



# Council Agenda

Council Chambers  
Windsor Town Hall  
December 16, 2024



## Zoom Instructions

### Dialing in by Phone Only:

Please call: **305 224 1968** or **309 205 3325**

1. When prompted for participant or meeting ID enter: **820 9707 8447** and then press #
2. You will then enter the meeting muted. During 'Public Comment' if you wish to speak press \*9 to raise your hand. Please give your name and address prior to voicing your comments.

### Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/82097078447>

When prompted for participant or meeting ID enter: **820 9707 8447**

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.

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

To approve construction of a new sidewalk on Violet Street

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

1. ROLL CALL
2. PRAYER OR REFLECTION – Deputy Mayor Klase
3. PLEDGE OF ALLEGIANCE – Deputy Mayor Klase
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
8. TOWN MANAGER'S REPORT
9. REPORTS OF STANDING COMMITTEES
10. ORDINANCES
11. UNFINISHED BUSINESS
  - a) \*Approve construction of a new sidewalk segment on Violet Street (Town Manager)



12. NEW BUSINESS

- a) \*Approve the transfer of public right of way at Violet and Route 159 from the State of Connecticut to the Town of Windsor (Town Manager)
- b) \*Approve the use of \$31,466 in American Rescue Fund monies to assist in funding the continuation of the elderly lunch program at the Senior Center (Town Manager)
- c) \*Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION." (Town Manager)
- d) Set a Public Hearing for January 6, 2025 at 7:00 PM to hear comment on a proposed bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION." (Town Manager)
- e) \*Introduce a resolution to set a referendum date and approve ballot language for the Broad Street Traffic Calming and Pedestrian Safety Project (Town Manager)
- f) \*Approve Fiscal Year 2026 Budget Parameters (Councilor Naeem)
- g) \*Approve Fiscal Year 2026 Budget Calendar (Councilor Naeem)
- h) \*Approve Fiscal Year 2026 Budget Format (Councilor Naeem)
- i) \*Approve Town Council meeting dates for calendar year 2025 and January 2026 (Town Manager)
- j) \*Approve 2025 schedule of Board/Commission Annual Reports to the Town Council (Town Manager)
- k) Town Manager Annual Performance Evaluation (Deputy Mayor Klase)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the December 2, 2024 Regular Town Council Meeting



---

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Discussion concerning the appointment, employment, performance, health or dismissal of a public officer or employee (Town Manager evaluation)

17. ADJOURNMENT


★Back-up included

## Agenda Item Summary

Date: December 16, 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 - 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*. The Public Hearing is set for Monday, December 16, 2024 at 7:20 p.m. to hear public comment on the proposed new sidewalk segment.

### 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 a 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



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 16 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 off-site 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.

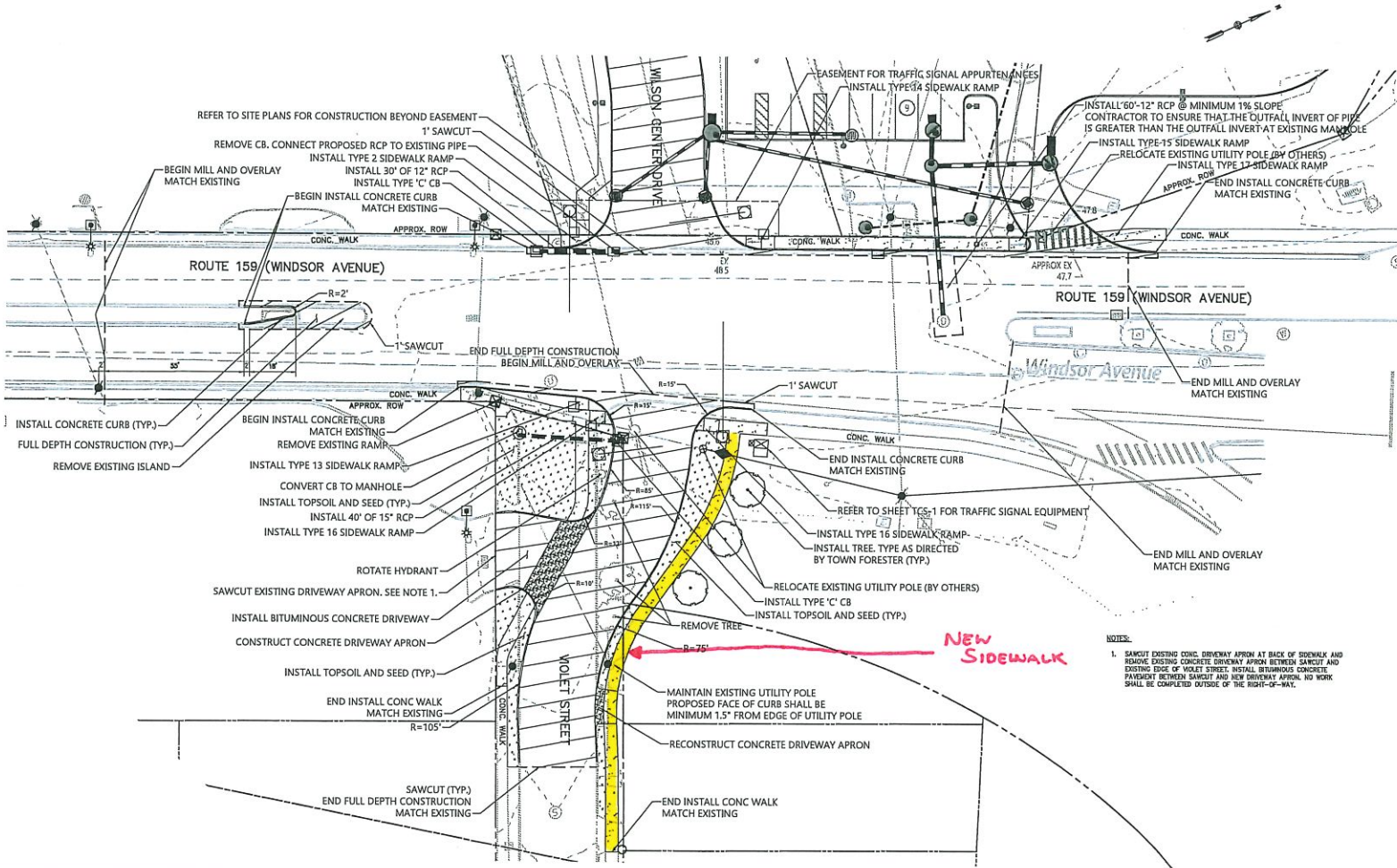
#### Recommendations

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

**“MOVE to authorize the construction of a sidewalk segment along Violet Street to Windsor Avenue as shown on the attached exhibit and that all costs related to the construction be paid for by the private developer of 29 Windsor Avenue.”**

#### Attachments

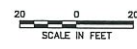
Sidewalk Plan



**NOTES:**  
 1. SAWCUT EXISTING CONC. DRIVEWAY APRON AT BACK OF SIDEWALK AND REMOVE EXISTING CONCRETE DRIVEWAY APRON BETWEEN SAWCUT AND EXISTING EDGE OF VIOLET STREET. INSTALL BITUMINOUS CONCRETE PAVEMENT BETWEEN SAWCUT AND NEW DRIVEWAY APRON. NO WORK SHALL BE COMPLETED OUTSIDE OF THE RIGHT-OF-WAY.

- LEGEND**
- CONCRETE SIDEWALK AND UTILITY VAULTS
  - FURNISH AND PLACE TOPSOIL AND TURF ESTABLISHMENT
  - FULL DEPTH PAVEMENT INSTALLATION
  - RECONSTRUCT CONCRETE DRIVEWAY APRON

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

DATE: September 15, 2023

TOWN:  
 WINDSOR, CT

DRAWING TITLE:  
 CONSTRUCTION PLANS

PROJECT NO.:  
 42795.02

DRAWING NO.:  
 PLAN-01


SHEET NO.:

## **Agenda Item Summary**

Date: December 16, 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  
Conveyance of State Property

### 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. 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. The realignment of Violet Street would require the State of Connecticut to convey a small parcel of land to the town to accommodate the new layout.

The Town Council is respectfully requested to approve the acceptance of the State owned land as depicted on the attached plan.

### 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 29 Windsor Avenue 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.

As a State route, the construction of the off-site improvements requires the approval of the Connecticut Department of Transportation. The design plans for the signal and the Violet Street relocation are currently being reviewed by ConnDOT and the Town of Windsor. The TPZC approval of Phase I was conditioned upon the applicant getting State Department of Transportation (DOT) approval for the new traffic signal.

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. 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 reviewed 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 State Statutes* at its December 10th meeting.

Recommendations

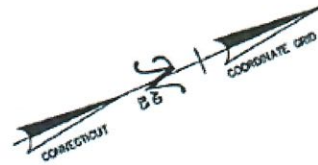
If the Town Council is in agreement, the following motion is recommended for approval:

**“MOVE to accept land from the State of Connecticut needed for realignment of Violet Street as shown on Exhibit A, subject to Connecticut Department of Transportation approvals of off-site improvements associated with the 29 Windsor Avenue development; and to authorize the Town Manager to execute needed conveyance forms and agreements.”**

Attachments:

Exhibit A - Map Showing Land Conveyance



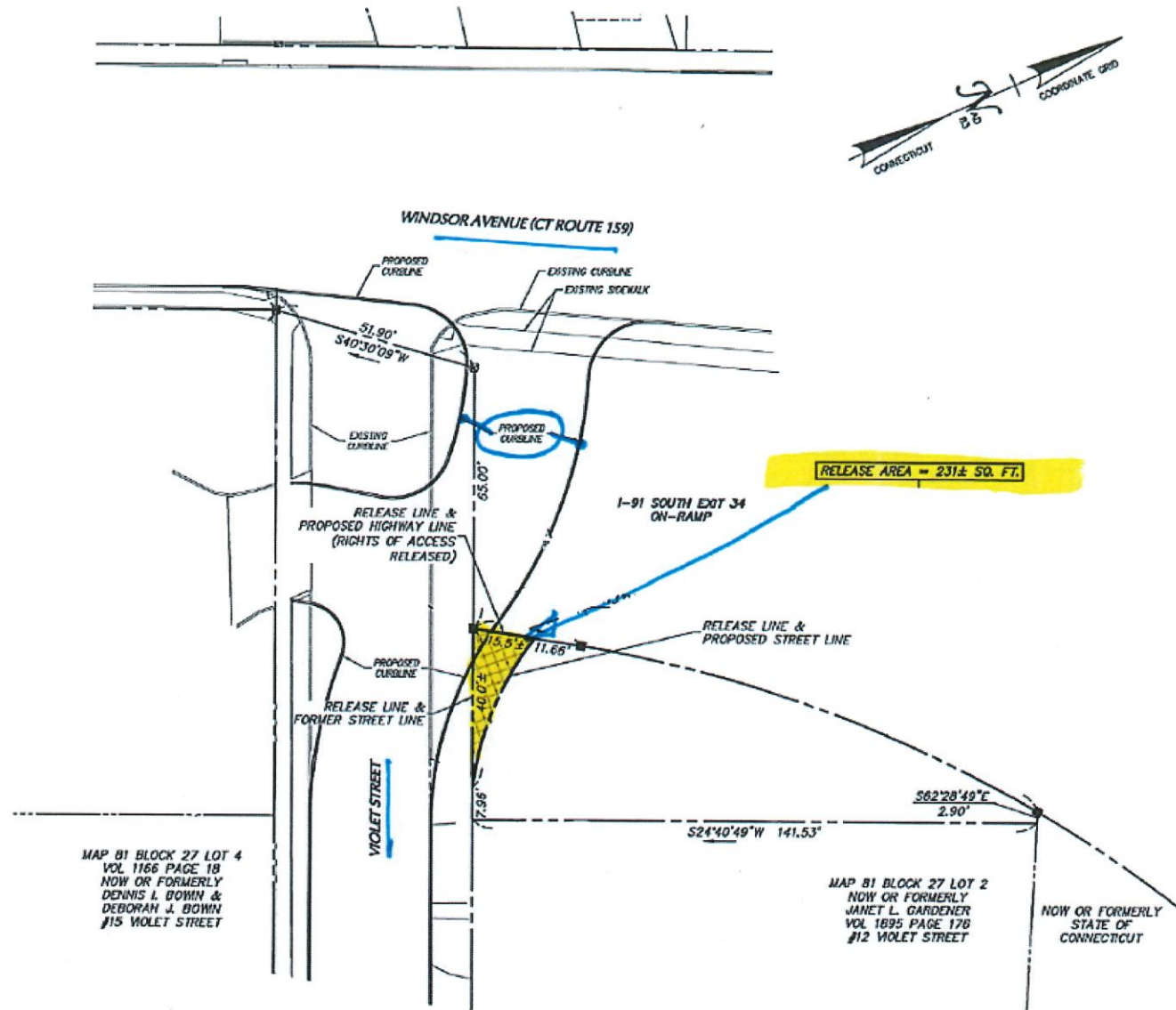


NOTES:

1. THIS COMPILATION PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES, SECTIONS 20-300B-1 THROUGH 20-300B-20. THE "MINIMUM STANDARDS OF ACCURACY, CONTENT & CERTIFICATION FOR SURVEYS AND MAPS," AS AMENDED OCTOBER 26, 2018. IT CONFORMS TO CLASS D ACCURACY AND IS INTENDED TO DEPICT THE LIMITS OF THE PROPERTY TRANSACTION AS NOTED HEREON. THIS PLAN WAS COMPILED FROM OTHER MAPS, RECORD RESEARCH AND/OR OTHER SOURCES OF INFORMATION. IT IS NOT TO BE CONSTRUED AS HAVING BEEN NECESSARILY OBTAINED AS THE RESULT OF A FIELD SURVEY AND IS SUBJECT TO SUCH CHANGE AS AN ACCURATE FIELD SURVEY MAY DISCLOSE.
2. THE TOPOGRAPHY AND PROPERTY LINE EVIDENCE DEPICTED ARE BASED UPON THE SURVEY/MAPPING DATA AS REFERENCED. UNLESS OTHERWISE NOTED, THESE PROPERTY/BOUNDARY LINES DO NOT REPRESENT THE PROFESSIONAL OPINION OF THE UNDERSIGNED.
3. THIS SURVEY IS NOT VALID WITHOUT THE EMBOSSED OR INKED SEAL OF THE PROFESSIONAL.

REFERENCES:

- A. MAP TITLED "TOWN OF WINDSOR MAP SHOWING LAND & RIGHTS OF ACCESS ACQUIRED FROM MARY L. CARVILLE BY THE STATE OF CONNECTICUT RELOCATION OF ROUTE U.S. 5-A", SCALE: 1"=40', DATED: MAY 1953, TOWN NO. 164, PROJECT NO. 58, SERIAL NO. 95, SHEET 1 OF 1
- B. MAP TITLED "TOWN OF WINDSOR MAP SHOWING LAND RELEASED TO MARY L. CARVILLE ET AL BY THE STATE OF CONNECTICUT HARTFORD-SPRINGFIELD EXPRESSWAY", SCALE: 1"=40', DATED: OCTOBER 1955, TOWN NO. 164, PROJECT NO. 58, SERIAL NO. 1-B, SHEET 1 OF 1
- C. MAP TITLED "PLOT PLAN SHOWING THE PROPERTY OF HENRY P. & MARY L. CARVILLE, WINDSOR AVE., WINDSOR, CONN.", SCALE: 1"=20', DATED: DEC. 1959, LAST REVISED: NOV. 1960, MAP VOLUME 5 PAGE 453
- D. MAP TITLED "CONNECTICUT STATE HIGHWAY DEPARTMENT, RIGHT OF WAY MAP, TOWN OF WINDSOR, HARTFORD-SPRINGFIELD EXPRESSWAY FROM HARTFORD TOWN LINE NORTHERLY TO BINA AVENUE, NUMBER 164-06, SHEET NO. 1 OF 1", SCALE: 1"=100', DATED: JANUARY 29, 1960
- E. MAP TITLED "RIGHT OF WAY SURVEY, STATE OF CONNECTICUT, DEPARTMENT OF TRANSPORTATION, RIGHT OF WAY MAP, TOWN OF WINDSOR, INTERSTATE ROUTE 91 IN THE VICINITY OF WINDSOR AVENUE, NUMBER 164-14, SHEET NO. 1A OF 1", SCALE: 1"=80', DATED: MARCH 30, 2001, LAST REVISED: 10/11/01
- F. MAP TITLED "ALTA/NSPS LAND TITLE SURVEY - #19, #25, #29 & #35 WINDSOR AVENUE - WINDSOR, CONNECTICUT", SCALE: 1"=40', DATED: DEC. 6, 2017, LAST REVISED: JUNE 6, 2018, PREPARED BY: LANGAN CT, INC.

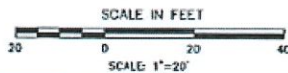


MAP 81 BLOCK 27 LOT 4  
VOL 1166 PAGE 18  
NOW OR FORMERLY  
DENNIS L. BOWEN &  
DEBORAH J. BOWEN  
#15 VIOLET STREET

MAP 81 BLOCK 27 LOT 2  
NOW OR FORMERLY  
JANET L. GARDENER  
VOL 1895 PAGE 17B  
#12 VIOLET STREET

NOW OR FORMERLY  
STATE OF  
CONNECTICUT

TO MY KNOWLEDGE AND BELIEF THIS MAP IS SUBSTANTIALLY  
CORRECT AS NOTED HEREON.



DATE	REVISION	RED. BY

F.L.S. #70288  
(NOT VALID WITHOUT A LIVE SIGNATURE AND EMBOSSED SEAL)

TOWN NO. 63  
PROJ. NO. 30  
SERIAL NO. 36A  
SHEET NO. 1 OF 1

ANDREW G. IVES, I.S.  
SURVEY MANAGER

DATE

DRAWN BY JJS  
DATE 7/24  
CHECKED BY AD  
DATE 7/24

COMPILATION PLAN

TOWN OF WINDSOR  
MAP SHOWING LAND RELEASED TO  
THE TOWN OF WINDSOR  
BY  
THE STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
VIOLET STREET AND  
WINDSOR AVENUE (CT ROUTE 159)

SCALE 1"=20' AUGUST 2024  
SCOTT A. HILL, P.E.  
CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION




## Agenda Item Summary

Date: December 16, 2024

To: Honorable Mayor and Members of the Town Council

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

Reviewed By: Peter Souza, Town Manager 

Subject: Senior Lunch Program at Senior Center

### Background

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.

Due to the expiration of CRT's American Rescue Plan Act (ARPA) funds in November, lunch services funded through CRT were reduced to two days a week, with a cap of approximately 54 meals over the two days. Additionally, the town had to meet the full cost of the part-time program coordinator previously funded via CRT.

In order to maintain current service levels through the end of Fiscal Year 2025, the Town Council approved an appropriation of \$40,000 from the General Fund Unassigned Fund Balance. At this time staff is respectively requesting the Town Council authorize the use of \$31,466 in available American Rescue funds to allow for partial program funding into FY 2026.

### Discussion/Analysis

As previously reported, town staff 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 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.

Financial Impact

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. Overall, the estimated cost to sustain congregate meal services for Windsor’s senior residents from November 2024 through June 30, 2025, equals \$39,956. A full year of programming is estimated to cost between \$62,000 to \$65,000. 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.

By allocating \$31,466 in available American Rescue funds, this will help to offset needed increases to the FY 2026 General Fund operating budget to maintain the current service levels in the Senior Lunch Program.

Other Board Action

None

Recommendations

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

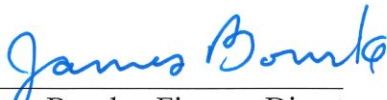
**“MOVE to approve an appropriation of \$31,466 in American Rescue Funds to support the continuation of the senior lunch program at the Windsor Senior Center.”**

Attachments

None

Certification

I hereby certify that \$31,466 is available in American Rescue Fund for the above appropriation.




James Bourke, Finance Director



## Agenda Item Summary

Date: December 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Broad Street Traffic Calming and Pedestrian Safety 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 the Palisado and Poquonock Avenue area 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 is a priority action item in the Windsor Center Transit-Oriented Development (TOD) Master Plan. The town, in conjunction with First Town Downtown, has held numerous community information meetings since the TOD Study was completed in 2014. The most recent town sponsored public information meetings have been in April 2024, June 2024 and October 2024.

