



Council Agenda

Council Chambers
Windsor Town Hall
January 21, 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: **856 9158 6681** 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/85691586681>

when prompted for participant or meeting ID enter: **856 9158 6681**

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

7:20 PM Public Hearing

To hear public comment on the following ordinances:

- 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
- AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION

7:30 PM Regular Council Meeting

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



- a) Public Building Commission

8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve 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)
- b) *Approve an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION." (Town Manager)
- c) *Appointment of Town of Windsor Poet Laureate (Town Manager)

12. NEW BUSINESS

- a) *Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION." (Town Manager)
- b) *Set a Public Hearing for February 3, 2025 at 7:00 PM to hear comment on a proposed bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION." (Town Manager)
- c) *Introduce a resolution to set a referendum date and approve ballot language for the Broad Street Traffic Calming and Pedestrian Safety Project (Town Manager)
- d) *Approve amendments to Risk Manager position description (Town Manager)
- e) *Discussion of state law regarding cameras for speed enforcement (Town Manager)



- f) Consider settlement of Cote vs Town of Windsor (Town Manager)
- g) Consider settlement of Sawtelle vs Town of Windsor (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the January 6, 2025 Public Hearing
- b) *Minutes of the January 6, 2025 Regular Town Council Meeting

15. PUBLIC COMMUNICATIONS AND PETITIONS

(Three minute limit per speaker)

16. EXECUTIVE SESSION

- a) Strategy and Negotiations in respect to pending claims and litigation (Cote vs Town of Windsor)
- b) Strategy and Negotiations in respect to pending claims and litigation (Sawtelle vs Town of Windsor)
- c) Strategy and Negotiations in respect to collective bargaining (Windsor Police Dept. Employee Association)

17. ADJOURNMENT

★Back-up included

Agenda Item Summary

Date: January 21, 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 respectively asked to approve a funding authorization to replace a 1993 Pierce Rescue/Pumper.

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 11 a) Approve an Ordinance

"MOVE to approve 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."

Attachments

Bond Ordinance

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	_____ 1/6/25
Public Hearing Advertised	_____ 1/10/25
Public Hearing	_____ 1/21/25
Adopted	_____
Advertised	_____
Effective	_____

Agenda Item Summary

Date: January 21, 2025

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 11 b) Approve an Ordinance

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

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:

Qualifying Income	Marital Status	Local Veteran Exemption Amount
\$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	_____ 1/6/25
Public Hearing Advertised	_____ 1/10/25
Public Hearing	_____ 1/21/25
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 - \$43,800 <u>62,200</u>	Single	20,000
\$0 - \$53,400 <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.

Agenda Item Summary

Date: January 21, 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 respectfully 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.

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE that the Town Council appoint Brittana Tatum as Town of Windsor Poet Laureate for a term ending January 21, 2028.”

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 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 [REDACTED]
Email Versatilepoetiq@hotmail.com

Please share if any links to performances (optional):

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

Brittana Versatile PoetiQ Tatum
27 Valley View Drive Windsor, CT 06095

E-mail: 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 5th graders at Clover Street Elementary school in Windsor for three years 2017, 2018, and 2019. I facilitated the 5th graders spoken word workshops preparing students for their 5th grade poetry slam and even hosted the 5th 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 21, 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 were 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.

The overall project funding authorization requires a voter referendum per the *Town Charter*. At this time, the Town Council is respectfully requested to consider introducing a bond ordinance as well as a resolution to set a referendum date and approve the ballot question. The attached resolution calls for Tuesday, March 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, to 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 six plus 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 at 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 12 a) Introduce a Bond Ordinance

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

Item 12 b) Schedule a Public Hearing

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

And

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

Item 12 c) Introduce Resolution Setting Referendum Date and Question

MOVE to introduce the following resolution: “RESOLVED, pursuant to Section 9-3(a) of the Charter, the ordinance entitled ‘AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION’ shall be submitted to the voters of the Town on Tuesday, March 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

