support. She added there is a beautiful dome in Windsor at 875 Day Hill Road that looks like a big igloo. They are hoping to make that a 'snowy dome' for families in need. There will be a lot of décor and they are hoping to get some help from the local fire and police department to be the Santa, the Grinch, elves, etc. This would be to brighten up the holidays for people who experience some grief and loss and maybe displacement. Reset and Restart is about bringing hope back into individual lives and communities. This is a good time for healing and restoration. They are looking for the town to support them with either volunteers or donations.

## **6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Eleveld dittoed what Councilor Smith said. He lost a nephew to cancer and sister-in-law. He said he heard on one of the news programs there was a discussion of the Cancer Society working with volunteers to provide rides to appointments for cancer patients. He added that the Chili Fest along with the Lion's Club arts and craft show will be held this Saturday. Happy Rosh Hashanah and Yom Kippur to Jewish residents.

Councilor Smith stated his comment is to be aware that October is Breast Awareness month. Most of us know someone who has cancer. His appeal to the public is to reach out to others and offer some support to them even if it's transportation because the cancer survivors and

patients have to go to their daily treatments when there is radiation or chemotherapy. That's a big challenge for those going through this to go by themselves. It can even be a bit dangerous as the person getting the treatment gets very tired after it. That would be most appreciated by most patients.

Councilor Pelkey said Happy New Year to our Jewish neighbors and friends. What Councilor Walker had said along with others is that there is another monster hurricane barreling toward the Florida coast. Donations and all that are great, but he'd like to remind folks to make sure that where you're going to give your money is a reputable organization. Just make sure it's a real and valid organization. As mentioned by Councilor Eleveld, the Chili Challenge is this Saturday. Those going for the chili should go early before the chili runs out. The event starts at 11:00 AM and about two hours after that, you might have some slim pickings. He stated there was a really great film put out that gives you an idea of the experience and what it's like to be a volunteer firefighter and it's called 'Odd Hours, No Pay, Cool Hat'. It does occasionally air on PBS stations and you can find it on YouTube. Keep an eye out for that as it will give you a sense of what goes on behind the scenes. If you or someone else is inspired by the movie and looking for more information, please go to [windsorfire.org](http://windsorfire.org). On Monday nights at 6:30 PM go to your nearest fire station here in town (the main four that we have) you can get a tour, meet others, etc.

Councilor Naeem thanked all those that came out for public commentary. It's always important for the Town Council to hear your concerns, your thoughts and ideas. She thanked the fire fighters for all they do. She appreciates the call out for Breast Awareness month. She appreciates the town doing mobile mammograms here in town and urged residents to use that service. She gave a shout out to the Friends of Northwest Park. It was a great Northwest Park Country Fair this Saturday. She had a good time greeting those that came to the event. She thanked Councilor Walker for highlighting what is happening down in our southern states. One of our Windsor businesses, Bear's Barbeque, has two locations in Asheville, North Carolina. They have partnered with World Central Kitchen to provide meals every day for people that have been impacted and they are doing so much other incredible work down there. She encouraged everyone to get some BBQ. It will go an extra mile as you'll be supporting a business that is taking things to the next level and supporting those in need.

Councilor Armstrong gave his congratulations to all that received the proclamations. She is always happy to see those that come in to speak during public comment. It is important to this Council. We do care and we do listen. The seasons are changing and allergies are high. Take care of yourself. Remember to check on any seniors you know. Her prayers go out to those that are in the disaster.

Councilor Gluck Hoffman said most of her family in Florida was evacuated between yesterday and today. The path is right through the center of Florida and it's at a CAT5. She's praying for all of them down there. They were hit pretty hard with this last hurricane. As said, donate where you can, when you can.

Councilor Walker stated where he had been during the week. He attended a presentation by Ron Welch, the CT Commissioner of Veteran's Affairs. He gave an overview of housing



opportunities for veterans. He also spoke of mental health opportunities for veterans in Connecticut. Our veterans do have an ongoing need. He also heard from some of the female veterans that are still suffering from PTSD and they spoke of their experiences, especially with law enforcement. We have veterans here in Windsor and a local VFW which is across from town hall that is going to need help from this town financially and otherwise. He attended the Police Cadets recognition ceremony. He congratulated all the people who received awards. They also honor the residents in Windsor who give additional support to the police cadets. He attended the Riverfront Recapture Community Information and Picnic at Meadow Road in Windsor. Bus tours were provided of the property and their long-term plans on how to merge the Riverfront trail, etc. between Windsor and Hartford. He attended the grand opening of Windsor Federal Bank. We should support local people. He also went to the Windsor Senior Center and there was a program put on by the League of Women Voters regarding absentee voting, early voting, and voting for people with disabilities which was quite informative. He then attended the ribbon cutting for the Power of Health. He also volunteered at Northwest Park Country Fair.

