



# Council Agenda

Council Chambers  
Windsor Town Hall  
January 6, 2025



## Zoom Instructions

### Dialing in by Phone Only:

Please call: **312 626 6799** or **646 558 8656**

1. When prompted for participant or meeting ID enter: **854 3701 4733** 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/85437014733>

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

## **7:00 PM Public Hearing**

To hear public comment on 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."

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

1. ROLL CALL
2. PRAYER OR REFLECTION – Councilor Naeem
3. PLEDGE OF ALLEGIANCE – Councilor Naeem
4. PROCLAMATIONS/AWARDS
5. PUBLIC COMMUNICATIONS AND PETITIONS  
(Three minute limit per speaker)
6. COMMUNICATIONS FROM COUNCIL MEMBERS
7. REPORT OF APPOINTED BOARDS AND COMMISSIONS
  - a) Board of Education



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8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) \*Approve 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)
- b) \*Approve a resolution to set a referendum date and approve ballot language for the Broad Street Traffic Calming and Pedestrian Safety Project (Town Manager)

12. NEW BUSINESS

- a) \*Approve an appropriation in the amount of \$20,500 from the General Fund Unassigned Fund Balance for costs in association with the Broad Street Traffic Calming and Pedestrian Safety Project referendum (Town Manager)
- b) \*Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,400,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE RESCUE PUMPER; AND AUTHORIZING THE ISSUE OF \$816,000 BONDS AND NOTES AND \$584,000 FROM THE PUBLIC SAFETY EQUIPMENT FUND TO FINANCE THE APPROPRIATION." (Town Manager)
- c) \*Set a Public Hearing for January 21, 2025 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,400,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE RESCUE PUMPER; AND AUTHORIZING THE ISSUE OF \$816,000 BONDS AND NOTES AND \$584,000 FROM THE PUBLIC SAFETY EQUIPMENT FUND TO FINANCE THE APPROPRIATION." (Town Manager)
- d) \*Appointment of Windsor Poet Laureate (Town Manager)
- e) \*Approve the sale of a portion of Upper Broad Street right of way (Town Manager)
- f) \*Introduce an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION." (Town Manager)



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- g) \*Set a Public Hearing for January 21, 2025 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION."  
(Town Manager)

13. \*RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) \*Minutes of the December 16, 2024 Public Hearing
- b) \*Minutes of the December 16, 2024 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION


17. ADJOURNMENT

★Back-up included

## Agenda Item Summary

Date: January 6, 2025

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.

On December 16, 2024, the Town Council selected Option 3 with two single lane roundabouts as the preferred design alternative. This design alternative includes:

- 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 with no impacts to main Town Green
- Two roundabouts; one at Palisado / Poquonock / Broad Street and a second at Poquonock / Bloomfield Avenue.

At this time the Town Council is respectively requested to consider approving a bond ordinance as well as a resolution to set a referendum date and approve the ballot question. The attached resolution calls for Tuesday, February 11, 2025 as the referendum date.

### 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 on a daily basis 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, 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. On December 16, 2024, the Town Council selected Option 3 with two single lane roundabouts as the preferred design alternative.

*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 east side 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.

Attached is a concept plan for two single lane roundabouts. One at Palisado / Poquonock / Broad Street and a second at Poquonock / Bloomfield Avenue.

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

Financial Impact

The cost estimate for Option 3 with roundabouts is estimated to be \$6.1M and assumes a summer of 2026 construction start. Attached is a summary of preliminary cost estimates.

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. Based on the Town Council's selection of 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 or reduce the local bonding amount. 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.

The 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 11 c) Approve a Bond Ordinance

**“MOVE to approve 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 11 b) Approve a Resolution Setting Referendum Date and Question

**“MOVE to approve 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  
Preferred Design Option  
Conceptual Roundabout Layout  
Preliminary Cost Estimate  
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 \_\_\_\_\_ 12/16/24

Public Hearing Advertised \_\_\_\_\_ 12/20/24

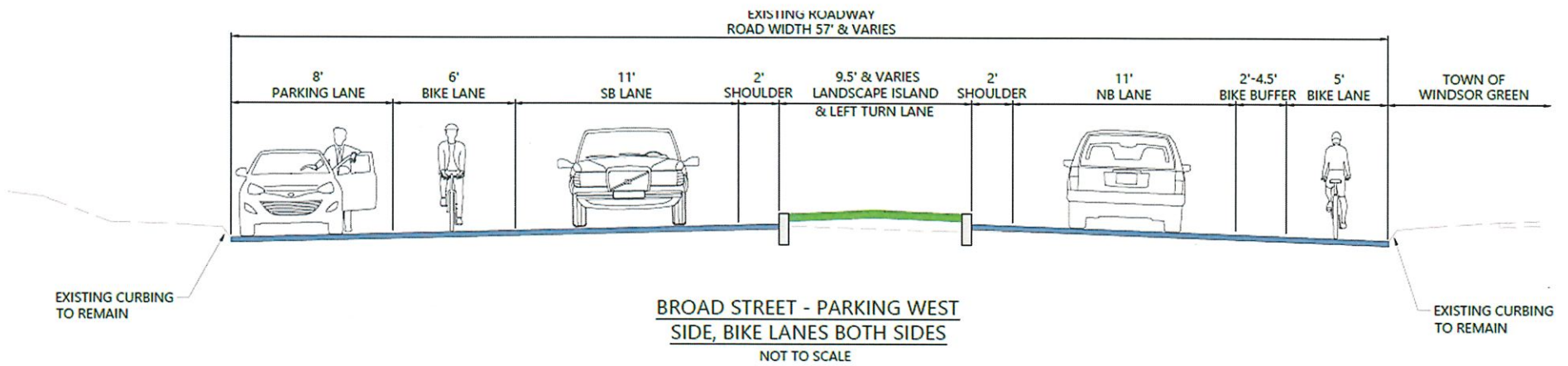
Public Hearing \_\_\_\_\_ 01/06/25

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_

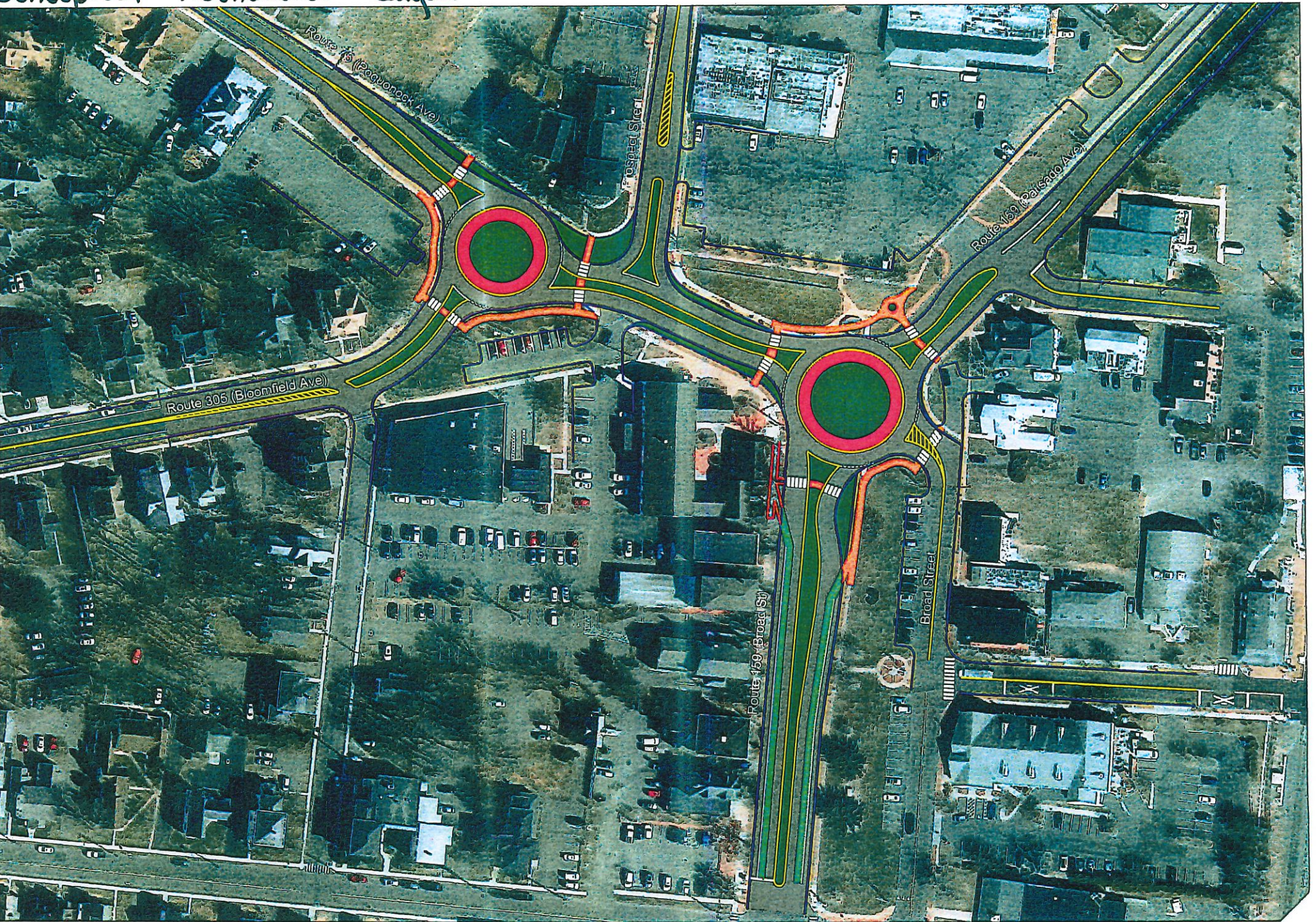
Effective Date \_\_\_\_\_

Town Council Approved Option 12-16-24  
Option 3 – Road Diet with Roundabouts





# Conceptual Roundabout Layout





# Windsor Broad Street Road Diet

**Current Preliminary Cost Estimates**

**12/12/24**

Option 3 Road Diet with Roundabouts {Town Council Approved Option 12/16/24}

Design =	\$0.29m
Road work =	\$4.41m
2 signals =	<u>\$1.40m</u>
TOTAL =	<b>\$6.10m</b>

