



**TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
January 21, 2025
Regular Town Council Meeting
Council Chambers**

APPROVED MINUTES

1) CALL TO ORDER

Mayor Black-Burke called the meeting to order at 7:25 p.m.

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

2) PRAYER OR REFLECTION

Councilor Pelkey led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Pelkey led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to move to add Certificates of Achievement and Appreciation for the fire prevention contest winners under Item #4 Proclamations and Awards.

Motion Passed 9-0-0

Town Manager Souza invited the Acting Fire Marshal, Dick Shea, to speak about the program. He explained that each year we do a fire prevention poster contest with our elementary schools here in town. This evening he'd like to recognize the winners from each of our elementary schools. Mr. Shea gave a presentation to the Town Council giving an explanation of how the poster contest works and announced the winners for each school.

5) PUBLIC COMMUNICATIONS AND PETITIONS

Jeremy Herrick, 1890 Poquonock Avenue, said he wanted to make a couple of comments regarding the road diet. He can't support the road diet as it is currently presented. He feels going down to one lane is going to cause more congestion in that area, especially at high traffic times. If the highway gets jammed up as well, that will create major congestion on the

road. He is in favor of putting in a couple of traffic lights in that area or speed bumps which would help slow down traffic.

Neill Sachdev, 960 Kennedy Road, stated that on behalf of the Arts Commission, the committee feels that the election of a Poet Laureate is very important step to create an ambassador for poetry, literacy and cultural inclusivity. He hopes the Town Council will vote in favor for the proposed individual up for appointment tonight.

Frank Davis, 3 Birchwood Road, and co-owner of Birchwood Farms, stated he is speaking on behalf of the Windsor Land Trust of which he was the chairman. The Windsor Land Trust has been around for the last 15 years and they've received lots of support from the town helping to preserve open space. As they moved on, they realized they didn't have enough members and enough ability to keep Windsor Land Trust going. However, if they joined a Regional Land Trust, which they did, they'd have a lot more ability to represent Windsor. The Traprock Land Conservancy was formed a couple of years ago. The East Granby land trust, the Bloomfield land trust, the Wintonbury land trust and the West Hartford land trust are all a part of the trust. The Traprock Land Trust is now representing the Town of Windsor. They have a great staff, interns and grants. He outlined what the trust covers in terms of property. Birchwood Farms would be a good example to move over to the trust. He feels it's a good deal for the town and they want to work with them. He'd like to thank the town for supporting the Windsor Land Trust. Think about joining. It's only \$30. He was hoping to get about 100 residents from Windsor as members and they only have 10 so far.

Joel Herman, 107 Rood Avenue, is a 60-year resident of the town. There has been a lot of discussion of the new fire truck. He doesn't have a problem spending \$1.5 million or so on a new fire truck. However, do we need to replace the fire truck just because it's 30 years old, it's probably never left town and doesn't even have 50,000 miles on it. Have you considered the option of sending it out and getting it rebuilt and bringing it up to current standards? If not, what is the resale on it? He didn't hear anything about what we are going to do with this truck after we get the new one. California sent all of their old stuff to Ukraine and California burnt to the ground because they didn't have enough fire equipment.

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld said it's great to see the kids with their posters. That was a wonderful example of the creativity of our youth. His household has been sick unfortunately. He asked, if you are sick, please stay home to not spread it around. Yesterday we saw the peaceful transfer of power on Inauguration Day.

Councilor Smith stated that February is Black History Month and he would like everyone to reflect on the meaning of what that means. If there are any activities or any contributions that can be made on Black History month, it would be greatly appreciated. During this period of celebration for February it is very important that we recognize all the contributions and the historical meaning of Black History Month.

Councilor Pelkey said that he wanted to remind his neighbors in town that we have a parking ban overnight. He also wanted to apologize in his zest for trying to get new fire fighter volunteers. There was someone who came to Hayden Station to volunteer. He stated that if someone does want to volunteer let's do it the right way by either calling the town hall, speaking to one of the councilor members, or show up to one of the fire stations when someone is there and is able to talk you.