Deputy Mayor Klase stated that the CT Army National Guard has gone out to many locations that have been affected by the storm. Locally, Pratt & Whitney sent a group of employees and Jose Garcia, who is a resident in town, went out with his RV, because they would have no place to stay. They are both working for the cause at this time.

Mayor Black-Burke acknowledged the devastation in the southern state and said she along with Windsor citizens are going to do their part to show their support to our fellow citizens even if they don't live in Connecticut. There were several events that happened throughout September in town. We had the Freedom Trail Walk and it was so good to see the energy surrounding that and seeing so many individuals in our town and those out of town participating. The Go Bike Ride is back. It was a great event and they hope that it will continue to grow. She thanked those involved in putting it together. The grand opening was mentioned but Luke Kettles made a comment stating, "It's not just about deposits, but it's definitely about the people." Windsor Federal Bank is here to serve the people of Windsor. She attended the Cricket Hall of Fame's gala on Saturday evening. Windsor folks that sit on various boards and commissions are doing amazing things. One of the Chairman from Madina Academy received an award from the Cricket Hall of Fame. It was a worthy cause just to see so many people honored. Please it is much darker now, so the little ones think they can make it back for dinner before the full dark. Slow down, respect the stop signal on the buses and please remember we still have bikers out there.

## **7) REPORT OF APPOINTED BOARDS AND COMMISSIONS**

### **a) Board of Education**

Leonard Lockhart, Board of Education, thanked them for the recognition of the firefighters. They are actually training in town right now on heavy duty rescue. He's not sure if anyone has seen Poquonock, but it's a demolition derby over there because we are practicing for the real thing. He thanked the Council for allowing them the opportunity and for the tools and resources to execute it on behalf of the Town of Windsor.



Mr. Lockhart gave the following report:

- At its September regular meeting, the BOE approved Tuesday, June 10, 2025 as the date for the WHS Class of 2025 graduation. In addition, the BOE also created an ad hoc committee to review the current cell phone policies and practices in place. For the High School graduation, all the Council is invited and invitations will go out to you once it gets closer.
- Windsor BOE Vice President Ayana Taylor has earned the CT Association of Boards of Education (CABE) Certificated Board of Education Member designation. That is a designation where board members across the state have to complete 20 credits of continuing education through training, webinars, and attending the conference. The first level is for 20 credits for the regular designation, add another 20 credits and you are designated as a Master Board Member. Not many board members get to that extra 20 because they don't stick around that long. This speaks to the longevity of our Vice President. We offer her our wholehearted congratulations!
- Clover Principal Tricia Lee was recently named an honoree at the 100 Women of Color Gala and Awards.
- Dr. Hill's next Coffee Talk will be on Wednesday, October 16 from 5:30 - 6:30 PM in the LPW Board Room (just prior to the regular meeting). Please RSVP on the district website.
- The next regular Board of Education meeting will be on Wednesday, October 16, 2024 at 7:00 PM in the Board Room at the L.P. Wilson Community Center.

b) Town Planning & Zoning Commission

Anita Mips, Town Planning & Zoning Commission, and Todd Sealy, Town Planner gave the following report:

Meetings	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
Regular Meetings	11	10	10
Special Meetings	1	1	3
Total	12	11	13

Applications Processed	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024
Site Plan	25	40	34
Subdivision	3	2	4
Special Use	16	22	18





<b>Zone Change</b>	5	8	1
<b>Text Amendment</b>	2	13	6
<b>Miscellaneous Apps.</b>	7	0	3
<b>Total</b>	58	85	66

<b>Development</b>	<b>Fiscal Year 2022</b>	<b>Fiscal Year 2023</b>	<b>Fiscal Year 2024</b>
<b>Residential</b>	4 Units	183 Units	401 Units
<b>Non-Residential</b>	1,007,549 sq. ft.	1,080,557 sq. ft.	600,132 sq. ft.