This project has been in conceptual and preliminary design for several years. At this point, it is recommended that the Town Council select a preferred design alternative, with or without roundabouts, and consider the following: a) introduction of a bond ordinance, b) setting a Public Hearing for January 6, 2025 on the project bond ordinance, c) introducing a resolution to set a referendum date and ballot question. On January 6, 2025 the Town Council would act on the bond ordinance and decide whether to set a referendum date and question. Assuming a January 6<sup>th</sup> decision on a referendum date is made, the referendum could not be held any sooner than Tuesday, February 11, 2025 in order to meet publication and election requirements.

### 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. 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 and to add vitality to the downtown and support local businesses.

Town staff, working with consulting engineers, have developed and refined 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

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 Avenue 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 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 Avenue. See attached concept plan.

The bond ordinance presented below reflects Option 3 with two roundabouts as shown on the attached plan view.

Financial Impact

Cost estimates for each option assume a summer of 2026 construction start and no design or construction costs 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.

Option 3 with roundabouts is estimated to be \$6.1 million. Attached is a summary of preliminary cost estimates for each option.

The town has obtained \$4.0M in State and Federal grants for construction and design services. Please note these funds should be formally obligated by September 2026. If the Town Council elects to move forward with Option 3 including roundabouts, \$2.1M in other grant and town funds would be needed for design and construction services. Town staff plans to pursue additional grant funds to offset local bonding. If no additional grant funding was received the average annual debt service on \$2.1M would be \$160,000 based on a 20 year term and a 5% interest rate.

Overall project funding authorization requires a voter referendum per the *Town Charter*. Please note that a referendum can't be scheduled without at least a thirty day window from the time of public notice. This time window allows for absentee voting and completion of referendum logistics.

Recommendation

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

Waiving of the Reading

**“RESOLVED, that the reading into the minutes of the text of the bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”**

Item 12 c) Introduce a Bond Ordinance

**“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION.”**

Item 12 d) Schedule a Public Hearing

**“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on January 6, 2025 at 7:00 PM (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION.”**

**And**



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

Item 12 e) Introduce Resolution Setting Referendum Date and Question

**MOVE to introduce the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled ‘AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION’ shall be submitted to the voters of the Town on Tuesday, February 11, 2025 between the hours of 6:00 A.M. and 8:00 P.M. (prevailing time) in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, and the procedures set out in subsection (b)(2) of Section 9-369d of the Connecticut General Statutes, Revision of 1958, as amended, which procedures are hereby chosen and approved in accordance with subsection (b)(1) of Section 1 of said statute. Electors shall vote on the question at their respective polling places. Voters who are not electors shall vote on the question at the Windsor Town Hall. Absentee ballots will be available from the Town Clerk's office.**

**FURTHER RESOLVED that said ordinance shall be placed upon the voting machines or paper ballots under the following heading:**

**"SHALL THE TOWN OF WINDSOR APPROPRIATE \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION?"**

**Voters approving said ordinance will vote "Yes" and those opposing said ordinance will vote "No." Absentee ballots will be available from the Town Clerk's office.**

**FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said referendum, to be incorporated into the notice of the aforesaid election.”**

Attachments

Bond Ordinance

Design Options

Conceptual Roundabout Layout

Preliminary Cost Estimates

Potential Milestone Schedule

**AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SIX MILLION ONE HUNDRED THOUSAND DOLLARS (\$6,100,000) for costs in connection with Broad Street traffic calming and pedestrian safety, comprised of the installation of various traffic calming elements through Windsor Center in order to slow vehicle speeds and create a safer environment for pedestrian circulation, including new lane configurations within existing curb lines, center turn lanes and traffic roundabouts, new on-street parking, bicycle lanes, signage, traffic signals, sidewalks and curbing, landscaping, pedestrian bump-outs and other pedestrian safety and traffic calming features (the "Project"). The appropriation may be spent for design, construction and installation costs, equipment, materials, engineering, inspection and consultant fees, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Town Engineer is authorized to determine the scope and particulars of the Project and may reduce or modify the scope of the Project, and the entire appropriation may be expended on the Project as so reduced or modified. The appropriation shall be funded with \$1,000,000 from State of Connecticut Department of Economic and Community Development Urban Act grant funds, \$3,000,000 from United State Department of Transportation Highway Infrastructure grant funds and \$2,100,000 from the proceeds of bonds and notes authorized pursuant to this ordinance.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000) to finance the appropriation for the Project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the Project and not separately appropriated to pay additional costs of the Project. The bonds or notes shall be issued pursuant to Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed TWO MILLION ONE HUNDRED THOUSAND DOLLARS (\$2,100,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

Section 4. That the Town Manager and either the Treasurer or the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The Director of Finance shall keep a record of the bonds and notes. The law firm of Pullman & Comley, LLC is

designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and either the Treasurer or the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be the certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

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

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

Section 7. That the Town Manager, or any other proper officer of the Town, is authorized to apply for and accept grants for the Project, to execute grant agreements for the Project, and to file such documents as may be required to obtain grants for the Project. Any grant proceeds may be used to pay Project costs or principal and interest on bonds, notes or temporary.

Section 8. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Town Engineer, and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the Project, and to issue bonds or notes to finance the aforesaid appropriation.

Section 9. That the ordinance is subject to mandatory referendum under Section 9-3 of the Town Charter and shall not become effective until approved by referendum vote.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Bond Counsel