Councilor Naeem stated that a lot of historical moments went on yesterday. She was pleased to see a full audience yesterday at the annual MLK celebration. She commended the Vice President of the Board of Education, Ayana Taylor for doing a great job on her speech as well as the Windsor High School Gospel Choir for doing an amazing job. She wanted to give a shout out to Patrick McMahon. There is an event coming up in a few weeks that is hosted by The Connecticut Main Street Center in partnership with the Capitol Region Council of Governments. It is focused around Transit Oriented Development. They are using Windsor as a case study. She thinks this is just another example on how Windsor is paving the road and setting an example on how we should be leveraging the assets we have available to us. She thinks this is wonderful to get that recognition on a state wide level and know that other communities are looking at us to build off of.

Councilor Gluck Hoffman wanted to thank the residents who moved their cars off the street and also wanted to give a huge shout out to the Public Works crew who have been working so hard in keeping the streets clean. She wanted to mention that this year is the 70th year of crowning the Shad Derby queen. She is happy for the town and community. All the girls have been chosen and there are 12 girls this year.

Councilor Armstrong wanted to congratulate all the recipients of awards for the poster contest. It is an encouragement to see all of them come out as they are our future. She wanted to remind everyone that the supplemental motor vehicle tax is due by February 3, 2025. You can pay online or you can stop by the tax collector's office. She is very happy to see that people have come out tonight.

Councilor Walker stated that it was good to see the Inauguration including and acknowledging Dr. Martin Luther King, Jr. and his dream. He also wants to acknowledge the Conservancy and Land Trust that Mr. Davis mentioned. He thinks that Birchwood Farms is a good movement in town to preserve open space and beauty of nature. In most towns when there is open space, we have developers coming in and change the landscape by putting up blocks of apartments. He stated that it is a good thing.

Deputy Mayor Klase said that she appreciates the Land Conservancy change. She thinks it was a great idea and she is excited about it. She wanted to mention that we are lucky to have two libraries here in town and they really add to the whole activities and vibrancy to the town but she wants to point out particularly the makerspace in the Windsor Library main branch. You can use the supplies there for free. They have book binding, button makers, and you can take your old VHS tapes and change them to DVDs. All of those things were donated by the Windsor Library Association. She encourages everyone to take advantage of that.



Mayor Black-Burke said yesterday we witnessed the 60th inauguration of the 47th President of the United States of America, President Donald Trump. We also celebrated Dr. Martin Luther King, Jr.'s birthday, commemorated on the third Monday of each year. There were many celebrations across the state. We were here in the Town Hall Council Chambers yesterday. She thanked Archer Memorial for their involvement in the event along with Pat Gardner and her team. This morning she went to Loomis Chaffee as they had their convocation that was very nicely done. It was a very engaging event.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission

Rich Hazelton, Public Commission, gave the Public Building Commission report as follows:

Wilson Fire Station – Roof Replacement - 9585

Roof work is complete with minor trim and painting items left to finish up. Remaining items are weather dependent. Project expected to be completed by the end of February 2025 (weather permitting).

Wilson Fire Station – Interior Renovations – 9585

Quotes have been received and the contractor has been selected. Project expected to be completed by the end of March 2025.

Oliver Ellsworth School Humidity Mitigation Design - 9574

Project is completed and all systems are working properly. Project expected to be closed at the next PBC meeting.

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

Construction is completed and final adjustments to HVAC systems are being performed. Project expected to be completed by the end of March 2025.

Milo Peck School HVAC Construction – 9538

Nothing new to report.

Clover Street School Roof Replacement Project – 9549

Nothing new to report.



LP Wilson Community Center HVAC Renovations Project - 9551

Phase - 1

Final adjustments to the RTUs continue to be performed and punch list items are being addressed. Project expected to be completed by the end of February 2025.

Phase - 2

Construction is complete and units are running. Punch list items are being addressed and controls are being adjusted from proper operation. Existing window/wall AC units will start to be demolished and opening repaired as weather permits. Project expected to be completed by the end of March 2025.