**Notable Recent and Ongoing Projects**

**Non-Residential Development**

- 55 Baker Hollow Road was approved for a 300,000 sq. ft. distribution warehouse
- 100 International Drive was re-approved for a 146,232 sq. ft. addition
- 141 Old Poquonock Road was approved for a 120,000 sq. ft. distribution warehouse
- 610 Pigeon Hill Road was approved for a 24,000 sq. ft. self-storage facility
- 651 Day Hill Road was approved for a 9,900 sq. ft. addition to the existing warehouse

**Residential Development**

- Detail Plan for 1100-1900 Old Yankee Drive, known as Poquonock Commons, was approved for 192 units
- Detail Plan for 450 & 462 Bloomfield Avenue and 60 & 80 Dunfey Lane was approved for 201 units

**Text Amendments (Regulation Updates)**

- Group Daycare homes
- Highway Transitional Design Development
- Landscape Contractor's Yard
- Event Spaces
- Pickleball

Deputy Mayor Klase asked what the text amendment was for the group daycare homes. Mr. Sealy explained it was in response to a new state law that was initiated that stated daycare homes can't be treated any differently than a single family home. Previously, it was a special use but now it is by right. We define that a group daycare home as a private family home providing a program of supplementary care to 7-12 related or unrelated children or adults on a regular basis for 3-12 hours per day where the principal provider of the services resides on the premises.



c) Library Advisory Board

Cheryl Curtis, Library Advisory Board, gave the following report:

The Advisory Board welcomed Kaitlin Walsh at the December meeting to fill the vacancy left after the passing of Judge Kevin Washington in March 2023. Mark Reeves will also serve on the Board during his term as president of the Windsor Library Association. Each of our Advisory Board meetings includes a report from Windsor Library Association sharing updates about activities their members are participating in to support the library.

This year the Library Director brought the Meeting Room and Use of Public Space Policy as well as the Internet Policy to the Advisory Board for review. She recommended minor changes to those policies and they were approved unanimously.

Both libraries continue to stay very busy. They checked out over 222,000 items this fiscal year - nearly 11,000 more than last, welcomed 18,500 more people into our buildings and increased public computer and wireless use by 15%. 9,600 people attended over 700 programs and library meeting rooms were in constant use to over 14,000 people. Reference librarians answered nearly 47,000 questions and offered one-on-one tech help over 1,700 times to patrons who needed assistance with their electronic devices such as iphones, ipads, laptops, tablets or chromebooks. For patrons wishing to use their library from home, circulation of ebooks, eaudio, evideo and emagazines rose 29% from FY 23 to FY 24. Electronic downloads represent just under 5.5% of the library's total circulation. Proof that, while they may be popular for some, the majority of people still prefer hard copy materials over invisible content.

Mayor Black Burke asked in regards to the various programs, over the summer the chess program and the tutoring program at the Wilson Library. Are those still occurring? Ms. Curtis stated her assumption is that they are. There are boards set up in the main library but she's not sure about the Wilson library.

**8) TOWN MANAGER'S REPORT**

Town Manager Souza gave the following overview of the report:

**Broad Street Road Diet Informational Meeting**

A public information meeting will be held on Wednesday, October 9th at 6:30 PM at Windsor Town Hall, on the proposed project to reconstruct a portion of Broad Street to slow traffic and enhance pedestrian safety. The envisioned project includes the reduction of Broad Street to one travel lane in each direction from Poquonock Avenue (Route 75) to Sycamore Street, the addition of on-street parking, and improved walkability of the downtown area.

Between 6:30 and 7:00 PM will be an 'open house' format with stations displaying the design options, including potential roundabouts and bike lanes. Attendees can view the options during this time. Starting at 7:00 PM there will be a brief presentation and the opportunity for comments



and questions. The 7:00 PM portion of the meeting will be accessible via Zoom at: <https://us02web.zoom.us/j/82779069268?pwd=G3Y5K0iWTGyPJyLid07ZiZIL1f9r9p.1>.

### **November 5, 2024 Presidential Election Day**

Absentee ballots for the November 5<sup>th</sup> Presidential Election are currently available in the Town Clerk's Office, Monday – Friday from 8:00 AM to 5:00 PM.

To request an absentee ballot, voters may visit the town website at [www.townofwindsorct.com](http://www.townofwindsorct.com) or by calling the Town Clerk's office at 860-285-1902.

