



# Council Agenda

Council Chambers  
Windsor Town Hall  
December 2, 2024



## Zoom Instructions

### Dialing in by Phone Only:

Please call: **301 715 8592** or **305 224 1968**

When prompted for participant or meeting ID enter: **885 8017 3560** and then press #

1. 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/88580173560>

When prompted for participant or meeting ID enter: **885 8017 3560**

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

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

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Gluck Hoffman
3. PLEDGE OF ALLEGIANCE – Councilor Gluck Hoffman
4. PROCLAMATIONS/AWARDS
  - a) Honoring Anna Posniak, Town Clerk
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education
  - b) Zoning Board of Appeals
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES



11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a) \*Approve use of \$86,000 in American Rescue Fund monies for upgrades to town's website to meet federal accessibility requirements (Town Manager)
- b) \*Approve use of \$15,000 in American Rescue Fund monies for design of Welch Park tennis and pickleball courts (Town Manager)
- c) \*Set a Public Hearing for December 16, 2024 at 7:20 PM for Violet Street sidewalks (Town Manager)
- d) \*Discussion of Broad Street Road Diet alternatives and timeline (Town Manager)
- e) Consider settlement of Williams vs Town of Windsor (Town Manager)
- f) Consider settlement of Giuliano vs Town of Windsor (Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the November 18, 2024 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and Negotiations in respect to pending claims and litigation (Williams vs Town of Windsor)
- b) Strategy and Negotiations in respect to pending claims and litigation (Giuliano vs Town of Windsor)
- c) Discussion concerning the appointment, employment, performance, health or dismissal of a public officer or employee (Town Manager evaluation)

17. ADJOURNMENT

★Back-up included

# PROCLAMATION

## Honoring Anna Posniak

**WHEREAS,** Anna Posniak, formerly Assistant Town Clerk of Amherst, Massachusetts, was hired as Deputy Town Clerk for the Town of Windsor on April 10, 2006, and after seven years of dedicated service, was promoted to Windsor Town Clerk on May 5, 2013, a position she has held with honor and commitment for 11 years; and,

**WHEREAS,** During her tenure as Town Clerk, Anna has sworn in 510 town officials, including members of the town council, board of education, constables and justices of the peace. She has elevated the technology capabilities of the Town Clerk's Office to support online transactions and enhance public access to services. Her leadership also fostered the continuous improvement of beloved community events such as Free Marriage License Day and the WinWag dog photo contest; and,

**WHEREAS,** Anna has served as an active member of the Connecticut Town Clerks Association (CTCA), leading as President from 2019 to 2021, and guiding Connecticut Town Clerks through the unprecedented challenges of the COVID-19 pandemic, as well as advocating with state officials on various topics. Additionally, her regional influence extended through her service on the New England Association of City and Town Clerks as a member for 9 years and in her role as the Conference Committee Chair, helping to make both the 2017 and 2023 conferences a major success; and,

**WHEREAS,** Anna's perseverance, dedication and hard work won her two awards from her fellow peers at CTCA, the 2020 Town Clerk of the Year award and the 2021 Above and Beyond Award; and,

**WHEREAS,** Anna's commitment to Windsor extends beyond the Town Clerk's Office, demonstrated by her active role in the Windsor Jaycees for many years, where she supported initiatives such as the annual Chili Challenge (as a judge,) scholarship fundraising for Windsor High School seniors, and the sale of Christmas trees; she was also instrumental in the commemoration of the Town of Windsor's 375th anniversary; and,

**WHEREAS,** As "Keeper of the Records", Anna has meticulously safeguarded, preserved, and maintained the historical and civic records of the Town of Windsor with unparalleled professionalism, demonstrating a steadfast commitment to integrity and transparency. Her contributions have enriched the community and set a standard of excellence in public service that will inspire generations to come.

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

Anna Posniak is hereby thanked, honored, and recognized for her exceptional contributions to the office of Town Clerk, her enduring dedication to the Windsor community, and her legacy of service.




Nuchette Black-Burke  
Mayor of Windsor  
December 2, 2024

## Agenda Item Summary

Date: December 2, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Frank Angelillo, Director of Information Technology

Reviewed By: Peter Souza, Town Manager 

Subject: Website Transition from Self-Hosted to CivicPlus Web Central

### Background

The town's website has been developed and hosted in-house by our IT Department since its inception in 1998. Earlier this year, the U.S. Department of Justice (DOJ) issued a final rule under Title II of the Americans with Disabilities Act (ADA) to ensure the accessibility of web content and mobile applications. Municipalities of our population size need to meet these new standards by April 27, 2027. Web content and mobile applications must be designed and maintained in a way that makes them accessible to those with varying disabilities such as visual, auditory, and cognitive impairments.

At this time, the Town Council is asked to approve the use of American Rescue Funds to contract with a third party to transition and host the town's website.

### Discussion/Analysis

In addition to meeting the Americans with Disabilities Act (ADA) the transitioning of our website to a hosted solution will allow our IT staff to focus more time and attention on our overall system needs and cyber security matters.

We have identified a large-scale software provider, CivicPlus, through a cooperative purchasing consortium. Thirty-one local governments in Connecticut use CivicPlus' Web Central platform. They have approximately 4,500 clients in North America.

We currently have several CivicPlus products / packages. They are:

- **SeeClickFix** - a mobile app and web tool that allows citizens to report non-emergency issues to local governments and public works departments.
- **Rec1** - a secure & convenient online registration & payment portal. Our Recreation, Senior Services and Northwest Park use this as their registration software.
- **ArchiveSocial** - a social media archiving solution. This tool supports government agencies with real-time record retention done in compliance with public record laws.

As part of this transition, we will also plan to change our domain name from townofwindsorct.com to windsorct.gov. According to CISA (Cybersecurity and Infrastructure Security Agency) and the Federal Bureau of Investigation, all government entities should use a ".gov" domain because it clearly identifies a website as belonging to a legitimate U.S. government organization, helping the public to easily recognize official government information and reducing the risk of phishing attempts by malicious actors who might try to impersonate government entities. Essentially, using

".gov" builds trust and transparency online by verifying the source of information as authentic as the federal government has to approve a ".gov" domain.

If funding is approved, it is anticipated the project would kick off in January of 2025 and be completed in June of 2025. It is not anticipated that there will be a disruption of the current website and function to the user.

While the DOJ ruling does not currently include specific fines, the risk of legal action is significant. There could be legal action in the form of lawsuits filed by individuals with disabilities due to non-compliance with the Americans with Disabilities Act (ADA) standards; essentially, people who cannot access the website due to accessibility issues can file lawsuits against the organization for discrimination.

Financial Impact

The proposed funding source is available in American Rescue Funds which need to be obligated by the end of December. The initial one-time investment will be \$60,000 for the buildout, transition services and licensing fees through December 2025. The licensing and maintenance cost from December 2025 through December 2026 is estimated to be \$26,000.

Other Board Action

None

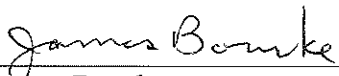
Recommendations

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


**“MOVE to approve an appropriation of \$86,000 in American Rescue Funds to transition the Town’s self –hosted website to a third party hosted solution.”**

Certification

I hereby certify that there is \$86,000 available in the American Rescue Funds to fund the above appropriation.

  
\_\_\_\_\_  
James Bourke  
Finance Director

## Agenda Item Summary

Date: December 2, 2024  
To: Honorable Mayor and Members of the Town Council  
Prepared By: Suzanne Choate, P.E., Town Engineer  
Reviewed By: Peter Souza, Town Manager   
Subject: Design of Welch Park Courts

### Background

There are three tennis courts at Welch Park which were constructed in 1983. The courts and perimeter fencing show signs of deterioration and are at their end of useful life. The FY 25 Capital Improvement Plan includes a project to reconstruct the courts into a multi-use tennis and pickleball facility. At this time, the Town Council is being requested to approve use of available American Rescue Funds for design services.

### Discussion/Analysis

Two conceptual layouts have been developed by town staff for this project which entails the reconstruction of the Welch Park tennis courts into a pickleball and tennis facility. One concept includes six pickleball courts and one tennis court. A second layout includes a tennis court, five pickleball courts and a shade structure. A public information meeting to discuss the project elements and conceptual layouts is scheduled for December 12, 2024.

At this time staff is seeking funding authorization of \$15,000 for survey, soil/site investigation and drainage design. The project is anticipated to be implemented through a modified design – build approach. The plan is to receive cost proposals this winter and request construction funding in late February or March.