330 Windsor Ave. Community Center Gym HVAC Renovations - 9550

Nothing new to report.

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

Project is completed and all systems are working properly. Project expected to be closed at the next PBC meeting.

Clover Street School Restroom ADA Code Compliances Phase-2 - 9552

Project is currently out for bid with bids expected to be reviewed the first week of February 2025. Construction anticipated over the 2025 summer break.

LP Wilson BOE Restroom Renovations - 9553

Design is substantially complete with minor refinements being addressed. Bids will be scheduled in the Fall of 2025 with construction anticipated over the 2026 summer break.

Sage Park Middle School Roof Design Project – 9541

Construction is substantially completed. The only items left are roof safety railing for the hatch and the pads for the condensing units on the roof. Project expected to be completed by the end of March 2025.

Poquonock Elementary School Roof Project - 9558

The BOE has submitted and is awaiting approval from the State of CT grant. Once we receive approval, we can proceed with the bidding process. Bids will be reviewed by the PBC and funding will need to be approved by the Town Counsel. Construction is anticipated over the 2026 summer break.

JFK Elementary School HVAC System Upgrades Phase III Project - 1932

Project is completed and all systems are working properly. Project expected to be closed at the next PBC meeting.

Welch Park Pool House Renovations Project - 1938

Construction is completed. Punch list items continue to be addressed but are weather permitted. Project is expected to be completed by the end of April 2025 (whether permitted).

8) TOWN MANAGER'S REPORT

Potential Solar Projects at Schools

A new Non-Residential Renewable Energy (NRES) program geared to school facilities has been announced by Eversource. This program is a competitive process and the application period opens on February 3, 2025. Scott Colby and other staff members are working with Titan Energy to manage an RFP process to select a vendor for providing potential solar facilities at several school locations including Sage Park Middle School Roof (roof top install), Poquonock Elementary School Roof (roof top install), along with solar canopies over the parking lots at Sage Park Middle School and Windsor High School. Similar to our other solar projects, the proposed arrangement would be via a Power Purchase Agreement (PPA) which calls for the private vendor to purchase, install and maintain all equipment and the town would purchase power at a reduced rate based on the amount of electricity the panels produce. The private vendor would fund the project through use of a variety of renewable energy credits including the NRES program. Decisions on NRES awards are expected in May. This statewide program is expected to be very competitive and oversubscribed. If credits are successfully secured, we would complete additional due diligence tasks and present a Power Purchase Agreement to Town Council in late 2025.

AARP Tax-Aide Program Returns for the 2025 Tax Season

Tax season is approaching, and the AARP Tax-Aide Program will once again offer free assistance with processing 2024 income tax returns at the LP Wilson Community Center. The program will run from Monday, February 3rd, through Thursday, April 10, 2025, with appointments available on Mondays and Thursdays from 9:00 AM to 11:00 AM. Appointments can be scheduled online via the Windsor Senior Center website, in person at the Senior Center Café on Wednesdays and Fridays from 10:00 AM to 12:00 PM, or by calling 860-285-1992.

Prior to your appointment, pick up and complete an AARP Tax Packet, available at the Senior Center Office and the Recreation Office at LP Wilson. Required documents include a valid photo ID, your 2023 tax return, and all relevant tax documents. For more information, contact the Windsor Senior Center.

Concert by Teens of Praise and Shades of Yale

In honor of Martin Luther King, Jr. Day, the Loomis Chaffee School is hosting a concert on Thursday, January 23rd at 7:00 PM at the Hubbard Performance Hall. This concert features Windsor High School's own Teens of Praise Chorus along with the Shades of Yale musical group. The event is free. All are welcome to attend this free event. Tickets (to count attendance) are available online at

https://lctheater.ludus.com/index.php?show_id=200472890 or you can call 860-687-6347 for more information.

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 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.