Option 1: parking on both sides and no bike lanes

Road work =	\$2.06m
3 signals =	<u>\$2.16m</u>
TOTAL =	<b>\$4.22m</b>

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

Road work =	\$2.83m
3 signals =	<u>\$2.16m</u>
TOTAL =	<b>\$4.99m</b>

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

Road work =	\$1.93m
3 signals =	<u>\$2.16m</u>
TOTAL =	<b>\$4.09m</b>

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

## POTENTIAL SCHEDULE OF MAJOR PROJECT MILESTONES


January 2025	Town Council decides to hold referendum or not
February 2025	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: January 6, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Authorize Funding of Broad Street Traffic Calming and Pedestrian Safety Project Referendum

### Background

The proposed Broad Street Traffic Calming and Pedestrian Safety project per Sec 9-3 of the *Town Charter* requires a referendum as it exceeds 3% of this fiscal year's tax levy. The Elections portion of the adopted FY 25 budget does not have enough available funds to meet the anticipated cost to hold a referendum at all seven polling locations. Therefore it is recommended the Town Council appropriate funds to meet the estimated expense.

### Discussion

The estimated cost of conducting the referendum is \$20,500. This includes printing of ballots and poll workers at all seven poll locations assuming the voting hours are 6:00 AM to 8:00 PM. It is estimated that 50 to 55 poll workers are needed to cover all polling locations.

The recommended funding source is the General Fund Unassigned Fund Balance

### Financial Impact

The estimated cost of the referendum is \$20,500. This includes printing and poll workers. The recommended funding source is the General Fund Unassigned Fund Balance.

### Other Board Action

None

### Recommendation

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

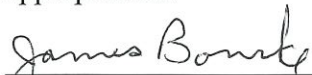
**“MOVE to approve an appropriation of \$20,500 from the General Fund Unassigned Fund Balance for expenses related to the Broad Street Traffic Calming and Pedestrian Safety Project referendum.”**

### Attachments

None

### Certification

I hereby certify that \$20,500 is available in the General Fund Unassigned Fund to meet the above appropriation.



James Bourke, Finance Director




## Agenda Item Summary

Date: January 6, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Paul Goldberg, Fire Administrator

Reviewed By: Peter Souza, Town Manager 

Subject: Authorization to Purchase a Fire Department Rescue/Pumper

### Background

The volunteer fire department currently uses four first-line pumper vehicles and four rescue pumpers for emergency responses in town. These pumpers vary in age from 31 years old to 3 years old. To ensure that response standards are maintained, a regular schedule of replacement is needed for fire apparatus. Using the National Fire Protection Association's (NFPA) 1901 guidelines, vehicles older than 15-20 years should be considered second-line apparatus and vehicles older than 25 years are recommended to be taken out of service.

At this time, the Town Council is respectfully asked to introduce a funding authorization to replace a 1993 Pierce Rescue/Pumper and to set a Public Hearing for January 21, 2025.

### Discussion/Analysis

The rescue pumper vehicle planned to be replaced is currently assigned to Company 3 (Poquonock Firehouse) and is a 1993 Pierce Rescue/Pumper. This vehicle has a range of equipment with various firefighting and rescue capabilities. This vehicle responds to approximately 50% of the fire/rescue calls in town, equalling about 375 responses per year. This creates the need for a dependable, well-equipped and modern piece of apparatus. The equipment on the truck also is aging and is planned on being replaced.

In 2018, the fire department created a committee to develop a town-wide apparatus specification. This specification was used in a bid solicitation in the previous four pumpers. The result was the submission of a single proposal from Pierce Manufacturing Company. It is proposed to acquire this equipment through the nationwide intralocal cooperative purchasing program known as *HGACBuy*. This cooperative purchasing program is geared for use by municipalities, counties and state jurisdictions and has thousands of municipal users. By using this program, we have reduced the cost of the vehicles slightly, but moreover have saved time and labor of implementing bid solicitation processes and have stayed consistent with the fire department's goal of standardizing the fleet. The new vehicle would be purchased from the Pierce Manufacturing Company. Delivery of the vehicle is approximately 30 months from the time the contract is executed.

### Financial Impact

The total purchase cost for a new rescue pumper is \$1,500,000 including the estimated cost of replacement equipment and tools needed to meet both NFPA 1901's guidelines and what historically the fire department has used in the emergencies we respond to. At this time the Town Council is asked to introduce a funding authorization in the amount of \$1,400,000. Funding authorization for the replacement equipment and tools is recommended to be deferred for approximately 24 months so firmer pricing can be obtained closer to when the apparatus is scheduled to be delivered.

Proposed funding is a combination of bonding (\$815,000) and ‘pay as you go’ cash funding (\$585,000) from the Public Safety Equipment Fund.

Bonding in the amount of \$815,000 is being requested. The average annual debt service based on a 20 year term and a 5.0% interest rate is \$62,144. The Public Safety Equipment Fund will have an available balance of \$1,056,000 if this funding authorization is approved. This balance is planned to be used for future fire apparatus replacements and building improvements.

Please note actual borrowing of \$815,000 will not be until the bond issue of Spring 2027 which is roughly 6 months prior to the delivery of the vehicle. This timing would result in the first debt service payment being in FY 2028.

Other Board Action

None

Recommendations

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 ordinance entitled "AN ORDINANCE APPROPRIATING \$1,400,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE RESCUE PUMPER; AND AUTHORIZING THE ISSUE OF \$816,000 BONDS AND NOTES AND \$584,000 FROM THE PUBLIC SAFETY EQUIPMENT FUND TO FINANCE THE APPROPRIATION" is hereby waived, the full text of the ordinance having been distributed to each member of the council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.**

Item 12 b) Introduce Ordinance

**"MOVE to introduce a bond ordinance entitled "AN ORDINANCE APPROPRIATING \$1,400,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE RESCUE PUMPER; AND AUTHORIZING THE ISSUE OF \$816,000 BONDS AND NOTES AND \$584,000 FROM THE PUBLIC SAFETY EQUIPMENT FUND TO FINANCE THE APPROPRIATION."**

Item 12 c) Set a Public Hearing

**"RESOLVED that a Public Hearing be set for January 21, 2025 at 7:20 p.m. (prevailing local time) to act on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,400,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE RESCUE PUMPER; AND AUTHORIZING THE ISSUE OF \$816,000 BONDS AND NOTES AND \$584,000 FROM THE PUBLIC SAFETY EQUIPMENT FUND TO FINANCE THE APPROPRIATION."**

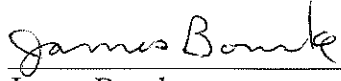
And

**"BE IT FURTHER RESOLVED, that the town clerk is authorized and directed to post and publish notice of said Public Hearing."**

Attachments  
Bond Ordinance

Certification

I hereby certify that there is \$584,000 in the Public Safety fund to fund the above appropriation.



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James Bourke  
Finance Director

**AN ORDINANCE APPROPRIATING \$1,400,000 FOR COSTS IN CONNECTION WITH PURCHASING OF A FIRE RESCUE PUMPER; AND AUTHORIZING THE ISSUE OF \$816,000 BONDS AND NOTES AND \$584,000 FROM THE PUBLIC SAFETY EQUIPMENT FUND TO FINANCE THE APPROPRIATION**

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION FOUR HUNDRED THOUSAND DOLLARS (\$1,400,000) for costs in connection with the purchase of a new fire rescue pumper truck and related equipment, including fire suppression equipment, forcible entry tools, ventilation equipment and other miscellaneous tools and equipment (the "Project"). The appropriation may be spent for design and construction costs, equipment, administrative costs, printing, legal fees, net interest on borrowings and other financing costs, and other expenses related to the Project and its financing. The Fire Chief of the Town of Windsor is authorized to determine the scope and particulars of the Project and may reduce or modify the Project scope, and the entire appropriation may be expended on the Project as so reduced or modified. The Town shall apply \$584,000 from the Public Safety Equipment Fund to the portion of the appropriation not financed with bonds or notes.

Section 2. That the Town issue bonds or notes in an amount not to exceed EIGHT HUNDRED SIXTEEN THOUSAND DOLLARS (\$816,000) to finance the appropriation for the Project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the Project and not separately appropriated to pay additional Project costs. The bonds or notes shall be issued pursuant to Sections 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

Section 3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes or the receipt of grants for the Project. The amount of the notes outstanding at any time shall not exceed EIGHT HUNDRED SIXTEEN THOUSAND DOLLARS (\$816,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes if the notes do not mature within the time permitted by said Section 7-378.

