



Council Agenda

Council Chambers
Windsor Town Hall
March 3, 2025



Zoom Instructions

Dialing in by Phone Only:

Please call: **301 715 8592 or 305 224 1968**

1. When prompted for participant or meeting ID enter: **859 1323 0638** 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/85913230638>

When prompted for participant or meeting ID enter: **859 1323 0638**

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 \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION
- AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

7:30 PM Regular Council Meeting

1. ROLL CALL
2. PRAYER OR REFLECTION – Mayor Black-Burke
3. PLEDGE OF ALLEGIANCE – Mayor Black-Burke
4. PROCLAMATIONS/AWARDS
 - a) Proclamation honoring Town Council member Leroy Smith
5. PUBLIC COMMUNICATIONS AND PETITIONS



(Three minute limit per speaker)

6. COMMUNICATIONS FROM COUNCIL MEMBERS

7. REPORT OF APPOINTED BOARDS AND COMMISSIONS

- a) Board of Education
- b) Board of Ethics

8. TOWN MANAGER'S REPORT

9. REPORTS OF STANDING COMMITTEES

10. ORDINANCES

11. UNFINISHED BUSINESS

- a) *Approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION." (Town Manager)
- b) *Approve an ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)

12. NEW BUSINESS

- a) *Approve appointment to fill Town Council vacancy (Mayor Black-Burke)
- b) *Approve amendments to Caring Connection Manager job descriptions (Town Manager)
- c) *Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$915,000 FOR COSTS IN CONNECTION WITH PIGEON HILL ROAD REHABILITATION; AND AUTHORIZING THE ISSUE OF \$915,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- d) *Set a Public Hearing for March 17, 2025 at 7:20 PM to hear comment on a proposed ordinance entitled, "AN ORDINANCE APPROPRIATING \$915,000 FOR COSTS IN CONNECTION WITH PIGEON HILL ROAD REHABILITATION; AND AUTHORIZING THE ISSUE OF \$915,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)



- e) * Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$745,000 FOR COSTS IN CONNECTION WITH WELCH PARK TENNIS AND PICKLEBALL COURT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$745,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- f) *Set a Public Hearing for March 17, 2025 at 7:20 PM to hear comment on a proposed bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$745,000 FOR COSTS IN CONNECTION WITH WELCH PARK TENNIS AND PICKLEBALL COURT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$745,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION." (Town Manager)
- g) *Introduce an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,805,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2B HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$1,330,000 BONDS AND NOTES, AND \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION." (Town Manager)
- h) *Set a Public Hearing for March 17, 2025 at 7:20 PM to hear comment on a proposed bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,805,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2B HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$1,330,000 BONDS AND NOTES, AND \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION." (Town Manager)

13. *RESIGNATIONS AND APPOINTMENTS

14. MINUTES OF PRECEDING MEETINGS

- a) *Minutes of the February 18, 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 collective bargaining (Windsor Police Dept. Employee Association)

17. ADJOURNMENT

★Back-up included

PROCLAMATION

Honoring Leroy Smith

WHEREAS, Leroy Smith is a lifelong resident of the State of Connecticut and has been a proud resident of Windsor since 1994; and,

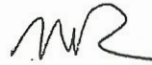
WHEREAS, Leroy grew up in Hartford and attended college in Fairfield, Connecticut at Fairfield University and received his degree in economics and accounting and is currently a Certified Public Accountant (CPA); and,

WHEREAS, Leroy is passionate about serving his community and helping to move Windsor forward. He has volunteered on several community organizations as treasurer and has served on the Human Relations Commission from 2011-2014, the Town Council from 2023-2025, its Finance Committee and Town Improvements Committee as Chair, and is a member of the Democratic Town Committee; and,

WHEREAS, Following his election to the Town Council, Leroy demonstrated enthusiasm and eagerness to gain insights into town operations and policies, and to strengthen his ability to contribute in making sound decisions as a member of the Windsor Town Council. Leroy's dedication to Windsor is admirable. He is always willing to share his abilities and talents in helping to make Windsor a better place to live.

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR AND THE WINDSOR TOWN COUNCIL THAT:

Leroy Smith be recognized and honored for his volunteer service and efforts to make Windsor a better community.



Nuchette Black-Burke, M. Ed.
Mayor of Windsor
March 3, 2025



Agenda Item Summary

Date: March 3, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Clover Street Elementary School Restroom & ADA Improvements – Phase II

Background

Clover Street Elementary School consists of six classroom buildings (with four classrooms in each building), an administrative building containing offices, as well as buildings containing the library, cafeteria, gymnasium and additional classrooms. The school was originally constructed in 1957, with an addition added in 1988.

As such, the school's restrooms do not comply with current ADA requirements. The project is being completed in two phases. Phase I was funded through an appropriation from the General Fund Unassigned Fund Balance and completed in calendar year 2024. The second phase has been bid and the Public Building Commission has reviewed and approved the award of the contract pending funding approval. At this time, the Town Council is respectfully requested to consider authorizing funding for the second phase.

Discussion/Analysis

Phase I construction consisted of renovating restrooms in the library, cafeteria, and gymnasium areas. Phase II construction services will be for the remaining 18 restrooms in all the classroom pods. Work will include the installation of new partitions, lighting, doors, walls, tile, fixtures, and exhaust fans. Upgrades to plumbing, sprinklers, ductwork, and electrical are also required. The project has been designed to meet ADA standards.

If authorized, construction for Phase II would start in June 2025 and is anticipated to be substantially complete by the end of August 2025.

Financial Impact

Total estimated project costs for Phase II are \$1,880,000 including contingency. It is recommended this phase of work be funded through issuance of bonds totaling \$1,145,000 and use of \$735,000 in existing project funds from Phase 1. A public hearing is required due to the proposed use of bond funds.

The project costs are as follows.

Construction	1,526,000
Clerk of the Works	40,000
Construction Inspection & Administration	46,000
Bonding	26,000
Contingency	242,000
Total	<u>\$1,880,000</u>

The estimated average annual debt service on \$1,145,000, based on a 15-year term and a 5% interest rate is \$107,000.

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 \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT 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 made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.

Approve a Bond Ordinance

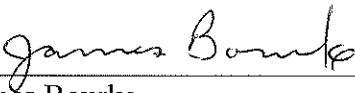
"MOVE to approve a bond ordinance entitled "AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION."

Attachments

Bond Ordinance

Certification

I hereby certify that there is \$735,000 in existing project funds from Phase I to fund the above appropriation.



James Bourke
Finance Director

AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION EIGHT HUNDRED EIGHTY THOUSAND DOLLARS (\$1,880,000) for costs in connection with Phase II renovations and improvements to restrooms at the Clover Street School, including the remaining classroom pods, in order to bring them up to Americans with Disabilities Act (“ADA”) requirements, including testing and removal of any existing hazardous materials, demolition of flooring, walls, plumbing and electrical, installation of new partitions, lighting, doors, walls, tile, fixtures and exhaust fans, as well as upgrades to plumbing, sprinklers, ductwork and electrical (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 Public Building Commission 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 appropriation shall be funded with the bonds and notes authorized pursuant to this ordinance and \$735,000 from existing project funds.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE MILLION ONE HUNDRED FORTY FIVE THOUSAND DOLLARS (\$1,145,000) 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 and 10-289 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 ONE MILLION EIGHT HUNDRED EIGHTY THOUSAND DOLLARS (\$1,880,000). 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 Public Building Commission, 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

2/18/25

Public Hearing Advertised

2/21/25

Public Hearing

3/3/25

Adopted

Advertised

Effective Date

Agenda Item Summary

Date: March 3, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, P.E., Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Pavement Resurfacing at Town Facilities and Schools

Background

The town's 6-year Capital Improvement Program (CIP) includes a recurring multi-year asset management project to address pavement conditions within the paved parking and driveway areas at town-owned facilities and schools. The pavement at several town facilities is in fair to poor condition. It continues to deteriorate and become a liability to the town.