Voters may return their voted absentee ballot to the Windsor Town Clerk's Office by:

- Mail (Please mail the ballot as early as possible to assure delivery by November 5th)
- Absentee Ballot Drop Box located in the rear parking lot behind Windsor Town Hall at 275 Broad Street no later than 8:00 PM on November 5th
- Or hand deliver the ballot to the Town Clerk's Office.

All absentee ballots must be returned by 8:00 PM on November 5<sup>th</sup>. Any ballot received after that time will not be counted.

### **Wrong Way Detection Installation on I-91 northbound at Exit 36 in Windsor**

The Connecticut Department of Transportation (CTDOT) is installing wrong way detection equipment at I-91 northbound, Exit 36. This work is scheduled to start on Monday, October 7, 2024, and be completed on Tuesday, October 8, 2024.

The Wrong Way Detection System uses video cameras to detect vehicles that are traveling in the wrong direction. If a vehicle is detected, wrong way signs outlined with multiple sets of red lights are activated and begin flashing to alert the driver they are traveling in the wrong direction. Additionally, the system alerts the CTDOT Highway Operations Center and local State Police Troop barracks in real-time, allowing staff to monitor the activities of the wrong way driver on the ramp.

For more information on CTDOT's commitment to stopping wrong way drivers, visit <https://portal.ct.gov/wrongwaydriving> The work is being performed by TAPCO.

### **Ramp Closure/Detour Information**

Motorists can expect a closure of the I91 northbound off ramp at Exit 36 in Windsor on Monday, October 7, 2024. The detour for the ramp closure will be as follows: Go northbound on I91 to Exit 37 turn left onto RT 305, then left onto I-91 southbound and proceed to Exit 36. Traffic control personnel and signing patterns will guide motorists through the work zone. The work schedule for this project is from 7:00 p.m. to 5:00 a.m., Monday to Tuesday.

Motorists should be aware that modifications or extensions to this schedule may become necessary due to weather delays or other unforeseen conditions. Motorists are advised to maintain a safe speed when driving in this area.

### **Windsor Lion's Club 51<sup>st</sup> Fall Arts and Crafts Fair**

Come see what's up at the Windsor Lion's Club 51<sup>st</sup> Fall Arts and Crafts Fair on October 12, 2024 from 10:00 AM – 4:00 PM on the Town Green.

### **Annual Chili Challenge**

Sponsored by the Windsor Jaycees, the Annual Chili Challenge will be held on October 12<sup>th</sup> from 11:00 AM – 4:00 PM. Come on out and get a taste of the best chili in Windsor and see which one reigns supreme from all others! For more information visit the Jaycees website at [www.windsorjaycees.com](http://www.windsorjaycees.com).

### **Windsor Health Department Flu Vaccine Clinics**

The Windsor Health Department will be having walk-in flu clinics for standard and high-dose flu vaccines. Please bring all of your insurance cards with you. The clinics will be held on the following dates and times:

- October 10, 2024 – 8:30 AM – Noon – L.P. Wilson Community Center
- October 14, 2024 – 2:00 PM – 4:00 PM – Windsor Town Hall
  - For this time slot, the health department will also be hosting a Flu Vaccine clinic for individuals that are neuro-divergent and a COVID 19 Vaccine clinic for those in need of COVID-19 vaccines. Persons 3+ years old are able to be vaccinated at these clinics. Please schedule your appointment with Beacon Pharmacy at: [www.townofwindsorct.com/health/2024-clinics](http://www.townofwindsorct.com/health/2024-clinics)
- October 29, 2024 – 1:00 PM – 3:00 PM – Wilson Branch Library
- October 30, 2024 – 4:00 PM – 7:00 PM – Windsor Public Library

For more information, go to the Health Department's website at [www.townofwindsorct.com](http://www.townofwindsorct.com)

### **Senior Fall Festival**

On October 14, 2024 from 11:30 AM – 12:30 PM at the senior center, 599 Matianuck Ave we'll be serving up an Octoberfest-themed lunch of sausage, kraut, German pretzels with dipping options and more. There will be musical entertainment during the lunch before bingo. Register online at [www.townofwindsorct.com](http://www.townofwindsorct.com), in person or phone at 860-285-1992.

### **Pierson Lane Sewer Expansion**

Beginning this week, the Metropolitan District (MDC) and their contractor, Paramount Construction, LLC, will start work on the Pierson Lane Sewer Expansion project. This project involves the installation of a new sewer main and related infrastructure along a portion of Pierson Lane near the rail crossing. The project is expected to be completed by the end of November. Some restoration work is scheduled for completion by July 2025.