### Financial Impact

The proposed funding source for design services is unencumbered American Rescue Funds. Construction funding is proposed to be through bonding.

### Other Board Action

None

### Recommendations

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

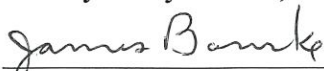
**“MOVE to approve an appropriation of \$15,000 in American Rescue Funds for design services related to the Welch Park court reconstruction project.”**

### Attachments

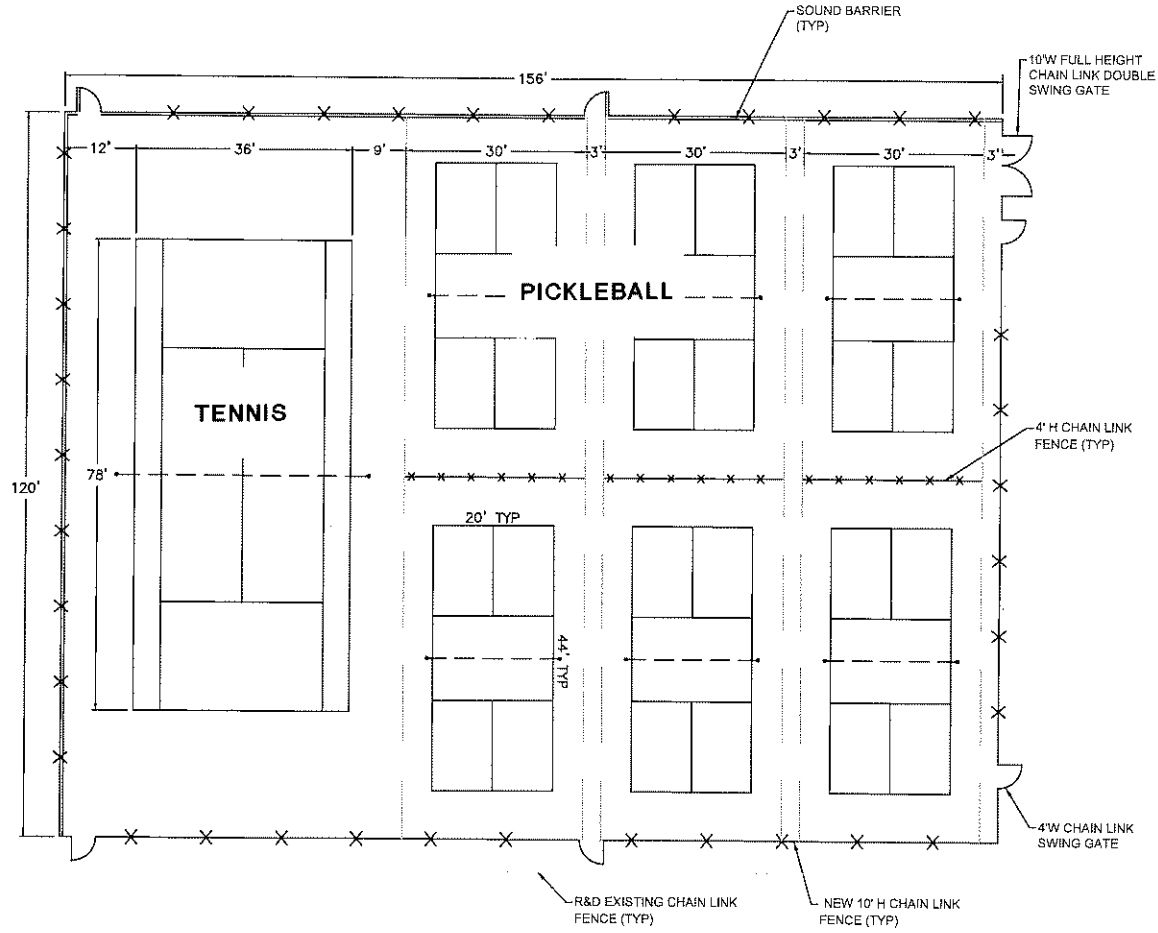
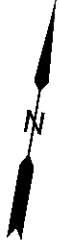
Conceptual layouts

### Certification

I hereby certify that \$15,000 is available in American Rescue Funds to fund the above appropriation.



James Bourke  
Finance Director



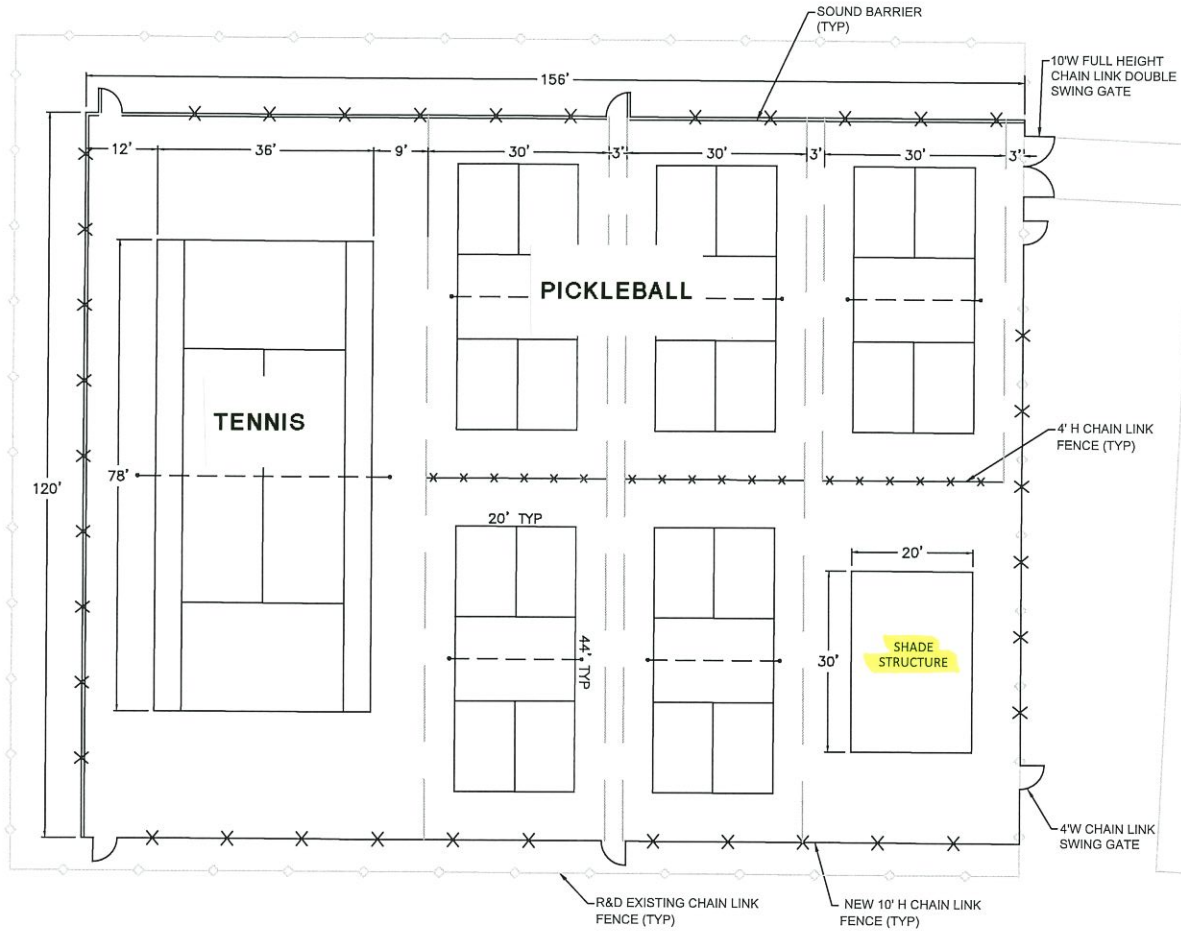
REVISION	DATE

DESIGNED	DRAWN	CHECKED
WC	JAWZ	

Concept Layout 1  
**Welch Park Pickleball and Tennis Court Reconstruction**  
 1681 Poquonock Avenue, Windsor, CT 06095



SCALE	1" = 20'
DATE	11/14/2024
PROJECT NO.	
SHEET NO.	1 of 1



REVISION	DATE

DESIGNED	DRAWN	REVIEWED
WC	JAWZ	

**Concept Layout 2**  
**Welch Park Pickleball and Tennis**  
**Court Reconstruction**  
 1681 Poquonock Avenue, Windsor, CT 06095



SCALE	1" = 20'
DATE	11/19/2024
PROJECT NO.	
SHEET NO.	1 of 1




## Agenda Item Summary

Date: December 2, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, P.E., Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: 29 Windsor Avenue Redevelopment - Setting a Public Hearing for Violet Street Sidewalks

### Background

In August 2023, the Town Planning and Zoning Commission approved the site plan and special uses for a gas station/convenience store with car wash on the site of 29 Windsor Avenue (location of the Ranch House and former Flamingo Inn.) In order to make the project feasible, the applicant proposed a realignment of Violet Street to line up with the new site drive at 29 Windsor Avenue and a new traffic signal installation. As part of the realignment of Violet Street, new sidewalks are proposed along Violet Street and along Windsor Avenue in the state right-of-way. New sidewalk installations require a public hearing per Section 15-33 of the town's *Code of Ordinances*. Therefore the Town Council is requested to set a Public Hearing for Monday, December 16, 2024 at 7:20 p.m. to hear public comment on the proposed new sidewalk segment on Violet Street.