Under this multi-year program, improvements have previously been made to parking areas, drives and walks at Oliver Ellsworth, JFK Elementary, Sage Park Middle School, and Clover Street Elementary Schools, as well as the Wilson Library, LP Wilson, Stroh Park, Sharshon Park, Town Hall, and the Milo Peck Center.

Discussion

The proposed pavement rehabilitation work will be similar to the primary rehabilitation method utilized as part of the annual pavement management program for the town's roadways. It is proposed to mill and repave 2" of existing bituminous concrete pavement. Proposed paving activities will occur within the existing curb lines and limits of pavement.

Prior to paving operations, we will make any necessary drainage improvements. The project may also include the replacement of deteriorated curb and sidewalks at the facilities.

Improvements for the 2025 construction season are proposed for portions of the Windsor High School parking lot and a portion of Sage Park Middle School lot. The planned improvements at Windsor High School will focus on the parking lot adjacent to the tennis courts off of Capen Street. The planned improvements at Sage Park Middle School will be primarily to the areas on the small parking lot and loop drive at the front of the building. Facilities tentatively planned for repaving in the next few years include portions of LP Wilson Community Center, Pleasant Street boat ramp, 330 Windsor Avenue Community Center, Mechanic Street commuter lot, and Mill Brook open space parking areas.

Financial Impact

Bonding in the amount of \$285,000 is being requested at this time. The average annual debt service, based on a 15-year term and a 5% interest rate is \$26,600.

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 bond ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES 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.”

Approve a Bond Ordinance

“MOVE to approve a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Attachments

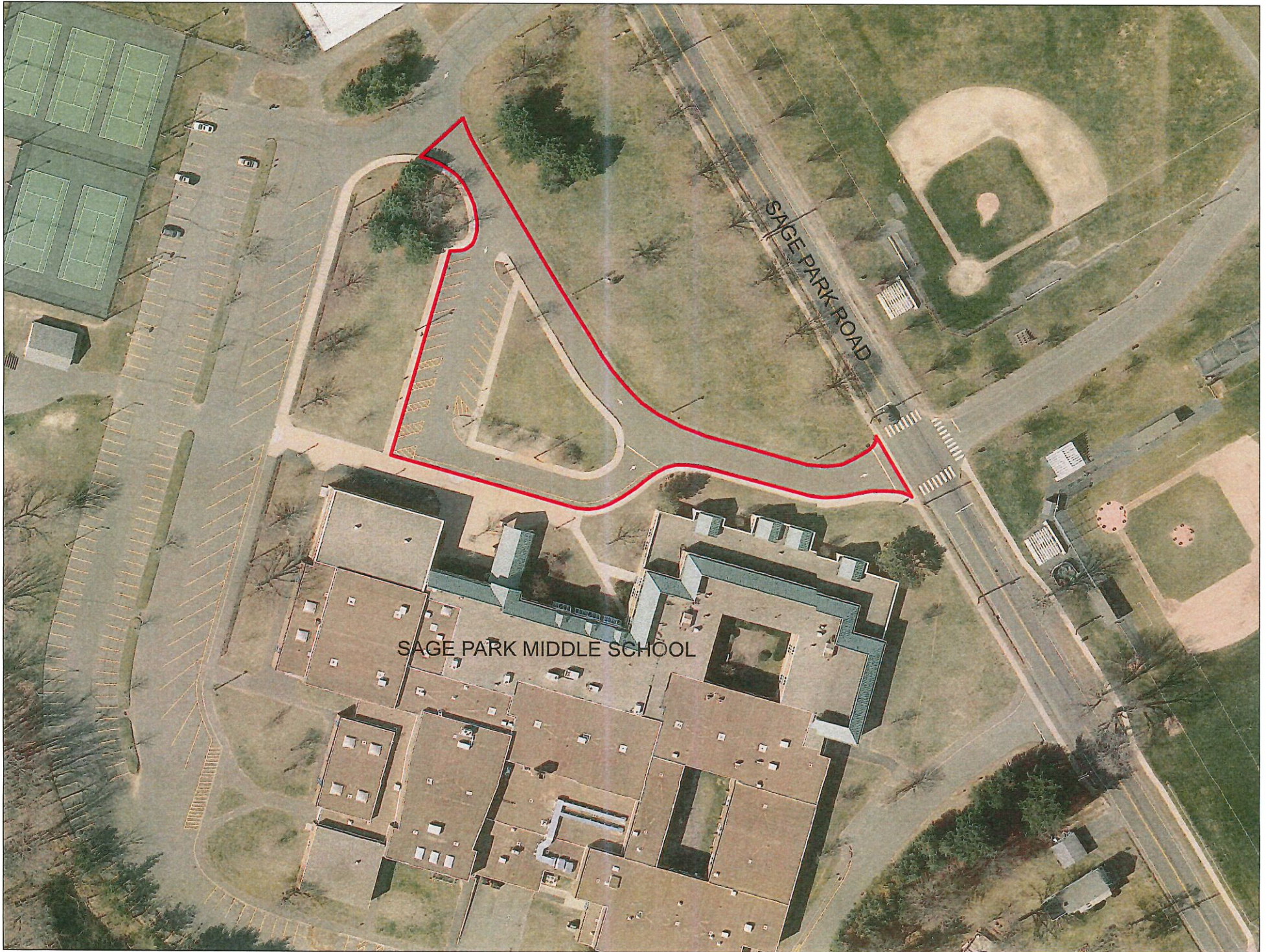
Project Area Maps

Bond Ordinance



CAPEN STREET

WINDSOR HIGH SCHOOL



SAGE PARK MIDDLE SCHOOL

SAGE PARK ROAD

AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate TWO HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$285,000) for costs in connection with pavement resurfacing at various Town facilities and schools, including milling and resurfacing, as well as other related pavement management activities such as line striping, curb repair, sidewalk facilities repair, reconstruction and installation, and related improvements (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 Project scope, and the entire appropriation may be expended on the Project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed TWO HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$285,000) 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 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 HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$285,000). 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 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, 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

2/18/25

Public Hearing Advertised

2/21/25

Public Hearing

3/3/25

Adopted

Advertised

Effective Date

Agenda Item Summary

Date: March 3, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Appointment to Town Council

Background

The Town Council has a pending vacancy due to Councilor Smith's resignation which is effective March 4, 2025. The Town Council is responsible for filling the vacancy. Councilor Smith's political party affiliation is Democrat and per the *Town Charter* that appointee shall be of the same political party as the person vacating an unexpired term. The Democratic caucus is presenting the name of Mr. Anthony King to fill the vacant unexpired term for consideration and they are respectively requesting the appointment of Mr. King to be made on March 3rd.

Discussion/Analysis

Per Section 6-1 of the *Town Charter*, when a vacancy occurs on the Town Council, the unexpired portion of the term shall be filled by the remaining members of the Council by an affirmative vote of not less than five members. Additionally, the appointee shall be of the same political party as the person creating the vacancy.

The Democratic caucus is presenting the name of Mr. Anthony King to fill the vacant unexpired term for consideration and it is requested the Town Council Rules of Order be suspended to allow the appointment of Mr. King to be made on March 3rd.