To accommodate the construction, Pierson Lane will have alternating one way traffic but will be closed to through traffic for several weeks, starting the week of October 21<sup>st</sup> or 28<sup>th</sup>. During this period, detour signs will be in place, and driveway access will be maintained for businesses within the project area. Work hours are scheduled from 7:00 AM to 4:00 PM, Monday through Friday.



Councilor Pelkey asked about the road diet and round about project. Will this informational meeting be only about the road diet or will it be about both the road diet and the proposed roundabouts? Town Manager Souza responded it will be combined. We are viewing those, the roundabouts, as a design option. We're viewing this as an entire project. The section between Poquonock Avenue and Sycamore as well as Poquonock onto Bloomfield Avenue.

Mayor Black-Burke asked about the road work that is going to be done on Pierson Lane. That information will go out to that community correct? Town Manager Souza said they have received information via a letter directly from MDC. So, they know that schedule, both the folks at the condos and the businesses have received the information.

**9) REPORTS OF STANDING COMMITTEES**

Town Improvements Committee – Councilor Smith – they will be getting a meeting together soon as they have some items to review.

Finance Committee – Councilor Naeem – everyone will be hearing about upcoming meetings soon, as this begins the busy season for the Finance Committee.

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

Health and Safety Committee – Councilor Armstrong - town staff continues to evaluate the potential for traffic speed cameras.

Personnel Committee – Deputy Mayor Klase – nothing to report.

**10) ORDINANCES**

**11) UNFINISHED BUSINESS** – None

**12) NEW BUSINESS**

- a) Introduce 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.”

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, 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.



Motion Passed 9-0-0

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

Jenna Zinky, Project Engineer, stated 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 warranted 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.

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.

Town Manager Souza added as part of the 2013 master plan, it's clearly identified that we were in need for an overhaul of our athletic fields, particularly at the high school and the Sage Park complex. Part of that reason was because of the intense use that O'Brien field receives. It was a challenge, from the Public Works maintenance perspective, to maintain a safe stand of natural turf there, which was mainly because of the heavy use it got. There's no ability to 'rest' that field. So after a really hard fall season, then using it for other sports in the spring, it was a challenge to have a quality and safe field to play on. That was part of the decision that the Town Council made 10+ years ago to approach the solution with a synthetic field. The drainage system that is on there now, is designed for synthetic turf. It's tailored to that type of system. It allows that play to occur safely during and shortly after rain events. The playability of the field is important because there are over five sports that can be accommodated at different times on that synthetic surface. It helps to provide some relief to other fields particularly that are used by the high school for interscholastic sports.

There are dramatic increases in hours over the form of natural turf. It was estimated back in 2013 that just the Board of Education hours of usage increased from about 155 hours annually to approximately 500 hours. This illustrates the versatility that the synthetic field provides.

Deputy Mayor Klase said we have another Plan of Conservation and Development design coming up. Is that correct? Town Manager Souza stated that is a much higher level and broader level planning process.

Deputy Mayor Klase asked if we want to evaluate the field status, we could probably think about putting that in? Town Manager Souza said not at a detailed level. It could be a high level review, but if we wanted to take a look at our athletic fields once again, it would be a separate distinct study.

Deputy Mayor Klase said her understanding is we wanted to switch over or do something by September this year for the field. Town Manager Souza replied the construction occurs in the summer. If you didn't do it for the September time replacement, we would be looking at doing the construction later. Deputy Mayor Klase said that is not practical as it is not safe right now. Town Manager Souza replied that they are not stating that it's not safe. The recommended use is for ten years to replace the synthetic turf itself, that is for the shock pad but not the full drainage system.

Deputy Mayor Klase asked if there was any other land available that would serve as a practice field where we can also locate the other sports so you wouldn't have so much use on that field for the fall sports? Town Manager Souza said we'd have to reexamine that. We'd probably be putting folks onto either the outfield of the varsity baseball field or one of those fields that has created challenges in the past or maybe be able to make additional uses onto the Sage Park on the natural grass that is there. We'll go back to the same challenge we had ten years ago with the scheduling, especially during that fall and spring period. These are options that the Council had explored.