Community Health Needs Assessment survey

As previously reviewed at the Council's Health and Safety Committee, the Health Department is conducting a Community Health Needs Assessment (CHNA) survey to gather information from residents on their overall health and well-being. The purpose of the CHNA is to identify the community's public health needs and priorities, with a particular focus on mental health and suicide prevention. The community survey will be open for responses from January 10, 2025 – February 7, 2025. The electronic survey may be found at <https://engageberrydunn.mysocialpinpoint.com/town-windsor-ct-community-health-needs-assessment>. There will also be paper copies of the CHNA Survey available at the Caring Connection, Senior Center, Wilson Branch and Windsor Main Libraries.

Councilor Pelkey stated that he wanted to express his gratitude for the very good job that our Public Works does with plowing. He and his coworker were talking as they were shoveling out for work and were commenting on how there were no curbs smashed up from the plows. He wanted some clarification on the solar canopies. He wanted to know if the canopies themselves would be part of the third party or would it be our responsibility to maintain? Town Manager Souza stated that the hope will be when we get back the request of proposals, we'll know more details, but the hope is that the cost of the canopy themselves as well as the installation will be all packaged together as a purchase power agreement. He also stated that there will be no cash outlay and there may be some proposals that will come in differently than that but that is what we are hoping for and expect. Town Manager Souza said that he will pass along those messages to Public Works.

9) REPORTS OF STANDING COMMITTEES

Town Improvements Committee – Councilor Smith – nothing to report.

Finance Committee – Councilor Naeem stated as a reminder there should be an agenda going out shortly as there will be a meeting next Monday, January 27, 2025. She wanted to highlight that they have been doing a lot of work in preparation of the budget. She stated that many people have reached out with questions as to what is the long-term planning. Councilor Naeem stated that there are a couple of different ways that people can get involved and make sure their voices are being heard. There are two surveys that the Town Manager mentioned are really important. Also, the staff has been doing a wonderful job, making sure we are holding informational sessions. She just wanted to remind everyone that there are a lot of ways to get involved and to know more about the work that has been put in place for planning purposes.

Health and Safety Committee – Councilor Armstrong stated that she wanted to reiterate what Town Manager Souza stated about the surveys. It is very important to hear the input and opinions. They are very important and valuable. She also said that the surveys will be out from January 10th through February 7th, so please take the time to fill it out. The Governor declared a frigid weather for the state. If you would like some warming stations, you can call crisis intervention at 2-1-1 and also for suicide prevention line at 9-8-8. Please take time for self-care. Check on your friends and loved ones during the season. They continue to review the red-light camera status which we will be bringing back for public comment. Scott Colby, Assistant Town Manager, has been on top of that. She thanked the Public Works crew for all they have done and do. She would also like to commend our first responders for all they do.

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

Personnel Committee – Mayor Black-Burke stated that there is one appointment on the agenda for tonight.

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.”

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that the reading into the minutes of the text of the 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" is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.

Motion Passed 9-0-0

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

Town Manager Souza said this was introduced two weeks ago to the Council. Regarding the question of resale value, in years past when we have sold a piece of equipment similar to this, it was sold in the \$5,000-\$10,000 range. We are speaking of a 30–31-year-old vehicle. In terms of reconditioning, the cost of reconditioning could be upwards to \$750,000 for a vehicle like this. We are looking to keep our fleet 25+ years. When we purchase a new vehicle, we'll be able to achieve that 25+ years.

Councilor Eleveld asked if we were to refurbish the vehicle, what might its expected life be. Paul Goldberg, Fire Administrator, stated the average life of a refurbished vehicle is 10 years.

Councilor Eleveld said the comparison is \$1.5 million for 25 years of life as compared to spending \$750,000 to 10 years of life. Buying new is the best value on an annual basis for us. Mr. Goldberg stated that is why the fire department has been buying new vehicles opposed to refurbishing them.

Councilor Eleveld asked what are we doing with the old vehicle? Mr. Goldberg said the Chief is working on a transition program to analyze our fleet of vehicles. His best guess at this point is that it would be sold.

Councilor Eleveld asked if there are other pieces of equipment, we can get rid of. Town Manager Souza stated that Chief Lewis did go through a process of downsizing in the number of vehicles. Chief Bianchi and his staff are reviewing their fleet as we look forward.