Anthony King has been a Windsor resident since 2016 and has lived in Connecticut most of his life. Holding a degree in political science from Central Connecticut State University, he's had a successful seventeen year career in marketing. Currently he is a marketing professional at The LEGO Group. He has served on the Windsor Board of Education since 2023.

Financial Impact

None

Other Board Action

None

Recommendations

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

Suspension of Section 18, Rules of Order

“MOVE to temporarily suspend section 18 of the Town Council's Rules of Order to allow for an appointment to the Town Council be considered.”

Appointment to Town Council

“MOVE to appoint Mr. Anthony King to the Town Council effective Tuesday, March 4, 2025 to fill an unexpired term.”

Attachments

None

Agenda Item Summary

Date: March 3, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Enita Jubrey, Assistant to the Town Manager
Sophia Castellanos, Human Resources Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Approve the updated Caring Connection Manager Job Description

Background

When a position becomes vacant, it is standard practice for staff to review and update job descriptions to ensure the duties, education, and experience requirements reflected in the job description remain in alignment with the town's needs. Due to the pending retirement of the Caring Connection Manager, the job description for the position has been reviewed by the department director, the incumbent, and Human Resources staff to determine if any changes are needed to reflect the current duties and requirements of the position.

At this time, the Town Council is asked to approve the amended job description.

Discussion/Analysis

Based on staff's review, minor updates are recommended with an emphasis on marketing and outreach being added to the list of essential duties and responsibilities as that has been an increased role for the position. Sections related to "General Purpose", "Essential Duties and Responsibilities" and "Minimum Qualifications" have also been updated to better align with the requirements of the positions, and "Competencies" have been added to conform to the town's current format. The "Physical Demands and Work Environment" sections have been updated. Some terminology and duties have been updated to align with changes that have occurred over the years.

Financial Impact

None, as this position will remain in the current pay grade.

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 position of Caring Connection Manager be approved as presented."

Attachments

Redlined version of the proposed Caring Connection Manager job description
Current Caring Connection Manager job description

Proposed Job Description

Caring Connection Manager

TOWN OF WINDSOR

POSITION DESCRIPTION

Job Title: Caring Connection Manager
Department: Adult Care
Reporting To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date: ~~September 5, 2000~~ March 3, 2025

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative, and professional work in the planning, managing and coordination of the Caring Connection Adult Day Care Center. This includes managing staff and resources to ensure quality care that meets the physical, emotional and social needs of the elderly clients is provided. Performs work in a manner consistent with the town's vision, values and service excellence expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises ~~day-to-day assigned~~ operations including hiring, to achieve goals within available resources; plans and organizes workloads; training, motivatesing and evaluatesing ~~assigned~~ staff; ~~reviews progress and directs changes as needed; determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.~~ Ensures that clients' needs are met according to their individual care plans and communicates with family members and caregivers regarding the progress and needs of clients.
- Develops ~~short and long range~~ short- and long-range program plans; gathers, interprets and prepares data for studies, reports and recommendations; develops and implements policies and procedures to enhance the quality of care and operational efficiency; coordinates program activities with other departments and town, state and Federal agencies as needed.
- Ensures compliance with state and federal regulations, including health and safety guidelines, licensing requirements, and funding guidelines. Maintains accurate client and program related records.
- Provides professional advice to Department Director; makes presentations to town council, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Prepares grant applications; administers private, local, state and Federal grant programs to meet human service needs; monitors grant payments and collections.
- Assists ~~admissions~~ staff with evaluation and assessment of clients for admission and discharge; coordinates transportation, nutrition, and therapeutic health programs and various recreation services; makes referrals to other agencies as appropriate.
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands ~~and~~, picking up supplies needed

for activities, and marketing the program through a variety of outreach efforts including attending health fairs, outreach to physician offices, participating in regional professional organizations and leveraging social media promotions. ~~(fill in here).~~

ADDITIONAL DUTIES

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Performs related work as required.

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.
- Leadership/Supervisory – Has natural abilities to motivate people to want to follow his/her lead. Capacity to articulate concepts and convey an understanding of their value and importance to employees and the public. Effectively manages staff and volunteers, providing personalized coaching, project guidance and timely performance evaluations, feedback, disciplinary actions, and praise.
- Technical – Ability to collect, measure, synthesize and analyze data; use computer technology to manage and 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 - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance with tact, fairness, respect and sensitivity; meets commitments.
- Ethics – Adheres to both town and professional codes of ethics and conduct.
- 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.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in social work, gerontology, nursing or allied health care, with at least two years of progressively responsible experience in human services, gerontology or care of disabled adults; supervisory experience preferred, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- ~~Thorough~~ Strong knowledge of human service programs and delivery systems as they relate to older adults with disabilities; ability to create an atmosphere which encourages staff to develop innovative programming and participants to reach their highest level of functioning.
- ~~Good~~ Strong knowledge of state and ~~Federal~~ federal human service grant programs; some knowledge of local, state and ~~Federal~~ federal laws and regulations governing human service programs; working knowledge of human service program design and evaluation; knowledge of budgetary, accounting and reporting systems.
- Skill in operation of listed tools and equipment.
- ~~Good~~ A ability to develop and coordinate varied human service programs; ~~good~~ ability to establish and maintain effective working relationships with other employees, volunteers, other agencies, clients, community groups and the general public; good ability to motivate staff and clients; ability to develop and provide in-service training for staff and volunteers; ability to communicate effectively orally and in writing.
- Ability to handle emergency situations.
- Knowledge and skill in the use of MS Office applications (Excel, Word, Outlook, PowerPoint), and the Internet.

Special Requirements

- Valid ~~Connecticut~~ driver's license or ability to obtain one.
- First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer; ~~nursing and other~~ tablet; health care supplies; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work 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 walk throughout the facility checking in and assisting staff with client activities, ~~sit~~ and to talk and/or hear in order to communicate with clients, staff and others. ~~The employee is~~ occasionally required to use hands to fingerpick up, handle, ~~feel or~~ and operate objects, tools or controls; ~~and reach with hands and arms~~; must be able to enter info into the computer and maintain manual records; must have good mobility to bend and squat.
- The employee must occasionally use hands and arms to push, pull, lift and/or move ~~more~~ up to ~~than~~ 100 pounds to help lift clients in and out of chairs and other activities. Specific vision abilities required by this job include close vision, and the ability to adjust focus.
- Work is performed indoors. The noise level in the work environment is usually quiet to moderate, based on the activities clients are engaging in.

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.

Current Job Description

Caring Connection
Manager

TOWN OF WINDSOR POSITION DESCRIPTION

Job Title: Caring Connection Manager
Department: Adult Care
Reporting To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs a variety of complex supervisory, administrative, and professional work in the planning and coordination of the Caring Connection Adult Day Care Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Develops short and long range program plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates program activities with other departments and town, state and Federal agencies as needed.
- Provides professional advice to Department Director; makes presentations to town council, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Prepares grant applications; administers private, local, state and Federal grant programs to meet human service needs; monitors grant payments and collections.
- Assists admissions staff with evaluation and assessment of clients for admission and discharge; coordinates transportation, nutrition, and therapeutic health and various recreation services; makes referrals to other agencies as appropriate.
- Performs a variety of miscellaneous duties such as receiving the public, answering phone, typing correspondence, maintaining records, running errands and picking up supplies needed for activities.