**ATTEST:**

\_\_\_\_\_  
Town Clerk

Distributed to Town Council

\_\_\_\_\_

Public Hearing Advertised

\_\_\_\_\_

Public Hearing

\_\_\_\_\_

Adopted

\_\_\_\_\_

Advertised

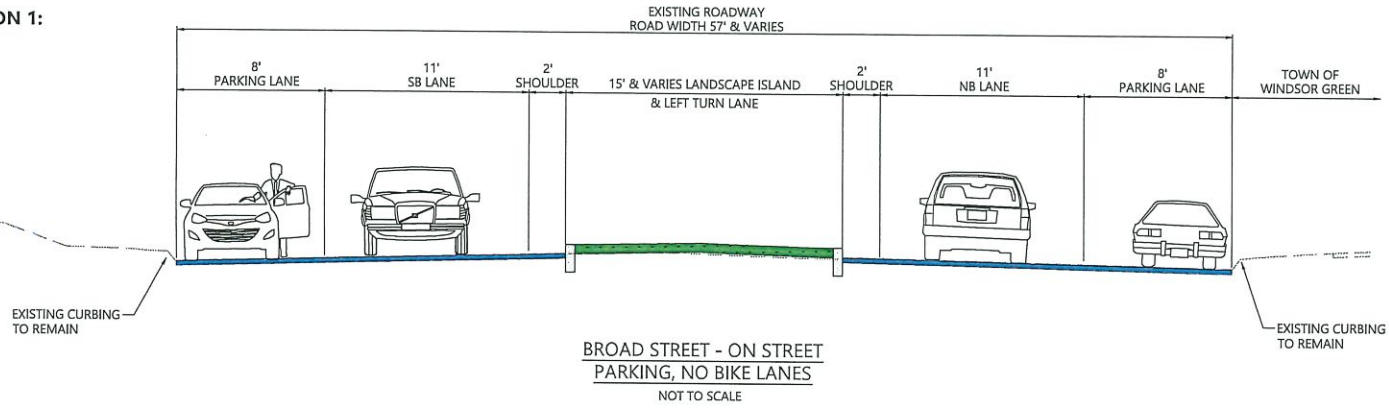
\_\_\_\_\_

Effective Date

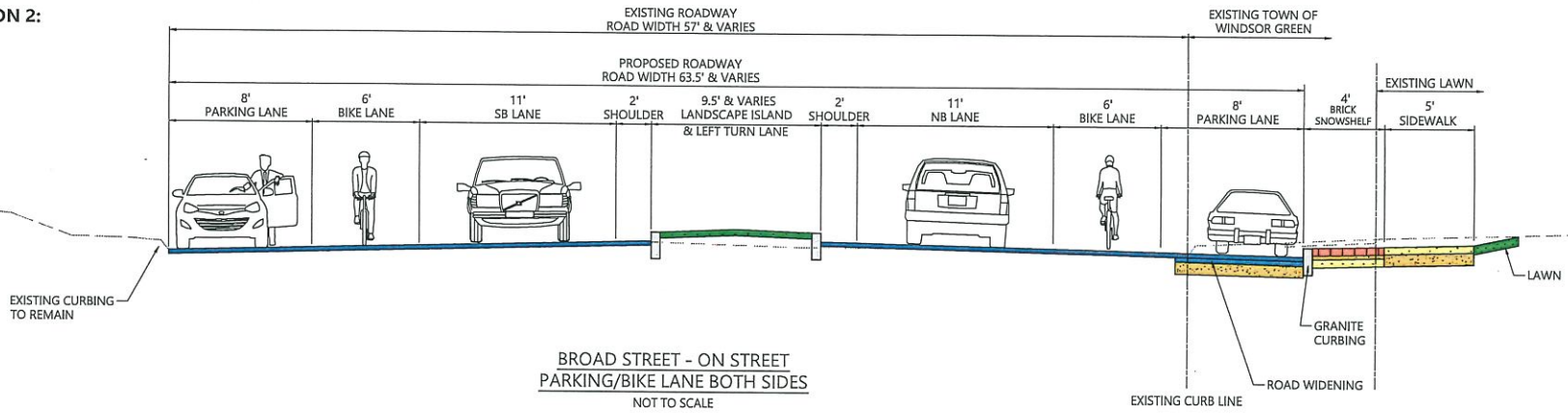
\_\_\_\_\_



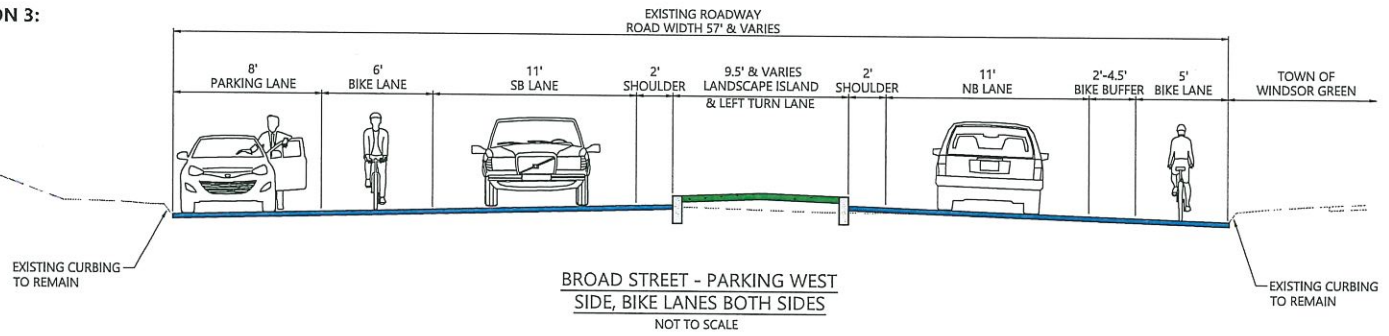
**OPTION 1:**



**OPTION 2:**

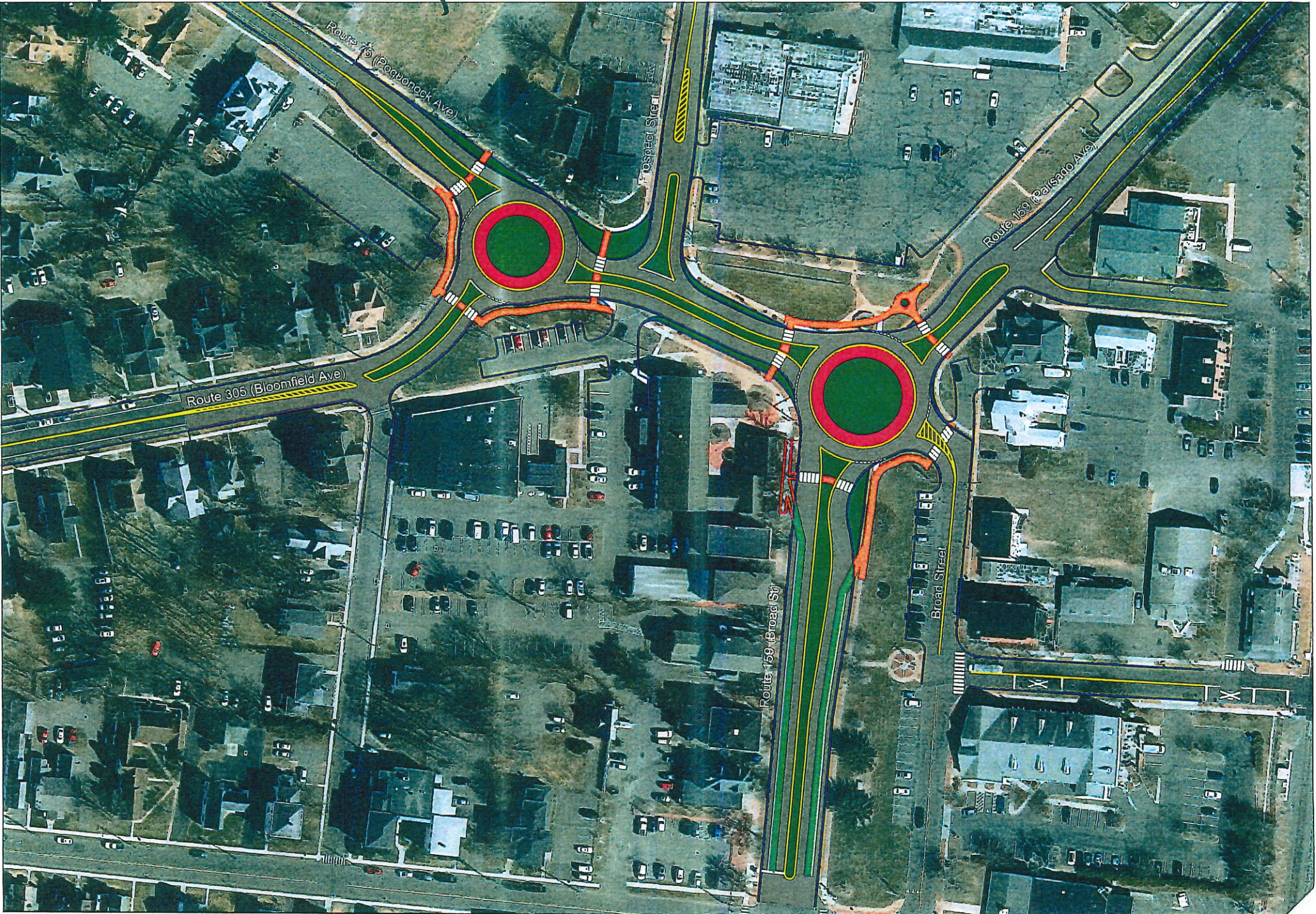


**OPTION 3:**





# Conceptual Roundabout Layout





# Windsor Broad Street Road Diet

Current Preliminary Cost Estimates

12/12/24

## 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 = \$4.41m  
2 signals = \$1.40m  
TOTAL = **\$6.10m**

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

## Agenda Item Summary

Date: December 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 26 Budget Assumptions and Parameters

### Background

As part of the annual budget process, the Town Council provides staff with a set of budget assumptions and parameters to be used in preparing the annual operating budget. As we proceed through the budget process, these preliminary projections for revenues and expenditures will be refined as new information is gathered.

The Finance Committee met on December 9<sup>th</sup> and recommended the Town Council approve the attached FY 26 budget assumptions and parameters.

### Discussion/Analysis

Attached are suggested revenue, expenditure and service delivery guidelines and parameters for FY 26. These parameters set the stage for developing a proposed budget that will attempt to maintain current levels of service, identify resources to address unmet and emerging service delivery needs, as well as continuing multi-year investments in programs such as open space preservation, debt and asset management, infrastructure improvements and funding for other post-employment benefits.

The second year of property revaluation phase-in will be a primary factor to consider in preparing the proposed budget over the coming months. At this point, the real estate component of the grand list is anticipated to increase approximately 18%. This increase primarily consists of the second year of revaluation phase-in, as well as the Kennedy Road Amazon facility coming on at full value as a result of the conclusion of their multi-year tax abatement. We are anticipating a decline in motor vehicle values resulting from the new valuation methodology being implemented for October 1, 2024. The extent of the impact on the motor vehicle portion of the grand list will not be clear for another 45 days. Personal property is expected to increase modestly, but this is still a work in progress and will be refined further over the coming weeks. Please note the October 1, 2024 Grand List will not be formally completed until January 31, 2025.

Non-property tax revenue categories comprise approximately 15% of the current budget and include such items as State aid, interest earnings, cell tower lease revenue, building permits and other various fees. As in years past, it can be a challenge to forecast non-tax revenues at this early stage in the budget process as a number of factors influence these revenue sources. One uncertainty is the level of municipal state aid we anticipate to receive. We will not know these amounts until Governor Lamont's proposed budget is introduced in February.



On the expenditure side, our assumptions and projections related to individual expenditure categories will become more firm over the coming months as we compile new data from our vendors, consultants and cooperative purchasing coalitions. We are currently projecting increases in health insurance costs of approximately 20%. We are forecasting utility expenses to increase by approximately 5%. Retirement costs are expected to increase approximately 4.5%. The Metropolitan District Commission (MDC) ad valorem sewer assessment is projected to increase by approximately 1%.

As in the recent past, the suggested guidelines and parameters include direction to present a budget that reflects current levels of service as well as identify needed resources to address unmet and emerging service delivery needs. Also included is direction to continue the multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, parks and aquatic facilities.

Lastly, in FY 2021 the Town Council approved a resolution directing staff to present a proposed budget reflecting no use of Opening Cash. Opening Cash is the use of General Fund reserves as a revenue source and is included in the budget as a way to decrease or mitigate the mill rate for a given fiscal year. The adopted FY 25 budget includes the use of \$3.0M in Opening Cash.

#### Other Board Action

The Finance Committee met on December 9<sup>th</sup> and recommended to the Town Council that the FY 26 budget assumptions and parameters be approved as presented.

#### Recommendations

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

**“MOVE that the attached FY 26 budget assumptions and parameters be approved as presented.”**

#### Attachments

Proposed FY 26 Budget Assumptions & Parameters

## **Fiscal Year 2026 Budget Assumptions and Parameters**

### **Revenues**

Grand List will increase primarily due to the second year of property revaluation phase-in as well as the conclusion of the three year tax abatement for the Kennedy Road Amazon facility. It is anticipated the assessed value of motor vehicles will decline due to the new State mandated valuation methodology being implemented for October 1, 2024.

Overall, State Aid projections are expected to be lower than FY 25 adopted levels by \$350,000, due to the loss of the motor vehicle tax reimbursement grant. If needed, projections will be adjusted based on the Governor's budget which will be released in early February.

Building permits, conveyance fees and land recordings are projected to remain level with FY 25 adopted budget amounts.

Interest earnings are anticipated to begin to decline, although slowly, as Federal Reserve monetary policy eases. We utilized a rate of return of approximately 4.0% in the FY 25 budget.

No opening cash will be included as part of the Town Manager's proposed budget, as per the Town Council's June 2021 direction. FY 25 opening cash is budgeted at \$3,000,000. Alternative scenarios utilizing various levels of cash reserves will be presented for consideration

### **Expenditures**

Employee and retiree insurance benefit self-insured claims and premiums (health, prescriptions, dental, life and disability) are projected to increase approximately 20.4% (\$810,000).

Town contributions to defined benefit and defined contribution retirement plans are forecasted to increase approximately 4.5% (\$242,000).

Budgeted costs for utilities (electricity, natural gas, water, fuel) are forecasted to increase 5% (\$110,000).

MDC sewer ad valorem is expected to increase 1.0% (\$47,000).

General Fund appropriation for debt service is a planned increase of 3% (\$256,000).

Continue contribution to the Caring Connection (FY 25 adopted budget \$100,000).

Provide continued financial support to Windsor EMS for replacement of capital equipment.

Incrementally restore funding of contribution to the OPEB trust fund for retiree health benefits.

Incrementally restore funding to the Open Space Fund.

General Fund capital spending levels to reflect year 2 of the adopted FY 25 – FY 30 CIP; 6% increase (\$161,000)

Transfer payment to Great Pond Improvement District (GPID) is expected to increase 70% due to 500 Groton Road coming onto the 10/1/24 grand list at full value. Per the interlocal agreement 50% of the taxes collected from district properties are paid to GPID. Town retains other 50%. (\$717,000).