1/21/25

Public Hearing Advertised

Public Hearing

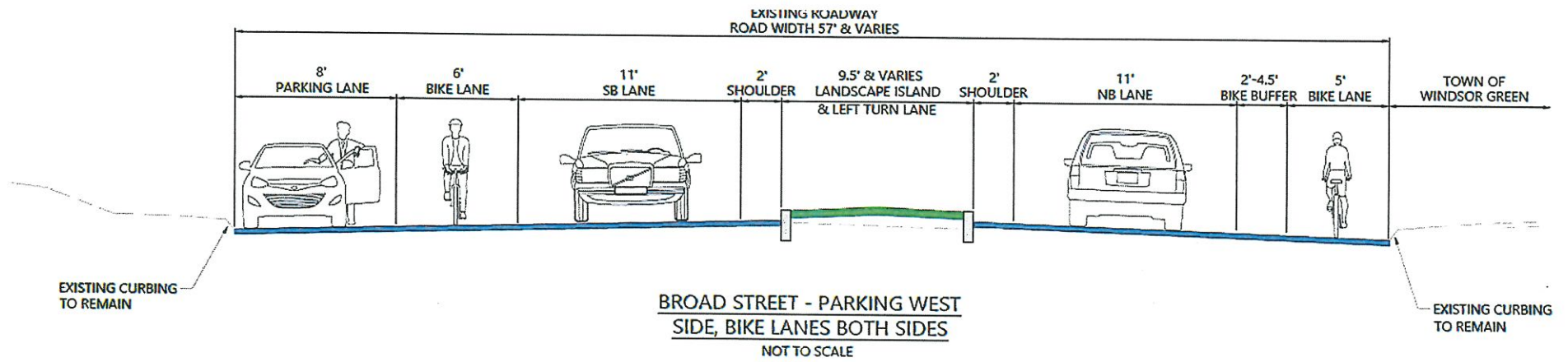
Adopted

Advertised

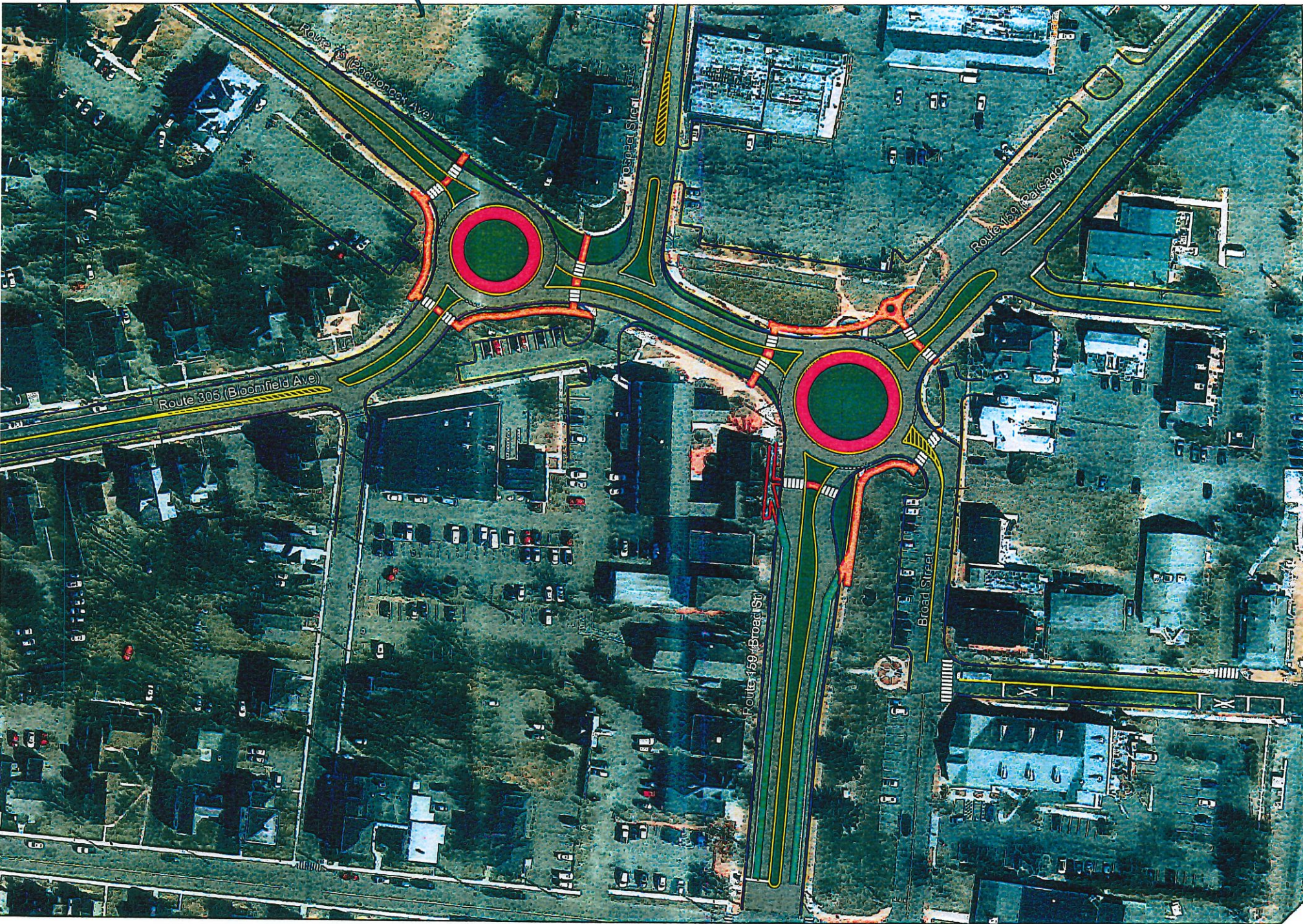
Effective Date

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 = \$1.40m
TOTAL = **\$6.10m**

Option 1: parking on both sides and no bike lanes

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

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

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

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

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

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 21, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Amelia Bliss, Human Resources Director

Reviewed By: Peter Souza, Town Manager 

Subject: Amendment to Job Description – Risk Manager

Background

The Administrative Services Unit includes the unaffiliated full-time position of Risk Manager. This position will become vacant due to a retirement at the end of this month. Town staff reviews job descriptions when a position is vacated to ensure the duties, education and experience requirements reflected in the job description align with the town's needs. The Risk Manager job description was reviewed by the Finance Director, the Human Resources Director and the Human Resources Manager. Some changes are necessary for it to better reflect the current duties and minimum qualifications of the position.

Sections related to “General Purpose”, “Essential Duties and Responsibilities” and “Minimum Qualifications” have been updated to better define and clarify the requirements of the position, and “Competencies” have been added to conform to the town's current format. The “Physical Demands and Work Environment” section have been updated. Some terminology and duties have been updated to align with changes that have occurred over the years.

Discussion/Analysis

The Risk Manager is responsible for administrative and technical work in planning, coordinating and administering the comprehensive risk management program for the town as well as Windsor Public Schools.

The most significant changes are:

- Clarifying the position is responsible for risk management activities for both the Town of Windsor as well as Windsor Public Schools.
- Inclusion of responsibilities related to OSHA compliance and reporting.
- Adding bachelor's degree in risk management or insurance under Minimum Qualifications.
- Adding the professional designation of Safety Health Official (SHO) as a preferred Minimum Qualification.
- Adding verbiage pertaining to the town's background and drug screenings under Special Requirements.
- Added the ability to respond in-person and/or by phone after hours in emergency situations under Special Requirements.

The position would remain in Grade 8 of the Administrative Pay Plan

Financial Impact

None

Other Board Action

None

Recommendations

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

“MOVE that the job description for the Risk Manager position be approved as presented.”

Attachments

Proposed position description

Current position description

Risk Manager Proposed Job Description

**Town of Windsor
Position Description**

Job Title: Risk Manager
Department: Finance
Reports To: Finance Director
FLSA Status: Exempt
Approved By: Town Council
Approved Date:

GENERAL PURPOSE

Performs a variety of routine and complex administrative and technical work in planning, coordinating and administering a comprehensive risk management program for the Town of Windsor and Windsor Public Schools. Coordinates assigned activities with town departments, town boards and commissions, federal, state and local agencies, contractors, consultants, vendors, attorneys, volunteers and members of the community. Performs work in a manner consistent with the town's service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, implements and administers the liability, property/casualty and self-insured insurance programs to minimize the financial impact of potential losses.
- Selects or recommends broker/consultants, insurance carriers, third-party claims administrators (TPA), defense counsel and other related professional services in accordance with town procurement policies.
- Works with broker/consultants to prepare insurance specifications, negotiate insurance renewals and modifications to insurance coverage provisions on an annual or as needed basis; selects insurance carriers, coordinates functions of TPA and other vendors.
- Identifies, analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on the organization; prepares recommendations to minimize losses and fund potential risks, such as purchasing of insurance or use of claims reserve funds.
- Coordinates and manages the town's safety program including the Town of Windsor Safety Committee and the Windsor Board of Education Safety & Health Committee. Promotes a culture of safety within the organization by enhancing employee awareness regarding prevention and the negative effects of on-the-job accidents through training, education and incentive programs.
- Develops and coordinates loss control activities including recommending town policies and procedures to ensure compliance with best practices, relevant federal or state laws, statutes, regulations, rules and guidelines. Utilizes techniques such as on-site inspections, defensive driving courses and other training.
- Establishes and coordinates claim control procedures to monitor the efficient handling of claims. Works cooperatively with claims administrators, town attorneys and outside defense counsel, consultants, and experts to manage the handling of claims against the town.

Prepares documentation and other information related to claims management and litigation as needed.

- Acts as a liaison between injured employees and worker's compensation claims administrators and keeps supervisors apprised of employee status and work restrictions.
- Develops and maintains a comprehensive Risk Management Information System for timely and accurate recording of coverage, losses, claims, insurance premiums, and other risk-related information. Produces loss reports on a regular basis and as needed.
- Acts as the staff liaison for the Insurance Commission; updates Commission on current trends and developments; presents information on claims, premiums, terms and conditions of all property and casualty insurance policies and insurance carrier effectiveness; provides other technical information as needed. Prepares and maintains meeting schedule with input from the commission; serves as meeting recording secretary.
- Assures compliance with OSHA reporting concerning hazards, violations, and accidents; oversees investigation and analysis of incident reports and complaints involving work-related injuries and illnesses; recommends measures to prevent recurrence; assures OSHA-related programs and policies comply with OSHA and related federal, state and local laws, statutes, regulations, rules and guidelines.
- Prepares recommendations for and administers the Workers Compensation and Property/Casualty program budgets; monitors expenditures, establish goals and objectives, prepares reports and other analyses in support of the budget process. Coordinates and interprets actuarial reports and makes recommendations for reserve levels and funding of self-insured programs.
- Reviews and recommends indemnification and insurance requirements for town bid documents, request for proposals, contracts, leases, rental agreements, permits or any other contracts related to town or school operations. Coordinates with departments to review certificates of insurance for the Town to ensure compliance.
- Establishes and maintains effective working relationships with town and BOE staff, vendors, citizens, public and private organizations and businesses. Ensures department policies and procedures are enforced while maintaining a high level of customer service.

Additional Job Responsibilities

- Attends required meetings outside the normal business work day.
- Assumes responsibility for continuing education and professional development by attending continuing education programs, professional associations, meetings, conferences, and workshops and through consistent review of relevant literature and training.
- Develops and provides staff training and development to assure efficient and effective operational practices.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgment.

Interpersonal Skills - Is respectful with the ability to establish effective working relationships with staff, community organizations, governmental agencies and the public; ability to express ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas; Listens to others without interrupting; Maintains confidentiality; Shows respect and sensitivity for cultural differences.

Technical – Ability to collect, measure, synthesize and analyze data; Use computer technology to manage, coordinate and present the results in an appropriate way to different types of audiences.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Customer Service – Responds promptly to customer needs; Responds to requested for service and assistance; Meets deadlines.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Quality Management - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards; Completes work in timely manner and uses time efficiently.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in risk management, insurance, finance, business or public administration or a closely related field, with 5 years' professional level experience administering a comprehensive risk management program including: property, casualty and worker's compensation insurance; self-insurance and safety programs, or any equivalent combination of education and experience.
- Chartered Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM), Associate in Loss Control Management (ALCM), Safety and Health Official (SHO) or other professional designations preferred.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of risk management and loss control principles and practices, knowledge of current standard coverage and exclusion provisions contained in all lines of commercial property and casualty insurance contracts.
- Knowledge of current developments and trends in insurance markets, losses, case law, and available coverages.
- Knowledge of claims administration including claims adjustment, litigation management, and subrogation with emphasis on property, automobile, liability and workers' compensation claims.

- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook), and the Internet. Experience using spreadsheet and database applications, with emphasis on Excel, including knowledge of internet-based claims management systems provided by a claims administrator or insurance company.
- Knowledge of the Connecticut's insurance laws including the Workers' Compensation Act, Motor Vehicles, and other insurance laws as they relate to the town's insurance program.
- Knowledge of federal and state laws, statutes, regulations, rules and guidelines as they relate to industrial safety, health and environmental protection.
- Ability to interpret complex laws, statutes, regulations, rules and guidelines.
- Ability to conduct complex analysis concerning risk management and prepare proposals and implement plans designed to address program goals.
- Ability to prepare detailed administrative and financial reports in a timely manner.
- Ability to work collaboratively and maintain effective working relationships with other employees, town officials and the general public; ability to effectively communicate orally and in writing.
- Ability to undertake a broad range of assignments and self-initiated activity.
- Ability to apply sound judgment and strict confidentiality in performance and oversight of insurance and claims administration, claim audits, hearings and settlements.

Special Requirements

- Valid driver's license with good driving record.
- Successful completion of the Town's background and drug screening.
- Ability to respond in-person and/or by phone after hours in emergency situations.

TOOLS AND EQUIPMENT USED

Personal computer, tablet, printer, calculator, copy machine, fax machine and motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to travel to various locations to perform inspections and investigations. Must have physical ability to perform all necessary investigations including navigating various terrain and the ability to climb, stoop, kneel, crouch, crawl and smell. While performing the duties of this job, the employee is required to use hands to handle documents and materials, feel or operate objects, tools or controls; and reach with hands and arms. Must be able to enter information into the computer and operate various office equipment. Must have ability to communicate with others in person and over the phone.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception

and the ability to adjust focus in order to inspect documents, read written instructions and inspect property damage.

- The employee occasionally works in outdoor conditions while investigating claims and is occasionally exposed to wet humid conditions or moving mechanical parts. Occasionally required to drive to other town offices and meetings under possible adverse weather conditions, including extreme heat and cold.
- The noise level in the work environment is usually quiet in the office and can be moderate to loud in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Risk Manager

Current

Job Description

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Risk Manager
Department: Finance
Reports To: Finance Director
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of routine and complex administrative and technical work in planning, coordinating and administering the risk and insurance programs of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates insurance programs such as fidelity, surety, liability, property, group life, medical, pension and workers' compensation; directs insurance negotiations, selects insurance brokers and carriers, and places insurance; coordinates functions of Third Party Administrators (TPA) and other vendors; appoints claims and self-insurance administrators, and allocates program costs.
- Identifies, analyzes and classifies risks as to frequency and potential severity, and measures financial impact of risk on organization; selects appropriate technique to minimize loss such as avoidance, loss prevention and reduction, retention, grouping of exposure units, and transfer.
- Assists Insurance Commission by gathering information on premiums, terms and conditions of all property and casualty insurance policies and insurance carrier effectiveness; verifying the accuracy of coverage secured; drafting insurance specifications, accumulating underwriting data, and soliciting quotes from qualified agents and brokers.
- Participates on the town's "Risk Management Safety Committee" composed of Town staff; designs and implements safety and loss control programs, utilizing techniques such as on-site inspections, defensive driving courses and other training, and safety and accident committees; establishes an "Accident Review Committee" to review accidents and recommend disciplinary or other appropriate action; promotes employee awareness of the negative effects of accidental loss through training, education and incentive programs.
- Reviews Town contracts and agreements for language affecting risk management and loss control considerations; reviews documents to identify and rectify deficiencies, assure that insurance requirements are adequate and current, and renewal is accomplished in a timely manner.
- Establishes and coordinates claim control procedures to monitor the efficient handling of claims; processes and investigates all Claims For Damages; prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Establishes and maintains a risk management information system to record value of all Town property; prepares an annual forecast of accidental losses reasonably expected to occur; prepares an annual report concerning risk management objectives and plans.
- Prepares and maintains risk management operations manual for the Town; updates Finance Director and Insurance Commission of current trends and developments, including changes in

government regulations, in risk management field; recommends ordinances, resolutions, policies and procedures to better manage risks and control losses or organization.

- Carries out a variety of routine administrative procedures; maintains records; answers incoming calls and routes callers or provides information; receives public and provides customer assistance.

ADDITIONAL DUTIES

- Assists in labor negotiations by providing technical information on insurance programs, risk, safety and loss control issues.
- Participates in meetings, seminars and training sessions; serves as a member of various employee committees; performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in finance, business, public administration or a closely related field, with 5 years experience in either risk management or insurance; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Good knowledge of insurance industry; good knowledge of public risk management and loss control principles and practices; working knowledge of internal control procedures; working knowledge of contracts and legal agreements.
- Skill in operating the listed tools and equipment.
- Good ability to analyze complex proposals and contracts; good ability to maintain efficient and effective risk management systems and procedures; good ability to analyze risks and exposures; good ability to organize people and projects relating to risk management; good ability to establish and maintain effective working relationships with other employees, vendors, claimants and the general public; good ability to communicate effectively orally and in writing.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.
- Certification as Property and Casualty Underwriter (CPCU), Associate in Risk Management (ARM) or Associate in Loss Control Management (ALCM) desirable.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; audio-visual equipment and other safety training equipment; telephone; 10-key calculator; typewriter; copy, fax machine and automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee occasionally works in outdoor conditions while investigating claims and is occasionally exposed to wet humid conditions or moving mechanical parts.
- The noise level in the work environment is usually quiet.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Agenda Item Summary

Date: January 21, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Scott Colby, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Automated Traffic Enforcement Safety Devices

Background

During the 2023 legislative session, the State of Connecticut adopted traffic safety related legislation which allows for municipalities to utilize automated traffic enforcement safety devices or cameras. Initial information on the new law was presented to the Town Council in January 2024 and the Health & Safety Committee has discussed and reviewed this topic twice with the most recent time being in December 2024 to review the topic in more detail. Based upon their December discussion, the Committee would like to provide a brief update and a recommendation to have a public informational meeting on this topic later this winter.

Discussion/Analysis

Municipalities must follow the provisions set forth by PA-116 in order to receive approval to install and activate automated traffic enforcement safety devices. Primary requirements include a public hearing and adoption of an ordinance authorizing the use of these cameras and submission of a plan to the CT Department of Transportation. Additionally, municipalities must adopt a citation hearing procedure, comprehensive safety action plan, and written privacy policy/protocol. Prior to submitting a plan to CT DOT, the municipality must conduct a public hearing and the municipal legislative body must vote on the proposed plan.

The devices or cameras detect and collect evidence of alleged driving violations. The images captured by these devices include license plate information and the date, time, and location of alleged violations related to: 1) speeding of 10 miles-per-hour or more over the posted limit and 2) failure to stop at a steady red light. Fines will be a violation of a municipality's ordinance. Warnings or citations are not reported to the Department of Motor Vehicles, which means no 'points' are reported to the DMV for insurance related purposes.

Town staff is not recommending to use the devices for so called 'red light' violations as we do not have a significant number of accidents involving this type of traffic violation. Therefore, staff from the Engineering Department and Police Department have evaluated data to determine where these cameras could be placed for speed enforcement and have identified the following locations for consideration:

- Poquonock Avenue (Route 75) between the I-91 South off-ramp and Farmstead Lane
- Broad Street between Island Road and Remington Road
- Windsor Avenue between Deerfield Road and Windsor Shopping Center
- Rainbow Road between East Granby Road and Merriman Road

Attached are additional materials presented to the Health & Safety Committee in December 2024.

Financial Impact

None

Other Board Action

None

Recommendation

This item is presented for information and discussion purposes at this time. The Health & Safety Committee is recommending that a public informational meeting be held this winter to help inform the community of this topic and gather feedback before bringing this item back to the Town Council with recommendations.