### Discussion/Analysis

The land parcel at 29 Windsor Avenue is being redeveloped as a mixed-use retail development in two Phases. Phase I has received approval from the Planning and Zoning Commission and the Inland Wetlands Commission and consists of a 6,000 SF Convenience Store with a 16-position refueling canopy and a 5,250 SF automated car wash facility. Phase II development has received approval from the Inland Wetlands Commission and includes the addition of a 20-position Electric Vehicle Charging Canopy, a 12,500 SF building for various retail uses and a 10,000 SF Daycare Facility with a fenced exterior play area. A submittal to the Planning and Zoning Commission for Phase II is pending.

The development of Phase I and Phase II will require the construction of off-site traffic improvements to increase traffic safety and to ease potential congestion. These improvements include the relocation of the end of Violet Street to align with the proposed site driveway and construction of a traffic signal at this newly formed four-way intersection. Other associated improvements include the construction of new sidewalk on Violet Street, removal of existing and construction of a replacement sidewalk on both Violet Street and Windsor Avenue and planting of replacement shade trees to offset the removal of (3) shade trees in the current Violet Street public way.

As Route 159 is a state road, the construction of the off-site improvements requires the approval of the Connecticut Department of Transportation (CT DOT). The design plans for the signal and the Violet Street relocation are currently being reviewed by CT DOT and town staff. The Town Planning

& Zoning Commission's approval of Phase I was conditioned upon the applicant getting CT DOT approval for the new traffic signal.

Pursuant to Section 15-33 of the *Code of Ordinances* a public hearing is required when new sidewalks are proposed. The new sidewalk proposed on the north side of Violet Street in front of 12 Violet Street and within State property will require a Public Hearing for Town Council acceptance.

In addition to the public hearing for the sidewalks, the realignment of Violet Street would require the town acquiring a small parcel of land (231+/- sq. ft.) from the State at no cost to the town. At the December 16th Town Council meeting, we anticipate seeking authorization to accept the parcel of land necessary for the realignment of Violet Street. There is no cost for the acquisition of the property, therefore, a Special Town meeting is not required.

#### Financial Impact

All offsite improvements related to the realignment of Violet Street, traffic signal installation and sidewalk construction will be paid for by the developer.

#### Other Board Action

The Town Planning and Zoning Commission will be requested to review the off-site improvements including the Violet Street realignment, acquisition of state-owned land to further the project, and installation of sidewalks as per Section 8-24 of the *Connecticut General Statutes*, at their December 10th meeting.

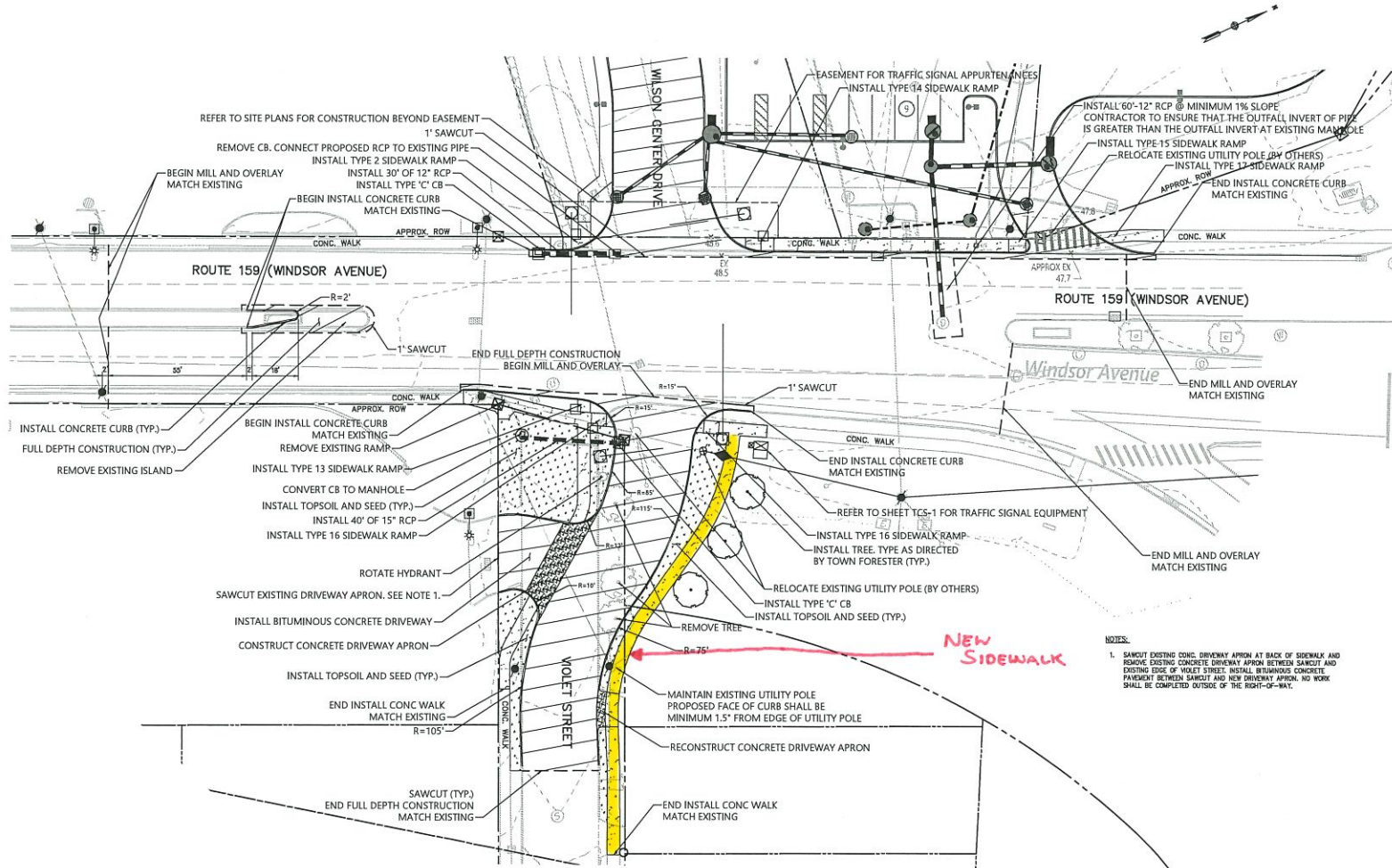
#### Recommendations

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

**“MOVE that a Public Hearing be set for Monday, December 16, 2024 at 7:20 p.m. pursuant to Section 15-33 of the *Code of Ordinances* to hear public comment on the proposed new sidewalk segment on Violet Street and that the Town Manager be authorized and directed to publish and to post notice of said public hearing.”**

#### Attachments:

Area Map



REV.	DATE	DESCRIPTION	SHEET NO.



DESIGNER:	WK
DRAFTER:	WK
CHECKED BY:	JB
APPROVED BY:	CB



**TOWN OF WINDSOR  
CONNECTICUT**

PROJECT TITLE:  
**WILSON CENTER MIXED-USE  
DEVELOPMENT  
OFFSITE IMPROVEMENTS**

TOWN:  
**WINDSOR, CT**

DRAWING TITLE:  
**CONSTRUCTION PLANS**

PROJECT NO.:  
**42795.02**


DRAWING NO.:  
**PLN-01**

SHEET NO.:

## Agenda Item Summary

Date: December 2, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Broad Street Road Diet / Complete Streets Project

### Background

As proposed in the Windsor Center Transit-Oriented Development Master Plan and Redevelopment Strategy Study, this project seeks to make physical alterations to Broad Street (Route 159) from Palisado and Poquonock Avenue to Batchelder Road in order to slow traffic, enhance pedestrian safety and add on-street parking, all with the overarching goal being to strengthen the town center's vitality.