### **Service Delivery**


In recognition of property revaluation impacts, present a budget that attempts to maintain current levels of service as well as identifies needed resources to address unmet and emerging service delivery needs (e.g., traffic enforcement, workforce development / succession planning, senior transportation, infrastructure maintenance, cyber security, affordable senior and workforce housing.) Continue multi-year investment program in open space preservation as well as asset management activities including pavement management, fleet, technology, facilities, athletic fields, and park facilities.

## Agenda Item Summary

Date: December 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2026 Budget Calendar

### Background

The attached budget calendar outlines the process for submittal, review and adoption of the annual operating budget.

The Finance Committee met on December 9<sup>th</sup> and recommended two alternative budget calendars for FY 2026 be presented to the Town Council for consideration. The first calendar option is the one presented to the Finance Committee. The second option is a calendar that includes an additional budget meeting on Wednesday, April 16, 2025. This option would allow for other budget sessions to have more of a balanced number of department reviews scheduled.

### Discussion/Analysis

The proposed budget calendar is generally consistent with previous budget calendars and calls for a public hearing to be held on Monday, February 3, 2025 to hear budget requests and comments. The proposed budget is planned to be distributed to the Town Council on Friday, March 28, 2025. On Monday, April 7, 2025 a public hearing would be held prior to the Council's regularly scheduled meeting.

Town Council budget sessions are proposed for Wednesday, April 9, Monday, April 21 and Wednesday, April 23. There are currently no budget workshops scheduled during the week of April 14-18 due to school vacation. By not having a session the week of school vacation, the April 21 agenda is rather heavy with department reviews especially if the Board of Education needs to attend as a follow-up session. Therefore, a question exists if the Council would like to have one budget session the week of April 14<sup>th</sup>.

Presently the calendar calls for Town Council discussion and preliminary deliberations for Monday, April 28, 2025. Budget adoption is proposed for Wednesday, April 30, 2025.

As in years past, the formal setting of the referendum date is established when the Town Council adopts the budget. The recommended date for the Adjourned Town Meeting (referendum) is traditionally the second Tuesday of May, which would be Tuesday, May 13, 2025.

The schedule incorporates dates related to Public Act #13-60. This act calls for the Town Council to make recommendations and suggestions to the local Board of Education regarding the consolidation of non-educational services within 10 days of the Board of Education submitting its budget information.

Dates for budget information meetings hosted by the Town Manager and staff have been scheduled for Thursday, February 13, 2025 and Thursday, March 27, 2025. These informal meetings provide residents an opportunity for discussion of the budget process, our overall revenue outlook, as well as various fiscal and service delivery topics.

Community budget forums sponsored by the League of Women Voters and Windsor CT Votes have traditionally been held in various locations after the Council has approved the budget and before the referendum. Dates for these forums will be established in the April time frame.

Financial Impact

None

Other Board Action

The Finance Committee met on December 9<sup>th</sup> and recommended to the Town Council that the FY 2026 budget calendar be presented as it was to the Finance Committee with the option of including an additional budget meeting on 4/16/25.

Recommendations

If the Finance Committee is in agreement, the following motion is recommended for approval:

**“MOVE that the Town Council adopt the attached FY 2026 budget calendar entitled Option \_\_\_\_\_.”**

Attachments

Option 1 FY 2026 Budget Calendar

Option 2 FY 2026 Budget Calendar

TOWN OF WINDSOR  
 FY 2026  
 BUDGET CALENDAR  
**OPTION #1**

DATE	DAY	STEP
February 3, 2025	Monday	Public Hearing by Town Council to hear budget requests from citizens
February 13, 2025	Thursday	Informational meeting on Proposed Budget ( <i>hosted by staff</i> )
February 14, 2025	Friday	Board of Education to submit to Town Council information regarding Public Act 13-60 (tentative date)
March 3, 2025	Monday	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 10, 2025	Monday <i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 24, 2025	Monday	Finance Committee Meeting (tentative date)
March 27, 2025	Thursday	Informational meeting on Proposed Budget ( <i>hosted by staff</i> )
March 28, 2025	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget)
April 7, 2025	Monday	Town Manager's Presentation of FY 26 Proposed Budget. Public Hearing re: public opinion regarding budget as proposed by Town Manager  Regular Town Council meeting
April 9, 2025	Wednesday 6:30 pm	Board of Education, Revenues, Human Services, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund
April 21, 2025	Monday 6:30 pm	Board of Education, Health Services, Information Services, Library Services, Police Department, Fire and Rescue Services, Ambulance Services, Recreation & Leisure Services, Child Development Enterprise Fund, Adult Day Care Enterprise Fund
April 23, 2025	Wednesday 6:30 pm	Development Services, Community Development, Administrative Services, General Government, General Services/Capital Spending, Insurance Internal Service Fund, Town Support for Education
April 28, 2025	Monday 6:30 pm	Public Comment, Preliminary Deliberations ( <i>tentative and may be combined with Final Deliberations</i> )
April 30, 2025	Wednesday 6:30 pm	Public Comment, Town Council Final Deliberations and vote ( <i>tentative and may be combined with Preliminary Deliberations</i> )
May 13, 2025	Tuesday	Recommended date for Adjourned Town Meeting ( <i>referendum</i> )
May 19, 2025	Monday	Regular Town Council Meeting; Town Council sets tax rate
June 20, 2025	Friday	Tax bill mailing completed
June 30, 2025	Monday	End of current fiscal year

**Note: Windsor School Vacation Week 4/14 – 4/18**  
**Passover (begins at sundown on 4/12/25)**



TOWN OF WINDSOR  
 FY 2026  
 BUDGET CALENDAR  
**OPTION #2**

DATE	DAY	STEP
February 3, 2025	Monday	Public Hearing by Town Council to hear budget requests from citizens
February 13, 2025	Thursday	Informational meeting on Proposed Budget ( <i>hosted by staff</i> )
February 14, 2025	Friday	Board of Education to submit to Town Council information regarding Public Act 13-60 (tentative date)
March 3, 2025	Monday	Town Council suggestions due to the BOE per Public Act 13-60 within 10 days of BOE submission
March 10, 2025	Monday <i>Tentative</i>	Board of Education to submit written responses to Town Council regarding suggestions made per Public Act 13-60.
March 24, 2025	Monday	Finance Committee Meeting (tentative date)
March 27, 2025	Thursday	Informational meeting on Proposed Budget ( <i>hosted by staff</i> )
March 28, 2025	Friday	Estimated receipts and expenditures submitted to Town Council by Town Manager (proposed budget)
April 7, 2025	Monday	Town Manager's Presentation of FY 26 Proposed Budget. Public Hearing re: public opinion regarding budget as proposed by Town Manager  Regular Town Council meeting
April 9, 2025	Wednesday 6:30 pm	Board of Education, Revenues, Public Works, Landfill Enterprise Fund, Resident Transfer Station Enterprise Fund
April 16, 2025	Wednesday 6:30 PM	Board of Education, Information Services, Library, Human Services, Child Development Enterprise Fund, Adult Day Care Enterprise Fund
April 21, 2025	Monday 6:30 pm	Health Services, Police Department, Fire Department, Ambulance Services, Recreation & Leisure Services,
April 23, 2025	Wednesday 6:30 pm	Development Services, Community Development, Administrative Services, General Government, General Services/Capital Spending, Insurance Internal Service Fund, Town Support for Education
April 28, 2025	Monday 6:30 pm	Public Comment, Preliminary Deliberations ( <i>tentative and may be combined with Final Deliberations</i> )
April 30, 2025	Wednesday 6:30 pm	Public Comment, Town Council Final Deliberations and vote ( <i>tentative and may be combined with Preliminary Deliberations</i> )
May 13, 2025	Tuesday	Recommended date for Adjourned Town Meeting ( <i>referendum</i> )
May 19, 2025	Monday	Regular Town Council Meeting; Town Council sets tax rate
June 20, 2025	Friday	Tax bill mailing completed
June 30, 2025	Monday	End of current fiscal year


**Note: Windsor School Vacation Week 4/14 – 4/18**  
**Passover (begins at sundown on 4/12/25)**

## Agenda Item Summary

Date: December 16, 2024

To: Honorable Mayor and Members of the Town Council

Prepared By: Jim Bourke, Finance Director

Reviewed By: Peter Souza, Town Manager 

Subject: FY 2026 Budget Format

### Background

The *Town Charter* requires that any changes to the budget format by the Town Council need to be adopted by January 15<sup>th</sup>.

### Discussion/Analysis

Finance staff is not proposing any changes to the budget format for FY 2026. As was done for the FY 25 budget, we will be presenting American Rescue Funds (ARF) grant revenues and expenditures in the applicable department budgets to reflect initiatives that have been approved by the Town Council, as well as the associated information on the special revenue pages.

### Financial Discussion

None

### Other Board Action

The Finance Committee met on December 9<sup>th</sup> and recommended to the Town Council that the FY 26 budget format remain the same as FY 25.

### Recommendation

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

**“MOVE that the FY 26 budget format remain the same as FY 25.”**

### Attachments

None



## Proposed 2025-2026 Town Council Meeting Schedule

The following chart contains the proposed dates for regular Town Council meetings for the 2025 calendar year and for January 2026. All meetings will be held in the **Town Council Chambers** at the Town Hall and via zoom, will commence at **7:30 P.M.**, will be televised on the Windsor Government Television and will be available via video streaming on the town's website.

Day	Date
Monday	January 6, 2025
Tuesday	January 21, 2025 (January 20 - Martin Luther King Day)
Monday	February 3, 2025
Tuesday	February 18, 2025 (February 17 - President's Day)
Monday	March 3, 2025
Monday	March 17, 2025
Monday	• April 7, 2025
Monday	May 5, 2025
Monday	May 19, 2025
Monday	June 2, 2025
Monday	June 16, 2025
Monday	• July 7, 2025
Monday	• August 4, 2025
Tuesday	September 2, 2025 (September 1 - Labor Day)
Monday	September 15, 2025
Monday	October 6, 2025
Monday	October 20, 2025
Monday	November 3, 2025
Monday	November 17, 2025
Monday	December 1, 2025
Monday	December 15, 2025
Monday	January 5, 2026
Tuesday	January 20, 2026 (January 19 - Martin Luther King Day Observed)

- April, July, and August -- only one regular Council meeting is scheduled.