Motion Passed 9-0-0

- b) Approve 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 9-0-0

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

Town Manager Souza said this item was introduced two weeks ago. Basically what this is doing is increasing the income limits for those veterans here in town. This does not change the tax assessed or the amount that is exempted. The Council already did that a year ago and brought it up to the \$20,000 that is allowed per the State law. What this does is to change the income limits from \$43,800 for unmarried or single to \$53,400 for married and brings both of those levels up to \$62,200. That is the current amount. That gets indexed each year proportionally to the income guidelines that are published by the State of Connecticut Office and management. The \$62,200 lines up with the income limits for the senior or elderly tax benefits. One note, because of the timing in the way the grand list is developed, if the Council were to adopt these income limits, it would go into effect for the Grand List of October 2025. That would impact the tax bills in the Summer of 2026.

Councilor Naeem said they spent quite some time discussing this at the Finance Committee meetings. It made sense to make these changes. It was supported wholeheartedly by all three members of the Committee.

Motion Passed 9-0-0

c) Approve the appointment of Brittana Tatum as Town of Windsor Poet Laureate

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem to appoint Brittana Tatum as Town of Windsor Poet Laureate for a term ending January 21, 2028.

Assistant Town Manager Colby stated 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.

Councilor Naeem wanted to comment that she had the privilege to see Versatile Poetiq a few times now. Not only in town but also out of town. She thinks for our first appointment she believes they cannot get a better candidate. She wholeheartedly endorses her.

Mayor Black-Burke said she has also heard Versatile as well. We often are looking for innovative ways to ensure all the arts are represented and put forward. She is excited that Windsor will have its first Poet Laureate. She's also excited about all the work that Versatile already does in the Greater Hartford community and bringing it back here to Windsor. She has her full support and looks forward to seeing her.

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

12) NEW BUSINESS

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

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

Motion Passed 9-0-0

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

Objection to Consideration of Question

Councilor Pelkey objected to the consideration of the question, seconded by Councilor Eleveld.

Town Manager Souza stated Broad Street (Route 159) is a four-lane state highway through Windsor Center and is an auto-centric design. The average daily vehicle trips through town center on Route 159 is approximately 9,675. Often the speed of traffic exceeds the posted speed limit of 30 MPH. Data shows that 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.

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.

Councilor Gluck Hoffman said that Town Manager Souza had mentioned during the last meeting that there was the possibility of obtaining additional grants. Is there a possibility of that coming into play? Town Manager Souza stated that yes, there is. We will continue to pursue those, either through the legislative process or through grant applications over the course of the next 18 months or so if this is to be approved tonight.

Councilor Naeem said for clarification regarding objecting to the question. Would that require a 2/3 vote to pass or do we vote on the objection and if that fails, we move forward.

Mayor Black-Burke asked Councilor Pelkey if he wanted a reconsideration of the motion? Deputy Mayor Klase said no, he just had an objection to the question.

MOTION for Objection to Consideration of Question

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

Mayor Black-Burke said as a point of privilege, the work that they do at the dais is important as everybody's opinion must be expressed. She doesn't want to take precious time from the individuals that have come to our meeting, be a part of the meeting and listen for us to get caught up in parliamentary procedural proceedings. We did this two weeks ago. She respects that there is an objection to the question, but what she wants them to be mindful of is that they are working on behalf of citizens and Windsor. Let's just get to the work.



MOTION to Introduce a Bond Ordinance

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

A roll call vote was requested.

ROLL CALL VOTE for MOTION regarding Introduction to a Bond Ordinance

Motion Passed 5-3-1

Councilor Naeem - yes

Councilor Smith - yes

Councilor Armstrong - yes

Deputy Mayor Klase - yes

Councilor Eleveld - no

Councilor Pelkey - no

Councilor Gluck Hoffman - abstained

Councilor Walker - no

Mayor Black Burke - yes

- b) Set a Public Hearing for February 3, 2025 at 7:00 PM to hear public comment on a proposed bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$6,100,000 FOR COSTS IN CONNECTION WITH BROAD STREET TRAFFIC CALMING AND PEDESTRIAN SAFETY; AND AUTHORIZING THE ISSUE OF \$2,100,000 BONDS AND NOTES, \$1,000,000 FROM STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT URBAN ACT GRANT FUNDS AND \$3,000,000 FROM UNITED STATES DEPARTMENT OF TRANSPORTATION HIGHWAY INFRASTRUCTURE GRANT FUNDS TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong that a Public Hearing be held on February 3, 2025 at 7:00 p.m. (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.