Councilor Eleveld said we heard a member from the public saying something about the safety of the artificial fields. He's thinking that because it's plastic turf, it's probably made of PFAS which is not a good thing. He asked if we have any information on this relative to the safety for kids? Town Manager Souza said he's getting his information from the State of CT Department of Public Health's (DPH) website, which states there is no clear evidence of the health affects of playing a sport on synthetic turf. They are also saying that there has been some research done relative to PFAS in the turf fields. The research that was cited on the CT DPH page did not indicate in 2019 that there was not a large body of study relative to PFAS. They were not indicating that it was leaching, but that there was PFAS there but it wasn't at a level of concern. It does not pose an exposure concern when using it in the fields. That is the information that we have at this point. Ms. Zinky added that the suppliers for the turf itself and the shock pad are PFAS free manufacturing suppliers. Therefore, their facilities don't introduce PFAS into the turf or shock pads.

Councilor Eleveld asked how long is the field going to have to be left alone before it can be used if we were to go back to natural grass and what would the cost be? Ms. Zinky stated there would have to be significant construction activity that would have to occur. As mentioned by Town Manager Souza, the current drainage and base is designed for an artificial turf field. There is a stone base under there to provide a nice level surface. We would need to remove that and add appropriate sub grade fill to get a natural grass field on there. We can then plant grass and

typically initial growth takes two sports seasons to grow sufficient natural grass. That could be shortened if you go to sod, but that would increase the cost to do all that work but we could get that information if requested. Ms. Zinky did not have a direct cost of how much that might be to do all the work. As far as 'resting' the fields go, we would have to do a combination of resting and deprogramming. Since 2014, we greatly increased the usages from that period of when we last had natural grass field on there. There are a lot more games and practices occurring on that field than there was previously. We would have to find new homes for those games that are occurring because there would have to be maintenance in-between as well.

Councilor Pelkey asked if we have explored other alternatives. He recalls that hybrid fields are now a thing. He gave an example of a field that used some natural turf where they 'sewed' in ribbons into the grass so you would have better root growth. Have we looked outside of what we are doing/proposing? Ms. Zinky responded that she's not heard of any hybrid methods but she can look into that. We did consider alternate infill materials that the department looked at with their suppliers. One concern was the life cycle of the product as they are newer to the market and we don't have as much data about those materials. One thing that was done is the inclusion of the shock pad which allows for a lesser amount of crumb rubber to be used. It increases the amount of sand infill to be used to be 65% of the mix. The majority of the infill used with that shock pad in place will be sand with the remaining 35% being crumb rubber.

Councilor Pelkey asked since there's sand in there is it able to get weeds? Ms. Zinky said there is currently sand on the field and they have not seen that happen to date. The Department of Public Works would be grooming the field so that would help in keeping that from happening.

Councilor Naeem asked in the last 10 years, have we seen any significant burns on athletes? Town Manager Souza said he'd have to look into that but he does not recall any reports of that happening.

Councilor Walker said he was on this Council when the town looked at the benefits of switching to artificial turf. He can remember that injuries were lessened but most important was that the artificial turf allows for a lot more use of varying sports in comparison to natural grass. In a football game, if it rains a lot, that field needs a lot of preparation work in order for it to be used for another game. He also remembers the multiple benefits of artificial turf over regular grass. The field gets lots of use. Games are played back to back on that field. He would think we need to do something instead of natural grass as it won't take all the wear and tear this field takes. There are concerns where they would normally bring in the vendors to say here are some issues that our residents have and have them explain what it is all about. Lastly, as far as injuries go, these kids fall on that stuff a lot. In his opinion, injuries are a lot less on artificial turf, but he is not an expert. He wouldn't want to delay putting in new artificial turf and would have the vendors come in to maybe discuss some of the concerns that are being voiced.

Councilor Armstrong asked how do you treat this artificial grass. Do you use chemicals to repair it? How is it done? Ms. Zinky replied that the maintenance that goes into it is that the infill can shift at times and that needs to be taken care of which the Department of Public Works does. There are no chemical treatments for the maintenance of the field.



Councilor Armstrong then asked if there were damage to it what happens. Ms. Zinky stated if there were damage to the turf itself, sections can be cut out and replaced.

Councilor Armstrong asked if there is any concern about the ingestion of this turf for the children out playing on the turf? Ms. Zinky stated that is part of what the reports that are referenced talks about is what ways athletes come in contact with it. Another piece with the proposed system that is slightly different than what we have out there now is that it has an underlayer, a root zone of material to help to keep the infill more in place so that would be less material moving around. That is designed to help both from a safety stand point to keep it in place so we are not constantly having to remove it but also it keeps it from flying up in the air.