ADDITIONAL DUTIES

- Serves as a member of various employee committees; participates in meetings, seminars and training sessions.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in social work, gerontology, nursing or allied health care, with at least two years of progressively responsible experience in human services, gerontology or care of disabled adults; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of human service programs and delivery systems as they relate to older adults with disabilities; ability to create an atmosphere which encourages staff to develop innovative programming and participants to reach their highest level of functioning.
- Good knowledge of state and Federal human service grant programs; some knowledge of local, state and Federal laws and regulations governing human service programs; working knowledge of human service program design and evaluation; knowledge of budgetary, accounting and reporting systems.
- Skill in operation of listed tools and equipment.
- Good ability to develop and coordinate varied human service programs; good ability to establish and maintain effective working relationships with other employees, volunteers, other agencies, clients, community groups and the general public; good ability to motivate staff and clients; ability to develop and provide in-service training for staff and volunteers; ability to communicate effectively orally and in writing.

Special Requirements

- Valid Connecticut driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer; nursing and other health care supplies; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work 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 walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee must occasionally push, pull, lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.
- 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: March 3, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, P.E., Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Pigeon Hill Road Rehabilitation

Background

The phased rehabilitation of Pigeon Hill Road has been in the Capital Improvement Program (CIP) for a number of years. A 2015 project reconstructed Pigeon Hill Road from Poquonock Avenue to the vicinity of Lamberton Road. This proposed phase consists of rehabilitation of the remainder of Pigeon Hill Road from just west of Lamberton Road to its intersection with Marshal Phelps Road.

At this time, the Town Council is requested to consider authorizing funding of the project through the issuance of bonds and to set a Public Hearing for March 17th.

Discussion/Analysis

The present roadway is deteriorated and in some areas lacks a sufficient drainage system. The project consists of roadway rehabilitation from the 2015 project's end point west of the Lamberton Road intersection to the intersection of Marshall Phelps Road. The majority of the rehabilitation will be milling and overlaying 2 inches of pavement. Some areas will require drainage improvements including structures, pipes, additional base and/or underdrains. Areas of curb replacement and minor widening are also part of the project. The roadway is proposed to have shoulder lines with a lane width of 10 feet to 11 feet.

A neighborhood meeting is scheduled for March 12, 2025 at 6:30 pm in Council Chambers. The FY 2025 CIP has a planned allocation of \$916,000.

This project would be bid this spring. Construction is expected in the summer/fall of 2025.

Financial Impact

Total estimated project cost for this is \$915,000 including contingency.

The project costs are as follows:

Construction	\$ 745,000
Inspection, testing & survey	\$ 80,000
Contingency	\$ 75,000
Bonding	\$ 15,000
Total	\$ 915,000

At this time, staff is seeking construction funding for this project. Bonding in the amount of \$915,000 is being requested. The average annual debt service, based on a 15-year term and a 5% interest rate is \$85,400

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 \$915,000 FOR COSTS IN CONNECTION WITH PIGEON HILL ROAD REHABILITATION; AND AUTHORIZING THE ISSUE OF \$915,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’ is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies being made available to those persons attending this meeting; and that the full text of the ordinance be recorded with the minutes of this meeting.”

Item 12 c) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$915,000 FOR COSTS IN CONNECTION WITH PIGEON HILL ROAD REHABILITATION; AND AUTHORIZING THE ISSUE OF \$915,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’.”

Item 12 d) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on March 17, 2025 at 7:20 p.m. (prevailing time) on the following ordinance entitled, ‘AN ORDINANCE APPROPRIATING \$915,000 FOR COSTS IN CONNECTION WITH PIGEON HILL ROAD REHABILITATION; AND AUTHORIZING THE ISSUE OF \$915,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION’.”

And

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

Attachments

Bond Ordinance

AN ORDINANCE APPROPRIATING \$915,000 FOR COSTS IN CONNECTION WITH PIGEON HILL ROAD REHABILITATION; AND AUTHORIZING THE ISSUE OF \$915,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate NINE HUNDRED FIFTEEN THOUSAND DOLLARS (\$915,000) for costs in connection with the rehabilitation of Pigeon Hill Road, comprised of mill and overlay of roadway from Lamberton Road to the intersection of Marshall Phelps Road, including drainage structure improvements and curb replacement (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 Project scope, and the entire appropriation may be expended on the Project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed NINE HUNDRED FIFTEEN THOUSAND DOLLARS (\$915,000) 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 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 NINE HUNDRED FIFTEEN THOUSAND DOLLARS (\$915,000). 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 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, 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

3/3/25

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date

Agenda Item Summary

Date: March 3, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Suzanne Choate, P.E., Town Engineer

Reviewed By: Peter Souza, Town Manager 

Subject: Replacement of Welch Park Courts

Background

There are currently three tennis courts at Welch Park which were constructed in 1983. They are situated at the northwest portion of the site, west of the parking area and access drive from Niles Road. The bituminous concrete is deteriorated and at the end of its useful life. The surrounding chain link fencing is also deteriorated with rust, curling of the mesh, and overgrown with brush.

Discussion/Analysis

The adopted FY 25 Capital Improvement Program includes a project to reconstruct the existing tennis courts. In December 2024, Council approved an appropriation of \$15,000 in American Rescue Funds for design services related to this project.

This construction project consists of removing the current tennis courts and the construction of courts on a post-tension concrete surface by a Design-Build Contractor. Based on community input and the continued growth in popularity of pickleball, five (5) pickleball courts and one (1) tennis court are proposed. Work will include removal of the existing surface, drainage repair and upgrades, post-tension concrete construction, court surfacing, new netting, posts and striping, removal and replacement of the chain link fence including a sound barrier on the north and west sides of courts, replacement of the nearby sidewalk, installation of sidewalk ramps, installation of a shade structure, and site restoration.

This project will utilize a similar design-build method as the High School and L.P. Wilson courts, which were successfully reconstructed in 2020 and 2023 respectively. The post-tensioned concrete courts result in the most favorable court construction. Post-tensioned concrete courts accommodate the inherent inconsistencies in subsoils without settling and heaving, providing a better uniformity of play, have lower maintenance costs and a longer life span without structural cracking.

A public information session was held in December 2024. The attendees were supportive of the proposed project scope. Construction is expected to begin in the spring or early summer of this year and be complete in the fall.

Financial Impact

Total estimated project costs for this is \$745,000 including contingency.

The breakdown of project costs are:

Construction	\$610,000
Testing/Inspection	25,000
Contingency	95,000
<u>Bonding Cost</u>	<u>15,000</u>
Total	\$745,000

Bonding in the amount of \$745,000 is being requested. The average annual debt service, based on a 15-year term and a 5% interest rate is \$69,500.

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 \$745,000 FOR COSTS IN CONNECTION WITH WELCH PARK TENNIS AND PICKLEBALL COURT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$745,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

Item 12 e) Introduce a Bond Ordinance

“MOVE to introduce a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$745,000 FOR COSTS IN CONNECTION WITH WELCH PARK TENNIS AND PICKLEBALL COURT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$745,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

Item 12 f) Set a Public Hearing

“RESOLVED that a Public Hearing be set for March 17 at 7:20 p.m. (prevailing time) for a bond ordinance entitled, “AN ORDINANCE APPROPRIATING \$745,000 FOR COSTS IN CONNECTION WITH WELCH PARK TENNIS AND PICKLEBALL COURT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$745,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.”