Councilor Eleveld said that he will be voting 'yes' to this motion and the next one for the simple reason that this gives the voters an opportunity to have their say on this topic and give the voters an opportunity to agree or disagree with this expenditure.



Mayor Black Burke stated she agreed with Councilor Eleveld. Windsor has been discussing a road calming diet for almost 20 years. We need to give the voters the opportunity to weigh in on it. We've discussed it as a Council. Let the voters decide. Get it to referendum.

Motion Passed 9-0-0

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

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

Councilor Pelkey noted that the milestone page attached in the agenda has February 11, 2025 as the referendum date and it was just stated that it will be March 11, 2025. He just wants to make sure that the public is clear on this that the referendum is March 11, 2025 and not February 11, 2025.

Motion Passed 9-0-0

d) Approve amendments to Risk Manager position description

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, that the job description for the Risk Manager position be approved as presented.

Amelia Bliss, Human Resources Director, and Jim Bourke gave an overview of the item. Ms. Bliss said 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.

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

Councilor Naeem appreciates the updates. Was there a comparison with other risk manager job postings that have happened in the region recently? Mr. Bourke said they did look at 6 other towns and their job descriptions.

Councilor Pelkey said he can understand why we want well trained people in risk management or insurance. However, why is that a minimum qualification instead of a preferred qualification? There are plenty of individuals that have 20-25 years of experience that might be looking for a new opportunity somewhere but they never went to school. Is there an Associate's Degree or Batcheler's degree needed? Ms. Bliss said the degree requirement is what is typical but we always add the 'or other equivalent' combination of education and experience. Someone might have taken some specific classes but didn't obtain their degree and has the years of experience, so that is acceptable.

Councilor Gluck Hoffman asked regarding the insurance piece, do they need to be licensed? Ms. Bliss said it is not a requirement.

Councilor Gluck Hoffman asked if there were other areas of risk that they are looking for in an applicant. Ms. Bliss said she no. They do have brokers and consultants which are our 'go to' if anything should change.

Councilor Walker said a Risk Manager is an important job throughout the country. There may be times when people say they can use experience in some areas. He thinks in this instance, a very specific area like Risk Management they need to have people go to college and get their basic business, account skills and other skills and have experience as well. This job requirement, we should not even be discussing if they need to go to college.

Councilor Eleveld said Mr. Marty Maynard, the current Risk Manager works very closely with the Insurance Commission. We do have insurance members on that commission that do have an insurance background. They seem to be very knowledgeable in the area and that will be a great resource for the new incoming Risk Manager. He said he was sorry to see Mr. Maynard go and wished him well in his future endeavors.

Motion Passed 9-0-0

e) Discussion of state law regarding cameras for speed enforcement

Assistant Town Manager, Scott Colby, stated 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

Councilor Armstrong stated an ordinance committee will be formed to discuss most of the red lights and where and how much the fines will be allocated to. There will be a one month trial. After that time, fines will be enforced. The cameras will be strategically positioned in the locations for consideration, if approved by Council. They will be having another Health & Safety Committee meeting prior to this item going to the Public Hearing.

Councilor Eleveld said the most appropriate approach is to have a lease. He asked why we are not placing one of these detectors between Batchelder Road and Maple Avenue? We have a speeding problem in Windsor center that is very dangerous. Town Manager Souza said looking at the data, the state law only allows tickets to be issued using these cameras for those traveling 10 miles an hour or more over the speed limit. We looked at the greatest locations in town where people are driving over 10 miles an hour over the speed limit. Travelling in town center we have approximately 36% of the vehicles travelling over the posted speed limit. Approximately 10,000 vehicles per day where 35-36% are going over 30 miles per hour. Approximately 200 vehicles are travelling per day over 10 miles an hour over the speed limit. When we use our criteria, the town center does not meet the requirements. All locations need to be approved by DOT, especially those that are on a state road. When we look at the stretch of Broad Street particularly, it's an area of approximately Remington Road where there are a greater number of vehicles going 10 miles an hour over the speed limit.