# MEMORANDUM

Date: December 16, 2024  
 To: Honorable Mayor and Members of the Town Council  
 From: Peter Souza, Town Manager  
 Re: **Proposed 2025 Schedule of Board/Commission Annual Reports to the Town Council**

The following chart contains the proposed dates for Board and Commission annual reports at regular Town Council meetings for the 2025 calendar year.

Date of Council Meeting	Board/Commission
Tuesday, January 21, 2025	Metropolitan District Commission (January 20 - Martin Luther King Day)
Monday, March 3, 2025	Board of Ethics
Monday, March 17, 2025	Commission on Aging & Persons with Disabilities Metropolitan District Commission
Monday, April 7, 2025	Conservation Commission
Monday, May 5, 2025	Economic Development Commission Board of Assessment Appeals
Monday, May 19, 2025	Fair Rent Commission
Monday, June 2, 2025	Historic District Commission
Monday, June 16, 2025	Housing Code Board of Appeals
Monday, July 7, 2025	Human Relations Commission Metropolitan District Commission
Monday, August 4, 2025	Inland Wetlands & Watercourses Commission
Tuesday, September 2, 2025	Arts Commission Insurance Commission (September 1 - Labor Day)
Monday, September 15, 2025	Library Advisory Board
Monday, October 6, 2025	Town Planning & Zoning Commission
Monday, October 20, 2025	Wilson/Deerfield Advisory Committee Metropolitan District Commission
Monday, November 3, 2025	Youth Commission Windsor Housing Authority
Monday, November 17, 2025	Zoning Board of Appeals



**Town Council**  
**Resignations/Appointments/Reappointments**  
**December 16, 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  
December 2, 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 Gluck Hoffman led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Councilor Gluck Hoffman led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS**

- a) Proclamation honoring Anna Posniak, Windsor Town Clerk

Mayor Black-Burke and Deputy Mayor Klase read aloud the proclamation for Anna Posniak, Windsor Town Clerk

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Mayela Aguirre, 316 Palisado Avenue, said she is in strong support of the proposed Broad Street road diet and roundabout at the intersections of Poquonock Avenue, Bloomfield Avenue and Broad Street. Reducing the four lanes into two lanes and installing the roundabouts will create a safer and more vibrant and more sustainable Windsor community. This road diet will most significantly enhance pedestrian safety. With fewer lanes and slower traffic, it creates a safer environment for pedestrians, cyclists and children crossing the street. Studies consistently show that narrow roads help drivers to reduce speed which will lessen the likelihood of accidents and save lives. This project will introduce much needed on street parking as businesses along Broad Street grow and the demand for parking increases. On street parking not only provides convenience for shoppers and visitors but also helps prevent illegal parking in unsafe areas including traffic flow and reducing congestion. By slowing traffic we are not just improving safety but also strengthening the vitality of the town center.





When drivers move slower, they have more time to notice local businesses which would increase the economic activity. A calmer, more pedestrian friendly Broad Street invites more foot traffic which directly supports local shops, cafés and restaurants. This road diet is a step toward a more dynamic, active town center where people feel comfortable walking, spending time and investing in our community. Studies show that road diets don't only increase safety but also have a positive long-term impact on property values and the overall quality of life for residents. Her preferred option for this Windsor Center transit development is option #3 with parking on the west side and bike lanes on both sides of Broad Street. Please join her in prioritizing community safety and vitality by supporting the Broad Street road diet.

Keller Glass, 72 Hayden Avenue, stated he is a board member of First Town Downtown (FTDT) and is the Chairperson of the Economic Enhancement Committee for FTDT. He read aloud a letter that was sent to the Town Council regarding the road diet plan explaining their support of reducing Broad Street to two travel lanes, having bike lanes in both directions of travel and roundabout at the intersections of Poquonock Avenue, Bloomfield Avenue and Broad Street. He stated that FTDT feels it is a critical project that will address safety issues, improve traffic flow and enhance the vibrancy of Windsor center. Broad Street's current four lane configuration is hazardous for pedestrians, motorists and cyclists. He continued reading other points that the FTDT feels would be important for the project. He asked the Council to support the diet road plan to help make Windsor center a more safer, connected and vibrant Broad Street that will make Windsor an even better place to live and work.

Mark Harrington, 1217 Windsor Avenue, stated he has lived in Windsor for 30 years. He also owns a business in town at 34 Bloomfield Avenue which is right at the section where the roundabout would be. He is here representing a group that is a non-profit called Windsor Advocates for Transit and Transportation Safety. The group has 14+ members in it and they are concerned about their downtown. We are growing and with the new units going up in the center, more people will be living in downtown. He doesn't feel that downtown is a safe place to walk or bike in. He bikes over 2,000 miles per year and he does not come through the center of town with his bike. He drives through the center every day to go to work and he cannot say how many times that he's pulling up to stop at a crosswalk to let somebody go, where the person in the other lane just blows right by him. It's a very dangerous downtown in his and his group's opinions. He encouraged the Town Council to vote for the road diet with the roundabouts. He agrees with option #3 with the roundabouts.

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

Councilor Eleveld said that we had an unfortunate funeral a couple of weeks ago with the passing of our former Police Chief and a week later the passing of our officers. He attended the funeral and it seemed that all of Windsor's police officers were in attendance. It's unfortunate that we lost a good officer. We should try to keep an eye on our veterans and check in with them every now and then. This coming weekend we have the events in the center. Consider helping those in need. This is the time of year when giving is important, especially for families with younger children.



Councilor Smith said to everyone to have a safe and happy holiday season. This Saturday will be the tree lighting event along with other events on the town green. If the community can come out and support those programs, that would be appreciated.

Councilor Pelkey stated the Volunteer Fire Department is still looking for volunteer firefighters. Just go to [windsorfire.org](http://windsorfire.org) for more information and you can apply on the website. Please share it with others. December 14<sup>th</sup> at 12 noon, Wreaths Across America will be at Windsor Veterans Cemetery in honor of fallen veterans. It's a wonderful tradition. You can just show up or help distribute the wreaths through the memorial markers.

Councilor Naeem echoed both councilors' updates. She hopes that folks can come and celebrate our businesses this Saturday. She wanted to give a shout out about the small business Saturday event that happened last weekend. It was great to see folks visiting and supporting small businesses in town. This does not end on Saturday, so please continue as you do your holiday shopping and keep them in mind. It is getting cold, so check in on your neighbors and friends in town. Let's make sure that folks are aware of what options they have with shelters in place. She wants to make sure everyone is staying safe and warm.

Councilor Gluck Hoffman thanked Public Works for all the work they did in the town. It looks amazing. She reminded everyone of the no parking in the middle of the night rule between the hours of 1:00 AM – 6:00 AM.

Councilor Armstrong stated it's good to have an audience in the Council Chambers tonight. She attended the opening of a new thrift store in Windsor in the old Bank of America building. They are open from Wednesdays through Saturdays. She said she's sure that all the other small businesses in town would appreciate the community's business as well. Let's think of those that are not as fortunate as we are and those we haven't heard from in a while. Give a call to seniors. Be sure to get your immunizations. Also remember self-care is important.

Councilor Walker said he concurs with what his fellow councilors said. In respect to Anna Posniak, he feels that it's the same sentiment for all of them, that she is just a wonderful person. Regardless of who you are, she's positive and happy and just a very nice person. If Bloomfield doesn't treat her right, we'll take her back.

Deputy Mayor Klase said for any families that might be looking for services, they can call 2-1-1. It's a great clearinghouse for anything that you might need.

Mayor Black-Burke said this weekend will be very busy and she invited everyone to come out and to support the events happening. Invite a friend and bring someone with you. She congratulated all the recent graduates of the Windsor Citizen's Academy. She thanked all the staff that organized the program. She thanked the Police Department and all the individuals that made the deliveries, prepared the food, etc. for the Turkey Drive. She feels it's such a great opportunity to connect with the community and to see those who serve us each and every day take time out of their schedules to prepare the meals and then deliver them.

## 7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

### a) Board of Education

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

- The Windsor Board of Education is excited to announce that they have been recognized by the CT Association of Boards of Education (CABE) as a Board of Distinction for the fifth time in a row. Most of the board members were able to attend the CABE Convention this November 15 and 16. The board also received the Bonnie B. Carney Award of Excellence for Educational Communications for the Windsor Public Schools Wellness Newsletter.
- The next regular meeting is Tuesday, December 17, 2024 at 7:00 PM in the LPW Board Room. Prior to the regular meeting, the Board will hold a public forum at 6:30 PM on the budget process. The public forum is limited to 7:00 PM. The meetings will be held via Zoom and in person in the LPW Board Room. The agendas will be posted on the district website.
- At the November 19, 2024 Board of Education regular meeting, six students from Sage Park Middle School and Windsor High School received the CT Association of Public School Superintendents (CAPSS) Student Leadership Awards. The CAPSS Student Leadership Award is given to three students at each school who show leadership to the school, academic prowess relative to ability, and service to others in the community. The goal of the award is to focus on students whose accomplishments and activities go beyond academic success and include serve and leadership, making them role models for other students. This year's recipients from SPMS are: Harsshad Venkatesh for Academic Excellence, Grant Cauley for Community Service, and Ameera Elarabi for Leadership. WHS student recipients are: Sam Garcia for Academic Excellence, Alexa Banbury for Community Service, and Auboni Chambers for Leadership.
- Dr. Hill's next Coffee Talk will be on Tuesday, December 17, 2024 at 10:00 AM in the LPW Board Room. Please go to [www.windsorct.org](http://www.windsorct.org) to RSVP for the event.
- Please remember to check our website, [www.windsorct.org](http://www.windsorct.org), for the most updated information, athletic schedules and academic calendar. Snow day information will be located on a banner on the website as soon as possible if inclement weather should affect the school day. In addition, the district will send out a communication about schools being closed, delayed or early dismissal through our notification system. Families should make sure their child's school has their most up-to-date contact information.
- The Board of Education would like to wish all our families, staff and community members the best of the holiday season. Schools will be closed for the holiday break from Monday, December 23, 2024 through Wednesday, January 1, 2025,





returning to school on Thursday, January 2, 2025. Offices will be closed on Tuesday, December 24, 2024 and Tuesday, December 25, 2024 as well as Wednesday, January 1, 2025. Offices will reopen on Tuesday, January 2, 2025. Happy Holidays!

b) Zoning Board of Appeals

Joe Breen, Chair, Zoning Board of Appeals, gave the following report:

Zoning Board of Appeals - Report to Council 11/18/2024						
The Zoning Board of Appeals held 2 meetings this year						
2 Variances were submitted: 2 were approved						
At this time we have At this time we have one Regular Member (D) vacancy and one Alternate Member (D) vacancy.						
Date	Number	Type	Status	Owner	Address	Variance Requested and Vote
5/22/2024	24-01	ZBA	Approved	Susan C Miller	130 Palisado Ave.	Section 4.4.1 - Accessory Building - Side Yard Setback. The homeowner is interested in putting up a pergola up over her patio, which is at the side yard of the property. There is a cement patio there now and it's fenced in with a stockade style fence, that's been there before she moved in. The patio is a south facing area, that gets full sun and that makes it unbearable to use, so the pergola would provide much needed shade and some privacy. The historic commission has already approved it. Approved 4-0-0
9/18/2024	24-02	ZBA	Approved	Andrew Johnson	94 Pond Rd	Section 4.4.15A – Fence - Front Yard Setback. Section 4.1.1 – AA Zone Setback The homeowner is interested in putting up a privacy fence on his long, narrow, oddly shaped corner lot which does not have much of a back yard. The lot is approximately 27-30 feet deep which doesn't provide enough space to enjoy the whole acre of land. For some privacy and the safety of his family he is asking for half of the lot to be fenced in. Approved 5-0-0
Total:	2					
Approved	2					
Denied	0					
Withdrawn	0					
Pending	0					

Mr. Breen stated things have been quiet this year. As of today, they have only received two applications all year. Over the last few years, the zoning regulations have been amended to make things more resident-friendly. They no longer need to apply for variances. Things continue to work well with the Board and staff. Anytime we have any questions or issues, staff is quick to answer.

8) TOWN MANAGER’S REPORT

Town Manager Souza gave the following report:

**Employee Service Awards Ceremony**

Please note that the town will be having its annual Employee Service Awards ceremony on Friday, December 13<sup>th</sup>. Town offices will be closed beginning at 12:30 PM through the end of the day.

**Bridge Builders Annual Awards Ceremony**





The Human Relations Commission is sponsoring its annual Bridge Builders Award Ceremony on Sunday, December 8<sup>th</sup> from 2:00 PM until 4:00 PM at Northwest Park.

**Winter Wonderland at LP Wilson Community Center**

Come enjoy the outdoor Winter Wonderland event at the L.P. Wilson Center on December 18, 2024 from 6:00 PM – 7:30 PM.

There will be holiday lights, trees and inflatables with Santa and his little helpers. Bring your own camera for a picture with Santa. Work on an arts & crafts project in Santa's Workshop.

All ages are welcome to attend. If you have any questions please call (860) 285-1990.

**Senior Center Annual Holiday Party**

The Windsor Senior Center will host its Annual Holiday Party on this Wednesday, December 11<sup>th</sup> from 11:30 AM to 2:00 PM for those that are 55+. A holiday meal will be served. Entertainment will be provided and door prizes have been donated by Windsor businesses. Residents \$10 and non-Residents \$12. For more information call 860-285-1990.

**Turkey Distribution**

The annual Turkey Distribution was held on Thursday, November 21st. Both daytime and evening pick-up hours were offered for this drive-thru service. There were 297 households registered compared to 270 last year. Along with the social services staff and volunteers, the department offered community service hours to Windsor High School students who participated in the distribution. In addition, 29 home deliveries were made to home-bound participants. The Windsor Food and Fuel Bank, (WFFB) provided a grocery gift card in the amount of \$30 to accompany each turkey.

**Thanksgiving Meals for Home-Bound Residents**

In collaboration with the Windsor Police Department, 32 meals were prepared and delivered to our seniors who were either homebound, disabled, or isolated for the holidays and in need of a meal.

**Wreaths Across America**

Carmon Community Funeral Homes of Windsor, with the assistance of Windsor's American Legion Gray-Dickenson Post #59, will host its annual Wreaths Across America wreath-laying ceremony on Saturday, December 14, 2024 at 12:00 p.m. at the Windsor Veterans Memorial Cemetery. Everyone is invited to attend this special event.

To order a wreath for placement on the grave in the Windsor Veterans Cemetery, contact Carmon Community Funeral Homes at 860-688-2200 by December 9<sup>th</sup>.

**Carol Sing, Tree lighting, Torchlight Parade and Bonfire at Loomis**

Join First Town Downtown on December 7<sup>th</sup> in Windsor Center for an evening full of holiday festivities. It all begins with:

- 6:00 PM – Carol Sing on town hall portico and the new Tree Lighting event.

- 6:30 PM - Torchlight parade of more than 20 vehicles and marchers will march from Capen Street and progress through downtown Windsor.
- After the parade enjoy a supervised bonfire on Loomis property at Mechanic Street and Batchelder Road.

For more information call First Town Downtown at 860-247-8982.

### **Question, Persuade and Refer (QPR) Training Classes**

Join us on December 17, 2024 at 7:00 PM at 340 Bloomfield Avenue when the Windsor Health Department will be offering QPR (Question, Persuade and Refer) training classes to residents interested in learning more about QPR. This will be a 1-1/2 hour program designed to teach people to identify warning signs of suicide, persuade the person to get help and refer the person to appropriate resources. To register go to the town's website at [www.townofwindsorct.com](http://www.townofwindsorct.com). For any questions, please reach out to the Windsor Health Department at 860-285-1824.

### **Citizens Academy Graduation Ceremony**

Earlier in November twenty-one residents completed the 2024 Citizen's Academy. This year's nine-week program visited various town facilities learning about town services, how they are funded, and how to become engaged with their local municipality.

### **Holiday Shopping in Windsor! December 7<sup>th</sup>**

Stop by the Windsor Historical Society museum gift shop from 10 AM – 4 PM on Saturday, December 7<sup>th</sup> for special holiday shopping and take advantage of store-wide discounts.

Also, head over to the Birdcage at 25 Central Street for a pop-up market with even more wonderful gifts to choose from. Entry is free. There will be handcrafted items, jewelry, pottery, art prints, kitchen wares and much more. There will also be sing-a-longs for the kids along with face painting and crafts! Event will be from 10:00 AM – 4:00 PM on December 7<sup>th</sup>. For a list of all shopping, dining and entertainment that day visit: <https://www.thebirdcagect.com>.

### **Thank you to Anna Posniak for her service as Town Clerk**

Thank you to our outgoing Town Clerk Anna Posniak. Anna has been devoted to serving Windsor residents and businesses since April 2006, serving as Town Clerk for the past 11 years.

She is just the 30<sup>th</sup> Town Clerk to serve the Town in 385 years. The first Town Clerk was Dr. Bray Rossiter in 1639.

She is well respected by her peers not only in the Hartford region, but across our State and New England.

She has been a dedicated 'Keeper of the Records'. She was a vital member of our team that kept services going throughout the pandemic.



Anna has devoted countless hours to help various elections and special town meetings, not to mention guiding us through implementing the early voting process this year.

She has been a great contributor and team member. Myself and all of the town of Windsor staff (current and future) will miss her attention to detail and ability to decipher the most obscure State law or regulation.

Best of luck Anna. Please don't be a stranger.

Councilor Eleveld wanted to confirm that Loomis is doing the bonfire once again. Town Manager Souza said yes.

Mayor Black-Burke asked if we are monitoring our parking lot areas. Town Manager Souza said the police officers, while they are on patrol, do watch the community parking lots, which are state owned. We will patrol them but usually we take a ride out there on patrol.

## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith – nothing to report.

Finance Committee – Councilor Naeem said they had a great meeting last week. We have another one coming in the next week. She welcomed everyone to tune into the meeting.

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

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) Approve use of \$86,000 in American Rescue Fund monies for upgrades to town's website to meet federal accessibility requirements

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong 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.

Town Manager Souza outlined the funding arrangements.



Frank Angelillo, Information Technology Director, stated 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.

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 which he outlined.

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.

Councilor Pelkey asked if the \$26,000 is for licensing. Is that reflective of the first year being less and successor years being more? Mr. Angelillo stated that the \$26,000 would be an annual fee which will go up 5% each year.

Councilor Pelkey asked what it would have cost the town if we had tried to comply with the ADA, etc.? Mr. Angelillo said it would cost more. The major problem is we could get it in place but to make modifications to it we need to move onto other things. As departments have needs, they are bottle necked with our development team. With CivicPlus there are many more tools available for them to take the ball and run on their own. Town Manager Souza added that it would probably be equivalent to one full-time person (not including benefits) in the \$75,000 range, in addition to all the licensing costs.



Councilor Naeem said these requirements seem to be changing every 2-3 years and there's a pretty strict version of them coming up soon. If we fail to meet those requirements, we are looking at large class action suits which would be much larger than what we are looking at right now. She stated there is a lot that goes into this. It's basically making the websites so that if you are hearing impaired, vision impaired, etc. you can go onto it and still navigate the website without having to see it or hearing it. That's not as simple as it sounds. She feels this is a great investment for the future of our town and residents.

Councilor Eleveld asked if we would have a pointer from the old website to the new one? Mr. Angelillo said it might be a little bit of an inconvenience for the user at first but we will get the word out and do the best that we can. In the end, it will work itself out.

Councilor Eleveld asked so if you type in the old address will it go to the new address. Mr. Angelillo said yes it will. They'll do their best to develop a backup page that explains things instead of going directly to the link that was there before which is no longer.

Mayor Black-Burke said the new ".gov" address is definitely a win for her.

Motion Passed 9-0-0

- b) Approve use of \$15,000 in American Rescue Fund monies for design of Welch Park tennis and pickleball courts

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, to approve an appropriation of \$15,000 in American Rescue Funds for design services related to the Welch Park court reconstruction project.

Suzanne Choate, Town Engineer, stated 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.

Motion Passed 9-0-0

- c) Set a Public Hearing for December 16, 2024 at 7:20 PM for Violet Street sidewalks



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

Suzanne Choate, Town Engineer, stated 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.

Councilor Walker said that the State DOT is reviewing the traffic light correct? Ms. Choate said yes they are. Councilor Walker said the Town Planning & Zoning already approved moving the curbing so it fits with the proposed third gas station. So, you think they would have approved

the traffic signal before we get there. Are we putting the cart before the horse? Town Manager Souza explained the Department of Transportation (DOT) has conceptually approved the signal. The DOT is required to approve all the design of the signals. That is what is now before the DOT. This is concurrent in nature and not out of sequence.