Attachments

Health and Safety Committee Agenda Item Summary 12-11-24

Health & Safety Committee AIS 12/11/24

Agenda Item Summary

Date: December 11, 2024

To: Members of the Health & Safety Committee

Prepared By: Scott Colby, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager

Subject: Automated Traffic Enforcement Safety Devices

Background

During the 2023 legislative session, the State of Connecticut adopted traffic safety related legislation which allows for municipalities to utilize automated traffic enforcement safety devices or cameras. Initial information on the new law was presented to the Town Council in January 2024 and on July 8, 2024 the Health & Safety Committee met to review it in more detail. The Health and Safety Committee requested information relative to cost of implementing the program as well as a forecast of potential revenue. That information is outlined below in the financial impact section. Also outlined below are multiple steps needed to be completed prior to submitting a plan to the CT Department of Transportation for review and approval.

Discussion/Analysis

Public Act 23-116 (PA-116) implements the recommendations of the Vision Zero Council, an interagency work group dedicated to eliminating transportation-related injuries and fatalities throughout Connecticut with automated traffic enforcement safety devices.

These devices or cameras detect and collect evidence of alleged driving violations. The images captured by these devices include license plate information and the date, time, and location of alleged violations related to 1) speeding of 10 miles-per-hour or more over the posted limit and 2) failure to stop at a steady red light.

Municipalities need to follow the provisions set forth by PA-116 in order to receive approval to install and activate automated traffic enforcement safety devices. Primary requirements include adoption of an ordinance authorizing the use of these cameras and submission of a plan to CT DOT. Additionally, interested municipalities must adopt a citation hearing procedure, comprehensive safety action plan, and written privacy policy/protocol. Prior to submitting a plan to CT DOT, the municipality must conduct a public hearing and the municipal legislative body must vote on the proposal.

An ordinance needs to include the following:

- a requirement that the cameras be operated by a certified ATESD operator,
- assertion that the owner of a motor vehicle commits a violation of the ordinance should they travel 10 or more miles above the speed limit and/or fail to stop at a steady red light,
- cameras be used only to identify violations of the ordinance,
- written warnings only will be issued for the first 30 days after the device is put into service,
- payment of fines may be made electronically,
- recorded images will be reviewed by an authorized authority prior to the issuance of a violation.

Ordinances may also include information pertaining to the cost of fines for ordinance violation and fees for the processing of electronic payment. Fines for violations cannot be more than \$50 for the first violation and no more than \$75 for subsequent violations. Fine payments received need to be utilized for improving transportation mobility, investing in transportation infrastructure, or paying the costs associated with the use of the cameras, such as staff and maintenance. Additionally, a fee of no more than \$15 may be assessed to cover the cost of electronic payment processing and/or any administrative costs associated with the violation.

Along with adoption of an ordinance, municipalities are also required to create a comprehensive safety action plan which would be required three years after the first camera(s) become operational. Such a plan describes how a municipality will ensure that their streets can accommodate users of all ages, abilities, and modalities. Similar to a Vision Zero or complete streets plan, a comprehensive safety action plan can identify a variety of municipal traffic safety issues while presenting an array of methods to improve road safety concerns.

Municipalities need to create and submit a plan regarding the placement of cameras to the CT DOT prior to the use of such devices. CT DOT will review plans and approve or deny (in part or in whole) within 60 days. Primary considerations include the likelihood of camera placement to improve traffic safety in the area and equitable distribution of cameras throughout the municipality. Municipalities need to consider the following factors in formulation of a camera plan:

- history of traffic crashes caused by excessive speeding and/or traffic signal/sign violations at such location
- history of traffic crashes that resulted in fatality or serious injury at such location
- average daily traffic at such location
- history of traffic stops conducted
- roadway alignment of any such location

Further, municipalities must complete a number of actions subsequent to the plan approval by the CT DOT but prior to camera activation. These actions include the following:

- Installation of at least two signs for each approach along the roadway leading to the device,
- creation and implementation of a public awareness campaign regarding speed limits, traffic control signals, and the new cameras,
- training of an ATESD safety device operator,
- notification of the camera location to navigational mobile application operators.

By the end of 2025, CT DOT will issue guidance to municipalities regarding evaluation requirements for the effectiveness of activated devices and submission of subsequent camera plans.

As a follow up to our last meeting, there were some questions regarding how DMV is involved. Fines will be a violation of a municipality's ordinance, which means no points will be deducted from someone's license. Warnings or citations are not reported to the Department of Motor Vehicles (CT DMV).

Staff from the Engineering Department and Police Department have evaluated data to determine where these cameras could be placed. The following parameters were used in the evaluation:

- 85th Percentile Speed 10 MPH over the posted speed limit
- Average Daily Traffic (ADT) volumes of 3,500 or greater
- Motor vehicle stops related to speed
- Location of motor vehicle accidents

Utilizing the above parameters four locations were identified to be considered for Traffic Camera installation:

- Poquonock Avenue (Route 75) between the I-91 South off-ramp and Farmstead Lane
- Broad Street between Island Road and Remington Road
- Windsor Avenue between Deerfield Road and Windsor Shopping Center
- Rainbow Road between East Granby Road and Merriman Road

At this time, we are not recommending the use of cameras for 'red light' violations as we have a relatively small number of traffic stops and accidents related to signal violations.

Financial Impact

There are two potential options for the Town Council to consider regarding the implementation of automated traffic safety cameras: 1. Purchasing Outright and 2. Monthly Service Fee. Both options have distinct financial implications, and the choice will depend on the town's budgetary priorities and long-term objectives.

For the first option, the town would make a one-time capital investment to purchase the automated traffic cameras and all associated hardware and software. This upfront payment would cover the full cost of installation, integration with existing infrastructure, and necessary setup.

The cost to purchase eight cameras for four locations is estimated at \$200,000 not including the cost for any electrical work needed. There is still a monthly service fee which is either \$1,000 a month per camera or a usage fee based on the number of citations that were processed (this is an administrative fee), whichever is greater.

For the second option, it involves entering into a service agreement with a vendor, where the town pays a monthly fee for the use and maintenance of the automated traffic safety cameras. The service fee would typically cover installation, monitoring, maintenance, software updates, and technical support for the duration of the contract. All hardware and software are provided. The cameras are essentially leased during this period.

This option has a monthly service fee which is either \$1,000 a month per camera or a usage fee based on the number of citations that were processed (this is the administrative/processing fee), whichever is greater.

In total the cameras would cost at a minimum approximately \$8,000 a month or \$96,000 year. Each vendor is somewhat unique in equipment costs and fees for processing the citations.

Preliminary revenue projections have been developed for each location. Please note that each location identified above would require two cameras, one for each direction of travel. The revenue projections are based on the expected volume of traffic and percentage of those vehicles going 10mph over the posted speed limit. This also takes into account that no fines will be issued during the first month of operation as required by state law. Over time, as drivers become more accustomed to the cameras and adjust their behavior, the percentage of violators is assumed to decrease each month. This projection assumes a reduction of 50% of violators from month 1 to month 2 and another 50% reduction for the remaining ten months. We are also being conservative and assuming only 1% of violators are issued fines and make payment. While there are many variables that make it difficult to determine a revenue projection for these devices, based on these assumptions, below is a breakdown of the estimated year one revenues for each location.

- Poquonock Avenue (*Route 75 between the I-91 South off-ramp and Farmstead Lane*)
\$52,700
- Broad Street (*between Island Road and Remington Road*)
\$96,600
- Windsor Avenue (*between Deerfield Road and Windsor Shopping Center*)
\$3,700
- Rainbow Road (*between East Granby Road and Merriman Road*)
\$82,100

Estimated year one revenue equals approximately \$235,000. We are assuming part-time police/program administration, including the appeals process at a cost of \$70,000.

Other Board Action

None

Recommendation

This item is presented for information and discussion purposes at this time. Based on Committee discussion and needed follow up information, staff would anticipate bringing this item back to the full Town Council in January or February for the introduction of an ordinance and the automated traffic enforcement safety device plan.

Attachments

None



Town Council Resignations/Appointments/Reappointments January 21, 2025

Resignations

None

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

A. One *Republican* Member

Housing Authority of the Town of Windsor

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

(Ruth Jefferis - resigned)

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

Names submitted for consideration of appointment

A. One *Democratic Alternate* Member

Arts Commission

Three Year Term unexpired to expire August 29, 2026 or until a successor is appointed

(Catherine Lewis-resigned)

“MOVE to APPOINT James Klase as a Democratic Alternate member to the Arts Commission for a three year unexpired term to expire August 29, 2026 or until a successor is appointed.”