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

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

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

Section 7. That the Town Council, the Town Manager, the Treasurer, the Director of Finance, the Fire Chief, 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, including the application and acceptance of grants from the State of Connecticut, the federal government and others, and to issue bonds or notes to finance the aforesaid appropriation.

**APPROVED AS TO FORM:**

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

**ATTEST:**

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

Distributed to Town Council

\_\_\_\_\_

Public Hearing Advertised

\_\_\_\_\_

Public Hearing

\_\_\_\_\_

Adopted

\_\_\_\_\_

Advertised

\_\_\_\_\_

Effective Date

\_\_\_\_\_




## Agenda Item Summary

Date: January 6, 2025

To: Honorable Mayor and Members of the Town Council

Prepared by: Scott W. Colby, Jr., Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Town of Windsor Poet Laureate

### Background

A Poet Laureate acts as a cultural ambassador, promoting poetry, literacy, and the arts through public readings, workshops, and community engagement events. They often compose poems for significant town events and celebrations, reflecting the spirit and identity of the community through their work. In general, the role of Poet Laureate would be to help educate the community of and about the art of poetry, be a ceremonious representative and to facilitate cohesiveness of ethnicity, diversity and cultures in the town.

Over thirty towns in Connecticut have created a Poet Laureate including Canton, East Hampton, Glastonbury, Guilford, Manchester, Newtown, Simsbury, South Windsor, Wallingford, Washington, and West Hartford.

At its September 3, 2024 meeting, the Town Council approved establishing a Town of Windsor Poet Laureate along with the selection guidelines. The Arts Commission is respectively recommending the Town Council appoint Brittana Tatum as the town's Poet Laureate. Per the Town Council's appointment process, the appointment is introduced and then acted on at the following meeting.

### Discussion/Analysis

Following the closing of the application period, the Arts Commission reviewed all submissions to assess candidates based on the established criteria: residency, experience, passion for poetry, public speaking abilities, and potential to engage with the town's diverse community. After thorough deliberation, the Commission selected three finalists to interview. These candidates were invited to present an original poetry reading, as well as discuss how they envision fulfilling the Poet Laureate role and fostering a deeper connection with the town's residents through poetry.

After conducting the interviews and evaluating the finalists, the Arts Commission is now prepared to make a recommendation to the Town Council for the appointment of the Poet Laureate. The Commission feels the selected candidate, Brittana Tatum, will not only bring artistic excellence to the position but also be an ambassador for poetry, literacy, and cultural inclusivity within the town.

This appointment is a two-step process with the introduction on January 6, 2025 and with the Town Council taking action on January 21, 2025. The Town Council has the ability to waive section 18 the Town Council Rules of Order by a two-thirds vote to take action on January 6, 2025.

Financial Impact

None

Other Board Action

None

Recommendations

This item is being introduced with action planned to take place on January 21, 2025 in accordance with Town Council Rules of Order.

Attachments

Application



**Brittana Tatum**



## Town of Windsor, Connecticut Poet Laureate Application

- Submit application along with the following documents:
- Application form
- 1-2 page cover letter or personal statement that includes a little bit about yourself, your poetry background, why you feel you are qualified for the role, why you are interested in the role, what you would like to achieve during your tenure, and any special projects you would like to organize. Also include any published work, awards, performances that showcase relevant poetry experience.
- Poetry related resume or CV (you may include links to online content)
- A selection of 3-4 poems that you think best demonstrate your abilities as a poet (links can be provided as supplemental attachments)

Submissions should be emailed to [colby@townofwindsorct.com](mailto:colby@townofwindsorct.com) by the end of the day Friday, October 4, 2024. Alternatively, they can be mailed or hand delivered to the Windsor Town Hall, Town Manager's Office at 275 Broad Street, Windsor CT 06095. Hand deliveries must be completed by 5:00 p.m. on the deadline date. Mail deliveries must be postmarked on or before the deadline date.

First Name Brittana Versatile Poetiq Tatum  
Last Name Tatum  
Address 27 Valley View Drive  
City/State/Zip Windsor  
Home Phone N/A Cell Phone (860) 817-9580  
Email Versatilepoetiq@hotmail.com

Please share if any links to performances (optional):

Youtube: Versatile Poetiq  
lets go arts.org/blog/life-in-full-circle-versatile-poetiqs-journey  
theaoca.org/brittana-tatum

Brittana Versatile PoetiQ Tatum  
27 Valley View Drive Windsor, CT 06095  
Cell: (860) 817-9580  
E-mail: [versatilepoetiQ@hotmail.com](mailto:versatilepoetiQ@hotmail.com)  
Youtube: versatilepoetiQ

October 4, 2024

Town of Windsor  
275 Broad Street Windsor, CT 06095

Dear Town of Windsor,

I am interested in becoming the town of Windsor's first Poet Laureate. I have performed Spoken Word Poetry for 16 years and taught Spoken Word for 13 years. I am qualified for the role because of my blessed previous poetic relationship with the town of Windsor. I was honored to host the Dr. Martin Luther King Jr. Celebration in January of 2023 and 2024 at the Windsor Art Center. I was honored to host the Juneteenth Open Mic June 2023 and 2024 at the Windsor Art Center. I was honored to host the Juneteenth celebration on the Windsor Town Green June 2023 and 2024. I would like to accomplish expressive, safe, healing, and engaging spaces through poetry for the town of Windsor. Consistent open mics, poetry slams, and workshops. Projects that display the poetic and artistic talent of the people of Windsor. I have worked with 5<sup>th</sup> graders at Clover Street Elementary school in Windsor for three years 2017, 2018, and 2019. I facilitated the 5<sup>th</sup> graders spoken word workshops preparing students for their 5<sup>th</sup> grade poetry slam and even hosted the 5<sup>th</sup> grade poetry slams. I love what I do, I am good at what I do and extremely confident with my talents. I am interested in becoming Windsor's first Poet Laureate because it will allow me to continue to live, breathe, and sweat poetry. It will allow me to connect with more people in the town of Windsor and other towns through out CT. It will enlighten me and strengthen my writing and people skills. It will help me heal, motivate, and inspire myself and others. It will allow me to work with more schools in the town of Windsor and connect with the youth. I am excited for the town of Windsor being granted this phenomenal accomplishment and honored for the opportunity to apply. I have enclosed my Bio and a few poems that show my Versatility. Thank you for the Opportunity!

Kind Regards,


Versatile PoetiQ

## Agenda Item Summary

Date: January 6, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Patrick McMahon, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Redevelopment of Windsor Center Plaza – 144-152 Broad Street  
Conveyance of Town Property – Upper Broad Street

### Background

The Developer of Founders Square is interested in acquiring a .032 acre (1,394 SF) parcel of town-owned land along the frontage of 114 Upper Broad Street to incorporate the area into the mixed-use project.

It is recommended the Town Council authorize the sale of the property to the Developer to facilitate the redevelopment.

### Discussion/Analysis

The Town Planning and Zoning Commission approved of the Design Development Detail Plan for the second phase of Founders Square at its December 10th meeting which incorporated 114 Upper Broad Street and the abutting town-owned land, as well as a parcel of property at 26 Prospect Street containing a multi-family home (which will remain). The second phase of development increases the number of housing units from 36 to 50 - made possible by the acquisition of the adjoining properties. The TPZC approval was contingent upon the acquisition of the town-owned parcel by the Developer. The two phases combined constitute a total of 120 residential units and will include 5,800 square feet of new retail storefronts and amenities along with some remaining commercial space.

The Developer previously purchased 114 Upper Broad Street and demolished a single-family home to make room for additional parking that will facilitate the second phase of the proposed redevelopment. The subject town owned land runs along the frontage of 114 Upper Broad Street and is needed to provide access to the proposed new parking lot.

The town has executed a Purchase and Sale Agreement outlining the conditions for the sale of the parcel to the Developer including the required Town Council approval.

The proposed sale price of \$7,923 is based on the average per acre value set through State DOT appraisals used on the previous sale of state and town-owned land to the Developer. Since the sale is valued at less than \$10,000, there is no public hearing or special town meeting approval required.

### Financial Impact

The sale proceeds will be considered FY 25 General Fund revenues.

Other Board Action

At its December 10, 2024 meeting, the Town Planning and Zoning Commission, pursuant to CGS Section 8-24, recommended approval of the sale of the town-owned land along Upper Broad Street to facilitate the redevelopment of Windsor Center Plaza as Founders Square as consistent with the Plan of Conservation and Development.

Recommendations

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

**“MOVE to approve the sale of .032 acres of town owned land along 114 Upper Broad Street to 144 152 Broad Street LLC and to authorize the Town Manager to execute needed conveyance forms.”**

Attachments

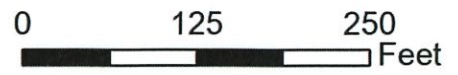
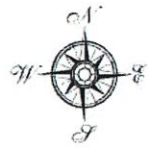
Map Showing Land Conveyance  
Purchase and Sale Agreement





# Upper Broad Street - Land Conveyance

-  Windsor Center Design Development Area
-  Conveyance Parcel



## CONTRACT OF PURCHASE AND SALE

THIS AGREEMENT, made this 30th of December, 2024, between **144 152 BROAD STREET LLC**, a Connecticut limited liability company having its principal place of business at 50 Ashley Road, Windsor, Connecticut (hereinafter "BUYER"), and **TOWN OF WINDSOR**, a municipal corporation having its geographical limits within Hartford County Connecticut (hereinafter "SELLER") :

Subject to the terms and conditions hereof, the Seller agree to sell and convey and the Buyer agrees to purchase the real estate with any improvements located thereon, situated in the Town of Windsor, County of Hartford and State of Connecticut, located on Upper Broad Street, Windsor Connecticut more particularly described on Schedule A, attached hereto and incorporated herein..