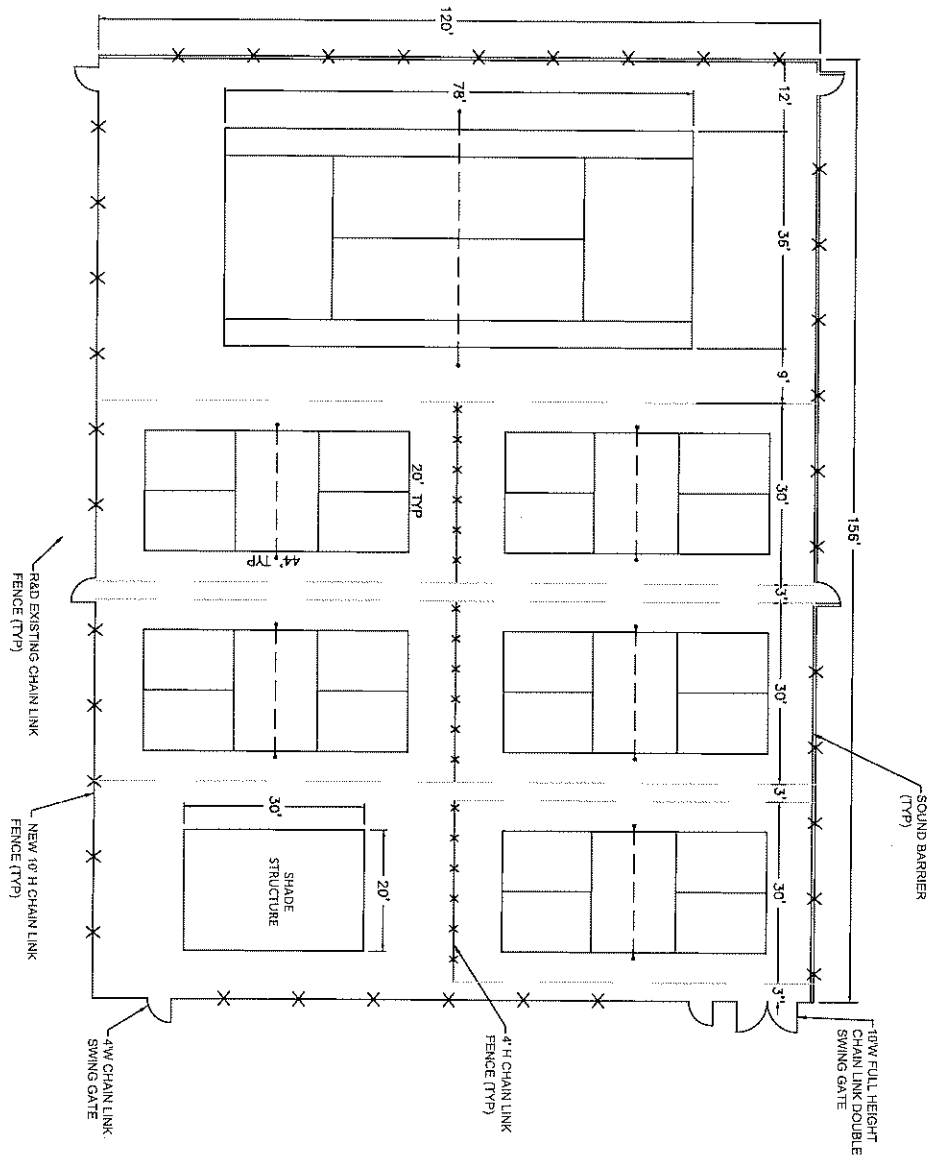
And

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

Attachments

Court Layout

Bond Ordinance



AN ORDINANCE APPROPRIATING \$745,000 FOR COSTS IN CONNECTION WITH WELCH PARK TENNIS AND PICKLEBALL COURT IMPROVEMENTS; AND AUTHORIZING THE ISSUE OF \$745,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate SEVEN HUNDRED FORTY FIVE THOUSAND DOLLARS (\$745,000) for costs in connection with improvements to Welch Park tennis and pickleball courts, comprised of construction of new tennis and pickleball courts in the location of existing ones, replacement of surrounding chain link fence, installation of sound barrier on sides adjacent to residential property and installation of shade structure and drainage improvements (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 Project scope, and the entire appropriation may be expended on the Project as so reduced or modified.

Section 2. That the Town issue bonds or notes in an amount not to exceed SEVEN HUNDRED FORTY FIVE THOUSAND DOLLARS (\$745,000) 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 SEVEN HUNDRED FORTY FIVE THOUSAND DOLLARS (\$745,000). 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 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, including the application and acceptance of grants from the State of Connecticut, the federal government and others, and to issue bonds or notes to finance the aforesaid appropriation.

APPROVED AS TO FORM:

Bond Counsel

ATTEST:

Town Clerk

Distributed to Town Council

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date

Agenda Item Summary

Date: March 3, 2025

To: Honorable Mayor and Members of the Town Council

Prepared By: Marco Aglieco, Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: LP Wilson Phase 2B HVAC Improvements Project

Background

The LP Wilson Community Center was built in 1958 with an addition added in 1972. The Capital Improvements Plan includes a multi-phased project to upgrade and replace heating, ventilation and air conditioning systems along with interior finishes on portions of the building. In 2023 and 2024 the Board of Education area of the building was upgraded to add dedicated outside air units for fresh air, variable refrigerant units for heating and cooling were added and a replacement of a portion of the flooring and ceiling finishes. The remainder of the building uses the original perimeter radiation and air handling units for heating and ventilation.

At this time, the Town Council is requested to consider authorizing funding for Phase 2B of the overall project and to set a Public Hearing for March 17th.

Discussion/Analysis

The construction services for phase 2B are for the remaining portions of the northern portion of the building (BOE areas) along with the gymnasium on the south side of the building. Work includes the replacement of one rooftop unit with associated equipment serving the BOE meeting room and rooftop units with associated equipment serving the gymnasium. This project also includes the replacement of finned tube radiation serving several classrooms and corridors in the northern end of the building. Flooring and ceiling tiles within the remaining BOE office areas will also be replaced. Any hazardous materials uncovered during construction will be abated. All new HVAC equipment will be connected to the existing Building Energy Management systems to control and conserve energy usage.

If authorized in March, construction would start in June and be substantially completed by the end of the calendar year.

Financial Impact

Total estimated project costs for this phase is \$1,805,000 including contingency. It is recommended this phase of work be funded through the issuance of bonds totaling \$1,330,000 and use of \$475,000 in existing project funds previous phases. A public hearing is required due to the proposed use of bond funds.

The project costs are as follows.

Construction	1,212,000
HazMat Abatement	183,000
Design & Inspection	41,000
Clerk of Works	39,000
Bonding	35,000
Contingency	295,000
Total	1,805,000

Bonding in the amount of \$1,330,000 is being requested. The average annual debt service, based on a 15-year term and a 5% interest rate is \$124,000.

Other Board Action

The Public Building Commission (PBC) would oversee and manage this project, should funding receive approval.

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 \$1,805,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2B HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$1,330,000 BONDS AND NOTES, AND \$475,000 FROM EXISTING PROJECT 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 g) Introduce an Ordinance

“MOVE to introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,805,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2B HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$1,330,000 BONDS AND NOTES, AND \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION.”

Item 12 h) Set a Public Hearing

“RESOLVED, that a Public Hearing be held at the Windsor Town Hall on March 17, 2025 at 7:20 p.m. (prevailing time) on the following ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,805,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2B HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$1,330,000 BONDS AND NOTES, AND \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION.”

And

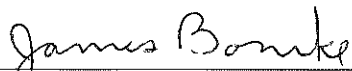
“BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.”

Attachments

Bond Ordinance

Certification

I hereby certify that \$475,000 is available in existing project funds to meet the above appropriation.