B. One *Republican* Member

Town Planning & Zoning Commission

Five Year Term to expire November 10, 2029 or until a successor is appointed

(Donald Jepsen - reappointment)

“MOVE to REAPPOINT Donald Jepsen as a Republican member to the Town Planning & Zoning Commission for a five year term to expire November 10, 2029 or until a successor is appointed.”

C. One *Democratic Member*

Public Building Commission

Three Year Term to expire November 30, 2027 or until a successor is appointed

(Gary Johnson - reappointment)

“MOVE to REAPPOINT Gary Johnson as a Democratic member to the Public Building Commission for a three year term to expire November 30, 2027 or until a successor is appointed.”

D. One *Democratic Alternate Member*

Commission on Aging and Persons with Disabilities

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

(Amy Avedisian – resigned)

“MOVE to APPOINT Joe McAuliffe as a Democratic Alternate Member to the Commission on Aging & Persons with Disabilities for a two year term to expire November 30, 2026 or until a successor is appointed.”

E. One *Unaffiliated Member (Tenant)*

Housing Authority of the Town of Windsor

Five Year Unexpired Term to expire July 31, 2025 or until a successor is appointed

(Taariq Jamaal - resigned)

“MOVE to APPOINT Don Summers as an Unaffiliated Member (Tenant) to the Housing Authority of the Town of Windsor for a five year unexpired term to expire July 31, 2025 or until a successor is appointed.”

F. One *Democratic Member*

Youth Commission

Three Year Term to expire September 30, 2027 or until a successor is appointed

(Beverly Gayle – resigned)

“MOVE to APPOINT Anne Renzi as a Democratic Member to the Youth Commission for a three year term to expire September 30, 2027 or until a successor is appointed.”

G. One *Republican Member (Homeowner)*

Fair Rent Commission

Three Year Term to expire March 31, 2026 or until a successor is appointed

(Charles Jackson - reappointment)

“MOVE to REAPPOINT Charles Jackson as a Republican Member (Homeowner) to the Fair Rent Commission for a three year term to expire March 31, 2026 or until a successor is appointed.”

H. One *Democratic* Member (Landlord)

Fair Rent Commission

Three Year Unexpired Term to expire March 31, 2025 or until a successor is appointed

(Ronald Gaylord – moved out of town)

“MOVE to APPOINT Alysse Reynolds as a Democratic Member (Landlord) to the Fair Rent Commission for a three year unexpired term to expire March 31, 2025 or until a successor is appointed.”

I. One *Republican Alternate* Member (Tenant)

Fair Rent Commission

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

(Dorothy Wise – resigned)

“MOVE to APPOINT Rachel Cusanno as an Unaffiliated Alternate Member (Tenant) to the Fair Rent Commission for a three year term to expire March 31, 2027 or until a successor is appointed.”

J. One *Unaffiliated* Member (Homeowner)

Fair Rent Commission

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

(Tylon Chaney - reappointment)

“MOVE to REAPPOINT Tylon Chaney as an Unaffiliated Member (Homeowner) to the Fair Rent Commission for a three year term to expire March 31, 2027 or until a successor is appointed.”

K. One *Republican Alternate* Member

Conservation Commission

Five Year Term to expire November 30, 2029 or until a successor is appointed

(Joseph Zepperi - reappointment)

“MOVE to REAPPOINT Joseph Zepperi as a Republican Alternate Member to the Conservation Commission for a five year term to expire November 30, 2029 or until a successor is appointed.”

L. One *Democratic* Member

Conservation Commission

Five Year Term to expire November 30, 2029 or until a successor is appointed

(Tammy Young - reappointment)

“MOVE to REAPPOINT Tammy Young as a Democratic Member to the Conservation Commission for a five year term to expire November 30, 2029 or until a successor is appointed.”

M. One *Republican Alternate* Member (Landlord)

Fair Rent Commission

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

(Hope Ploszaj - reappointment)

“MOVE to REAPPOINT Hope Ploszaj as a Republican Alternate Member (Landlord) to the Fair Rent Commission for a three year term to expire March 31, 2027 or until a successor is appointed.”

N. One *Unaffiliated* Member

Historic District Commission

Five Year Term to expire October 11, 2029 or until a successor is appointed

(Stephen Rubino - reappointment)

“MOVE to REAPPOINT Stephen Rubino as an Unaffiliated Member to the Historic District Commission for a five year term to expire October 11, 2029 or until a successor is appointed.”

O. One *Democratic* Member

Insurance Commission

Four Year Term to expire October 31, 2028 or until a successor is appointed

(Alfred Tanguay - reappointment)

“MOVE to REAPPOINT Alfred Tanguay as a Democratic Member to the Insurance Commission for a four year term to expire October 31, 2028 or until a successor is appointed.”



**TOWN OF WINDSOR
TOWN COUNCIL
COUNCIL CHAMBERS
HYBRID MEETING
JANUARY 6, 2025
PUBLIC HEARING**

UNAPPROVED MINUTES

1) CALL TO ORDER

The Public Hearing was called to order at 7:00 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, and Councilor Lenworth Walker

Absent: Councilor Leroy Smith

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

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.

2) PUBLIC COMMENT

Hilary Carpenter, 45 Bradford Drive, stated that she has been following this since the beginning. When it was first announced she was very interested in this project and what it meant for the Town of Windsor. She can say now after all she has learned about the project that she is thrilled about it. This project has such implication not only for public safety but for increasing public traffic and pedestrian traffic in town. It will also increase the business development in town as well. She stated she has been traveling around the country and has noticed that many of the communities have been doing similar projects and they have had wonderful results. She has seen some communities where they could also use what we are proposing to do. She knows that a lot of people feel an inconvenience by this project or they have complaints about it, but she encourages everyone to take a step back and to think about public safety first and foremost. She believes this project will save lives and will prevent injury as well as increase safety in our downtown area and that is good for everyone. She thanked everyone for their time.

Neil Chaudhary, 21 Hillcrest Road, stated that he strongly supports this proposal on the table. He feels very strongly about the need for the improvements for public safety that this project presents and he is also hopeful that it will have a positive impact on the business climate downtown. He also stated that he has been following this project for some time now and is happy that it is coming to this stage and wish to register his enthusiastic support.

Paul Panos, 48 Brookview Road, said that the downtown area needs the double lanes both ways to promote a greater volume of cars getting through. The road diet works in former industrial cities and towns where the industry has gone but the buildings are still standing. He stated that traffic is light now and at least one lane each way can easily be converted into pedestrian traffic and still have plenty of room for parking. He said that Windsor was never an industrial town, it was just a farm town. In the 1950's it was converted. It used to have just a single lane but of course with the increase of traffic they had to make it two lanes both ways. He stated that they made a double lane to match the three roads coming in from Palisado, Poquonock, and Bloomfield Avenue as well as the two lanes going south to Hartford. He believes that the road diet will slow the traffic down and there will be unnecessary backup of traffic during busy times. Speed will be dominated by the slowest drivers and patience is not something that will promote safety of the pedestrians trying to cross the roads. We do not need special bike paths just for downtown bike riders. Mr. Panos said this shouldn't be the reason you build roads. Bikes can use current sidewalks. The roundabouts are a different issue. They may promote more of a flow of traffic but they will get backed up with a single lane of traffic when it is busy. He believes this will not promote foot traffic. Roundabouts are good where there is not that much foot traffic. He feels that it would be better to expend our efforts on something that we really need, where we have really seen the massive increase of litter. He doesn't feel that this project is a good idea.

Adam Gutcheon, 19 Mechanic Street, said that he has lived and worked in Windsor center for about a quarter of his life. He has seen many businesses close and it tore a hole in the heart of our town. He has seen great improvements though. He named a few of the great improvements he has seen. He believes there are better days ahead of us. He is not satisfied with just any mediocre effort, he wants Windsor to have the best. He also believes that it is important to us not only economically, but in terms of morale that our civic core be livable, walkable, and be a gathering place of pride. He lives and works on the east side of the green. So, if he wanted to go to the Bean or one of the restaurants on the west side, he would have to walk across Broad Street and that is taking his life into his hands every time. What are his choices? There is the crossing with the button that you push with the ineffectual flashing lights and there's the little sticks with the orange pennants that you can cross the street with which is like waving a matador's cape at cars that are determined to go 50 MPH through the center of our town. He will not apologize for the inconvenience to the people who want to go 50 mph. He said that he wants our town center to be safe, livable, walkable, and he thinks we have memento that the road diet will help us with.