### FIXTURES AND PERSONAL PROPERTY

None.

### PRICE

The purchase price is Seven Thousand Nine Hundred Twenty Three (\$7,923.00) DOLLARS which shall be payable as follows:

- (a) A deposit of ONE HUNDRED AND 00/100THS (\$100.00) DOLLARS on the signing of this contract, the receipt whereof is hereby acknowledged subject to collection;
- (b) The balance of Seven Thousand Eight Hundred Twenty Three (\$7,823.00) DOLLARS shall be paid at the closing.

### CONTINGENCIES:

This Agreement is subject to the approval (including but not limited to approval of the



Town Council of the Town of Windsor, the Planning and Zoning Commission (pursuant to the Connecticut General Statutes) of Seller, and is subject to the requirements of the Town of Windsor Charter and the statutes of the State of Connecticut. Said approvals shall be obtained on or before the closing of title. In the event that Seller fails to obtain said approval within said time period, the parties may mutually agree to extend the approval period, or in the event that they do not so agree, this Agreement may be terminated by either party and shall render the Agreement null and void and all deposits, if any, shall be returned to Buyer.

#### **DEED**

The deed shall be a Connecticut form of Quit Claim Deed, in proper form, and shall be delivered to the Buyer at the closing, together with any affidavit required by Buyer's title insurer and other usual or customary documents. When conveyed the premises shall be free of all encumbrances, except as follows:

- (a) Any and all provisions of any ordinance, municipal regulation, public or private law;
- (b) Current real estate taxes which shall be adjusted between the parties as hereinafter provided;
- (c) Any and all provisions of any ordinance, municipal regulation, or public or private law, declarations, restrictions, covenants, and easements of record, including but not limited to any restrictions, covenants and agreements, easements, utilities in place, and rights of others to pass and repass.

#### **CLOSING DATE**

The closing shall take place at the offices of the Seller's attorney within thirty (30) days of all approvals required by the Town.

### **ADJUSTMENTS**

At the time of closing real estate taxes shall be adjusted and apportioned in cash between Buyer and Sellers in accordance with the standard practice of the Bar Association where the property is located.

### **OCCUPANCY**

At the time of closing, possession and occupancy of the Property included in this Contract shall be delivered to Buyer in the condition they were in on the date of this Contract, subject to ordinary wear and use and, except as otherwise agreed by the parties. Buyer shall have the right to inspect the Property for compliance with this contract before the closing, upon reasonable notice to Seller.

### **RISK OF LOSS**

Risk of loss or damages to the Premises shall be upon Seller until the closing.

### **DAMAGE FOR DEFAULT**

In the event that the Buyer shall fail to make the payment required hereon or shall in any way be in default of the performance of the terms hereof, the Seller shall have the option of terminating this Agreement and in such event all sums paid hereunder by the Buyer shall be retained by the Sellers as liquidated damages. In the event that the Seller shall in any way be in default of the performance of the terms hereof, the Buyer shall be entitled to specific performance, in addition to any other remedies available to Buyer.

### **CONDITION OF PROPERTY**

The Buyer agrees that he has examined the premises and is fully satisfied with the condition thereof, and that neither the Sellers, nor any representative of the Sellers, has made any representation upon which the Buyer relies with respect to the condition of the subject property

except as provided in this contract.

### **REAL ESTATE BROKER**

The Buyer and Seller represent each to the other that no real estate broker was instrumental in the negotiation or the consummation of this Agreement. In the event that any real estate broker claims a commission from either party on account of having dealt with the other party, the party which is found to have dealt with the real estate broker shall hold the other party harmless from all costs, expenses and attorney's fees incurred by such party in resisting or defending such claims and such party shall pay any judgment rendered against the non-culpable party on account of such commission claim.

### **DEFINITIONS**

References in this instrument to the masculine or feminine gender shall, where appropriate, include the opposite or neuter gender. References to the plural shall, where appropriate, include the singular and references to the singular shall, where appropriate, include the plural.

### **BINDING EFFECT**

The terms and conditions hereof set forth shall be binding upon and inure to the benefit of, the respective parties hereto as well as upon their heirs, executors and administrators.

### **SURVIVAL OF TERMS**

Where applicable, all the terms and conditions and agreements contained herein shall survive the passage of title from Sellers to Buyer.

### **RECORDING**

Buyer agrees that he shall not record this Agreement in the Land Records of the Town of Windsor. In the event Buyer violates this provision and does record this Agreement, the act of

such recording shall be deemed to be a default hereunder and shall render this contract terminated and null and void at the option of the Sellers. Such option to terminate this Agreement shall be exercised and effective by Sellers executing a note of termination and recording the same in the Land Records of the Town of Windsor, which notice need be signed only by the Sellers to be effective.

IN WITNESS WHEREOF, We have hereunto set our hands.

SELLER:



TOWN OF WINDSOR

Acting Herein by:

Peter Souza, Its Town Manager

BUYERS:



144 152 BROAD STREET LLC

Gregory Vaca, Manager

## SCHEDULE A

A certain piece or parcel of land situated in the Town of Windsor, County of Hartford and State of Connecticut, said parcel is located on the southwest side of Upper Broad Street and is more particularly bounded and described as follows:

Beginning at a point in the southwesterly street line of Upper Broad Street, said point being the southeast corner of property now or formerly Sawka Rentals LLC, known as #102 Upper Broad Street and the northeast corner of the subject property;

thence S 43°13'45" W, being through Upper Broad Street, 70.42 feet to a point;

thence N 46°46'15" W, along property now or formerly of Mastriani Realty, LLC, known as #144 Broad Street, 19.79 feet to a point;

thence N 43°23'00" E, along property now or formerly of 144 152 Broad Street LLC, known as #114 Upper Broad Street, 69.92 feet to a point;

thence S 48°14'40" E, along property now or formerly of Sawka Rentals LLC, known as #102 Upper Broad Street, 19.61 feet to the point and place of beginning:


containing 1,382 square feet or 0.032 acres.

## Agenda Item Summary

Date: January 6, 2024

To: Honorable Mayor and Members of the Town Council

Prepared by: Joshua Gaston, Town Assessor  
Scott W. Colby, Jr., Assistant Town Manager

Reviewed by: Peter Souza, Town Manager 

Subject: Municipal Option to Provide Additional Exemption for Veterans

### Background

Connecticut law provides a property tax exemption to US Veterans whose military service meet certain eligibility requirements. The law also provides an additional Veteran Exemption to those already qualified veterans whose income meets certain eligibility requirements. In addition to these statewide veteran exemptions, the law also allows for a municipal option to provide a local veteran exemption. In 1998 the Town Council adopted an ordinance that provided the local exemption to income qualified veterans. In 2015 the Town Council amended the ordinance to also allow for a specific additional local option providing an exemption to veterans who have received VA assistance for specially adapted housing. In 2024 the Town Council increased the exemption to \$20,000, the maximum flat exemption amount allowed by State law.

The Finance Committee met on November 20, 2024 and December 9, 2024 and discussed the possibility of raising the local veteran's income limit to be in-line with the local elderly program income limits. The Finance Committee is recommending the Town Council introduce an ordinance amending the income limit to be aligned with the income limits of the town's elderly program.

### Discussion/Analysis

Currently there are 960 individuals who participate in or receive the state benefit. Veterans who qualify for the state benefit receive an exemption on their property assessment ranging from \$3,000 to \$21,000 depending upon varying factors (i.e level of disability, age, income).

Based upon the income limits, 62 individuals out of the total 960 currently participating receive the additional local benefit. The local option benefit is presently a \$20,000 exemption on their assessment if their income is under \$43,800, if they are unmarried or at \$53,400 if they are married, regardless of VA qualifying disability status. The current local exemption amount offers a benefit of approximately \$606 and results in approximately \$37,597 of forgone tax revenue.

Town Council cannot increase the local benefit beyond the current flat \$20,000 exemption level. However, similarly to the local elderly tax credit program, the Council has the option to increase the qualifying income limit above that of the mandatory State program. The income limit is proposed to be raised for both married and single to \$62,200 and indexed each year proportionally to the qualifying income published by the State of Connecticut Office of Policy & Management.

The Veteran's exemption application period runs annually from February 1st to October 1st. Applicants who qualify must apply during this time for the exemption to be applied to the next upcoming Grand List assessment, which occurs in October. The exemption is then reflected on

the homeowner's tax bill the following year, typically in July. For example, if an applicant submits their application in March 2025, the exemption will be applied to the October 2025 Grand List and appear on the July 2026 tax bill.

Financial Impact

It is difficult to estimate the number of veterans who may qualify for the local Veterans exemption if the income limit is increased. However, this past year there were 92 taxpayers receiving the local elderly tax credit, 16 of whom were also receiving a veteran exemption. If the local veterans exemption's qualifying income limit was raised to match that of the local elderly credit, these 16 applicants would qualify, and the total program cost would be approximately \$47,299 or an overall increase of approximately \$9,702.