James Bourke
Finance Director

AN ORDINANCE APPROPRIATING \$1,805,000 FOR COSTS IN CONNECTION WITH L.P. WILSON COMMUNITY CENTER PHASE 2B HVAC UPGRADES; AND AUTHORIZING THE ISSUE OF \$1,330,000 BONDS AND NOTES AND THE USE OF \$475,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION

BE IT HEREBY ORDAINED,

Section 1. That the Town of Windsor appropriate ONE MILLION EIGHT HUNDRED FIVE THOUSAND DOLLARS (\$1,805,000) for costs in connection with L.P. Wilson Community Center Phase 2B HVAC Upgrades, comprised of renovations and improvements to the HVAC system and interior spaces on the Board of Education side and the gymnasium, including demolition of existing HVAC equipment, installation of new roof top units, finned tube radiation and controls, upgrades to electrical systems, carpet flooring, ceiling tiles, as well as testing and removal of any existing hazardous material and other related upgrades and improvements (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 Public Building Commission 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 appropriation shall be funded with the bonds and notes authorized pursuant to this ordinance and \$475,000 from existing project funds.

Section 2. That the Town issue bonds or notes in an amount not to exceed ONE MILLION THREE HUNDRED THIRTY THOUSAND DOLLARS (\$1,330,000) 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 and 10-289 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 ONE MILLION THREE HUNDRED THIRTY THOUSAND DOLLARS (\$1,330,000). 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 Public Building Commission, 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

3/3/25

Public Hearing Advertised

Public Hearing

Adopted

Advertised

Effective Date



Town Council
Resignations/Appointments/Reappointments
March 3, 2025

Resignations

- A. Accept the resignation of Julie Henry from the Conservation Commission
- B. Accept the resignation of Harry Freeman from the Windsor Housing Authority

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

None

Names submitted for consideration of appointment

None



TOWN COUNCIL
HYBRID MEETING – VIRTUAL AND IN-PERSON
February 18, 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, Councilor Leroy Smith (virtual), and Councilor Walker

2) PRAYER OR REFLECTION

Councilor Armstrong led the group in prayer/reflection.

3) PLEDGE OF ALLEGIANCE

Councilor Armstrong led the group in the Pledge of Allegiance.

4) PROCLAMATIONS AND AWARDS - None

5) PUBLIC COMMUNICATIONS AND PETITIONS - None

6) COMMUNICATIONS FROM COUNCIL MEMBERS

Councilor Eleveld said he concurs with what Councilor Smith has said, we should be keeping an eye on our neighbors in case they may need our help. Over the last two weeks, the robotic team, Team Paragon, had a few small groups in competition. It's a great event to attend. They've got small, mini and large robots. At the ribbon cutting for Marvin, they went from a 40,000 square foot location to a 200,000 square foot location.

Councilor Smith stated that he wanted to encourage everyone to help a neighbor/friend especially with the snow being here. His neighbors have helped him and he appreciated all they did. Help a person in need during this winter season.

Councilor Pelkey reminded folks about the parking ban we have in town, especially during and after a snow storm. He saw where a few individuals on his street kept their cars out and it caused the road to have big chunks of ice. It makes it tough for those people that are walking as well. Speaking of sidewalks, as Councilor Smith said, if we can give our neighbors some help, that would be appreciated especially with the unusual weather we are having. The Windsor Volunteer Fire Department is still in need. Go to windsorfire.org for more

information. He thanked all the firefighters and EMS folks that go out in this weather. He appreciates them.

Councilor Naeem echoed the sentiments of Councilors Smith and Eleveld. It is very cold. We've already had more snow this year than in the past few years. This is a reminder of how great of a town Windsor is and how much we all care for one another. They had neighbors come and help them shovel and she is doing the same for others. That is what makes our town beautiful by looking out for each other. Please continue to do so and check on folks that might need any kind of support.

Councilor Gluck Hoffman said she echoed what Councilor Armstrong had said about Public Works. They did a great job in her neighborhood. She thanked them for all they did.

Councilor Armstrong said there are some people in the audience tonight and she was thankful that they came out in the cold weather to the meeting. She echoed what everyone on the dais has said about the weather as it has been cold and unusual. Let's be alert about our elderly neighbors and reach out when we can. Self-care is the best care. The crisis is still on by the Governor. So, if you see someone that is in need of assistance, they can always call 2-1-1. She thanked Public Works for all their services and the good job that they do.

Councilor Walker echoed the sentiments of Councilor Smith and others about helping neighbors and those in need. It's not just that the weather is cold, there are lots of slippery spots out there. This is the time of year where we have slip and fall accidents. Be careful. He gave a shout out to Team Paragon. The kids do an excellent job.

Deputy Mayor Klase wanted to add there is a food drive on February 22nd at Berkshire Hathaway from 9:00 AM – 2:00 PM if anyone's interested in contributing. The Bird Cage has a Facebook page which has lots of events listed. Some are free and some are at a very low cost. They have a St. Patrick's Day event that benefits WEF, Windsor Education Foundation, as well. The Northwest Park breakfast is coming up on March 22nd. Latin Footprints also has a Facebook page and lots of events are going on such as salsa dancing, etc. She thanked the town and Anita Mips for all the activities for Valentine's Day and the marriages that took place.

Mayor Black-Burke said the 500 cans in 5 hours event is happening on Saturday, February 22nd from 9:00 AM – 2:00 PM for the Windsor Food and Fuel Bank. Folks are in need of these supplies. If you are able, please support this endeavor. She thanked the Deputy Mayor for going to the ribbon cutting for Marvin in her place as she could not attend.

7) REPORT OF APPOINTED BOARDS AND COMMISSIONS

a) Public Building Commission



UPDATES:

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 May 2025 (weather permitting).

Wilson Fire Station – Interior Renovations – 9585

Building material is on order and preparations for renovations have started. Project expected to be completed by the end of May 2025.

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

This item is on the agenda for funding authorization for this evening. Bids have been received and reviewed. Construction cost is within budget and if funding is approved, construction will begin June of 2025 and be completed over the summer break.

Welch Park Pool House Renovations Project - 1938

Construction is completed with only punch list items remaining. Completion of the punch list items is dependent on the weather and therefore the project is expected to be completed by the end of April 2025.

NOTHING NEW TO REPORT

Poquonock Elementary School Roof Project - 9558

The BOE has submitted the State of CT grant and is awaiting approval. As soon as this is approved, we can proceed with the bidding process. Bids will be reviewed by the PBC. Construction is anticipated over the 2026 summer break. Nothing new to report since January 21st Town Council meeting.

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. Nothing new to report since January 21st Town Council meeting.

Milo Peck School HVAC Construction – 9538

Nothing new to report since January 21st Town Council meeting.

Clover Street School Roof Replacement Project – 9549

Nothing new to report since January 21st Town Council meeting.



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. Nothing new to report since January 21st Town Council meeting.

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. Nothing new to report since January 21st Town Council meeting.

330 Windsor Ave. Community Center Gym HVAC Renovations - 9550

Nothing new to report since January 21st Town Council meeting.

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. Nothing new to report since January 21st Town Council meeting.

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. Nothing new to report since January 21st Town Council meeting.

8) TOWN MANAGER'S REPORT

Valuation Appeals

For those looking to appeal assessments on their real estate, personal property and motor vehicles, the deadline to submit an appeal is by the end of the business day on Thursday, February 20th or by 11:59 PM if submitting an email to townassessor@townofwindsorct.com.