Councilor Pelkey asked if information will be sent to those on Violet Street and on Sunset as well? Ms. Choate said they have sent notices to the abutting property owners. Councilor Pelkey asked for the west of the street? Ms. Choate replied that for Violet Street there are three properties in Windsor whereas the rest is in Hartford. The Planning & Zoning Commission process also notifies property owners in the area. She added that they just did the abutters for this meeting.

Councilor Armstrong asked if the cost is up to the private developer? Ms. Choate said yes.

Motion Passed 9-0-0

d) Discussion of Broad Street Road Diet alternatives and timeline

Peter Souza, Town Manager, stated 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.

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.

Pursuant to the *Town Charter*, anything over \$3.5 million would need to be brought to referendum regardless of the funding source. This project would be administered by town staff. The \$4 million in grants, \$3 million from the State of Connecticut and \$1 million from the Federal Government, that would come from our coffers and therefore those dollar amounts would require a referendum.

Next stage for the Town Council in the next 30-45 days is to make a decision on which design option they'd like to proceed with and if they'd like to do roundabouts. This would allow for the Town Council to set a date for the referendum. Just note that if the Town Council for discussion purposes wanted to have a referendum for the first week of March, we need to back up about



30 days in order to provide notice, public advertising, as well as for absentee ballots to be available.

Councilor Eleveld stated he is not a big fan of this project. One of the issues he had is with the public forum they had here not too long ago. The one option that was not available is the do nothing option. People come up to him and say that there was no option to say no. What is good is there, it's fine, don't change it. That's what he has heard from others. They see no reason to make a change. In regards to parking, we have parking in the center but there is not much signage. We have lots of parking behind buildings on Broad Street but there is no signage for it. That is an issue. If we are going to look at these three options, the best option is to have parking on both sides of the street. We currently have parking on both sides of the street and it's perceived as being important. Rotaries are a great idea. He's very familiar with them. He's driven around them in many places. The problem in Connecticut is that a lot of people don't know how to drive around a rotary and they stop. That is not the purpose of a rotary. The issue regarding pedestrians to be safe around a roundabout or rotary, he's not 100% sure about because the walker and the bicyclist always has the right of way. However, if you don't see them there, you can actually hit them. People going through a rotary have a tendency of trying to go to wherever they are trying to go to. He's not sure how that is 100% safer. The last issue, is that if you have an accident on I-91, you will be more than likely rerouted to Broad Street by your GPS and people that aren't used to rotaries will have issues. That has been one of his major concerns. If the streets are clogged up with cars due to the accident, an ambulance would not be able to make it through.

Councilor Naeem said she recognizes this is a subject that has been in the works for many years but she recognizes the importance of it. A couple of things she'd like to address. Councilor Eleveld said people don't know how to drive around rotaries. People don't know a lot of things. The world is changing and we have to do what is in the best interest for the safety of our citizens in town. The idea of a roundabout or rotaries there is a session coming out from the Council's municipalities specifically addressing the safety that comes about with roundabouts for towns like Windsor. The speeding issue that has been spoken about in tonight's packet does not go into detail those that are above the speed limit but she believes a significant amount were at least 10 or 15 above the speed limit. Is that correct? Town Manager Souza responded of those going over the speed limit approximately 30% were over 5 miles per hour over the speed limit.

Councilor Naeem stated she remembers thinking that if there are that many vehicles going that amount of speed and they're trying to cross town center, that is terrifying. We want our town center to be a place where people can walk around and enjoy a small business Saturday and enjoy the events we have here in all seasons. She does think that the roundabouts would be helpful with that. Hopefully, people will learn to drive in the roundabouts. In terms of the accidents on I-91, as Councilor Eleveld said, he can see by looking out his window on Palisado Avenue, 2.6 miles down the street, and know when there is an accident on I-91. Councilor Naeem said so we already have that problem. There's nothing to say that we won't reduce it once we have traffic flow without a traffic light which allows for faster movement as has been proved by different studies when you have roundabouts in place and these cars are moving. Regarding the options that were presented to us for the road diet, she is in favor of option #3.

There is plenty of parking right now in our downtown between the lots behind the buildings and the town hall. Signage would help with that. Having just parking on one side of the road as noted in option #3 will help to balance us out but also insure we have bike lanes on both sides of the street, which are a more 'green' way of commuting be that electric vehicles or biking.

Deputy Mayor Klase is a fan of option #3 with the roundabouts. She feels people will learn how to manage roundabouts. People struggled at first with the roundabout at Poquonock but she hasn't seen any problems in the last three years or so. She's also seen emergency vehicles come up from the Poquonock firehouse very easily. They do have to ride up on the curbed area to do that, but they don't seem to have any problems doing it. As a commuter to Hartford three days a week, she would have to say that once in a while she does have to choose which way to go. She has found that it's better to stay on the highway. There are vibrant businesses in Windsor along with not so vibrant ones. The provision of bike lanes and slowing the traffic in that area is the main point for her.

Councilor Pelkey said over the last year, he attended a lot of meetings. He is not satisfied in his mind that he wants to pursue any options that we have listed. His preference is to do option #0 or option #4 and do nothing. He said that when he was on the Wilson/Deerfield Advisory Council, Eric Barz (Town Planner at that time) came out to talk to them about speeding in the Wilson area and they had a road diet 8 years ago. He travels that section frequently and while he doesn't have the hard and fast data, he can anecdotally state that people are exceeding the speed limit there. He believes it's more driver behavior than the narrowing of the road. The data Eric Barz presented stated that if you narrow a road, it will slow people down. He's not sure that is lasting. He believes that even Mr. Barz said that it's fleeting as people's behaviors tend to go back to the way they were. He doesn't think the narrowing in itself will do anything. There is a relatively new law in Connecticut that pedestrians can walk wherever they want. If we're looking at crosswalks, we should look at better illumination. There are other alternatives we can look at as well. He doesn't feel like the town has truly done that or looked into it. We are looking at a much bigger solution than the issue may require. He feels that this is already done as we have funding secured. His preference would be to do nothing. As Deputy Mayor and her husband have said, we need big projects. So, if we are going to do this, he would reject all the options that have been laid out. What if we actually went through and eliminated the parking in front of the Bean and anywhere on that side of the street. There's no parking in that area along the street. What you could do is keep the northbound side as two lanes. Why not in front of the Bean and those businesses add cobblestone along the street or keep it as pavement or cement. Why don't we give those store fronts the opportunity to have space and the community to have space so they don't always have to wear out the green where you can have arts and crafts sales on the sidewalk or sidewalk sales. It would be an enticement to businesses and getting more businesses into town because we all want to have a vibrant center. He understands the comments about bike safety. He was a long-time resident of New Britain. They put in bike lanes in a lot of places and they are largely unused, but they do have them back in the neighborhoods. So, let's put the bike lanes down Palisado so people if they are bored and want to do something can still ride their bikes and get to the center of town. Maybe we can close off the horseshoe driveway for the library. If we did, that would be one less scenario as a driver that you'd have to worry about and one less place that pedestrians need to be worried about. Why don't we make people go to the church and the library off of

Batchelder Road. Close off towards Ace Hardware in that parking lot and let people only go at the signal. If we're going to do this, he'd like to see a more ambitious and more imaginative plan that makes us more of a destination. Something to entice businesses to come and have another outdoor space for people to utilize. Whether it be to expand the Farmer's Market, sidewalk sales, expand the Small Business Saturdays, etc. Again, if we are going to do this, let's do something greater and more imaginative. If not, he's not in for any of the other options.

Councilor Gluck Hoffman stated that she'd like to see a bike/walking lane if that would be a possibility maybe on one side of the road and not both sides because she is worried about traffic. She and the former Mayor almost got hit by a car while trying to cross the street in the center of town on a couple of occasions. She would like to see it slow down. Roundabouts can be a positive thing. We do have them up in Poquonock over by Prospect Hill Road. People over time have learned to deal with them. However, she thinks that some people need to remember to yield to pedestrians. If we make some type of structural change, the primary focus should be safety. It's always about safety and the safety of our community and our citizens. She'd like to see more businesses in town before this comes to fruition. She doesn't want to see empty store fronts any longer. She knows that we are working towards having them filled, and she's happy about that as Patrick is working really hard to get that done, but she'd like to see more of that. Also, helping those that do have businesses in town. She feels we are hurting folks that currently have a business in town.

Councilor Naeem stated that this project is three years down the road so in that time she feels we'll be able to fill the vacant buildings on Broad Street.

Mayor Black-Burke stated that she drove into Hartford for several years before she changed careers and she used RT 159 going the other direction into Hartford. A lot of the fender benders and such that would jam you up made her want to go onto the highway. Because it's been talked about for so many years and all the studies that have been done, yes, we want to see economic development in our town. But did one happen before the other or did they both happen at the same time? Now we're trying to address a road common. She is in full support of option #3 as the town green for her is sacred and she doesn't want any changes to it. She's in support of us moving Windsor in this direction for several reasons. She likes option #3 as it doesn't touch the green and we have parking on one side. We want to see economic development and spaces filled with tenants in town and we need to ensure that our downtown is safe. If downtown is safe, we can attract that business as traffic flow will be better.

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to move Items 12 E and 12 F to after agenda item 16, Executive Session.

e) Consider settlement of Williams vs Town of Windsor

f) Consider settlement of Giuliano vs Town of Windsor

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS - None**



**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the November 18, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to approve the minutes of the November 18, 2024 Regular Town meeting as presented.

Motion Passed 9-0-0

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

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to enter into Executive Session at 9:16 p.m. for the purpose of:

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

Motion Passed 9-0-0

**16) EXECUTIVE SESSION**

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Marty Maynard, Risk Manager; Cori-Lynn Webber, Webber Law Office

Peter Souza, Scott Colby, Marty Maynard and Cori-Lynn Webber left Executive Session at 9:45 p.m.

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to exit Executive Session and return to the regular Town Council meeting at 10:19 p.m.

Motion Passed 9-0-0





## 17) ADJOURNMENT

### Item 12 E

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to authorize the settlement of Williams vs Town of Windsor as discussed in Executive Session.

Motion Passed 8-1-0 (Councilor Pelkey opposed)

### Item 12 F

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to authorize the settlement of Giuliano vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

MOVED by Councilor Armstrong, seconded by Councilor Pelkey to adjourn the meeting at 10:22 p.m.

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert  
Recording Secretary