Other Board Action

None

Recommendations

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 ordinance entitled, ‘AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS’ EXEMPTION’ 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 f) Introduce an Ordinance

**“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS’ EXEMPTION.”**

Item 12 g) Set a Public Hearing

**“RESOLVED, that a Public Hearing be set for Tuesday, January 21, 2025 at 7:20 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to hear an ordinance entitled, ‘AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS’ EXEMPTION.”**

**And**

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

Attachments

Proposed amended ordinance

Red-lined version of current ordinance



**CHAPTER 5  
ARTICLE XIV**

**AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS'  
EXEMPTION.**

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

Chapter 5, Article XIV, of the *Windsor Code* is amended as follows:

**Section 1.** Article is amended to read as follows:

The Town of Windsor adopts the provisions of Connecticut General Statutes sections 12-81(21)(C) and 12-81f to provide a total or an additional property tax exemption for veterans or spouses eligible under *Connecticut General Statutes* section 12-81. Such exemption per 12-81(21)(C) shall take effect upon qualification as determined by the Assessor and shall terminate at such time as the veteran ceases to make such house his or her principal residence or ceases to maintain an ownership interest therein.

For the October 1, 2025 Grand List and all subsequent Grand Lists thereafter, a local tax exemption shall be provided by the town in accordance with Connecticut General Statutes section 12-81f with the following income and exemption guidelines:

<b>Qualifying Income</b>	<b>Marital Status</b>	<b>Local Veteran Exemption Amount</b>
\$0 - \$62,200	Single	20,000
\$0 - \$62,200	Married	20,000

The maximum qualifying income levels described above shall be set forth therein for the 2025 Grand List, with the qualifying income levels for subsequent Grand Lists thereafter proportionally indexed to the maximum qualifying income for the Additional Veterans' exemption as published annually by the State of Connecticut Office of Policy & Management, for the applicable grand list year to the grand list year immediately preceding it.

**Section 2. Savings Clause.** The enactment of this Ordinance shall not operate as an abatement of any action or proceeding previously taken, now pending, or taken prior to the effective date of this Ordinance. All said actions and proceedings are hereby ratified to be continued.

**Section 3. Severability.** All provisions of the *Town Code* in conflict herewith are hereby repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein which is in conflict with the *Connecticut General Statutes* is hereby repealed, it being understood that said statute shall take precedence over this Ordinance.

**Section 4. Effective Date.** This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

ATTEST:

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

Distributed to Town Council \_\_\_\_\_

Public Hearing Advertised \_\_\_\_\_

Public Hearing \_\_\_\_\_

Adopted \_\_\_\_\_

Advertised \_\_\_\_\_

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

# RED-LINED VERSION

## AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF WINDSOR:

The Town of Windsor adopts the provisions of Connecticut General Statutes sections 12-81(21)(C) and 12-81f to provide a total or an additional property tax exemption for veterans or spouses eligible under *Connecticut General Statutes* section 12-81. Such exemption per 12-81(21)(C) shall take effect upon qualification as determined by the Assessor and shall terminate at such time as the veteran ceases to make such house his or her principal residence or ceases to maintain an ownership interest therein.

For the October 1, ~~2023~~2025 Grand List and all subsequent Grand Lists thereafter, a local tax exemption shall be provided by the town in accordance with Connecticut General Statutes section 12-81f with the following income and exemption guidelines:

Qualifying Income	Marital Status	Local Veteran Exemption Amount
\$0 - <del>\$43,800</del> <u>62,200</u>	Single	20,000
\$0 - <del>\$53,400</del> <u>62,200</u>	Married	20,000

~~The qualifying income levels described above shall be set forth therein or equal to the qualifying income for the Additional Veterans' exemption as published annually by the State of Connecticut Office of Policy & Management, whichever is greater.~~

The maximum qualifying income levels described above shall be set forth therein for the 2025 Grand List, with the qualifying income levels for subsequent Grand Lists thereafter proportionally indexed to the maximum qualifying income for the Additional Veterans' exemption as published annually by the State of Connecticut Office of Policy & Management, for the applicable grand list year to the grand list year immediately preceding it.



**Town Council**  
**Resignations/Appointments/Reappointments**  
**January 6, 2025**

**Resignations**

- A. **Accept the resignation of Jeff Adamson from the Inland, Wetlands and Watercourses Commission**
  
- B. **Accept the resignation of Edward Richters from the Windsor Arts Commission**

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

**None**

**Names submitted for consideration of appointment**

**None**



**TOWN OF WINDSOR  
TOWN COUNCIL  
HYBRID MEETING  
DECEMBER 16, 2024  
PUBLIC HEARING**

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

The Public Hearing was called to order at 7:20 p.m. by Mayor Black-Burke.

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

Mayor Black-Burke read aloud the notice of the public hearing to hear public comment on:

A PROPOSED NEW SIDEWALK SEGMENT ON VIOLET STREET

**2) PUBLIC COMMENT - None**

**3) ADJOURNMENT**

Mayor Black-Burke declared the Public Hearing closed at 7:24 p.m.

Respectfully Submitted,

Helene M. Albert  
Recording Secretary





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

**UNAPPROVED MINUTES**

**1) CALL TO ORDER**

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

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

**2) PRAYER OR REFLECTION**

Deputy Mayor Klase led the group in prayer/reflection.

**3) PLEDGE OF ALLEGIANCE**

Deputy Mayor Klase led the group in the Pledge of Allegiance.

**4) PROCLAMATIONS AND AWARDS - None**

**5) PUBLIC COMMUNICATIONS AND PETITIONS**

Mayela McGuirre, 316 Palisado Avenue, is in favor of the Broad Street traffic calming pedestrian safety project. As someone who frequently walks along Palisado Avenue, she's witnessed first hand how traffic conditions have changed. Cars are speeding more than they were 28 years ago, especially as they come down Palisado Avenue into Broad Street. This increase in speed not only puts pedestrians at risk, but also contributes to a dangerous environment for drivers trying to enter or exit Broad Street safely. The proposed traffic calming measures on Broad Street are long overdue. By reducing speed as vehicles enter the area of Palisado, we can create a safer environment for pedestrians, cyclists and drivers alike. Calming the traffic on Broad Street will also make it easier for drivers to safely navigate their way into Palisado, improving the flow of traffic and reducing potential accidents. She urges the Council to support option #3 of this project for the safety and well-being of everyone that works, lives, and plays in this area.

Cora Lee Jones, 71 Matianuck Avenue, said she was one of the original First Town Downtown members who was involved in the road diet idea. Consultants offered them three plans. One seemed possible. We did not feel it was appropriate to make the changes without laying out the temporary road changes to test out the plan. This current plan makes dramatic

changes to the center. No plans offered had less dramatic changes to meet our objectives. As an example, reducing speed could be accomplished by policing, ticketing, and cameras. One of the new plans recommends roundabouts or circles. These were used in the past. One of the largest ones she remembers is Vernon Circle. The road designer sold them on taking them out and to use signal lights. Now they're recommending circles again. What concerns her most is that we are going to use taxpayer money from the state, federal and local level to the tune of \$6.1 million for this project with no guarantee that the changes will be workable and meet our objectives. Since the train has left the station, she asks that the Council not approve any plan that would have a negative impact on our green. Of course for implementation, taxpayers must pass the referendum and they will tell us what they want.

Gregory Vaca, founder of Grava properties, 50 Ashley Road in Windsor said he's the developer of Founder's Square here at the top of Broad Street. It's a mixed use project with apartments and ground level retail. Four years ago when they started, the first place they went was to the Plan of Conservation and Development and Transit Oriented Development Master plan of 2014 here in Windsor. That's where they saw not only the road diet for the first time, but also a development in this location which was one of the objectives of the document to encourage development at the former Arthur Drug parking lot. This is a \$30 million investment which is now going to be a \$40 million investment and it's the promise laid out in that document—a document that was produced by a lot of folks in this room. It really was a vision of the town, it's people and it's leadership and regular citizens using their precious time to really scope the vision for a safe town center. That's what inspired them to get involved. Because without safety in the center, without a slowed down, calmed Broad Street, and easy crossing, people will not cross the road. Safety should be the number one priority here. That is ultimately what will drive what we want which is vibrancy, vitality and investment for the townspeople to feel safe using the town center like it used to when the street was a lot calmer than it is today. He strongly supports option #3 for the Broad Street road diet as a way to create an environment that we all share that vision for a place where people can use it safely. He encourages the Town Council to support it.

Sarah Lamonaca, 21 Remington Road, said she loves a walkable vibrant neighborhood. She relocated her family back to Windsor and they are excited to see this road improvement being put forward. She wants that same experience for her family to be able to walk to shops, etc. as she had as a child. She walks her daughter to school every day. She is amazed at the level of traffic that is now in Windsor as opposed to what she had when she lived here as a child. She's excited about the possibility to deliver a safer and more walkable center. There's issues that come before the town where there's not an obvious solution. That's what she likes about this is that there is a solution and there is funding. She thinks the people of Windsor really deserve the opportunity to make the center better.

John Calkins, 15 Warham Street, said he doesn't live far outside the center of town and he's here a lot. He feels that this is not a good project to go forward with as it's a huge waste of money. Windsor is spending a boat load of money on this. Taxes are up, expenses are up, and he doesn't know if this is a safety issue, but he doesn't know about a lot of accidents or incidents with pedestrians in the center of town getting hurt either. Is it a safety issue? Maybe.