This project has been in conceptual design for several years and has been subject of multiple community information meetings. The purpose of this agenda item is to request the Town Council to decide within the next 30 to 45 days which of the alternative design concepts, if any, to move forward with design and project funding authorization through a voter referendum.

### Discussion

Broad Street (Route 159) is a four lane state highway through Windsor Center and is an auto-centric design. The average daily vehicle trips through town center on Route 159 is approximately 9,675. Often the speed of traffic exceeds the posted speed limit of 30 MPH. Data shows that 3,520 or 36% of the vehicles travel greater than the posted speed limit of 30 MPH. The project, often referred to as a road diet or a complete streets project approach, aims to reduce the current four lanes of travel through Windsor Center into one lane of travel in both directions with center turn lanes and on-street parking. The goal is to slow vehicle speeds, reshape Windsor Center to become more pedestrian friendly all to add vitality to the downtown and support local businesses.

The town has been working to develop and refine a series of three concept plans as well as the possible replacement of traffic signals in the northern end of the project area with two single lane roundabouts. Below are short recaps of the three design concepts.

#### *Option 1 - On Street Parallel Parking Both Sides of Roads*

- New lane arrangement within existing curb line
- Provide parking spaces on west and east sides
- No bike lanes
- Maintain existing sidewalks and provide pedestrian bump outs

#### *Option 2 - On Street Parking & Bike Lane on Both Sides*

- New lane arrangement moves existing curb line on eastside by approximately 6+ feet
- Provides parking spaces on west and east sides
- On street bike lanes on both sides of road

- Requires relocation of multiple utility and streetlight poles
- Requires additional pavement width, new curb and new sidewalk
- Reduces the width of the Town Green by 5 to 10 feet to accommodate relocated snow shelf, utility poles and sidewalk

*Option 3 - Parking West Side, Bike Lanes Both Sides*

- New lane arrangement within existing curb line
- Provides parking spaces on west side. No parking on Town Green side.
- On street bike lanes both sides
- Maintains existing curb line and sidewalks. No pedestrian bump outs on east side

This project is a priority action item in the Windsor Center Transit-Oriented Development Master Plan. The development of the TOD Master Plan included extensive community feedback and design charrettes. The town, in conjunction with First Town Downtown, has held numerous public information sessions since the TOD Study was completed in 2014. The most recent public information meetings have been in April 2024, June 2024 and October 2024.

Through the public input process over the past year, the request for traffic circles or roundabouts was raised. Those residents expressed a desire for the traffic signals at Palisado and Broad, Poquonock at Prospect as well as Bloomfield Ave and Poquonock be removed and replaced with roundabouts so to slow traffic, reduce the potential for serious accidents and facilitate pedestrian circulation. It was also suggested by some to add bike lanes along Broad Street.

Our consulting engineering firm has developed conceptual layouts and cost estimates for two single lane roundabouts. One at Palisado / Poquonock / Broad Street and a second at Poquonock / Bloomfield Avenues. (See attached)

Financial Impact

Cost estimates for each option assume a summer of 2026 construction start and no design or construction cost for the roundabouts. Cost estimate for Option 1 is \$4.22 million. Option 2 is estimated to be \$4.99 million without utility relocation cost. Option 2 is more costly due to the need to widen the roadway and construct new sidewalks. Option 3 is estimated to be \$4.09 million. Attached is a summary of preliminary cost estimates for each option as well as an estimate of Option 3 combined with roundabouts.

The State of Connecticut has awarded the town \$1,200,000 in state funding - \$1M for construction and \$200,000 for design. The town also has been awarded \$3M in federal funds for project construction. Please note these funds should be formally obligated by September 2026. The town over the past several years has appropriated \$110,000 in local funds for preliminary engineering work. The adopted CIP reflects the town contributing an additional \$500,000 in project funding. There is sufficient State funding to complete design of the road diet portion of the project but additional funding would be needed for roundabout design and construction.

Overall project funding authorization requires a voter referendum per the Town Charter. Please note that a referendum could not be scheduled without at least a thirty day window to allow for public notice, absentee voting and completion of referendum logistics.

### Recommendation

It is recommended the Town Council select a design option with or without roundabouts in the next 30 days or so. It is further recommended the Town Council in the next 30 to 45 days decide timing of when a voter referendum would be held.