Those who submitted an appeal should expect to be notified by the Assessor's Office starting the week of February 24th for appointments with the Board of Assessment Appeals (BAA). The BAA will be holding meetings during March and potentially into April. An individual has the ability to appeal the BAA's decision to the Superior Court within 60 days of notice of their decision.

If an individual has not filed an appeal through the BAA they cannot go through the Superior Court.

Town Awarded \$400,000 CDGB Grant

The State of Connecticut has awarded the town a \$400,000 grant through the competitive Small Cities Communities Development Block Grant program. This grant will help to continue



the town's long standing housing rehabilitation program. A huge thank you to Flavia Rey De Castro and Patrick McMahon for preparing a successful grant application package.

Our Housing Rehabilitation Loan program assists low and moderate-income homeowners to rehabilitate their homes. Ten housing units are expected to be rehabilitated with the funding. Upgrades will include roof replacement, heating systems, window replacement, lead paint and asbestos removal, and electrical and code upgrades.

We are one of just 8 grant awardees statewide.

Windsor 2035/POCD Public Workshop

Come and share your vision and ideas at the Plan of Conservation and Development (POCD) workshop on February 27, 2025 at 6:30 PM at town hall in the Council Chambers. This interactive workshop will raise awareness of the Windsor 2035 Plan: Shaping our Future Together. It will help individuals understand Windsor's current Plan of Conservation and Development and its progress, highlight key trends and statistics shaping our town's future and engage the community in discussions to generate ideas. The workshop will begin with a brief presentation, followed by three 20-minute breakout sessions where attendees can share their thoughts on the topics that matter the most to them. Visit the 'Plan' website to learn more at <https://plan.windsorct.com> and take the survey. You can also go to the town's website at www.townofwindsorct.com or contact the Planning Department for more information at 860-285-1980.

State of the Town Address

Mayor Nuchette Black-Burke will be hosting a State of the Town address titled, *Windsor In Progress: Connecting, Engaging, & Celebrating Our Community*. This will focus on celebrating 2024 and looking forward. The event will take place on Wednesday, February 26, 2025 at 6:15 p.m. at Town Hall in the Council Chambers beginning with a mingling and connecting component, followed by a presentation and Q&A. All are welcome to attend.

VITA Tax Assistance for the Elderly

The IRS's Volunteer Income Tax Assistance (VITA) program offers free basic tax return preparation to qualified individuals. VITA offers assistance to people who generally make \$68,000 or less, persons with disabilities, and limited English-speaking taxpayers. A VITA representative will be on site at the main library for appointments on Monday evenings from 5:00 PM – 8:00 PM from February 3 – April 14. Appointments are required. Please sign up at windsorlibrary.com or by calling the Reference Desk at 860-285-1918. A VITA representative will be on site at the Wilson Branch on select Saturdays from 11:00AM-2:00 PM from February 8 through April 12.

Camp FoxFire

Join us at Camp FoxFire! For kids Pre-K to Grade 8. This day camp at Northwest Park offers children an unforgettable summer filled with active, hands-on exploration in nature. Our programs are designed to nurture each child's curiosity and foster a sense of wonder in the great outdoors.

Registration is now open for the camp for any number of the six uniquely themed sessions for each age group. Registration is processed on a first-come, first served basis and is open to all Windsor residents on Saturday, February 1, 2025 at 8:00 AM and nonresidents on Saturday, February 15, 2025 at 8:00 AM. Fees are \$150 for Windsor residents and \$175 for non-residents. Register online at www.townofwindsorct.com/recreation or call 860-285-1990 for more information.

Black History Month Movie Screening: *Summer of Soul*

Join the Windsor Human Relations Commission and the Windsor Art Center for a special screening of *Summer of Soul*, a documentary that captures the 1969 Harlem Cultural Festival and its impact on music, culture, and Black history. This award-winning film, directed by Questlove, brings to life a moment that was nearly lost to time. The screening takes place on Saturday, February 22, 2025, from 12 to 2 PM at the Windsor Art Center, 40 Mechanic St. Free and open to all. Don't miss this inspiring celebration of history and music.

Police Statement

In light of the recent police-related incident, we want to reassure the public that the safety and well-being of our residents are our top priority. We understand the impact this has on community trust in law enforcement. While this incident remains under investigation, we would like to provide information on the training our department provides to officers related to use of force.

Our police department is committed to maintaining professionalism, accountability, and public safety. Officers undergo ongoing training in de-escalation, conflict resolution, and the proper use of force, including tasers and firearms. This well exceeds standards for accreditation and/or CT POST requirements. This training ensures that officers make sound decisions and use force only when necessary. However practical training cannot fully replicate the intense, unpredictable stress and emotional pressure officer's experience during real-life incidents.

While the Office of Inspector General's investigation into this use of force continues, our police department is conducting a concurrent internal administrative investigation into this use of force. While awaiting the conclusion of these investigations, the officer involved has already received additional remedial retraining and will remain in a limited duty status.

Transparency and accountability remain our priority as we continue to build trust with our community. Thank you for your patience. Donald Melanson, Police Chief

Deputy Mayor Klase asked if the events for February 26 and February 27 are already on social media? Assistant Town Manager Colby said they are working on getting those out for tomorrow.

Mayor Black-Burke asked about the location for the VITA tax assistance program. Assistant Town Manager Colby stated they are at the Wilson Library and the main branch.



Councilor Gluck-Hoffman asked if you can go online to the library website to make the appointment? Assistant Town Manager Colby stated that you can.

Councilor Naeem just wanted to give a shout out to Patrick McMahon and Flavia Rey De Castro for their work on the CDBG grant. It's really a great thing for the town. That program is pretty critical.

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 – nothing to report

10) ORDINANCES - None

11) UNFINISHED BUSINESS - None

12) NEW BUSINESS

- a) Introduce an ordinance entitled, “AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT 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 ordinance entitled “AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT 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 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 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, to introduce a bond ordinance entitled “AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN



CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION."

Marco Aglieco, Facilities Manager, said Phase I construction consisted of renovating restrooms in the library, cafeteria, and gymnasium areas. Phase II construction services will be for the remaining 18 restrooms in all the classroom pods. Work will include the installation of new partitions, lighting, doors, walls, tile, fixtures, and exhaust fans. Upgrades to plumbing, sprinklers, ductwork, and electrical are also required. The project has been designed to meet ADA standards.

If authorized, construction for Phase II would start in June 2025 and is anticipated to be substantially complete by the end of August 2025.

Total estimated project costs for Phase II are \$1,880,000 including contingency. It is recommended this phase of work be funded through issuance of bonds totaling \$1,145,000 and use of \$735,000 in existing project funds from Phase 1. A public hearing is required due to the proposed use of bond funds.

Councilor Eleveld said Phase I is complete. There was surplus of money left over from that Phase and that's going to be used in Phase II to offset some of the costs, correct? Mr. Aglieco said that was correct.

Motion Passed 9-0-0

- b) Set a Public Hearing for March 3, 2025 at 7:20 p.m. for an ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, that a Public Hearing be set for March 3, 2025 at 7:20 p.m. (prevailing local time) to act on a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$1,880,000 FOR COSTS IN CONNECTION WITH THE CLOVER STREET SCHOOL RESTROOM ADA UPGRADES, PHASE II; AND AUTHORIZING THE ISSUE OF \$1,145,000 BONDS AND NOTES AND THE USE OF \$735,000 FROM EXISTING PROJECT FUNDS TO FINANCE THE APPROPRIATION" and "BE IT FURTHER RESOLVED, that the town clerk is authorized and directed to post and publish notice of said Public Hearing."