Will it make the downtown vibrant? He doesn't believe so. You've got all kinds of problems, not the least which is we're sitting in a building that pays no taxes and takes up the business base in Windsor. If it's a safety issue maybe but if we find we slow down traffic and think that the businesses in town are going to make more money, that's probably not going to happen. Will this create more economic growth because we have a rotary in the center of town? Probably not. We've got better places that this money can be spent.

Pat Gardner, 80 White Rock Drive, said that Archer Memorial Church is sponsoring a Dr. Martin Luther King celebration for the community on Monday, January 20, 2025 from 2:00 PM – 3:30 PM at the town hall in the Council Chambers. The keynote speaker will be Community Leader and Vice President of the Board of Education, Ms. Ayana Taylor. All are welcome to come. This is to come together to commemorate Dr. Luther King Jr.'s dream, legacy and life.

Jeff Lanza, 1203 Windsor Avenue, said he'd like to say that Broad Street is an intersection of three streets that brings traffic down from all three streets onto one road at incredible rates of speed. The limiting factor on how fast cars go through the center of Windsor, is limited on whether a person thinks he/she can make it to the next light and how fast their car accelerates. He has seen near accidents up and down Broad Street before and after traffic signal controls were instituted for the crosswalks. There are so many controls, yet they have not stopped pedestrians from being almost run over. He has seen many mishaps where cars stop just in the nick of time being a few feet from people or have come close to brushing up to people. This is how they are travelling at the center of town. By the time these cars start out of town and go down Windsor Avenue toward Hartford, they are flying up the hill to get out of town. They may have been diverted by some congestion on the interstate or from a traffic stop. It's like they have to make up for it coming through town. That is their choice. He doesn't see why a neighborhood so close to the center of town should be victimized by the traffic that is funneled through the center of town. Without design changes it's really not feasible to slow this traffic down. They aren't going to do it with more enforcement, that's been tried. There used to be days when he couldn't even get into his driveway because the police had pulled over so many people to give them tickets for speeding. Sometimes it takes them two or three blocks to catch them. He feels the roundabout is the only sensible solution to stagger and align traffic and slim down the number of lanes. Option #3 is the only thing that makes sense. When he worked as an Environmental planner, where they were most effective was in design. It was not enforcement activities after the fact or traffic controls.

Mingo Gomes, 35 Ridgewood Road, said one of the important things for him is that he can walk to the grocery, library, somewhere to eat and drink, etc. and they found that here in Windsor. His wife changed her hairstylist and doctors so that she can walk to them. They were pleased to hear that there was an option in Windsor that there will be some street calming and some roundabouts would be included. He's in full support of option #3. He hopes that the Town Council takes a hard look at it and then when the time comes to allow the voters to put their stamp on it.

Mary Forester, 26 Island Road, stated she is in full support of the Broad Street project. As an avid walker and someone who tries to walk to town at least once per day, and having been almost erased by a high speed vehicle on more than one occasion, she would love to see the road narrowing happen so people don't have an option to speed. She's seen in other cities where roads have been narrowed that people don't have a choice but to slow down. She would love to spend more time on the town green without having cars flying by and making tons of noise. Statistics speak for themselves. At 23 MPH about 1 in 10 people will be killed if they are hit by a car. At 42 MPH about half those people would be killed. At 58 MPH you will not survive. She'd like for us to make Windsor a walkable town where she doesn't feel like she's taking her life in her hands when she tries to cross the street. Safety has to be the most important thing and the economic development will follow. Three people have been killed in West Hartford crossing streets in the last year. She doesn't want to see those statistics in our town.

Keller Glass, 72 Hayden Avenue, was at the Bean and he saw that a young man was struck by a car at the corner of Maple and Broad Street. We have accidents like this quite regularly in town. There was an accident outside of the Farmer's Market this summer that stopped traffic in both directions. Just this week, he drove by a car at Batchelder and Broad that had been in a head on collision and the full front of his car was caved in. This street is not safe. We have a four lane arterial road going through our main retail district in town. About 70% of the cars don't stop here and the other 30% are speeding. The difference between a 30 MPH accident and 40 MPH accident is quite severe. He doesn't feel safe crossing Broad Street with his daughter. Ultimately, the Town Council's primary responsibility has to be the physical safety of the residents here. This is one of those rare opportunities where you can do something to actively protect your residents in a very direct way. He urged the Council to put the question to the voters. He's in full support of option #3.

Susan Miller, 130 Palisado Avenue, said as both a person who walks into town and a parent of a son who was in a car accident at Batchelder and Broad Street several years ago, she fully supports traffic calming in the center of town including roundabouts. She thinks roundabouts and narrowing of the street is the only way we are going to actually slow down traffic in town. She likes walking in town but is always nervous crossing the street. Please support option #3.

Mark Harrington, 1217 Windsor Avenue, stated he is recommending that the Town Council go forward with option #3. He has listened to the engineers, has done the research, has looked at all the reports and watched the videos about how this road safety is going to create a much friendlier downtown for pedestrians, bikers, cyclists and even drivers. He feels this shouldn't be that big of a decision as we have the grant funding for doing this. He'd like to concur with most of the people here that this is something that we need for our downtown to make it a much safer place for us all to live, work and enjoy our town green.

Suzanne Wimsatt, 1255 Windsor Avenue, stated they live on the curve and she's seen quite a few horrific car accidents over the years. She supports option #3 and the roundabouts at

the center. She'd love to see one at Island Road as there is a lot of traffic there too. She just wanted to show her support for the traffic calming project.

## 6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld said happy holidays and keep your neighbors in mind during this season. Try to help those that might need assistance. Help a neighbor with shoveling snow if needed.

Councilor Smith said happy holidays to everyone. He thanked First Town Downtown and the public works crew for their hard work and for the tree lighting event. Be safe whatever you do. Help others as you can.

Mayor Black-Burke stated that Councilor Smith was instrumental in making sure the tree lighting went on without a hitch. She thanked him for his service.

Councilor Pelkey said happy Christmas for those who celebrate it. He also mentioned happy holidays for the other ones out there. He thanked First Town Downtown and the public works crew, along with the fire department, for their decorated trucks. If you have any interest in being able to help next year in decorating those trucks, he'd very much like you to join the fire department so you can do that. Windsorfire.org will help you get in touch with someone if you are interested in becoming a volunteer. Wreaths Across America was held on Saturday. He saw the Mayor and Deputy Mayor at the event but is not sure if anyone else attended. He thanked John Carmon and his group as well as the group from Canan for volunteering. It's where they put wreaths on the gravestones and it's always done at 12 noon. He thought it was a nice event. Last week he attended the Wilson/Deerfield Advisory Committee's meeting. One of the big topics they talked about had to do with parking. He thinks it's something that we as a town may need to look at. This isn't just the commuter lot but it's overnight vehicles are on the street. It's not just about parking tickets. During a snowstorm in the winter, they'd would like to be able to have the snowplow plow their driveway. The Wilson/Deerfield Advisory Committee is trying to come up with some solutions to these issues instead of complaining about them. He continued to talk about what the committee is discussing and what they are hoping to achieve.

Councilor Naeem said two weekends ago was a great evening with the carol sing, torchlight parade and the bonfire that happened over at Loomis Chaffee. That was a lot of fun. She wanted to give a shout out to the Latin Footprint Coalition who hosted La Pranda. They had salsa dancing and it was a great event. It was a great night to be out in the town center. She thanked everyone that worked hard to make sure all those events were able to take off without a hitch.

Councilor Gluck Hoffman stated everyone that came in to talk tonight about the road diet. It is appreciated. Public Works did a great job with the town green. Please keep your cars off the road, especially for the snow plows to make it easier for them.



Councilor Armstrong commented that they are happy for those that came out to talk tonight as they take those to heart. The best gift you can give yourself this season is self care. We should look out for our neighbors, our seniors and don't forget those that are less fortunate than us to reach out and give a helping hand. She wished everyone a happy holiday during this time.

Councilor Walker wished everyone a Merry Christmas and Happy Holidays. He wanted to remind everyone to support the businesses in Windsor. You can get gifts and such. Bob Christensen was a unique individual. He represented what public service is all about. He was member of the year as a Democrat of Windsor and then went on to be member of the year as a Republican. That is unheard of. So he is in a class by himself. He and some of his colleagues attended the Bloomfield Christmas party and some of the guests that were there were current and former elected Democrats of the Bloomfield Town Council. They enjoyed themselves at the event.

Deputy Mayor Klase said happy holidays to everyone. She missed the public information meeting for the pickleball courts at Welch Park. She's hoping the Town Manager will have good news for those that take full advantage of them. She reminded folks if you are having difficulties or someone you know is, 9-8-8 is the suicide and crisis lifeline where there are trained professionals to answer those calls.

Mayor Black-Burke said she'd like the Council to take a moment of silence for a long-standing member of our community, Mr. Bob Christensen. He was a father, grandfather, brother and friend and very civic minded. He served on the Town Council for 16 years and also served on our Public Building Commission. Over the weekend she knows that some of them took the time to just be there for his family as they're going through this time of remembrance for him. She wants to take a moment of silence for all of the work he's done. He truly embodies the idea that service is the rent we pay and why we are here on this earth. The room had a moment of silence. Mayor Black-Burke hopes that his light and legacy will get to live on as he really did serve our community well. She added that we are in a festive season. She celebrates Christmas, but she knows in our community there is Hanukkah, Kwanzaa, and many other holidays. She wanted to take a moment to say happy holidays to the community. She thanked First Town Downtown and our public works team as they did an amazing job in making Windsor festive.