### Attachments

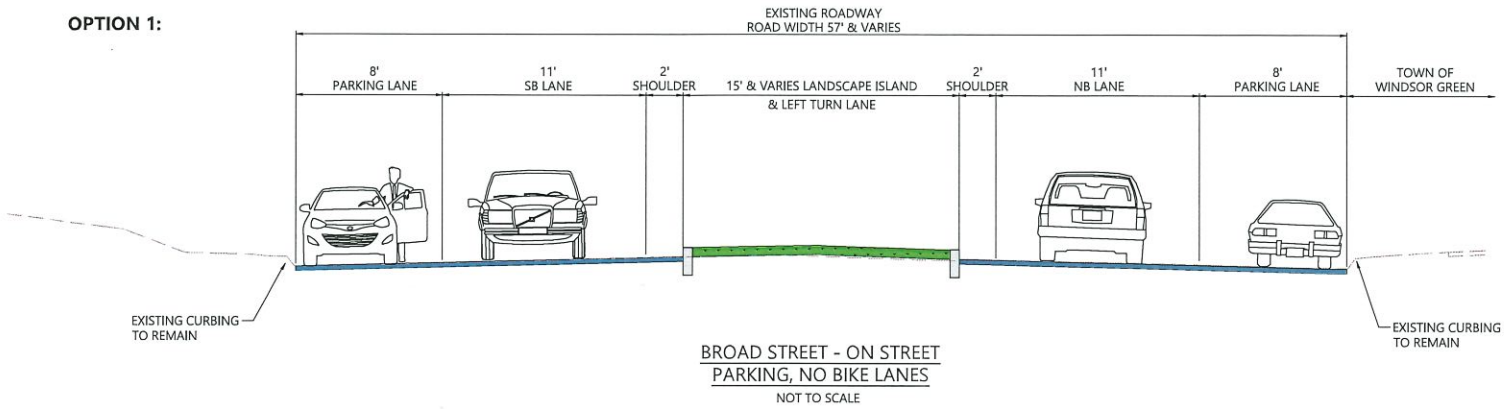
Design Options

Conceptual Roundabout Layout

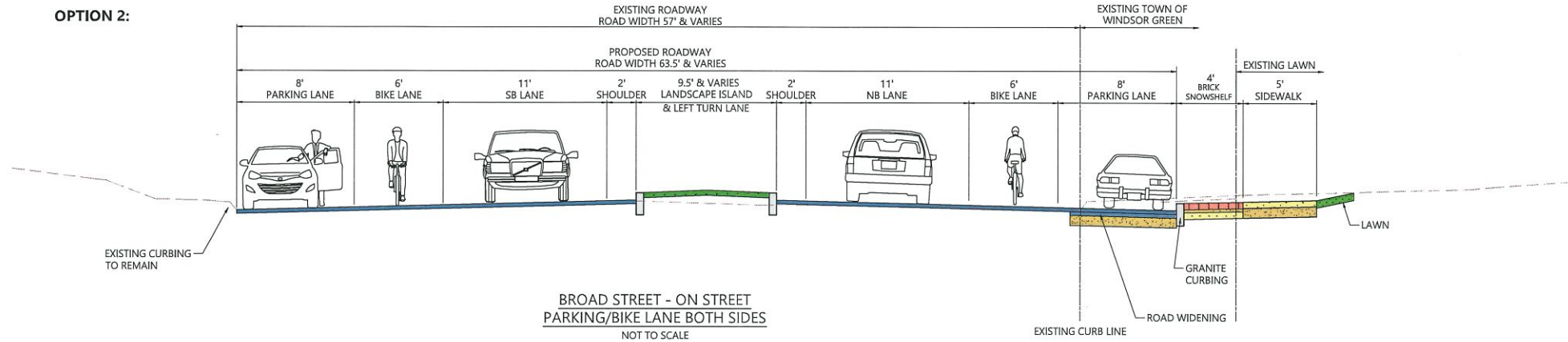
Preliminary Cost Estimates

Potential Milestone Schedule

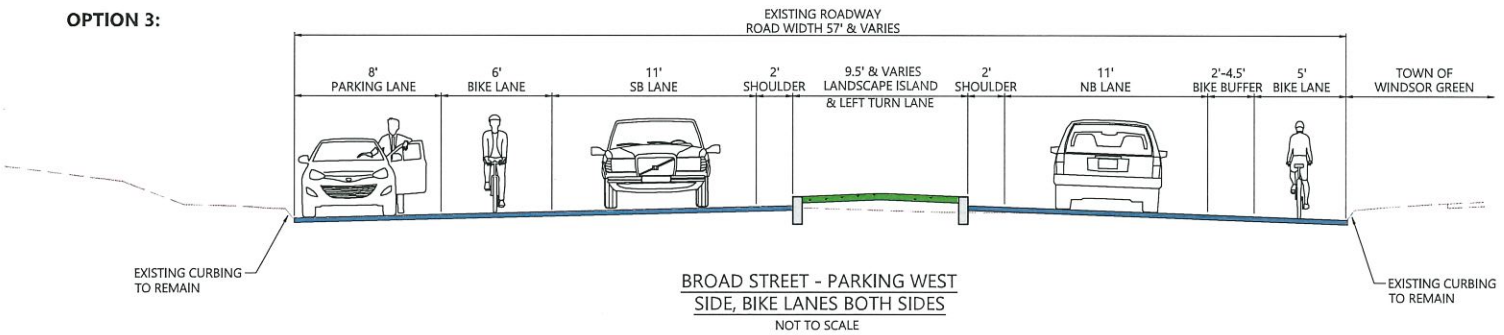
**OPTION 1:**



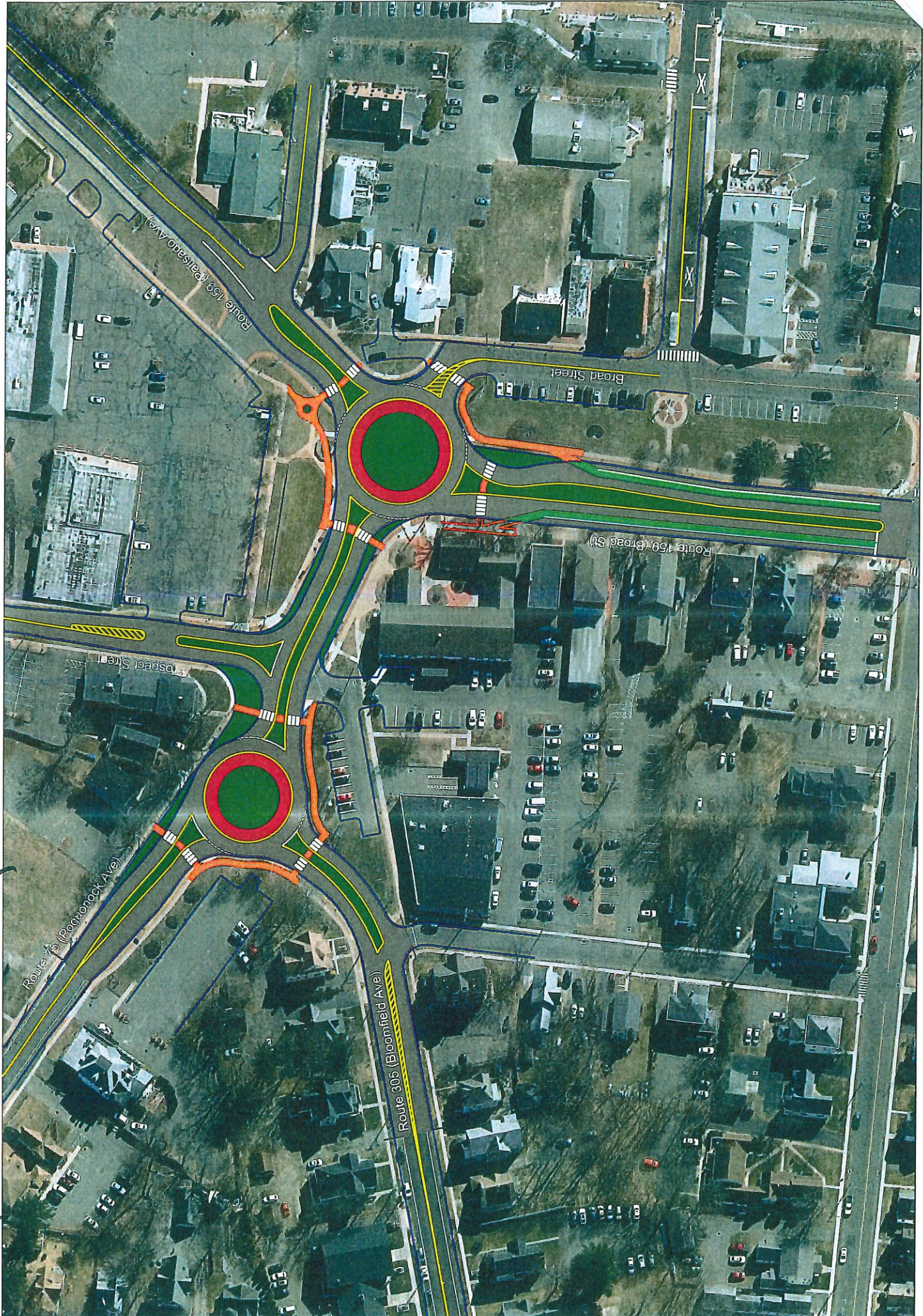
**OPTION 2:**



**OPTION 3:**



Conceptual Roundabout Layout





# Windsor Broad Street Road Diet

## Current Preliminary Cost Estimates

11/27/24

### Option 1: parking on both sides and no bike lanes

Road work = \$2.06m  
3 signals = \$2.16m  
TOTAL = **\$4.22m**

### Option 2: parking on both sides and bike lanes both sides

Road work = \$2.83m  
3 signals = \$2.16m  
TOTAL = **\$4.99m**

### Option 3: parking on west side and bike lanes both sides

Road work = \$1.93m  
3 signals = \$2.16m  
TOTAL = **\$4.09m**

### Option 3 Road Diet with Roundabouts

Design = \$0.29m  
Road work = \$4.32m  
2 signals = \$1.40m  
TOTAL = **\$6.01m**

Preliminary Estimates adjusted by 4% factor to 2026 Construction. Includes design and construction contingencies.

## POTENTIAL SCHEDULE OF MAJOR PROJECT MILESTONES

December	Town Council determines preferred concept
December or January	Town Council decides to hold referendum or not
February / March	Voter Referendum on Project Funding
Spring 2025	Design continues; discussions with CT DOT regarding project design & approval
Fall 2025	Refine Cost Estimates, DOT Design Approval
Winter/Spring 2026	Bid Project
Summer/Fall 2026	Construction start
Summer 2028	Construction substantially complete depending on phasing

\*Please note timeline is subject to CT DOT design review / permitting process



**Town Council**  
**Resignations/Appointments/Reappointments**  
**December 2, 2024**

**Resignations**

None

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

None

**Names submitted for consideration of appointment**

None



**TOWN COUNCIL**  
**HYBRID MEETING – VIRTUAL AND IN-PERSON**  
**November 18, 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 Eleveld led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Eleveld led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation honoring Lauri Volkert, Windsor Fire Marshal

Mayor Black-Burke and Deputy Mayor Klase read aloud the proclamation for Lauri Volkert, Windsor Fire Marshal

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

**6) COMMUNICATIONS FROM COUNCIL MEMBERS**

Councilor Eleveld stated that there was not much to report but that Thanksgiving is coming up so drive safely. In the Hartford Courant it stated that there are a lot of people getting pulled over for doing 100 mph. Hopefully people will get the hint that slowing down isn't a bad thing to do. He also mentioned that we should all check our smoke alarms and he read an interesting piece that said to check your batteries to make sure they work and also your carbon dioxide detectors.

Councilor Smith wished everyone a good evening to everyone and thanked everyone for coming to the Town Council meeting. He also stated that if you are able to help someone in need please do so for this Thanksgiving.



Councilor Pelkey said Happy Thanksgiving to everyone in advance and he made a comment on how nice it was to see some individuals from the Fire Department. He spoke on an accident that he had during the week. He also stated that he talked with Chief Bianchi today and they are already looking at 20 new people on the pipe line. The Fire Department still needs more volunteers. So, if anyone is interested, please reach out by either calling town hall or reach out to any of the councilors. We need more fire fighters and more volunteers in our community.