Deputy Mayor Klase said the intention was to get this information out and to have a clear presentation for the Council and for the citizens to hear what they are thinking and get some input like what Councilor Eleveld did.

Councilor Pelkey wondered if the public can be presented with the top 10 roads so folks can see if it can be better communicated to the town.

Councilor Gluck Hoffman said if she is not mistaken these specific areas are where you had the speed lights/displays that show the speed you are going. Is that correct? Town Manager Souza said that is part of it. They've also done a different type of measurement using different devices at multiple locations across town. Some of the criteria included speed, average daily volumes that have exceeded (3,500), as well as motor vehicle stops related to speed along with the location of motor vehicle accidents.

Councilor Gluck Hoffman asked about Day Hill Road and if there has been any discussion on that? There's one lane that is a turn only lane and then there's a center line where you can turn right but only if the light is green. Is that something we will eventually look at? Town Manager Souza said we could review the data relative to the folks adhering to the stop control that is there. Speeding on Day Hill Road at that intersection is more about coming to a complete stop than it is about speeding. We can look into that if you'd like. Councilor Gluck Hoffman asked how many accidents have there been there? Town Manager Souza responded about 12-15.

Deputy Mayor Klase said this is a conversation on whether or not people are interested in having cameras for speed enforcement. There are some things that we give up because of that. It's a profitable enterprise instead of hiring police.

Councilor Walker said there is a Nascar race track between Pierson Lane and Kennedy Road.

Mayor Black-Burke said that nothing has been finalized as of yet. We need to look at the holistic picture of cameras or whatever we will be putting in place and ensure it will serve its intended purpose for the Town of Windsor. This item will come back to us for further discussion.

Councilor Armstrong said that is why they brought it forward is for discussion and for the citizens to know this is a possibility. There is nothing final happening tonight.

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to move items 12 F and 12 G to after Item 16, Executive Session.

Motion Passed 9-0-0

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

13) RESIGNATIONS AND APPOINTMENTS

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey 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.

Motion Passed 9-0-0



14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the January 6, 2025 Public Hearing

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the Public Hearing minutes of the January 6, 2025 meeting as presented.

Motion Passed 9-0-0

- b) Minutes of the January 6, 2025 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to approve the minutes of the January 6, 2025 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS - None

MOVED by Councilor Naeem, seconded by Councilor Eleveld to enter into Executive Session for the purpose of:

- 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)

Motion Passed 9-0-0

16) EXECUTIVE SESSION

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Amelia Bliss, Human Resources Director; Marty Maynard, Risk Manager; Don Melanson, Chief of Police

Other: Cori-Lynn Webber, Law Offices of Cori-Lynn S. Webber, LLC



Regular Town Council meeting

January 21, 2025

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Peter Souza, Scott Colby, Marty Maynard and Cori-Lynn Webber entered Executive Session at 9:16 p.m.

Marty Maynard and Cori-Lynn Webber left Executive Session at 9:40 p.m.

Don Melanson and Amelia Bliss entered Executive Session at 9:41 p.m.

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to exit Executive Session and return to the regular Town Council meeting at 10:07 p.m.

Motion Passed 9-0-0

17) ADJOURNMENT

12 f) Consider settlement of Cote vs Town of Windsor

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to accept the settlement of Cote vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

12 g) Consider settlement of Sawtelle vs Town of Windsor

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to accept the settlement of Sawtelle vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

MOVED by Councilor Armstrong, seconded by Councilor Gluck Hoffman to adjourn the meeting at 10:08 p.m.

Motion Passed -0-0

Respectfully Submitted,

Helene M. Albert
Recording Secretary