Mark Harrington, 1217 Windsor Avenue, stated he also is a local business owner at 34 Bloomfield Avenue. He is on the board and chair of a Windsor Street Safety Advocacy Group. He has experienced the increase of traffic volume speed and accidents along Broad Street and Windsor Avenue for 30 years, the horrific accident that happened back in October 2023 and many other accidents, but that was the one that pushed himself and his neighbors to take action. They believe that the data presented for this project proves that this will reduce the speeds through the center which would also positively impact Broad Street and Windsor Avenue south of the center. He drives to and from the center about 2 or 4 times a day. Since taking action in 2023, he has closely been observing that while he is traveling the speed limit, he has been passed by at least one car and at times multiple cars at speeds significantly higher than the speed limit. He said that he has been talking with friends and business associates in town about this problem and they all agree this is not a safe street for pedestrians' bikes, and even drivers. He also said that we must do both if we want to have a vibrant Windsor Center. He would argue that even if we have the businesses that people want in the center, these businesses would not achieve the full economic benefit with an unsafe and unfriendly street.

John Dunn, 15 Strawberry Hill, asked about parking. He has seen all the sketches, etc. for the project as a whole. What is the net number of increased or unlikely decreased total number of available parking spaces upon completion? Mr. Dunn stated that it will only be a matter of time before drivers figure out how to use another street instead of going onto Broad Street. He feels this will create a backup on these other small streets. He also stated that he is voting against the road diet as it exists but he encourages the developing to continue.

Keller Glass, 72 Hayden Avenue, said he believes that projects like this one are the government's primary responsibility to maintain the physical safety for its residents and citizens. There is a street going through the main commercial district here that is not safe. He also stated there is rarely a month that goes by without a pretty serious accident happening. He knows multiple people who have been seriously injured on this road. We need to do better. A lot of people need to cross these roads. We owe it to them to have a safe environment to move through this part of town. He spoke on how the retail environment has changed dramatically since the road configuration was put in place. People don't need to come to a commercial district like this to do their shopping anymore. He also stated that he feels that this project would be a major win for Windsor, the residents, and for the local businesses and he urges them to send this out through to a referendum.

Jeff Lance, 1203 Windsor Avenue, wants to tie in the need to control traffic through the center of town with the four-road traffic that feeds into Broad Street. He has worked with the highway engineers and there were things they did to make it safe to drive at faster speeds such as straightening the road curves and having a longer line of sight to make it safe to drive at 50 or 55 mph. He stated that when people leave this intersection in front of the library, people are hitting the speed of 50 or 60 mph as they go around the

curb. He's not sure how much this will improve businesses but he thinks that people gather here in Windsor just for the social aspect of it. He also thinks that they should protect the pedestrians above all else.

Sam Savelli, 7 Warren Lane, stated that at his end of town, they did the road diet and it has been terrible. It has been more of a problem than a blessing and there have been more accidents because of people being impatient. He understands the purpose for it but there will be more to the project than it seems. He has done road construction for five years and has worked with the State of Connecticut. He feels that we should keep the street the way it is. We have enough resources available to slow people down. He doesn't feel that changing the landscape will change any of that. He is concerned about the roundabouts and fitting an emergency vehicle between them. The emergency vehicles won't be able to get into the center if there was a fire without popping a tire, then you would have a whole other issue on your hands. In his opinion, he feels we just need to put more Police Officers down there.

Liz Dupont-Diehl, 78 Palisado, stated that she wants to express her support and also congratulate the town officials and town engineering department for the study and research that they have put into this project. She wants to echo what a lot of people have said about the town center not living up to its potential right now and not being safe for anyone. She felt that way when the four lanes near her house were widened even then it doesn't feel safe to cross the street when drivers drive really fast. She has been satisfied with listening to the plans the engineers have presented. There has been a lot of thought put into this project and the roundabouts have been successful in other communities. She's absolutely confident that the public safety requirements will be met and the quality of life and the businesses will be much improved with this.

Linda Rickard, 62 Sycamore Street, stated that she supported what they want to do in downtown Windsor and she thinks that the road diet makes very good sense for all the reasons that were stated, but she wants to discuss her dismay about the roundabouts. Her understanding was that the roundabouts were going to be a separate construction and separately funded and now they will be voting on the whole package. She understands what everyone is saying about the roundabouts but just doesn't agree with where they want to put them.

Bridget Harrington, 1217 Windsor Avenue, said she wanted to remind everyone that there is a \$4 million grant that is already outstanding for this project. She believes that we are way beyond leaving the road as is and doesn't agree with leaving it the way it is because it is dangerous. They have been doing exhaustive studies for the past 10 years on this project. They also looked into how it will impact the emergency vehicles and they said the vehicles will not be slowed down going through there as well as a bike lane if we go with the proposed road diet #3. She is for the road diet and for safety.



3) ADJOURNMENT

Mayor Black-Burke declared the Public Hearing closed at 7:30 p.m.

Respectfully Submitted,

Rachel Collins
Recording Secretary



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
January 6, 2025
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, and Councilor Walker

Absent: Councilor Leroy Smith

2) PRAYER OR REFLECTION

Councilor Naeem led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Naeem led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS

Neill Sachdev, 916 Kennedy Road, wished everyone a Happy New Year. He thanked the Council for the opportunity to elect a Poet Laureate for the Town of Windsor. This selection underscores the Town Council's commitment to supporting the arts. The person they are putting forth tonight for the Town Council to vote on will help to celebrate expressive media. It is foreseen that this individual will create events and opportunities for residents to express themselves through poetry and storytelling. We wanted to share our support of that on behalf of the Arts Commission.

Sharran Selig Bennett, 810 Bookbinder, stated she wanted to speak about the resolution being proposed this evening. She is very much in favor of the traffic calming but she'd like to say as a business person here in town, she's obviously concerned about the business climate. However, she is much more concerned about the safety issues in town. She believes she said the last time that she hadn't crossed the intersection in 10 years in front of her store at 161 Broad Street. She's seen over the last 40 years that she has been at this address, the changes that have happened through the center. The worse thing that happened was when

the center was made into four lanes and that was done at the time that I-91 was widened. That was so they could redirect the traffic off of I-91 onto Broad Street in the center of town. She would like to say that it is difficult to safely cross Broad Street, ride a bike down Broad Street, or walk down Broad Street. We have a number of special students that walk back and forth to the library and to the town hall and they take their lives in their hands every time they try to cross the street. She would like to say that after 20 years of attempting to have Windsor center more safe, that it is time to make this move. The time has come to make this move now. She hopes the Town Council will vote in favor of putting the referendum in the hands of the residents. From there, it will be the residents' job to make the decision and vote on it.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld stated Happy New Year to all. He thanked everyone for showing up and having their voices be heard. He noted that some of the councilors got together for a New Year's holiday dinner that was quite enjoyable.

Councilor Smith - absent

Mayor Black-Burke said Happy New Year to everyone and wished everyone prosperity, good health and blessings.

Councilor Pelkey said Happy Epiphany or Three Kings Day if that is something that you celebrate today. He thanked the volunteer firefighters in attendance tonight. How about a New Year and a new you? If you're looking for a new year's resolution, how about you make this year the one that you step up and make a real difference in the community. Joining the Windsor Volunteer Fire Department is an incredible New Year's resolution. It combines purpose, action and personal growth. It's a chance to challenge yourself and build strong bonds with others and serve your neighbors in a way that truly matters. Apply today at windsorfire.org.

Councilor Naeem said Happy New Year to everyone and thanked those that came out to speak tonight. One reminder is that Archer Memorial AME Zion Church is sponsoring the annual Martin Luther King, Jr. celebration coming up on January 20th. She had a wonderful time last year with the Mayor being the Keynote Speaker during the event. Vice President of the Board of Education, Ayana Taylor will be Keynote Speaker this year which will be at 2:00 PM here in the Town Council Chambers.

Councilor Gluck Hoffman said Happy New Year to everyone. It was wonderful to see everyone come out. She hopes not only these folks in this room but those that are watching as well come out to vote in this referendum.