Councilor Naeem - nothing to report.

Councilor Gluck Hoffman just wanted to wish everyone a wonderful holiday coming up and asked that individuals drive safe. She also thanked the Public Works Department for all they do.

Councilor Armstrong said that this is the season of Thanksgiving so we should remember the less fortunate than we are and possibly lend a helping hand. Also remember the ones that are in shelters and our seniors. She stated that it was an honor to have all the fire fighters here today for Lauri. She really appreciates her and all those who are dedicated to serving the Town of Windsor. She also reminded everyone to check their smoke alarms because there is a lot of burning going on and to take precautions if anyone is going to have a cookout. Just be careful.

Councilor Walker thanked Lauri Volkert for her service here to this town. She is very deserving of the job she is getting with the State of Connecticut and she will do a fantastic job. It is also time to reflect on current situations in this country. He stated that there is a lot of division going on and it's time for us to reunite and become neighborly. He also stated that we are all Americans and sometimes that message needs to be repeated with all the negativity out there. God Bless America.

Deputy Mayor Klase said that she just wanted to remind everyone about the Day Hill Road study presentation that will happening this Thursday in the Council Chambers. She also wanted to thank the Mayor for initiating the proclamation for Pastor Nicole Grant-Yonkman at First Church. She has done a lot for the community so it was really nice. Mayor Black-Burke came and presented the proclamation to her at a good-bye service on Sunday. Deputy Mayor Klase also thanked Councilor Walker for what he said earlier.

Mayor Black-Burke thanked Councilor Gluck-Hoffman and Councilor Walker for stepping forward and running for Office and commended them on doing that. She wanted to share with everyone about the Veteran's Day celebration that was held here at the Town Hall in the Council Chambers. The guest speaker was Stephanie Famiano from our Windsor Senior Services. She stated that she was talking with someone that mentioned how we are losing many of the survivors of World War II. She also wanted to mention that the Windsor Fuel and Food Bank had their awards and honorees ceremony this year. She named off the names that were the honorees. Saturday, November 30<sup>th</sup> is small business Saturday. Great things are happening in our backyard here in Windsor.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Public Building Commission

Rusty Peck, Public Building Commission, gave the following report for the Public Building Commission:

#### **Wilson Fire Station – Roof Replacement - 9585**

Bids have been received and contract awarded. Construction has started. Project expected to be completed by the end of December 2024.

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

Construction is substantially complete. We continue to finish up punch list items and minor adjustments. Project expected to be completed by the end of November 2024.  
Nothing new to report.

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

Construction is substantially complete. Final punch list items are being addressed and completed. Project expected to be completed by the end of November 2024.  
Nothing new to report.

#### **Milo Peck School HVAC Construction – 9538**

Nothing new to report.

#### **Clover Street School Roof Replacement Project – 9549**

Nothing new to report.

#### **LP Wilson Community Center HVAC Renovations Project - 9551**

##### **Phase - 1**

Construction is substantially complete. Final adjustments to the RTUs are being performed and punch list items are being addressed. Project expected to be completed by the end of December 2024.  
Nothing new to report.

##### **Phase - 2**

Construction is roughly 95% complete. Classroom and administration areas are substantially complete. Controls are finalized with tuning and adjustments continuing. Punch list is being created and addressed. Existing window/wall AC units will start to be demolished and opening repaired as weather permits. Project expected to be completed by the end of February 2025.

#### **330 Windsor Ave. Community Center Gym HVAC Renovations - 9550**

Nothing new to report.



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

Construction and punch list items are completed. We are installing some additional door closers at which point this project should be fully completed. Project expected to be completed by the end of November 2024.

Nothing new to report.

**LP Wilson BOE Restroom Renovations - 9553**

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

Nothing new to report.

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

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

Nothing new to report.

**Poquonock Elementary School Roof Project - 9558**

The BOE is in the process of submitting the request for the State of CT grant. Once submitted, we will be waiting for approval from the State before we can proceed any further.

Nothing new to report.

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

Final punch list items repairs need to be inspected and the project will be fully completed by the end of November 2024.

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

Construction is substantially completed. Punch list review meeting was performed and contractor is addressing final punch list items. Project is expected to be completed by the end of December 2024.

Nothing new to report.

**8) TOWN MANAGER'S REPORT**

Town Manager Souza gave the following report:

**Sympathies to the family of Retired Police Chief Kevin Searles**

I'd like to extend my sympathies to the family and friends of retired Police Chief Kevin Searles who passed away earlier this month.

Chief Searles led the police department for over 25 years with integrity and a strong sense of compassion and understanding. He introduced new technology, advocated for departmental resources and diversified the ranks of the department to reflect the community it serves.



He was a leader that worked to bring the community together through many actions including establishing various programs with our schools, encouraging police officers to be true community police officers, and was instrumental in establishing a not-for-profit student mentoring agency that remains active today.

**Thank you to our Windsor friends and neighbors**

Over the past week and a half, our friends and neighbors have shown their support for the Windsor Police Department and our officers through a very difficult time following the loss of Officer Louis Clayton. I'd like to thank each of the individuals, community groups and private corporations for their supportive actions, words and prayers.

I'd like to extend a thank you to all of the law enforcement agencies including the CT State Police for lending resources during the past twelve days to provide services to our residents and support to department members. Knowing we have your support has and continues to be comforting.

I'd like to also thank all members of the police department, both sworn and civilian, for their service during this difficult time. Your support to one another is commendable. You all remain in my thoughts and prayers each day.

**Heartfelt Send Off to Fire Marshal Lauri Volkert**

As you know our Fire Marshal Lauri Volkert has accepted the role of Connecticut Fire Marshal. Lauri has worked day in and day out to help make us a safer community. Her passion for developing new approaches to fire prevention and life safety has been recognized on the regional and national levels.

Lauri has been a fantastic asset for the Windsor community for the past 15 years and now she will be in a position to assist all of the other 168 municipalities across the state of Connecticut.

Thank you so very much Lauri for your dedicated service to the Windsor community as a whole.

**Town Clerk's Office Hours**

The Town Clerk's office will be closing early each day at 3:30 PM through November 27th. This is due to limited staff availability.

**Town Hall Closed**

All town offices will be closed on November 28<sup>th</sup> and November 29<sup>th</sup> due to the Thanksgiving holiday.

**7th Annual Holiday Sampler Fair**

Grab your holiday gifts on November 23rd from 9:00 AM – 2:00 PM at the L.P. Wilson Community Center at the 7<sup>th</sup> Annual Holiday Sampler Fair. Admission is free. The Windsor





Lion's Club will be providing an option to purchase soup and sandwiches for lunch. Please contact Bonnie at 860-930-2446 with any questions.

### **Winter Parking Rules**

Just a reminder that from now until April 15 there is no parking on Windsor streets between 1:00 AM – 6:00 AM and no parking on any street during a snow storm or ice storm that has been in progress for one hour or more. Also, please don't leave your vehicle on the street in such a position that it impedes snowplowing operations or the free flow of traffic.

When the snow arrives this year, remember to keep outside exits, walks and stairs free of snow and ice. Don't forget there is a town ordinance that requires all property owners to clear snow from the sidewalk (and fire hydrants if there is one on your property) within 12 hours after a storm.

### **Day Hill Corporate Area Planning Study**

The town is hosting a community input meeting as part of the Day Hill Corporate Area Planning Study on Thursday, November 21<sup>st</sup> from 5:00 PM – 7:00 PM at Town Hall. The study aims to shape a vision that balances land use, transportation, and economic feasibility while addressing current trends like the rise of remote work and an increase in vacant office spaces.

This informal open house will feature multiple interactive stations where citizens can provide their input on the future of the corridor.

Can't make it in person? You can zoom in at:

<https://us02web.zoom.us/j/84666027902?pwd=0O2LDmA5IUmTdwVXt7ab15oDDFL4Zq.1>

Meeting ID: 846 6602 7902

Passcode: 344549

One tap mobile

+16465588656,,84666027902# US (New York)

For more information, please see the front page of the Town of Windsor website at [www.townofwindsorct.com](http://www.townofwindsorct.com).

### **2024 Leaf Collection**

Just a reminder that Windsor's 2024 leaf collection program has begun and will end on Friday, December 20<sup>th</sup>. During this eight-week period your leaves will be picked up on the same day as your trash pick-up.

