



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
November 18, 2024
Regular Town Council Meeting
Council Chambers

APPROVED MINUTES

1) CALL TO ORDER

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

Present: Mayor Nuchette Black-Burke, Deputy Mayor Darleen Klase, Councilor Mary Armstrong, 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 30th 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 28th and November 29th 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 7th 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 21st 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.

2024 Leaf Collection

Just a reminder that Windsor's 2024 leaf collection program has begun and will end on Friday, December 20th. 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 25th. Please go to 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 29th. If you have any additional questions, you can send them to 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 respectfully 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 Manger'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 respectively 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