Motion Passed 9-0-0

- c) Introduce a bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES 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 \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES 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 \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

Suzanne Choate, Town Engineer, stated the proposed pavement rehabilitation work will be similar to the primary rehabilitation method utilized as part of the annual pavement management program for the town's roadways. It is proposed to mill and repave 2" of existing bituminous concrete pavement. Proposed paving activities will occur within the existing curb lines and limits of pavement.

Prior to paving operations, we will make any necessary drainage improvements. The project may also include the replacement of deteriorated curb and sidewalks at the facilities.

Improvements for the 2025 construction season are proposed for portions of the Windsor High School parking lot and a portion of Sage Park Middle School lot. The planned improvements at Windsor High School will focus on the parking lot adjacent to the tennis courts off of Capen Street. The planned improvements at Sage Park Middle School will be primarily to the areas on the small parking lot and loop drive at the front of the building. Facilities tentatively planned for repaving in the next few years include portions of LP Wilson Community Center, Pleasant Street boat ramp, 330 Windsor Avenue Community Center, Mechanic Street commuter lot, and Mill Brook open space parking areas.

Assitant Town Manager Colby stated that historically, the town has used bonding for pavement resurfacing at town facilities and schools. It has not come out of cash. The use of cash in the FY 25 CIP is slated at approximaely \$610,000 in projects for the current fiscal year. In FY 26 there is a potential of use of \$785,000 in cash for captial projects. There is the

potential that the Council can use opening cash as part of the budget process as was done last year.

Councilor Naeem stated she'd like to piggy back off what Assistant Town Manager Colby had just said. Both the Town Manager and the Assistant Town Manager have had conversations with her. As we are looking to do some preparation work for the budget season and do some of the Finance Committee work, along with doing multi-year projections on what we have put in the CIP regarding bonding versus using cash, we used about \$3.0 million in cash last year. That's still a significant amount to pass the burden onto the taxpayers. She knows the opening cash that we do have, a fair amount of it, has been committed through the CIP for projects coming up in the next few years. They can certainly take a look of how that is doing during the CIP meetings.

Councilor Naeem asked about the interest. She knows debt service is \$26,000. She asked Assistant Town Manager Colby if he could talk about the interest versus estimates that occurred on the money that we wouldn't be spending. Assistant Town Manager Colby stated if it is approved for bonding, we would anticipate that based upon bonding with at 15 year term and a 5% interest rate, that it would be about \$114,000 in interest. If this money were to remain in the General Fund Unassigned Fund Balance using a 4% interest rate, we can estimate that it would be about \$170,000 that would remain in the banks. There are lots of variables with that. There could also be some drops from the federal government this year.

Motion Passed 9-0-0

- d) Set a Public Hearing for March 3, 2025 at 7:20 p.m. on bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION."

MOVED by Deputy Mayor Klase, seconded by Councilor Naeem, that a Public Hearing be held on March 3, 2025 at 7:20 PM (prevailing time) on the following bond ordinance entitled, "AN ORDINANCE APPROPRIATING \$285,000 FOR COSTS IN CONNECTION WITH PAVEMENT RESURFACING AT TOWN FACILITIES AND SCHOOLS; AND AUTHORIZING THE ISSUE OF \$285,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION" and "BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Public Hearing.

Motion Passed 9-0-0

- e) Approve an appropriation of \$25,000 from the General Fund Unassigned Fund Balance to fund the Firefighting Foam Removal Project and authorizing submittal of reimbursement grant to the State of Connecticut



MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong, to approve \$25,000 from the General Fund Unassigned Fund Balance to fund PFAS foam removal from fire apparatus and authorize submitting a reimbursement grant to the State of Connecticut.

Kevin Walsh, Deputy Fire Chief, stated the State of Connecticut has created a reimbursement program to allow fire departments to remove this foam via a licensed vendor. The State has allocated \$3M in FY 24/25 for this program. As this is a reimbursement program and not currently budgeted for in the town's adopted FY 2025 budget, we are asking the Town Council to appropriate \$25,000 from the General Fund Unassigned Fund Balance and to authorize submission of a reimbursement grant in the same amount.

Scott Colby, Assistant Town Manager, stated that at the moment we have four fire apparatus that have that material within them. So, as part of Department of Emergency Services and Public Protection as well as DEEP, there is a grant opportunity for reimbursement to get this material removed from the four apparatus. This work is anticipated to take place in April or May as it is weather depending. The vendor will clean two trucks at a time over the course of two days. These trucks will be unavailable during this period. There is no expected disruption to service while these vehicles are offline for cleaning. The licensed vendor will be removing any remaining foam, rinsing and cleaning the tanks. All of this material is collected and disposed of at a licensed disposal facility by the vendor.

Councilor Eleveld asked what has the foam been used for in the past and what is the purpose for it? Steve Bianchi, Interim Fire Chief, stated that it was used for car fires, magnesium, and class B fires. Mr. Walsh said that the foam was basically made to cover fumes to smother out the fires. Councilor Eleveld stated that he will be happy when they get rid of all the PFAS. He said that his understanding is that it is very difficult to get rid of it once you pull it out.

Councilor Armstrong asked if there will be any other additional apparatus needed for the green foam? Mr. Walsh stated that they use 5 gallon pails. All of their other apparatus has storage for the 5 gallon pails so in the future they will be using the 5 gallon pails for the green foam.

Council Pelkey asked where will this servicing be done? Mr. Walsh said it will be at the State approved contractor's facility in South Windsor.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to move item 12 f to after item 16 Executive Session.

Motion Passed 9-0-0

f) Consider settlement of Great Pond Village LLC vs. Town of Windsor

Moved to after Item 16, Executive Session.



13) RESIGNATIONS AND APPOINTMENTS - None

14) MINUTES OF PRECEDING MEETINGS

- a) Minutes of the February 3, 2025 Public Hearing

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the Public Hearing minutes of the February 3, 2025 meeting as presented.

Motion Passed 9-0-0

- b) Minutes of the February 3, 2025 Regular Town Council meeting

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to approve the minutes of the February 3, 2025 Regular Town Council meeting as presented.

Motion Passed 9-0-0

15) PUBLIC COMMUNICATIONS AND PETITIONS- None

Mayor Black-Burke stated that the Governor took time to visit the town last Wednesday at Clover Street school as a part of his Black History tour through the State. He read to 3rd and 5th grade students. She stated that the students there made them proud. She wanted to make sure she mentioned that Windsor is on the map again.

MOVED by Deputy Mayor Klase, seconded by Councilor Armstrong to enter into Executive Session at 8:24 p.m. for the purpose of:

- a) Strategy and Negotiations in respect to pending claims and litigation (Great Pond Village LLC vs Town of Windsor)
- b) Strategy and Negotiations in respect to pending claims and litigation (RB Condo's LLC vs Town of Windsor)

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: Assistant Town Manager, Scott Colby, Josh Gaston, Town Assessor



Guests: Attorney Kevin Deneen, O'Malley, Deneen, Leary, Messina and Oswecki Law Offices

MOVED by Deputy Mayor Klase, seconded by Councilor Gluck Hoffman to exit Executive Session at 8:55 p.m.

Motion Passed 9-0-0

MOVED by Deputy Mayor Klase, seconded by Councilor Pelkey to accept the settlement of Great Pond Village LLC vs Town of Windsor as discussed in Executive Session.

Motion Passed 9-0-0

17) ADJOURNMENT

MOVED by Councilor Eleveld, seconded by Councilor Armstrong to adjourn the meeting at 8:57 p.m.

Motion Passed

Respectfully Submitted,

Helene M. Albert
Recording Secretary