Residents must place their leaves at the curb in 30 to 40 gallon paper leaf bags. Leaves may also be placed in similar-sized containers that are labeled with a "Leaves Only" sticker on it that can be easily identified by the driver (the sticker facing the road). Residents can obtain these stickers at the Town Hall or the Windsor Transfer Station.

Also, the transfer station accepts leaves from residents at no charge and uses them to produce compost. Leaves must be clean and must not contain other items that will

compromise the quality of the mulch that will be created. These items include grass clippings, branches, plastic bags or other items.

The transfer station accepts leaves Mondays and Fridays 8:00 AM to 2:45 PM, Tuesdays and Wednesdays 10:00 AM to 2:45 PM, and Saturdays 8:00 AM to 3:45 PM. Residents should arrive at least 15 minutes prior to closing to allow sufficient time to unload their vehicles.

The Windsor Transfer Station is closed on Thursday and Sunday. It is located at 500 Huckleberry Road in Windsor. If you have any questions regarding recycling or composting in Windsor, please call the Transfer Station at (860) 285-1833.

### **Bridge Builder Award Nominations**

Do you know someone who encourages cooperative relationships and solidarity? If so, nominate them to be a bridge builder! The deadline for nominations is November 25<sup>th</sup>. Please go to [www.townofwindsorct.com](http://www.townofwindsorct.com) to learn more and for the nomination form.

### **Project Santa**

Project Santa is a partnership with the Town of Windsor Social Services, Windsor Food and Fuel Bank, Grace Church, St Damien of Molokai Church, First Church, Windsor Volunteer Ambulance, Windsor Police and Health Departments, and many businesses and community members who work together to help families experiencing difficult economic times. Last year 354 children woke up to presents under their tree on Christmas morning, some possibly for the first time, thanks to Project Santa's generosity.

Project Santa offers businesses and community members a way to spread the holiday joy to a family in need by adopting a family or donating individual toys. If you are looking to become a sponsor, please visit their website at <https://projectsantawindsor.org/> and complete a sponsorship form by November 29<sup>th</sup>. If you have any additional questions, you can send them to [info@projectsantawindsor.org](mailto:info@projectsantawindsor.org) or call 860-882-8842.

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

Town Improvements Committee – Councilor Smith went over the different projects that will be happening in FY25 and named a few of them that will get completed in FY25 with design work.

Finance Committee – Councilor Naeem stated they had a Finance Committee meeting that she talked about in the last meeting and they have another one coming up this Wednesday at 6:30 pm. They will be discussing some of the tax credit that they had enacted in the past couple of years. She encourages everyone to tune in for that.

Health and Safety Committee – Councilor Armstrong wanted to remind everyone about the mobile health clinics this time a year that they are still available here in town and to go check it out on our website. Also, the committee will have a meeting soon.



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

Personnel Committee – Deputy Mayor Klase- Nothing to report

10) **ORDINANCES** – None

11) **UNFINISHED BUSINESS** - None

12) **NEW BUSINESS**

a) Priority Redevelopment Properties List

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that the attached Priority Redevelopment Properties list as amended to remove the Redevelopment Parcel, Former Scranton Chevrolet and Windsor Center Plaza and adding the Mechanic Street TOD Site and 1 & 10 Targeting Centre be adopted.

Patrick McMahon, Economic Development Director, stated in December of 2002, the Town Council adopted a Tax Increment Financing Policy as one tool to encourage the redevelopment of key vacant or underutilized properties. As part of that policy, the Council approved a Priority Redevelopment Properties List to provide specific guidance regarding which sites should be eligible for Tax Increment Finance assistance.

In recommending the initial list, the Economic Development Commission included a statement of its purpose and procedures and criteria for updating properties. One of these provisions states that the Commission should review the list annually and report its recommendations for additions or deletions to the Town Council.

The Economic Development Commission reviewed the Priority Redevelopment Properties List during its September meeting. A status report on each property was presented by staff and discussed by the Commission. A copy of the status report is attached (updated to the present date).

The Commission voted to recommend the removal of the following properties from the list:

- 1) Plaza Building (280 Broad Street)
- 2) Redevelopment Parcel (458 Windsor Ave)
- 3) Former Scranton Chevrolet Site (Mack St. and Poquonock Ave)
- 4) Windsor Center Plaza (144 Broad Street)

While the EDC feels strongly the Plaza Building is a key to growing the vibrancy of town center, they recommended its removal from the list as building renovations are substantially complete and the use of tax incrementing financing as a redevelopment tool for this property is limited at this juncture. Construction of the new public park is underway on the



Redevelopment Parcel at 458 Windsor Ave. Mixed-use apartment projects are under construction at both the former Scranton Chevrolet site and Windsor Center Plaza.

There are developments proposed at the former Tobacco Valley Inn and Flamingo Inn sites but construction activities have not started on either site so the Commission recommends they remain on the list.

The Commission also voted to recommend the addition of the Mechanic Street Transit Orientated Development (TOD) site and 1 & 10 Targeting Centre properties to the list.

The Mechanic Street TOD site represents a compilation of the town-owned parking lot, former dog pound and potentially a portion of Loomis Chaffee property along the rail line. This area has been identified as a potential future TOD project due to its proximity to the train station and bus service. This site was recently included in a study of potential TOD sites conducted by the Capitol Region Council of Governments.

1 & 10 Targeting Centre (former ADVO complex) consists of two vacant office buildings at Exit 37 Bloomfield Avenue. 1 Targeting Centre is a four-story 97,256 SF office building built in 1980 sitting on 6.17 acres. The building is currently under foreclosure and an online auction is slated for November 18-20. 10 Targeting Centre is a three-story 49,815 SF office building built in 1980 sitting on 5 acres. Both buildings have been vacant for several years. The properties have been marketed for office use, educational use, or conversion to self-storage. There has also been some interest expressed in redeveloping the properties for multifamily development.

Councilor Eleveld asked about the TIF (Tax Increment Financing) District and said that only applies to four of the properties and now only three of them are subject to TIF or potentially subject to it. Patrick McMahon stated that is what it all comes down to is the potential. Under the TIF policy itself, if any property is to be considered for TIF, it has to be on the prior Redevelopment properties list. He also stated that they would have to go forward on any of the properties that are not in the Windsor center. A district master plan would have to be developed for any of those other sites prior to, and approved by the Town Council, before any kind of credit enhancement could be entertained. Town Manager Souza added that this is a tool that we have used in a number of many fashions to try and market the priorities. There has been a reason on why these properties have been selected. There is a little bit of hope with creating this list. It is based upon good planning and good forethought over the years.

Councilor Eleveld stated that what we are looking at is if someone is interested in doing something and if they require or ask for a TIF, it will come back to us for consideration. He asked about the properties in town. What percentage of that can be TIF? Mr. McMahon said that no more than 10% of the taxable real estate value in the community.

Councilor Pelkey stated the motion that was read doesn't include removing the Plaza Building. By keeping that on the list, does it deny another property from being on there? Is there a limit to the list? Mr. McMahon shook his head stating no there is no limit to the list.

Councilor Armstrong asked about one of the buildings that is under foreclosure. Mr. McMahon said yes, the one at 1 Targeting Centre is under foreclosure and is up for auction in the next couple of days. Councilor Armstrong asked about it being redeveloped into a multi-family complex. Mr. McMahon stated that there have been parties that have approached them to check on the potential zoning for that particular use. Councilor Armstrong asked if that would prevent any foreclosure on it? Mr. McMahon said no it wouldn't.

Motion Passed 9-0-0

b) Connecticut Renewal Team (CRT) Elderly Nutrition Program Adjustments

MOVED by Deputy Mayor Klase, seconded by Councilor Smith, to approve an appropriation of \$40,000 from the General Fund Unassigned Fund balance to support the continuation of the senior lunch program at the Windsor Senior Center through June 30, 2025.

Paul Norris, Director of Recreation and Leisure Services, stated for many years, the Connecticut Renewal Team (CRT) has successfully provided lunch services five days a week at the Windsor Senior Center. CRT has provided a part-time program coordinator and funding for hot meals. CRT serves an average of 28 to 30 hot meals daily to Windsor seniors.

Changes will occur starting this month due to the expiration of CRT's American Rescue Plan Act (ARPA) funds. Consequently, lunch services via CRT will be reduced to two days a week, with a cap of approximately 54 meals over the two days. Additionally, CRT has notified town staff that the full cost of the part-time program coordinator will now be the Town's responsibility.