Councilor Armstrong asked if this is already in place? Ms. Zinky said that is on the turf that they are proposing tonight to replace.

Mayor Black-Burke said she knows that we need to do something going forward because the Town of Windsor is highly competitive. If the field is in need of a repair, then we have to come to an arrangement. She thinks the conversation is a robust one. As far as having vendors, vendors have come and spoken to this in the past in regards to the hybrid piece.

Councilor Eleveld asked if for the next meeting we could find out how much it would cost for natural grass to be laid down, how long our fields will not be used because of that, and if we could find out about the athlete burns and injuries in general.

Mayor Black-Burke stated there have been conversations that injuries on the grass field can be really bad. So, the pieces if we move forward, is finding out the amount of burns (if there were any) and the cost involved, as well as injuries on a grass field and on the artificial turf and lastly, thinking about how the grass is going to be maintained. So, if we go back to a grass field, we wouldn't want that for our children to be playing on a field with pesticides for example.

Councilor Walker stated he is in agreement with the Mayor. He added that he was here when the vendors came in and presented the data that showed that injuries are lessened with artificial turf over grass.

Motion Passed 8-0-0 (Councilor Pelkey out of the room)

- b) Set a Public Hearing for October 21, 2024 at 7:20 p.m. on 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."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem 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.

Motion Passed 9-0-0

- c) Authorize an appropriation of \$95,000 from the General Fund Unassigned Fund Balance for the completion of the Day Hill Road Corridor Study

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve an appropriation of \$95,000 from the General Fund Unassigned Fund Balance to conduct the Day Hill Corporate Area planning study.

Patrick McMahon, Economic Development Director, gave an overview of the request. He stated 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 Day Hill Corridor 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. It will take 12-18 months for the POCD study and 3-4 weeks for the Day Hill Corridor planning study.

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. 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.

Deputy Mayor Klase is very excited about this and thanked him and Planning & Zoning on having the forethought of doing this. It's a great area to look at and have a comprehensive study.

Councilor Eleveld said his concern is spending \$95,000 for a study, which he agrees we should have a study but he thinks next year will be a bit different. He's starting to hear around the country major corporations that are saying 'enough with the work at home, show up in the office or don't plan on getting a promotion.' Many companies are calling their employees back into the office. It will take a year or two for it to bubble through. He gets the idea of work from

home is a great idea, but companies around the country are sticking to you have to be in the office so many days and you can work from home so many days per week. He is questioning whether this study at this time is the best use of \$95,000. If he is correct, more and more companies are shifting people back to the office, we'll have a great study that will already be out of date a year from now. Mr. McMahon stated there is certainly a movement for some companies to bring back their employees but it is not across all industries. Some industries are contemplating keeping hybrid work in place. A number of our buildings are not end user owned but rather they are owned by investors. We have completely vacant buildings such as one in the Target center and three in Waterside Crossing. Those buildings are all over 40 years old and need some significant investment. So, no call back to work will deal with those types of issues. They are significantly sized buildings for a community at very key locations. The market is telling us to look at other areas besides end use.

Councilor Naeem appreciated Councilor Eleveld's commentary. She believes the shift will happen over time and looking at the Day Hill corridor pre-pandemic what we had was a handful of significant office buildings. She's not convinced that those companies are all going back 100% to work at the office, there's still a lot of who are part of that group and who are not. She thinks that will continue to change not only for the next year but for longer. She believes it is timely. It shouldn't be considered a one and done deal. This is something we have to look at every few years because of the nature of how quickly work and what work likes is changing. The one question she has is as we are doing the study, we are not doing it through the lens of is the end result some sort of business oriented in terms of commercial opportunity. There could be something that comes back and says, hey these areas might be with all the changes that are coming into play, more suited for residential opportunities. Mr. McMahon said that is correct.

Councilor Smith asked do we have a thought process in place as to what we'd like to have accomplished? Are we looking at increasing home ownership opportunities? What is it that the town would like to see? Mr. McMahon stated yes, we do have housing as one of the supply demands that will be analyzed in the study. We will be looking at the opportunities for multi-family in the Day Hill corporate area, whether or not some of that would be affordable housing or workforce housing, the data will inform our decisions going forward. As you know, we do have an affordable housing plan that we are reviewing and looking at opportunities to increase it throughout the community, not only in the Day Hill Road area. It is a goal and there are market challenges relative to that.