Councilor Armstrong said it's good when we can see so many people come out and we do appreciate that. She stated Happy New Year to all. Hopefully, this will be a prosperous New Year for you not only in wealth but in your health.

Councilor Walker wished everyone a Happy New Year and the best of everything in 2025. He acknowledged those people that lost their lives in New Orleans in the terror attack. If you look at the victims, these were just innocent people going about their business. His prayers go out to those victims and their families.

Deputy Mayor Klase stated there was an incident in her home this weekend and our Police officers, fire fighters and emergency services were amazing. She knows that they provide that type of service to all in town, however, having been a person that they helped, they were just stellar. She thanked them very much.

Mayor Black-Burke said our safety team in Windsor is top notch and stellar. She believes that all of them at the dais have had personal interactions where the safety team had to respond. To see them in action, it's a beautiful thing. How proud we are that they serve the Town of Windsor. She thanked the EMS, fire fighters, and police officers for all they do.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Board of Education

Mayor Black-Burke thanked Mr. Lockhart and the fire fighter team for all they do once again. Mr. Lockhart thanked her on behalf of the fire department. We are here to serve and we love the people and that's why they do it. He thanked the town for allowing them to do it and providing them with the resources to actually do the job.

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

- The next regular meeting is Wednesday, January 22, 2025 at 6:30 PM in the LPW Board Room. The meeting will be held via in-person and Zoom in the LPW Board Room. Superintendent Dr. Terrell Hill will present his 2025-2026 budget at 6:30 PM, followed by a public forum on his budget with the regular meeting immediately following. The agenda will be posted on the district website. We encourage everyone to come and attend.
- The BOE will hold Public Forums on the 2025-2026 proposed budget on Tuesday, January 28, Wednesday, February 5 and Tuesday, February 11 at 6:00 PM and if need be another date may be February 13 in the LPW Board Room. The first three meetings will allow public comment. All are invited to comment on the proposed budget at that time. If there is a need for the fourth meeting, there will not be public comment at that meeting. At the conclusion of each public forum, the finance committee will meet to review the proposed budget. Community members will also have the opportunity to speak at the "Audience to Visitors" portion of all the finance committee meetings with the exception of the last one. All meetings will be aired on the WIN-TV Educational Channel, Comcast Channel 95 or Frontier Channel 6103. Please see the district website for meeting agendas, which will include Zoom meeting links as well as other alternative ways to view or listen to these meetings.

Also, as Finance Chair, he will make sure he has the previous three budgets that were approved by the town so there can be a point of reference. Any working collateral that they will have during this process will also be permanent on the front page as well. We want to make sure that we encourage the public to engage them and be at the meetings and to listen to deliberation. It's not a meeting with the public, it's rather a meeting in public. So once we've had the audience to visitors, you will hear them deliberate with the Superintendent as well as all of his staff and we'll make sure that they go line by line and really understand what the 'ask' of the budget is. Once the Superintendent gives them the budget, it is no longer the Superintendent's budget, it's the Board of Education budget at that point. We have the responsibility to make sure that we put forth a budget to the Town Council that we feel will move the district forth. He wants to make sure the town understands the process. The Superintendent will propose the budget at 6:30 PM. Once the Board of Education takes possession of the budget and it is explained to them, at that point it becomes the Board of Education budget to be able to make changes as they would like to see to the budget before it is presented to the Town Council. At every Finance meeting, they'll be sure to articulate that over and over again so everyone can understand the process..

- Windsor Public Schools and offices will be closed on Monday, January 20, 2025 in observance of Dr. Martin Luther King Jr. Day.
- Dr. Hill's next Coffee Talk will be on Tuesday, January 28, 2025 at 5:00 PM in the LPW Board Room. Please go to www.windsorct.org to RSVP for the event. That is very important as Dr. Hill would like to know how many people are coming, and wants to make sure he has the appropriate seating and refreshments for your arrival. If you don't RSVP, and you come with 20 people, he may not be prepared for you and it might not be an enjoyable experience for you as you want to engage the Superintendent. So please, RSVP in advance.

Deputy Mayor Klase thanked Mr. Lockhart for the report. As you know, we are all going into this budget process and it will be a pretty difficult year. She would encourage the Board of Education to not only have us understand those numbers but understand the values of them with the stories behind them so that the Town Council can understand that while they deliberate as well.

8) TOWN MANAGER'S REPORT

Dr. Martin Luther King, Jr. Celebration

The Archer Memorial A.M.E. Zion Church is sponsoring the annual Dr. Martin Luther King, Jr. Celebration for the community on Monday, January 20, 2025, from 2:00 p.m. - 3:30 p.m. at the Windsor Town Hall Council Chambers, 275 Broad Street in Windsor, CT. The keynote speaker will be community leader and Vice President of the Windsor Board of Education, Ayana Taylor. Choral selections will be sung by the Windsor High School Gospel Choir, directed by Dr. Tracee White. All are welcome as the community comes together in commemoration of Dr. Martin Luther King Jr.'s dream, life, and legacy. The event is free and



is open to the public. For questions, please contact the Archer Memorial A.M.E. Zion Church office at 860-688-5225 or via email at churchsec@archeramezchurch.com.

Town Offices Closed

A reminder that Town offices will be closed on January 20, 2025 in observance of the Dr. Martin Luther King, Jr. holiday.

One Book, One Windsor

Come join in on the annual One Book, One Windsor event on January 12, 2025 from 2:30 PM – 4:00 PM at the Windsor Public Library. The book for this year is “The Heaven and Earth Grocery Store” by James McBride. Light snacks and refreshments will be served. For more information, call 860-285-1984.

Plan of Conservation and Development Community Survey

The Plan of Conservation and Development (POCD) is a guiding document that shapes the vision and priorities for the Town’s growth, development, and conservation over the next 10 years. We have recently launched a process to update this community wide plan. The plan will serve as a roadmap for important decisions regarding land use, housing, economic development, transportation, sustainability, and more.

A dedicated POCD website is being developed as a central location for residents to learn about the POCD planning process, goals, and timeline. It will include engagement tools such as citizen surveys and project updates to keep residents and property owners informed and engaged. As the POCD progresses, this site will provide access to drafts, updates, and upcoming meetings. On the main page of the town’s website, there is the following link to a community survey <http://www.surveymonkey.com/r/>

The survey takes approximately 5–10 minutes to complete. The goal of the survey is to collect input on priorities such as housing, economic development, open space, transportation, and infrastructure. This input will help to recognize residents’ concerns and identify opportunities. The survey in conjunction with the consultant’s other public engagement strategies in the coming month will ensure that the final POCD reflects the values, needs, and vision of the entire community.

Senior Fitness Center Open House

The Senior Center staff will host a *Senior Fitness Center Open House* on Wednesday, January 22, 2025, from 12:00 PM to 3:00 PM. Attendees will have the chance to meet Fitness Trainer Dee Abrams, view equipment demonstrations, and learn how their healthcare coverage may cover the cost of a fitness membership. All attendees will be entered into a raffle to win a FREE three-month Fitness Center membership!

Friends of Northwest Park Coffeehouse Concert Series

Are you interested in enjoying some great music? If so, feel free to join in the fun at the Friends of Northwest Park’s Coffeehouse Concert series. Visit

<https://northwestpark.org/concerts/> for the series line up and dates. Two concerts are scheduled per month at the Northwest Park nature center through April. Tickets are \$20 per person. Proceeds go towards helping to support environmental learning experiences at park for Windsor students. For more information, contact Northwest Park at 860-285-1886 or purchase your tickets at <https://northwestpark.org/>

Councilor Gluck Hoffman asked about the parking ban. She's still seeing lots of cars parked after midnight or so. What is the process of that? Do folks go around and check neighborhoods? Town Manager Souza stated that is part of the district officers and patrol officers as part of their tasks and in accordance of the overnight parking ban, which is regardless if it is snowing or not. The ban runs through the middle of April. Cars are asked to not park on the public streets during that ban time. Please note that there is about 160 miles of roadways in the town so you won't see those cars each and every night.

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 – nothing to report.

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

Personnel Committee – Deputy Mayor Klase stated the Personnel Committee will meet tomorrow and Wednesday.

10) ORDINANCES – None

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."