In order to maintain current service levels through the end of Fiscal Year 2025, town staff is respectively requesting the Town Council to approve an appropriation of \$40,000 from the General Fund Unassigned Fund Balance.

Town staff have developed a continuity plan to ensure that lunch services continue five days a week for approximately 30 seniors each day. Under this plan, CRT will provide meals on Thursdays and Fridays, while a different vendor will supply meals on Mondays, Tuesdays, and Wednesdays. This arrangement guarantees uninterrupted service for our seniors. Furthermore, CRT has agreed to provide a part-time program coordinator five days a week, with the Town covering the funding for this position. These measures will maintain program levels through June 2025.

Notably, approximately 75% of the 30 seniors participating in the lunch program attend all five days of the week, and 90% of regular meal participants utilize the town Dial-a-Ride programs.



Historically CRT has encouraged participants to donate up to \$3.00 per meal, generating approximately \$235 weekly. This practice will continue and any donations for meals on Mondays, Tuesdays, and Wednesdays will be placed in a segregated Special Revenue account to help off-set future operational costs in FY 26. In FY 26, CRT will retain any participant donations received on Thursday and Fridays.

The projected meal expenses for the remainder of the fiscal year are estimated at \$28,740. The anticipated cost for the part-time CRT Café Coordinator is \$11,620. This position is responsible for managing for meal service operations and guarantees continuity of service. Overall, the estimated additional cost to sustain congregate meal services for Windsor's senior residents through June 30, 2025, amounts to \$39,956. Any donations collected for meals served from Monday to Wednesday will be placed in a segregated Special Revenue account to help off-set future operational costs in FY 26.

Councilor Eleveld asked about the amount of money it will take to feed 30 people for 5 days a week. He also asked for the total cost for the program. Mr. Norris stated for the fiscal year 25 it would be \$40,000. Mr. Norris also stated that it would be roughly \$28,000 for the meals themselves and then an additional \$11,600 for the part-time worker that would be provided by CRT (Community Renewal Team). Councilor Eleveld asked would the food come from CRT? Mr. Norris stated yes, we will be getting meals from two places. Two days a week, CRT will provide the first 52 meals and anything after that we will have to pay CRT a per meal price. On the other 3 days we will have to purchase the meals that we will serve, which would be on an average 30 meals per day. Councilor Eleveld stated that would be roughly 100 meals a week plus whatever the overages are for the two days. Mr. Norris said that is correct we will be looking at CRT providing 54 meals for two days and the other three days we will purchase 30 meals per day. On two days that CRT is providing lunch, we would purchase the additional 6 meals because we do want to provide at least 30 meals per day because that is the number of seniors we serve each day.

Town Manager Souza stated that in the FY26 operating budget we will be annualizing these funds. So, it will be more than \$40,000 because we will be paying for 8 months' worth. The \$40,000 will cover us through the remainder of this fiscal year. Town Manager Souza also stated that Mr. Norris and his team will continue to refine the number as we approach the FY26 budget process.

Councilor Eleveld asked what are we paying for each of the meals? Mr. Norris stated that it is about \$14 dollars per meal. Councilor Eleveld asked about the second vendor source. Mr. Norris said the second vendor is \$8 per meal. Councilor Eleveld said that it was a market difference and why? Mr. Norris stated yes, they are different and that one is a private vendor. He wasn't sure as to why it was \$8 but unfortunately CRT's lunch is \$14 for each of the 6 meals.

Councilor Pelkey stated that on the material it says that participants are encouraged to donate up to \$3 but the total comes out to be \$235 weekly. It seems that it is a pretty good donation rate. Councilor Pelkey asked how the donations work? Mr. Norris stated that he

was correct CRT would get about 78 or 79 donations of \$3 each and they would collect it and it would go directly to them. Councilor Pelkey asked since we do have two different vendors how will you split up the donations? Mr. Norris said that for the two days a week that CRT is doing the donations, it would be on that particular day. So if a senior were to come in on Monday and made the donation on Monday, they would collect the money on that day. Mr. Norris added the donation is a per day donation.

Deputy Mayor Klase stated that she knows that we have to go through the process to take care of this year and that they will look at it for next year as well. She also stated that it is an important program to maintain and asked if 90% of the people who participate in the program use Dial-a- Ride, correct? Mr. Norris said that is correct. Deputy Mayor Klase said it is an important program around social isolation for our elders and seniors and she would encourage them to figure out the funding for next fiscal year.

Councilor Armstrong asked about having just about 30 seniors that they feed per day is that the cut off? Mr. Norris said no, there is no cut off. They keep a tally on who makes a reservation and that gets sent to CRT or to the second vendor. Councilor Armstrong asked what about those that can't afford the \$3. Is there a subsidy? Mr. Norris replied it's all a donation and it's not required to eat.

Mayor Black-Burke stated that she has been there while the meal operation has been going on. She stated that some seniors will provide the donation. She also stated that one thing that is important to lift up is that a group that continues to grow as it relates to food insecurities are senior citizens. She is in support of this program.

Councilor Armstrong wanted to add that she agrees with this program and that it is not only for food but also for socialization for our seniors as well and that is very important.

Councilor Walker is in agreement with what all the councilors have said so far. He stated that there are some seniors at home alone by themselves and the socialization part is one portion of it but more importantly we are here as a town and a state trying to make the cost for hot meals for seniors work. We shouldn't have to worry about trying to take care of people who have paid taxes all their life and who are depending on social security funds and a lot of times it's not enough. A lot of seniors are in their homes worrying about the high cost of food these days and are trying to pay for their medications. He feels that we need to take care of our senior citizens.

Councilor Gluck-Hoffman asked Mr. Norris do they see more people coming into the Senior Center around the holidays? Mr. Norris said yes, they will during the winter months. She also asked where does that bump them to, around 40-45 people? Mr. Norris said that he doesn't have the exact figures on that. Councilor Gluck-Hoffman asked if some of the civic organizations volunteer to help out at the Senior Center? Is there a way we can get them more involved on the donation side of it? Mr. Norris said that is something they can consider

with the Town Manager's Office to investigate and see where we can go. Mr. Norris stated that sometimes restaurants will donate food especially during the summer time.

Mayor Black-Burke said that she agrees with Councilor Walker about supporting all of our citizens but we should definitely be supporting our seniors because they are a vulnerable population.

Motion Passed 9-0-0

c) Pedestrian Bridge Inspection Services

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey, that \$75,000 be appropriated from the Capital Projects Fund Assigned Fund balance to fund assessment and design services of town owned bridges.

Suzanne Choate, Town Engineer, stated the town owns and maintains eighteen pedestrian bridges of various sizes, styles and age that are located in town parks as well as on multi-use trails. Many of these bridge structures are approaching or are over 25 years of age. The adopted FY 25 Capital Improvement Program includes a project to complete inspections and design reports which will provide the basis of a multi-year asset management plan for the bridges.

At this time, the Town Council is respectfully requested to appropriate \$75,000 from the Capital Projects Fund for assessment and design services.

The project includes assessment of the condition of town-owned pedestrian bridges to make recommendations for necessary repairs and/or replacements. Tasks for each bridge include field inspection, preparation of condition assessment report, outline recommended scope of work, and preparation of cost estimate. Town staff will coordinate with our consulting structural engineer to complete the assessments.

At this time, staff is seeking funding to initiate the assessment of 18 pedestrian bridges. Town staff estimates that \$75,000 is needed to complete the project. The assessments by the consultant are expected to begin over the winter months of 2024-2025 and be completed in spring 2025.

Design funds in the amount of \$75,000 are being requested from the Capital Projects Fund. The adopted FY 25 Capital Improvement Program allocates \$75,000 in funding for the assessment and design services.

Councilor Gluck-Hoffman asked how old the bridge is behind Town Hall. Town Manager Souza stated that he believes the Town Center Trail was built in the late 80's or early 90's so its around 40 years old. Councilor Gluck Hoffman also asked if that bridge is also involved in the program? Ms. Choate shook her head yes, it is.





Councilor Eleveld stated that he assumes that these also include the pedestrian bridges in the parks? He started naming a few of the parks and asked if all of them are covered in the program. He also asked if we have 18 in total? Ms. Choate answered yes, we have 18 in total.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS - None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the November 4, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the November 4, 2024 Regular Town meeting as presented.

Motion Passed 9-0-0

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

**16) EXECUTIVE SESSION - None**

**17) ADJOURNMENT**

MOVED by Councilor Eleveld, seconded by Councilor Armstrong to adjourn the meeting at 8:43p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Rachel Collins  
Recording Secretary