Mayor Black-Burke congratulated all of those that received a Bridge Builders award. She wanted to mention the award winning high school choral department who had their concert this past Thursday. It was well attended and a great event. She's sending her thoughts to the football team. They had a stellar season. She thanked their coaches and athletic director at Windsor High School and said we are thinking of them and for the young men that played.

**7) REPORT OF APPOINTED BOARDS AND COMMISSIONS - None**



## 8) TOWN MANAGER'S REPORT

### Town Offices – Holiday Hours

Town offices will be closed at 3:00 PM on December 24<sup>th</sup> for Christmas Eve, will be closed all day on December 25<sup>th</sup> for Christmas Day and will be closed all day on January 1<sup>st</sup> for the New Year holiday.

He'd like to wish each of the Councilors, our residents and employees a very happy Christmas and holiday season.

### 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.

### Winter, 2025 *There's a lot to do In Windsor* magazine

The winter edition of *There's a lot to do in Windsor* will be delivered to Windsor residents and businesses together with the Hartford Courant's *Courant Community* newspaper the week of December 23<sup>rd</sup>. This edition covers programs and events for January through April as well as special feature stories, budget and revaluation information. The magazine will also be available on the town's website and at town facilities later this month.

Councilor Pelkey asked if hours for New Year's Eve will be the same? Town Manager Souza stated that New Year's Eve hours will be regular hours of 8:00 AM – 5:00 PM.

## 9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith – nothing to report.

Finance Committee – Councilor Naeem – nothing to report.

Health and Safety Committee – Councilor Armstrong gave an overview of what happened during the Health & Safety Committee's meeting on 12/11/24.

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**

- a) Approve construction of a new sidewalk segment on Violet Street

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld 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.

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 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 & 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 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.

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

## 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

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman 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.

Suzanne Choate, Town Engineer, stated 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.

Motion Passed 9-0-0

- 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

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

Peter Souza, Town Manager, stated 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.

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.

Motion Passed 9-0-0

- 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."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem that the reading into the minutes of the text of the bond ordinance entitled, 'AN ORDINANCE APPROPRIATING \$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.

Motion Passed 9-0-0



MAIN MOTION

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

Councilor Pelkey objected to the consideration of the question.

AMENDED MOTION

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to object to the motion introducing the bond ordinance.

VOTE ON AMENDED MOTION

Motion Failed 3-5-1 (Mayor Black-Burke, Deputy Mayor Klase, Councilors Armstrong, Naeem and Smith opposed and Councilor Gluck Hoffman abstained)

Councilor Pelkey said his objection to even considering this is not about the merits of our road diet. It's a little bit at where we are in terms of process. For him, he feels this is a little bit of a rush. Traffic circles have only been in the discussion for about the last year and they never really had a full discussion. Most of the public sessions were focused on the road diet of Broad Street itself. While we can decide on one of the options, his reason for objecting is that he'd like to see them give a little more time and perhaps to have decided on an option and have one more public information session so that the neighbors from all across town can have a better understanding on how those traffic circles will fit into the plan that we choose, instead of everything being lumped in together. He doesn't feel that conversation was ever had from a broad perspective. He spoke with quite a few people that if he hadn't talked to them they would not have known that this was going to be placed on the agenda as it wasn't distributed until the end of the week. We can decide tonight if we are going to do something, but he would much rather have a plan, let the residents know of the plan in early January, have their commentary and feedback and give our neighbors in town time to decide how the traffic circles might fit into this.

Mayor Black-Burke stated that at the December 2<sup>nd</sup> meeting, the Council did have time to deliberate, discuss and talk through the road common (road diet). Any action taken here tonight, there will still be an opportunity for the community to weigh in, discuss this and from there we look to come back to the Council to move it further. Town Manager Souza said that is correct. A public hearing is required and the Town Council can set that. Traditionally, the Council has set those prior to a regular Town Council meeting. What you see in the agenda is a suggested date of January 6<sup>th</sup> (which is the next Town Council meeting) for setting the public hearing. That is required for any bond ordinance. There is another step before the

Town Council would actually vote on the bond ordinance and at the same time that evening, or after that, the Town Council would need to call a referendum and set that date.

Councilor Pelkey said we should decide on the option and give the community input and if they see traffic circles (roundabouts) and how they would fit that within that traffic road diet. His thought is to delay it for about a month so we can have a public information session and then at the second meeting in January we could take action. He's open to looking at option 1, 2, 3 or 4 tonight but he feels these are two separate issues that have a great impact both together and separately. It's worth the conversation to see if we want to do them together or not.

Deputy Mayor Klase said she understands wanting oral deliberation of a question and the perspective of this needing more time, but she's on the other side of it. She stated there have been three informational sessions in this year alone, and prior ones in prior years she believes. The letters she is receiving are asking them to not move forward are far less than the letters and the public coming out to the Council meetings to support the road diet with the traffic circle with option #3. She feels it's time to let the voters, who have been working hard to understand what is being looked at, to look at the impact and to give them the opportunity to weigh in on the question and provide the Council some guidance. She proposes that they move forward with option #3 with the traffic circles included.

Councilor Armstrong feels that they should move forward with option #3 with the traffic circle for an opportunity for the public to comment on that.

Councilor Eleveld said we are asking to spend \$6.1 million on a project where we have three options available and no definitive decision has been made on the option yet. They've heard a lot of conversations regarding option #3 versus option #1 or option #2. The paperwork in front of them refers to all three options leaning toward option #3. We heard from the public, they said go with option #3. This is something that we are voting on with an unknown price tag. That's his problem. He would be inclined to either shelve it or we retract the motion, put in a motion for option #3, vote on it and then vote on this issue. At least then he and the public will know what they're voting on.

Mayor Black-Burke said from what she's hearing, there wants to be a consideration to delay this. She feels this is something that has been deliberated. During the last few sessions, that citizens had shared where they were on the topic. She is not in favor of delaying this and waiting any longer to do this. But she thinks we should put this to the voters to allow them to decide on.

Deputy Mayor Klase said as she looks at the options, she believes it's pretty clear that we are voting on option #3. The options have different price tags associated with them and she thinks that all the Council does not want to touch the town green. Option #3 is \$6.1 million when we look at the cost breakdown so she thinks that they are putting forward to the voters option #3.

Mayor Black-Burke stated that people can also refer to the minutes as it has the conversations they've had in there.

Town Manager wanted to make sure that everyone was clear. It's option #3 with the roundabouts (traffic circles).

Councilor Pelkey stated that he believes if the Council wants to vote, it is clear that it's option #3. If that's the option the Council wants to take, that is fine but perhaps we should determine, maybe not on this particular ordinance, to give one more session to the public to show them how roundabouts will play in the plan. Devote time to the roundabouts which are a newer piece and then come back in a couple of weeks. We've had other sessions but they mainly talk about what we are going to do to Broad Street and not about the roundabouts. He wanted to make sure that the citizens and neighbors of town have the opportunity to fully see something through. He continued to discuss his point of view on the item.

Councilor Naeem said we've had three test drives. We've had three public sessions on this over the course of the year and she's been in attendance at the last two. The roundabouts (traffic circles) were discussed quite thoroughly and heavily and the safety questions and concerns were discussed. We've discussed it as a group. The design of the roundabouts will not change regardless of which option we go with because they are at the ends of the road common (road diet). We've heard from many folks at those sessions, we've heard from folks tonight, we've had plenty of emails coming in about this. She'd like to not delay it but to go forward with this tonight. If it does not pass at referendum, then it's time to look at it again. Separating this out would not be wise as this is one big project. So making a motion tonight to just move forward with the road diet and not including the traffic circles will cause more confusion and make a challenge as to how we go forward with referendums since we'll have a bond ordinance that we need to amend, adjust and move forward tonight. She would like to move forward as is.

#### MAIN MOTION

Motion Passed 5-3-1 (Councilors Eleveld, Pelkey and Walker opposed and Councilor Gluck Hoffman abstained)

Mayor Black-Burke said that to her it's all about safety and she wants our downtown to be safe.

- 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."

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

Motion Passed 9-0-0

- e) Introduce a resolution to set a referendum date and approve ballot language for the Broad Street Traffic Calming and Pedestrian Safety Project

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

AMENDED MOTION

MOVED by Councilor Pelkey, seconded by Councilor Eleveld to amend the motion to state that the date of the referendum will be March 18, 2025 instead of February 11, 2025.

Councilor Pelkey said his main reason for doing this is in consideration of the weather in February. He doesn't want citizens and the poll workers to have to come out in inclement weather in February and feels March would be a better choice.

Mayor Black-Burke said to Town Manager Souza, when we have a scheduled election whether it be municipal, residential, local piece what is the path forward if there is a hurricane per se? Town Manager Souza stated there could be a number of paths depending on the severity of the event. If there is a state of emergency declared by the Governor, then that provides some relief of that date. If it is some type of event that is of a lesser degree and does not impact the full town, he doesn't have that information in front of him this evening to be able to answer that question completely. He'd have to do some additional research to answer that with a definitive or clarity.