Councilor Pelkey asked when would the study commence? Mr. McMahon said it would be immediately.

Councilor Pelkey asked would they be charged at some point with trying to read the tea leaves out of the legislature, and if so what would that impact be. They are pretty active in terms of zoning and other things. Mr. McMahon stated we do anticipate recommendations relative to local zoning regulations and our future land use map. In the course of the conversations with the stake holders, if some things are identified relative to state policy, they would bring it forward as part of the plan recommendations. It wasn't anticipated that would be one of the charges for them upfront but if some of the information percolates from the developers and the

property owners along the corridor, then hopefully they will address that in the study. Town Manager Souza added that's part of the role as staff is that we'll be able to provide that context with them. As Mr. McMahon said, this firm is pretty much familiar with CT and the work they've done.

Motion Passed 7-1-1 (Councilor Pelkey opposed and Councilor Eleveld abstained)

- d) Authorize an appropriation of \$130,000 from the General Fund Unassigned Fund Balance for the completion of the Plan of Conservation and Development

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to appropriate \$130,000 from the General Fund Unassigned Fund Balance for professional services related to updating the 2015 Plan of Conservation and Development.

Todd Sealy, Town Planner, stated the Plan of Conservation and Development (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 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.

Mayor Black-Burke said sometimes when we say the community plan, it has already been developed. In her mind, community plan means that we get input from the community for the plan. She knows that folks always want to weigh in. She doesn't want it to be 'okay, here is the plan, tell us what you think about the plan.' She just wanted to voice it one more time that it's not a plan comment but a contribution to a plan. Mr. Sealy said that before the consultant begins to draft a plan, there will be a couple of meetings with public workshops, meetings with stakeholders and it will come before the advisory committee. So, before the plan gets drafted, there will be plenty of opportunities for citizens to comment on the plan.

Motion Passed 9-0-0

- e) Authorize the submittal of a grant application for the Poquonock School Roof Replacement project



MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to authorize the Superintendent of Schools to apply for a school construction project grant for the Poquonock Elementary School Roof Replacement project.

Marco Aglieco, Building and Facilities Manager, said 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 21<sup>st</sup>. Approval of the bond ordinance would be considered on October 21<sup>st</sup>.

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.

Councilor Pelkey asked where does this fall into regarding needing a Town Meeting? Town Manager Souza stated the \$2.3 million is under the *Charter* amount by \$30,000.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to appoint the Public Building Commission to be the Building Committee to oversee the Poquonock Elementary School Roof Replacement project.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to authorize the preparation of schematic drawings and specifications for the Poquonock Elementary School Roof Replacement project.

Motion Passed 9-0-0

- f) Introduce 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."



RESOLVED by Deputy Mayor Klase, seconded by Councilor Naeem, 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.

Motion Passed 9-0-0

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

Motion Passed 9-0-0

- 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."

RESOLVED by Deputy Mayor Klase, seconded by Councilor Walker, 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.

Motion Passed 9-0-0

- h) Authorize the Town Manager to execute agreements related to Public Health Emergency Preparedness Grant

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, 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.



Dr. Mike Pepe, Director of Health Services, and Meg Bartley, Sanitarian, gave an overview of the grant. Ms. Bartley said 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.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS - None**

**14) MINUTES OF PRECEDING MEETINGS**

a) Minutes of the September 9, 2024 Special Town Council Meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the minutes of the September 9, 2024 Special Town Council Meeting as presented.

Motion Passed 9-0-0

b) Minutes of the September 16, 2024 Public Hearing

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the minutes of the September 16, 2024 Public Hearing as presented.

Motion Passed 9-0-0

c) Minutes of the September 16, 2024 Regular Town Council Meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the minutes of the September 16, 2024 Regular Town Council Meeting as presented.

Motion Passed 9-0-0

d) Minutes of the September 30, 2024 Special Town Council Meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the minutes of the September 30, 2024 Special Town Council Meeting as presented.



Motion Passed 9-0-0

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

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

Mayor Black-Burke stated that there will be an informational meeting on Wednesday, October 9, 2024 at 6:30 PM. We are inviting all citizens to come out and see and get your thoughts on the Broad Street Diet plan.

MOVED by Councilor Pelkey, seconded by Councilor Armstrong to adjourn the meeting at 9:48 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert  
Recording Secretary