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey 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 8-0-0 (Councilor Smith absent)

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

Peter Souza, Town Manager stated at this time the Town Council is respectfully requested to consider approving a bond ordinance which would cover the costs of Option #3 that includes roundabouts, one lane of traffic in the north and south side direction, parking on the west side of the roadway along with bike lanes on both north and south bound lanes. It does not impact the curb line on the town green side. This ordinance would as outlined include \$4,000,000 of state and federal grants that we received at this point. If this was approved by the Town Council and the voters at referendum, we would continue to pursue different grant opportunities and work with our state representatives and senators to see if we could gain additional funds to reduce the \$2.1 million that is currently projected to come from local funds.

The outline included in the agenda packet is a general timeline. This project, if approved, a referendum design would be completed over the next nine months including approval from the Connecticut DOT for doing work within the public right of way. We have met a number of times over the last two years and they are in favor of, or in support of, the general concept but it needs to go through full design and engineering since it will remain a state road.

If approved at referendum and ultimately borrowed, the funding requirements to pay debt service on these local monies would not be impacting the town's budget until FY 2028 or depending upon the final timing of when we issue the bond. There will not be an impact on the FY 2026 budget.

Town Manager Souza added there will be 35-37 parking spaces on the west side of the Broad Street.

Motion Failed 4-3-1 (Councilors Eleveld, Pelkey, and Walker opposed, Councilor Gluck Hoffman abstained)

- b) Approve a resolution to set a referendum date and approve ballot language for the Broad Street Traffic Calming and Pedestrian Safety project

Mayor Black-Burke noted that since Item 11 A did not pass, they will not discuss this item.

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

MOVED by Deputy Mayor Klase, (not seconded) 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.

Councilor Pelkey objected to the consideration of the question. The item was skipped as item 11 A did not pass and they moved onto Item 12 B.

- 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."

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

Motion Passed 8-0-0 (Councilor Smith absent)

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

Paul Goldberg, Fire Administrator, and Steve Bianchi, Interim Fire Chief, stated 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.

It is proposed to acquire this equipment through the nationwide intralocal cooperative purchasing program known as *HGACBuy*. 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.

Town Manager Souza said 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.

Councilor Pelkey asked what the current balance is in the Public Safety Equipment Fund? Town Manager Souza said the current balance is about \$1.6 million. Within the capital projects fund, we have a large plan replacement of a ladder truck about two years from now. That balance is planned to be used for that to pay in part in cash financing as well as the improvements and replacement of mechanicals indoors and life cycle items at the different fire houses over the next 2-3 years.

Councilor Pelkey asked what the financial difference is (obviously an estimation) between bonding \$815,000 as opposed to using cash. What is the likely difference in that 20-22 year period? Town Manager Souza said on an annualized basis it is about \$600 between bonding as opposed to what we would be earning in our investment account. If you amortize that over 20 years, the total interest over that 20 year period that we would pay in debt service is approximately \$428,000 and it would be approximately \$418,000 that would be foregone interest.

Councilor Pelkey asked why are we looking to potentially bond this project as opposed to paying cash? Town Manager Souza stated that it is finding that balance. Those that have seen the Capital Improvement Programs that the staff has presented, we are always attempting to find that balance of 'pay as you go' and allowing for the flexibility of having monies, unassigned fund balances. This current fiscal year, the Council is using \$3 million from the unassigned fund balance to reduce the potential tax levy. We're looking out over many years to find that balance. Certainly the Town Council has that prerogative to use cash. This is trying to preserve that flexibility for the Council as we look towards not only FY 26 but we look out over a 3-5 year period where we know we'll have a lot of budget pressures and trying to find that 'sweet spot' between financing and 'pay as you go' cash.

Councilor Pelkey stated that if he is hearing the Town Manager correctly, the bonding is giving us greater flexibility in the near term. Town Manager Souza said in the operating budget.

Councilor Naeem stated while we have this cash on hand right now as we look at our CIP and look at some of the projections we've discussed at Finance Committee, we have to think about how is that cash being used during the course of the next five years. She feels it would be risky to stray away from those items that are earmarked for the future projects we are looking at.

Councilor Eleveld asked if the current pumper is over 30 years old. Mr. Goldberg replied it is 32 years old. Councilor Eleveld said it is recommended by the NFPA that we don't have equipment older than 25 years old correct? Mr. Goldberg said that is correct. Councilor Eleveld said we've already exceeded the recommended NFPA usage of that equipment. He asked why that piece of equipment is so expensive? Mr. Bianchi stated that it has gone up by 22% as compared to the last two they purchased about four years ago. Town Manager Souza added that he has this question every year but they are very complex pieces of apparatus. There are significant safety measures that are built into it for firefighter safety. Just the functionality of these pieces of equipment are tremendous. Just think of your vehicle and what has changed in the way of electronics in the last few years, then you have to look at the fire truck as being on steroids with the capabilities that it has. He himself has questioned the amount but it's the cost of doing business.

Councilor Eleveld said it takes 2-1/2 years to get the truck. Are we protected from price increases? Mr. Bianchi stated he believes they are. Councilor Eleveld asked what station this will be at and Mr. Bianchi replied the Poquonock Station.

Councilor Armstrong asked if the present vehicle we have is functional? Mr. Bianchi asked her to describe functional. Councilor Armstrong stated that when it is needed is it equipped to be used? Mr. Bianchi stated yes it is usable.

Councilor Pelkey asked how does this work? 20-24 months from now do we give a check for the full amount? Mr. Goldberg said we will issue a purchase order and upon delivery and acceptance, then we issue a check to the manufacturer.



Councilor Pelkey asked if there would be any discount if we use cash and/or expedited delivery? Mr. Goldberg said nothing can expedite the delivery. As far as a discount is concerned, we are part of a co-op so we are getting a discount from the co-op and if we use cash there might be up to a 5% discount.

Motion Passed 8-0-0 (Councilor Smith absent)

- 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."

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

Motion Passed 8-0-0 (Councilor Smith absent)

- d) Appointment of Windsor Poet Laureate

Scott Colby, Assistant Town Manager, stated 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.

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.

Mayor Black-Burke asked how many applications there were for the Poet Laureate? Assistant Town Manager Colby stated there were five.

- e) Approve the sale of a portion of Upper Broad Street right of way

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem 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.

Patrick McMahon, Economic Development Director, stated 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.

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.

Councilor Eleveld said it seems this project keeps coming back to the Council. Why can't we get this done once and for all? Mr. McMahon stated the opportunity arose for the developer to purchase 114 Upper Broad Street to incorporate into the property and realized that this small sliver of property would be needed for the new parking layout. The developer is just taking advantage of the opportunities in the market place.

Motion Passed 6-1-1 (Councilor Pelkey opposed, Councilor Eleveld abstained and Councilor Smith absent)

- f) Introduce an ordinance entitled, "AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem 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.

Motion Passed 8-0-0 (Councilor Smith absent)

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to introduce an ordinance entitled, 'AN ORDINANCE AMENDING CHAPTER 5, ARTICLE XIV, VETERANS' EXEMPTION.'

Scott Colby, Assistant Town Manager, gave an overview of the project stating 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.

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.

Councilor Naeem stated that they had a couple of discussions regarding this during the Finance Committee meetings. Just looking where our other tax exemptions are, it makes a lot of sense to bring this up.

Motion Passed 8-0-0 (Councilor Smith absent)

- 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."

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

Motion Passed 8-0-0 (Councilor Smith absent)



13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to accept the resignation with regret of Jeff Adamson from the Inland, Wetlands and Watercourses Commission and the accept resignation of Edward Richters from the Windsor Arts Commission.

Motion Passed 8-0-0 (Councilor Smith absent)

14) MINUTES OF PRECEDING MEETINGS

a) Minutes of the December 16, 2024 Public Hearing

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

Motion Passed 8-0-0 (Councilor Smith absent)

b) Minutes of the December 16, 2024 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the December 16, 2024 Regular Town meeting as presented.

Motion Passed 8-0-0 (Councilor Smith absent)

15) PUBLIC COMMUNICATIONS AND PETITIONS

16) EXECUTIVE SESSION - None

17) ADJOURNMENT

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to adjourn the meeting at 8:34 p.m.

Motion Passed 8-0-0 (Councilor Smith absent)

Respectfully Submitted,

Helene M. Albert
Recording Secretary