Councilor Eleveld said it seems to make some sense to move the referendum date to March. There's a greater chance of inclement weather in February to keep people from coming to the polls. There's no time watch on this project. It's not like it has to be approved in the next 30 days, so he's not sure what the rush is to have it in February. Pushing it out to March just gives everyone a chance to come out and vote. There's always a chance of something happening in March too, but historically it's not the month that you'll get 36 inches of snow like you would in January or February.

Deputy Mayor Klase said she's a little torn with this one. She doesn't feel there is a rush for the referendum but we do want to move government forward. She works for a training company and she doesn't plan her work on what the weather might be. She understands the reasoning but she doesn't understand how we're governing around weather that might possibly happen. That's what she's struggling with. She would not support this amendment as she doesn't see working around calendars for possibilities like that.

Councilor Armstrong said it is her opinion to move forward with this item. We can't predict what might happen in March either. We should just move forward with what we have and opposes moving the referendum to March.



Councilor Naeem said looking at the March date, she struggles having a referendum after a major holiday seeing St. Patrick's day is the day before. It might make it tough for folks to come out to vote. She would like to stick to the date that we have in February.

Mayor Black-Burke stated that they are concerned for all of Windsor citizens in town, especially our poll workers. If there is inclement weather, or there is an occurrence, by no means would we jeopardize anyone's safety. If anyone would need a ride to the poll, we do that for all of our other elections so that is a resource. Everyone's well being is super important to her.

#### AMENDMENT VOTE

Motion Failed 3-5-1 (Mayor Black-Burke, Deputy Mayor Klase, Councilors Armstrong, Naeem and Smith opposed and Councilor Gluck Hoffman abstained)

#### MAIN MOTION VOTE

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

#### ADD ADDITIONAL ITEM TO AGENDA

MOVED by Councilor Eleveld, seconded by Deputy Mayor Klase to add an agenda item to approve option #3 with roundabout into the Road Diet plan as presented as item K onto the agenda and to move Item K) Town Manager Annual Performance Evaluation to item L on the agenda.

Motion Passed 7-2-0 (Mayor Black-Burke and Councilor Naeem opposed)

#### MOTION

MOVED by Councilor Eleveld, seconded by Councilor Pelkey to instruct the Town Manager to move forward with the traffic calming for Broad Street with option #3.

#### AMENDMENT TO MOTION

MOVED by Councilor Eleveld, seconded by Councilor Pelkey to instruct the Town Manager to move forward with the traffic calming for Broad Street with option #3 with a roundabout as provided in the Town Council documentation.

Councilor Naeem asked what was the difference between this motion and what they had just discussed? Deputy Mayor Klase said it was for clarity. Councilor Eleveld added that it makes it clear it's for option #3.

#### AMENDMENT TO MOTION #2

MOVED by Councilor Eleveld, seconded by Councilor Pelkey that we go with option #3 which include roundabouts, does not touch the town green, provides parking on the west side of the street (not the green side of the street), a bike path on both sides of the street, travel lanes on both sides of the street with a turning lane in the middle as presented in the example of option #3 with roundabouts.

Mayor Black-Burke said for clarity's sake, option #3 says to her that there is parking on the west side, bike lanes on both sides, new lane arrangement within existing curb line, provides parking spaces on west side, no parking on the town green side, on street bike lanes on both sides, and no pedestrian bump out on the east side. She asked Councilor Eleveld if that is within his frame of reference and that is a part of what we are discussing correct. Councilor Eleveld agreed that it was.

Councilor Naeem is still confused as to why they are doing this as it has already been done. She is in favor of option #3 but not in favor of making this motion as it might create more confusion.

Mayor Black-Burke said she is in favor of option #3.

Motion Passed 6-1-2 (Councilor Pelkey opposed, Mayor Black-Burke and Councilor Naeem abstained)

f) Approve Fiscal Year 2026 Budget Parameters

MOVED by Councilor Naeem, seconded by Councilor Eleveld that the attached FY 26 budget assumptions and parameters be approved as presented.

Councilor Naeem stated the Finance Committee met last week and again we are in budget season. We have started discussing parameters. We are still expecting some significant increases in a couple of line item areas. We did make on the town side some significant cuts in spaces like OPEB contributions and pavement funds that we knew we'd want to build back up over time.

Town Manager Souza stated 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%.

Councilor Pelkey said in recent years in terms of the federal reserve and the interest we get, we've used 5% correct? Town Manager Souza said it is at 4%.

Motion Passed 9-0-0

g) Approve Fiscal Year 2026 Budget Calendar

MOVED by Councilor Naeem, seconded by Deputy Mayor Klase that the Town Council adopt the attached FY 2026 budget calendar entitled Option #2." With the change of the April 16<sup>th</sup> meeting be moved to April 22<sup>nd</sup>.

Councilor Naeem stated that budget calendar doesn't look any different than what we've seen in past years. She asked the Town Manager to give us two options where we add an extra date, which on this calendar is April 16<sup>th</sup>. It felt like on Option #1 that there was a lot packed into the April 21<sup>st</sup> date. We want to make sure that we are giving ourselves the time to have the conversations we need to have and to discuss different areas without needing to be here very late every evening. We took a look at school vacation week. She does want to recognize that.

Mayor Black-Burke stated she believes she's the only one on the Council that has a school-aged child. It problematic for her, but she'll make it work.

Councilor Gluck Hoffman asked about the April 21<sup>st</sup> date. She stated there is a lot on that one night. Councilor Naeem stated that is why they are suggesting to add an extra day. Councilor Gluck Hoffman said she'd like to see the Board of Education broken out and a couple of other areas as well.

Councilor Naeem stated the other option is if they want to avoid the vacation school week is to have the meeting on April 22<sup>nd</sup>. That would make it a meeting on the 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> that week. She feels we need an additional day.

Councilor Eleveld said that we'd be moving the 16<sup>th</sup> to the 22<sup>nd</sup>.

Town Manager Souza said on the 8<sup>th</sup> the Town Planning & Zoning Commission meets in the Council Chambers. The 22<sup>nd</sup> is not a meeting for one of our larger boards and commissions so we might have more flexibility there.

Councilor Eleveld said he doesn't have a problem meeting three nights in a row.

Town Manager Souza said that historically, the Board of Education presents on one night and then we hold a second evening for follow up information. He suggested that they move the 16<sup>th</sup> which is outlined on Option #2 to April 22<sup>nd</sup> and we will do our best with scheduling. We need to make sure all the department directors can be at the meeting. He believes we have enough of a lead time for that but there may be a little bit of adjustments but we will stay as close to the schedule on the 16<sup>th</sup> as outlined in Option #2 as possible.

#### FRIENDLY AMENDMENT

MOVED by Councilor Pelkey, seconded by Councilor Eleveld to move from Option #2 the April 16<sup>th</sup> and its constituent departments at the same time to April 22<sup>nd</sup>.

Councilor Naeem accepted the motion as a friendly amendment

#### AMENDED MOTION

MOVED by Councilor Naeem, seconded by Councilor Eleveld that the Town Council adopt the attached FY 2026 budget calendar entitled Option #2 with the change of the April 16<sup>th</sup> meeting being moved to April 22<sup>nd</sup>.

#### AMENDED VOTE

Motion Passed 9-0-0

- h) Approve Fiscal Year 2026 Budget Format

MOVED by Councilor Naeem, seconded by Councilor Eleveld, that the FY 26 budget format remain the same as FY 25.

Motion Passed 9-0-0

- i) Approve Town Council meeting dates for calendar year 2025 and January 2026

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the Town Council calendar for calendar year 2025 and January 2026 as presented.

Councilor Pelkey said just as a thought, that Friday, July 4<sup>th</sup> is a holiday and then there is a Council meeting on Monday, July 7<sup>th</sup>. He just wanted to put that out there.

Motion Passed 9-0-0

- j) Approve 2025 schedule of Board/Commission Annual Reports to the Town Council

MOVED by Deputy Mayor Klase, seconded by Councilor Eleveld to approve the 2025 schedule of Board/Commission annual reports to the Town Council as presented.



Motion Passed 9-0-0

- k) Town Manager Annual Performance Evaluation

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to move Item 12k to after Item 16a, Executive Session.

Motion Passed 9-0-0

**13) RESIGNATIONS AND APPOINTMENTS - None**

**14) MINUTES OF PRECEDING MEETINGS**

- a) Minutes of the December 2, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the December 2, 2024 Regular Town meeting as presented.

Motion Passed 7-0-0 (Councilors Eleveld and Naeem out of room)

**15) PUBLIC COMMUNICATIONS AND PETITIONS**

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to enter into Executive Session at 9:35 p.m. for the purpose of:

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

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

**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

Peter Souza, Town Manager, left Executive Session at 10:05 p.m.

Peter Souza, Town Manager, entered back into Executive Session at 10:16 p.m.



MOVED by Councilor Naeem, seconded by Councilor Armstrong to exit Executive Session and return to the regular Town Council meeting at 10:20 p.m.

Motion Passed 9-0-0

**17) ADJOURNMENT**

Item 12 K

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to approve the Town Manager annual evaluation and approve a market adjustment of 1% plus a 3% merit increase effective 10/13/24.

Motion Passed 9-0-0

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

Motion Passed 9-0-0

Respectfully Submitted,

Helene M. Albert  
Recording Secretary